
	Kazakh-American Free University	Date 27.08.2021
	Guidelines on the procedure for preparing, writing and defending a master's thesis	Internal Quality Assurance System «Educational process of KAFU» Revision 1

**MINISTRY OF EDUCATION AND SCIENCE
OF THE REPUBLIC OF KAZAKHSTAN**

KAZAKHSTAN-AMERICAN FREE UNIVERSITY

GUIDELINES

**ON THE ORDER OF PREPARATION, WRITING AND DEFENSE OF
A MASTER'S THESIS**


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1. REGULATORY DOCUMENTS

When developing Methodological recommendations on the procedure for preparing, writing and defending a master's thesis, 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 approval of the Classifier of areas 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).

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2. GENERAL PROVISIONS ON THE ORDER OF PREPARATION, WRITING AND DEFENSE OF A MASTER'S THESIS.

A master's thesis is a final qualification work on an educational program prepared by a master student on the basis of scientific research independently conducted by him in accordance with the requirements of the State Compulsory Education Standard of the Republic of Kazakhstan.

Master's thesis - the final work of a master student of the scientific and pedagogical magistracy, which is an independent scientific research containing theoretical and / or practical developments of an actual problem in the field of the chosen educational program, based on modern theoretical, methodological and technological achievements of science and technology.


The master's thesis is evidence that the undergraduate has deep knowledge in the field of the chosen specialty, sufficient skill of independent research and scientific generalization of the studied literary, official, statistical and primary materials, the ability to scientifically and methodologically substantiate his own conclusions, proposals and recommendations aimed at solving the problem under study, taking into account the primacy of national interests.

In the course of preparing and writing a master's thesis, the author must proceed from the following principles:

- scientific substantiation of the relevance of the topic;
- motivation for choosing the object of research;
- argumentation of the scientific and methodological value and practical significance of the work performed;
- substantiation of the choice of research methods and the logic of presentation of their main results.

The general content of the completed master's thesis must meet one of the following requirements:

- the obtained results of research work allow solving an important scientific problem;
- the use of research results contributes to the solution of an important applied problem;
- the results of research work play an important role in determining and developing promising areas of economic science.

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The results of the master's thesis must be implemented at one of the following levels:

- international (licenses sold, international grants received);
- at the intersectoral;
- across the industry;
- within the organization.

The main results of the master's thesis are presented:

at least one publication in the KAFU journal (or other scientific journal), one presentation at a scientific and practical conference and publication in the KAFU ACADEMIC JOURNAL journal, or one publication in the COXON MES RK journal.


3. PURPOSE AND MAIN OBJECTIVES OF THE MASTER'S THESIS

The purpose of preparing a master's thesis is to systematize and deepen the theoretical knowledge and practical skills acquired by undergraduates in the study of the disciplines of the curriculum, to consolidate the skills of mastering the methods of research, experimentation, determining the degree of preparedness for independent work and the performance of professional duties. The achievement of this goal is ensured by the implementation by the undergraduate of the recommendations for the preparation of the dissertation and the requirements of the State educational standard of education.

To achieve this goal, it is necessary to solve the following tasks:

- compilation of bibliography, study and scientific generalization of literary sources on the chosen topic;
- collection, processing, analysis and synthesis of actual, statistical and primary materials characterizing the dynamics and structural changes in the object under study;
- determination of the possibilities and methods of using economic and mathematical calculations for forecasting and evaluating the effectiveness of the development of the object under study in the future;
- scientific argumentation of conclusions, proposals and recommendations, the implementation of which would allow rationally solving the problems that served as the main motive for choosing the topic of the master's thesis.

4. STAGES OF IMPLEMENTING THE MASTER'S THESIS

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The implementation of a master's thesis consists of the following main stages:

1. Choice of the topic of the master's thesis.
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. Defense of the master's thesis.

5. SELECTION OF THE TOPIC OF THE MASTER'S THESIS


The topic of the dissertation should be determined and assigned to the undergraduate at the beginning of the master's training. Topics are most often selected from the list of topics recommended by the department. The master student is given the right to propose his topic with the necessary justification for the expediency of its development and further approval at a meeting of the department. When choosing a topic for a master's thesis, one should take into account the scientific orientation, relevance and degree of study of the problem, and the personal interests of the undergraduate in terms of the possibilities of fulfilling the tasks set for themselves. It should also be taken into account that the correct choice of topic is significantly influenced by a preliminary acquaintance with literary sources and a direct conversation with practitioners of the relevant profile.

Having agreed on the final wording of the topic of the master's thesis with the supervisor, the undergraduate writes an application addressed to the head of the department with a request to give permission for its implementation (APPENDIX A). The department makes a decision on the final assignment of topics to undergraduates and their supervisors. The supervisor and the research topic of the undergraduate on the basis of the decision of the academic council are approved by the order of the head of the university.

After the approval of the topic of the master's thesis, the undergraduate should prepare an individual plan, which can be further refined.

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

- takes part in the choice of topic, methodology and methodology of research, and the development of the working plan of the master's thesis;

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- consults on bibliography, literary, statistical and other sources and the content of the master's thesis;
- 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 the master's thesis, makes a final decision on the degree of its compliance with the requirements and readiness for public defense.


If necessary, a scientific consultant in a related field of science, who meets the requirements for scientific supervisors, can be appointed to a master's student.

The supervisor of the master's thesis must have the academic degree "candidate of science", or "doctor of science", or "doctor of philosophy (PhD)", or "doctor by profile", or the academic degree "doctor of philosophy (PhD)", or "doctor of profile", or the degree of "Doctor of Philosophy (PhD)", or "Doctor in profile", corresponding to the profile of the requested direction, with at least three years of scientific and pedagogical work experience, being the author of 5 scientific articles over the past five years in publications included in List of scientific publications recommended for publication of the main results of scientific activity, approved by the authorized body in the field of education and science 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 databases, Social Science Citation Index or Arts and Humanities CitationIndex in Web of Science Core Collection (Web of Science Core Collection) or Cite S percentile score core (SiteSkor) at least 25 in the Scopus database (Scopus).

6. STRUCTURE OF THE MASTER'S THESIS AND ITS SUMMARY

The recommended volume of the master's thesis is at least 70 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 master's thesis.

5.1 Thesis structure

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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.

5.2 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 (KAFU);
- surname, name, patronymic of the candidate;
- the title of the dissertation;
- code and name of the specialty;
- desired academic degree;
- surname and initials of the supervisor, his academic degree and academic title;
- place (city) and year of completion of the master's thesis.

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 B.

5.3 Content of the dissertation

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.

The titles of chapters and paragraphs in the text of the master's thesis must completely match the titles indicated in the table of contents, while abbreviation of the titles of chapters and paragraphs is not allowed.

The title of each of them must be formulated in such a way that it does not turn out to be wider than the topic in terms of content and equal to it, since

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the chapter is only one of the aspects of the topic and the title should reflect this subordination.

An example of content formatting is given in Appendix C

5.4 Normative references

"Normative references" should contain a list of standards that are referenced in the text of the thesis.

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

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

5.5 Definitions

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

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

5.6 Symbols and abbreviations

The structural element "Denotations and abbreviations" should contain 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.

It is allowed to give definitions, designations and abbreviations in one structural element "Definitions, designations and abbreviations".

5.7 Introduction

The introduction should contain an assessment of the current state of the scientific problem (task) being solved. It should show the relevance and novelty of the topic, the connection of this work with other research works, and should also indicate the purpose, object and subject, research tasks, their place in the performance of the research work as a whole, reflect the methodological framework and provisions submitted for defense.

Justifying the purpose of the master's thesis, the author, within one sentence, must disclose the target setting, to which the entire research work on the chosen topic is directed. Its successful achievement involves the definition of several specific tasks facing the author in the course of preparing and

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performing the work, taking into account the entire range of research issues. At the same time, it should be taken into account that the content, list and implementation of these tasks have a direct impact on the structure and title of the relevant sections of the master's thesis.

The subject of master's research should be predetermined by its theme and reflect the author's approach to the study of those problems that characterize the prospects for the development of the research object. An extremely concise presentation is also required when disclosing the methodological foundations and applied research methods on the topic. Here it is very important that exactly those methods were named, on the basis of which the author carried out his own calculations to substantiate the selected range of indicators and / or the conclusions, suggestions and recommendations necessary for the logical completion of the work.


These proposals and recommendations should be distinguished by a certain scientific novelty and reflect the research problems, and the conclusions should serve as the basis for measures to justify the novelty of the proposed measures. It is desirable that the main results of the study allow the undergraduate to show his own contribution to the theoretical development and practical solution of the actual problem that served as the main motive for choosing his topic.

The practical significance and approbation of the work can be determined by the implementation of the following measures on the part of its author:

- implementation of the results of the work performed at the object of study and obtaining a supporting document from it;
- discussion of research results at meetings of scientific and practical conferences, thematic round tables, etc.;
- at least one publication in the KAFU journal, one speech at a scientific and practical conference, publication in the KAFU ACADEMIC JOURNAL journal, or one publication in the COXON MES RK journal.

The main structural elements of the introduction:

- Relevance of the topic
- The degree of development of the problem
- Target
- Tasks
- An object
- Subject
- Research methods

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- Theoretical and methodological basis of the dissertation
- Regulatory framework for the study
- Information-empirical basis of the research
- Scientific novelty
- The main provisions of the dissertation submitted for defense
- Practical significance
- Approbation of the research results
- Structure and scope of the dissertation


5.8 Main body

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;
- the process of theoretical research, including determining the nature and content of theoretical research, research methods, calculation methods, 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.

The main part of the dissertation consists of sections and subsections. It is recommended that the work be built on the basis of at least three sections, each of which should contain subsections.

The first section is the theoretical basis of the dissertation and includes coverage of the theory of questions on the chosen topic, the degree of their practical solution. It should focus on creative, critical reflection and coverage of existing scientific knowledge, theoretical developments. Based on the study of a wide range of literature on this issue, the author of the work must learn different approaches to solving the problem, give a debatable character to some theoretical provisions and formulate his own position. Develop an independent point of view on the problem, which means, for example, a review of various international and domestic scientific positions, theories, identifying any specific features, advantages or disadvantages, and bringing the methodology for calculating and analyzing the relevant indicators.

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The second section should be analytical, it should analyze the collected practical material of the organization using various scientific methods and modern research technologies, i.e. it should contain an analysis, an assessment of the state of the problem under consideration on the object under study, the performance of specific calculations, and practical testing of the proposed theoretical developments. When writing this section, the undergraduate must demonstrate both his ability to synthesize new knowledge based on a deep analysis of factual material, and the ability to substantiate and argue the findings and results.

The third section should reflect the development of basic recommendations and proposals or determine ways to improve the subject, object under study. A distinctive feature of this section is the practical applicability and reality of using the author's proposals and recommendations contained in the master's thesis.

Each section should end with a short summary. The titles of sections and subsections should be extremely brief, not repeating, but revealing the content of sections and subsections.


5.9 Conclusion

The conclusion should include the main results of both theoretical and practical nature obtained by the undergraduate in the course of the study. The main conclusions can be given at the end of each section, but the most important conclusions and results should be accumulated in the conclusion.

The conclusion must contain:

- brief conclusions on the results of the dissertation research;
- assessment of the completeness of solutions to the tasks;
- developed recommendations and baseline data on the specific use of the results;
- assessment of the scientific level of the work performed in comparison with the best achievements in this field.

In conclusion, it is necessary to correlate the findings with the goals and objectives set in the introduction, combine the findings into a single whole, and evaluate the success of the work. Sometimes it is advisable to build the text of the conclusion as a list of conclusions, breaking it into paragraphs, each of which is the selection and justification of one specific conclusion. If the work, along with theoretical results, has practical consequences, this should also be specified in the conclusion. In addition, it is necessary to evaluate the prospect of further research on this topic that opens up on the basis of the results of the work, outline the new tasks that arise in this regard,

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characterize the existing side results and ideas, and evaluate the possible prospects for their scientific development.

5.10 List of sources used

The list should contain information about the sources, arranged in the order of appearance of references to sources in the text of the dissertation, and numbered in Arabic numerals without a dot.

When referring to some facts taken from the works of other authors, it is necessary to indicate where the given materials are taken from. You should not include in the bibliographic list those sources that are not referenced in the text of the dissertation and that have not been used.

The list of sources used is drawn up in accordance with Appendix D.

5.11 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.


Thus, in terms of content, the master's thesis must meet the requirements for:

- relevance of the chosen research topic in theoretical and practical aspects;
- the degree of its development in the special scientific literature and its practical solution;
- the formulation of the author's position and the development of an independent point of view on the problem;
- analysis of the current state of the problem at the object of study;
- substantiation and argumentation of the main conclusions and results of the study of a specific problem;
- formulating proposals and recommendations aimed at resolving the problem under study.

6 REQUIREMENTS FOR A MASTER'S DISSERT

6.1 General requirements

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

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The dissertation must be completed using a computer and printer on one side of a sheet of A4 white paper at one and a half intervals. Font - Times New Roman, size 14.

The text of the dissertation should be printed, observing the following margins: right - 10 mm, left - 30 mm, top - 20 mm, and bottom - 25 mm.

Footnotes are placed according to the text of the dissertation in square brackets (source number, page number are indicated) [1, p. fifteen].

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

Regardless of how the dissertation is performed, the quality of the printed text and the design of illustrations, tables, printouts from a PC must satisfy 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, not blurry lines, letters, numbers and signs.

Misprints, typographical errors and graphical inaccuracies discovered during the preparation of the dissertation may be corrected by erasing or painting over with white paint and applying the corrected text (graphics) in the same place in typewritten way or in black ink, paste or black ink in handwritten way.

Surnames, names of organizations, 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.

6.2 Building a dissertation

The names of the structural elements of the dissertation “CONTENT”, “REFERENCES”, “DEFINITIONS”, “DESIGNATIONS AND ABBREVIATIONS”, “INTRODUCTION”, “CONCLUSION”, “LIST OF USED SOURCES”, as well as the names of sections, subsections serve as headings of the structural elements of the dissertation.

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.

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Headings of chapters (sections) should be printed with a paragraph indent in capital letters, in bold type without a dot at the end, without underlining.

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

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

Each chapter (section) of the dissertation begins with a new sheet, page. The text from the title of the chapter and paragraph is separated by an interval of one line (one Enter). Paragraphs (subsections) within one chapter are separated by an interval of one line (one Enter) from the text above and below. The titles of chapters (sections) and paragraphs (subsections) are printed with a capital (capital) letter, are not taken in quotation marks, and a dot is not put at the end of the title.

Example:

1 THEORETICAL FOUNDATIONS OF MANAGEMENT

5.2 The concept and essence of management

Paragraph text

5.3 Management functions

6.3 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 and tables on an A3 sheet are counted as one page.

6.4 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

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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.

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 paragraph numbering must be within the subsection (each subsection must consist of at least 5 printed sheets) 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 section of the dissertation

3.1.3

3.2 Preparing for the test

3.2.1


3.2.2 > Numbering of paragraphs of the second subsection of the third section of the dissertation

3.2.3

Paragraphs, if necessary, can be divided into subparagraphs, which must have serial numbering within each paragraph, 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, u, o, h, ь, ы, ъ) after which a bracket is placed.

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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

- a) _____
- б) _____
- 1) _____
- 2) _____
- В) _____

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.

6.5 Illustrations

Illustrations (drawings, maps, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the dissertation 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.

Photographs smaller than A4 must be pasted on standard sheets of white paper.


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

If there is only one picture, then it is designated “Figure 1”, 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.

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.2

Illustrations are drawn up in accordance with Appendix E.

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When referring to illustrations, write "... In accordance with Figure 2" with end-to-end numbering.

6.6 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.

When transferring a part of a table, the title is placed only above the first part of the table; the lower horizontal line that bounds the table is not drawn.


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 is allowed to 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 to the left above the first part of the table, the word "Continuation" is written above the other parts and indicate table number, for example: "Continuation of table 1". When transferring a table to another sheet (page), the heading will be placed only over its first part.

It is allowed to divide a table with a large number of columns into parts and place one part under another 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

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chemical symbols. If numerical or other data in any line of the table is not given, then a dash is put in it.

Digital material is usually presented in the form of tables. An example of table formatting is shown below.

Table 1 - Revenues to the state budget of the Republic of Kazakhstan

Types of state income	Period				
	2013	2014	2015 г	2016 г	2017
Total tax revenues and payments to the state budget: - billion tenge - in %	1569,96 100	2337,0 100	2629,05 100	2961,78 100	2400,52 100
Corporate income tax from the commodity sector: - billion tenge - in %	180,694 11,51	470,51 20,13	693,0 26,36	1021,5 34,49	559,481 23,31

break

Table 1 continued


Total share of state budget revenues from the primary sector: - billion tenge - in %	296,850 18,91	672,11 28,76	1037,093 9,78	1700,48 57,41	1371,36 57,13
Note - Compiled by the author according to [163-167].					

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

The tables of each application are designated by separate numbering in Arabic numerals with the addition of the application designation before the number.

If there is one table in the document, then it should be designated "Table 1" or "Table B. 1" if it is given in the appendix.

The headings of the columns and rows of the table should be written with a capital letter in the singular, and the subheadings of

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the columns should be written 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, as a rule, 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.

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

6.7 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 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.

Example

Note - Do not print subscripts.

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Several notes are numbered consecutively with Arabic numerals.

Example

Notes

1 Subscripts are not printed; _____

2 Documents are notarized: _____

Approved by the head of the organization. _____

6.8 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 sign (+), minus sign (-), multiplication (\), 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 “*” 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

$$A=a:b, \quad (1)$$


$$B=c:e. \quad (2)$$

$$T S_{\text{БЫГ1,2}} = \sum (Z_{1j} - Z_{2j})^2, \quad (3)$$

где Z_{1j} , Z_{2j} – the value of the rank assigned by the first or second expert to the j-th solution, respectively.

One formula is denoted by - (1)

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

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

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

In the dissertation (e), formulas and equations may be written in black ink by hand.

6.9 Links

References to 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.

You should refer to the document as a whole or its sections and appendices. 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.

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

One formula is denoted by - (1)

Formulas placed in annexes must be numbered separately in Arabic numerals within each application 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 order of presentation in the dissertation of mathematical equations is the same as the formulas.

In the dissertation (e), formulas and equations may be written in black ink by hand.

6.9 Links

References to 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.

You should refer to the document as a whole or its sections and appendices. When referring to standards and specifications, only their designation is indicated, while it is allowed not to indicate the year of their

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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.

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

6.10 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. A sample List of References is given in Appendix D.

Example:

1 Klimov R.D., Saifulin R.S. Problems of management. - M.: INFRA, 2005. - 216 p.

2 Chernov N.A. HR service and prospects for its development. - Minsk: Higher School, 2007. - 289 p.

3 Industrial Management in the USA / Ed. N.G. Chumachenko. - M.: Finance, 2009. - 315 p.

4 Nurumov A.A. Improving organizational behavior in the organization. - Astana: Elorda, 2004. - 304 p.

6 Musina A.A. Banking system of the Republic of Kazakhstan // Banks of Kazakhstan. - 2009. - No. 1. - S. 17-25.


7 Average monthly nominal accrued wages [Electronic resource] // Website of the Federal State Statistics Service. - URL: <http://www.gks.ru/gis/tables/>

8 The Constitution of the Republic of Kazakhstan [Electronic resource] // IS website Paragraph "Lawyer". - URL: https://online.zakon.kz/document/?doc_id=1005029. (Accessed: 06/22/2020).

6.11 Applications

Applications should be issued as a continuation of this dissertation on its subsequent pages, arranged in the order in which they are referenced in the text of the master's thesis.

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

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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 E, Ѕ, I, 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.

If the document has one annex, it is designated "APPENDIX A". Applications should have a common pagination with the rest of the dissertation.

If a document of independent significance is used as an appendix in the master's thesis, it is included in the dissertation without changes in the original.

7. ORDER OF DEFENSE OF THE MASTER'S THESIS

The master's thesis, drawn up in accordance with the established requirements, is submitted to the graduating department for passing the pre-defense procedure and receiving a review from the supervisor.

In the process of undergraduate pre-defense, one of the following solutions is offered:


- 1) recommend a dissertation for public defense;
- 2) to recommend the dissertation for public defense, subject to the elimination of comments within the established time frame;
- 3) not to recommend the dissertation for defense.

The dissertation accepted for defense, no later than one month before the defense, is submitted by the undergraduate to the department and is stored there until the dissertation is defended.

If a scientific consultant in an adjacent field of science was additionally appointed for a master's thesis, then the reviews of the supervisor and the scientific consultant are prepared separately, independently of each other.

If the dissertation fully meets the requirements for content, volume and design, then the supervisor writes a review, which should reflect the following main points:

- compliance of the dissertation with the specialty and branch of science;
- characteristics of the relevance of the work;
- characteristics of the theoretical level and practical significance;
- a characteristic of the completeness, depth and originality of the solution set questions;
- assessment of the readiness of the work for protection.

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In the event that the supervisor (scientific consultant) or the department gives a negative conclusion “not allowed for defense” or “not recommended for defense”, the undergraduate cannot defend his master's thesis.

Then the dissertation is submitted to the reviewer. Candidates for reviewers are approved by order of the head of the educational organization / scientific organization no later than 1.5 (one and a half) months before the defense on the basis of the presentation of the head of the graduating department, including the justification for the appointment of an official reviewer, personal data indicating the place of work, position held, academic degree, academic title. The official reviewer, based on the study of the master's thesis and published works on the topic of the dissertation, within 10 (ten) days from the date of issuance of the order on the appointment of official reviewers, prepares a review in writing and evaluates:


- a description of the relevance of the work;
- characterization of the independence of the author's approach;
- analysis of the point of view of the author of the master's thesis;
- analysis of the undergraduate's ability to use the methods of scientific research;
- the degree of validity of the conclusions and recommendations of the undergraduate;
- analysis of the reliability of the results obtained by the undergraduate;
- analysis of novelty and practical significance of the work;
- analysis of dissertation shortcomings.

A copy of the official reviewer's review is handed over to the master's student no later than 10 days before the dissertation defense.

The public defense of master's theses should be in the nature of a scientific discussion and take place in an atmosphere of high exactingness, adherence to principles and adherence to scientific ethics, while the novelty, validity of the results, conclusions and recommendations of a scientific and practical nature contained in the dissertation should be subjected to a thorough analysis.

The protection procedure is carried out in the following sequence:

- announcement of the Chairman of the SAC on the defense of the dissertation, indicating its title, surname, name and patronymic of its author,
- Speech by the Secretary of the SAC on the availability of the necessary documents, with a brief description of the "educational" biography of the undergraduate;
- undergraduate presentation with a report of at least 15 minutes;

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- presentation by the supervisor;
- reviewer's presentation;
- answers of the undergraduate to the comments of the reviewer and questions of the SAC;
- scientific discussion on the dissertation;
- the final word of the undergraduate.

The duration of the defense of one master's thesis should be at least 50 minutes.

Based on the results of defending a dissertation for the academic degree of a master, the State Attestation Commission decides on the assessment of the dissertation work - "A" (excellent) to "F" (unsatisfactory).

The assessment of the master's thesis is carried out on the basis of the following criteria:

- compliance of the work with relevant theoretical and applied aspects of the specialty;
- independence of scientific research on the approved topic;
- completeness of the literature review and modernity, relevance of the sources used;
- the possibility of applying the results obtained in scientific research, practical work or in the educational process;
- literacy and clarity of presentation of materials;
- the quality of the report at the defense of the dissertation (clarity, literacy, ability to use professional terms, quality of demonstration material, etc.);
- correctness and completeness of answers to the questions asked during the defense and to the comments of the reviewer.


After a successful defense, the dissertation is transferred to the archive of the university. Otherwise, the dissertation is returned to the undergraduate.

Repeated defense of a master's thesis in order to increase a positive assessment is not allowed.

The retake of the master's thesis by persons who received the mark "unsatisfactory" is not allowed during this period of the final certification.

A student of the master's program who has received an "unsatisfactory" mark in the final attestation is expelled from the university by order of the rector of the university as "not meeting the requirements of the educational program" and "not defending a master's thesis."

A dissertation, based on the results of the defense of which the SAC issued a negative decision, can be submitted for re-defense in a revised form

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no earlier than one year after the negative decision was made. In case of re-defense, the entire procedure for admission to defense is repeated, the official reviewer must be replaced.

In case of non-appearance of the undergraduate for the defense for a good reason, the decision to postpone the defense to a later date (no more than 1 year) is made by the State Attestation Commission.

The results of the defense of dissertations are announced on the day they are held.

Thus, a master student is allowed to defend himself after successfully passing a comprehensive exam if he has:


- positive feedback from the supervisor and scientific consultant (if any);
- availability of the required number of publications on the topic of the dissertation in scientific journals;
- a review by an official reviewer, which provides a comprehensive description of the dissertation and a reasoned conclusion with the possibility of awarding an academic master's degree in the relevant specialty.
- the presence of a certificate confirming the completion of the procedure for checking the work of the anti-plagiarism Internet system strikeplagiarism to check the written work of students.
- list of scientific and methodical works (APPENDIX F)

8. PROCEDURE FOR CHECKING WORKS WITH THE STRIKEPLAGIARISM ANTI-PLAGIATOR INTERNET SYSTEM FOR CHECKING WRITTEN WORKS 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. Checking is carried out by the anti-plagiarism Internet system StrikePlagiarism.

Operators responsible for checking students' master's papers 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.

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The master's thesis 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 passing and accepting a thesis 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 borrowing.

For successful completion of the plagiarism procedure, the value of the similarity coefficient for master's theses CP1 should not exceed 40%. Upon completion of the test, the system operator or supervisor at the department notifies the undergraduate about the results of the test. In case of passing the check, the relevant protocols/certificates and similarity reports are attached to the work.

If revision of the written work is necessary, the undergraduate can correct the work within 3 calendar days and then re-pass the anti-plagiarism procedure. In case of detection of plagiarism in the written work for the third time, the undergraduate passes the verification procedure on a paid basis. In total, the undergraduate 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 master's thesis goes into the internal repository of the University's sources. 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 undergraduate does not agree with the decision of the supervisor based on the results of checking written works by the StrikePlagiarism

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system, the undergraduate files an appeal, which is considered by the commission created at the graduating department. The master student is given the opportunity to state 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 master's thesis 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 a master student.

9. PROCEDURE FOR THE DEFENSE OF A MASTER'S THESIS DURING THE PERIOD OF QUARANTINE MEASURES


This procedure was developed on the basis of methodological recommendations for organizing intermediate and final certification in organizations of higher and postgraduate education during the COVID-19 pandemic. (Order of the Ministry of Education and Science of the Republic of Kazakhstan No. 179 of 04.05.2020).

To conduct the final attestation, an attestation commission is created at the university, which conducts its meetings using remote technologies. The final attestation of students, including the defense of a master's thesis, is carried out in accordance with the established procedure, in accordance with the current regulatory legal acts, using a proctoring system and provides for a number of activities. Identification of the identity of the examiner is carried out 30 minutes before the start of the final attestation of the student.

The technical secretary identifies the identity of the undergraduate by a copy of the previously received identity card or other identity document, handing over with a video image of the student.

The student must have the original identity document with him. The identification of the chairman and members of the commission is carried out similarly to the head of the department (dean).

The preparation of the home premises is carried out before the start of the dissertation defense procedure. The undergraduate is alone in the room. Electronic devices, other than those used directly for the defense of the dissertation, should be absent.

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The graduate student shows online the room in which he is during the defense. In case of detection of foreign objects, the undergraduate takes them out of the room. In case of refusal, the protection is terminated, the commission, by its decision, suspends or terminates the protection procedure.

The undergraduate enters with his login and password the Moodle LMS and the BigBlueButton (bbb), or ZOOM, or Cisco Webex Meeting video conferencing systems, which provide control over the final certification process.

The university appoints a proctor who oversees the independent defense of the dissertation.

During the defense of the dissertation, a video recording is made.


During the defense of the dissertation, the undergraduate should not leave the visibility zone of the webcam. The undergraduate is prohibited from engaging third parties and (or) providing access to electronic devices to unauthorized persons during the defense. In case of violation of the principles of academic honesty by undergraduates and (or) a member of the commission during the defense, the measures provided for by the academic policy of KAFU are taken.

The time for the defense of the master's thesis is determined according to the approved schedule and is promptly brought to the attention of undergraduates. During the defense, a master student can demonstrate a presentation through the screen sharing mode.

In the event of an interruption in the process of defending a master's thesis, the secretary immediately provides technical assistance, after which the commission decides to resume or terminate the defense.

The undergraduate is given no more than 10-15 minutes for a speech (report). The total time for the defense of the undergraduate, including oral presentation and answers to questions from the commission, is no more than 30 minutes.

Based on the results of the defense, the commission grades the student, according to the evaluation criteria of these guidelines.

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APPENDIX A

Rector of KAFU
Doctor of Philosophy (PhD)
Mambetkaziev A.E.
undergraduate specialty
«_____», ____ course
Full name (in full)

Statement


I ask you to approve the topic of the master's thesis

and _____ appoint _____ a _____ supervisor

(position, academic degree, title, full name)

«_____» _____ 2020 .

undergraduate signature

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APPENDIX B

MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN

KAZAKHSTAN-AMERICAN FREE UNIVERSITY

«Eligible for defense»

«____»_____2020 .

Head department "Department name"

doctor PhD, professor

_____ FULL NAME.

IVANOV IVAN IVANOVICH

**The main trends in the international division of labor at the present
stage**

Educational program _____

Degree dissertation _____

scientific adviser

Doctor of Economics, Professor

«____» _____2020.


A.A. Kaygorodtsev

Comptrollerолер

«____» _____2020.

Yu.V. Trofimova


Ust-Kamenogorsk, 2020

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APPENDIX C

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APPENDIX D

LIST OF USED SOURCES

1 State Program for the development and support of small business in the Republic of Kazakhstan 1999-2000. // Kazakhstanskaya Pravda, 1999, January 7.

2 Decree of the Government of the Republic of Kazakhstan No. 492 dated April 4, 2000 “On the development of a single information space in the Republic of Kazakhstan and the creation of JSC National Information Technologies” // Collection of acts of the Government of the Republic of Kazakhstan, 2000, No. 18, 89-90.

3 About accounting. Decree of the President of the Republic of Kazakhstan, having the force of the Law of December 26, 1995, No.-2732 // Kazakhstanskaya Pravda, 1996, January 5.

4 Mamyrov N.K. Management and market: Kazakhstani model. - Almaty: RUMK, 1990. - 78 p.

5 Fatkhutdinov R. Management as a tool for achieving competitiveness // The Economist. - 1998. - No. 3. - S. 118-127.

6 Sheremet A.D., Saifulin R.S. Methods of financial analysis - M: INFRA, 1995. - 216 p.

7 Rusak N.A. Analysis of the financial position of the enterprise. - Minsk: Higher School, 1999. - 289 p.

8 Accounting and analysis in US industrial production. / Ed. N.G. Chumachenko. - M.: Finance, 1971. - 289 p.


9 Kanyshov G.U. Formation of the production program of the enterprise // Problems of theory and practice of management. - 2003. - No. 4. - S. 55-60.

10 Mertens P. Integrierte Informationsverarbeitung 1. - Gabler GmbH, Wiesbaden, 2000, 12. Auflage, 328 p.

11 Sprague R.H. Mc Nurlin B.C. Information Systems Management in Practice. 3rd edition. - Prentice Hall, Engelwood Cliffs, New Jersey, 1993, 576 p.

12 Kostrov A.V. Fundamentals of information management: Proc. Benefit. - Moscow, Finance and statistics, 2001. - 336 p.

13 McConnell KR, Brew S. Economics: principles, problems and politics. In 2 volumes - 13th ed. - Moscow, Infra - M., 2001. - 486 p.


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14 Urumov A.A. Taxes and finances of a market economy - Astana: Elorda, 2004. - 304 p.

15 Website of the National Bank of the Republic of Kazakhstan [Electronic resource]. - URL: <http://www.nationalbank.kz>. (Accessed: 06/22/2020).

16 Syzdykov B. Social aspects of mortgage lending in the Republic of Kazakhstan [Electronic resource] // Site. - URL: http://www.group-global.org/storage_manage/download_file/14032. (Accessed: 06/22/2020).

17th International Conference “Money of the Future. The best financial mobile and internet services. Results of 2012 and trends of 2013” [Electronic resource] // Website of the Life Financial Group. - URL: http://www.lifesreda.com/assets/LifeSREDA_BestFinancialApps_2012. (Accessed: 06/22/2020).

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APPENDIX E

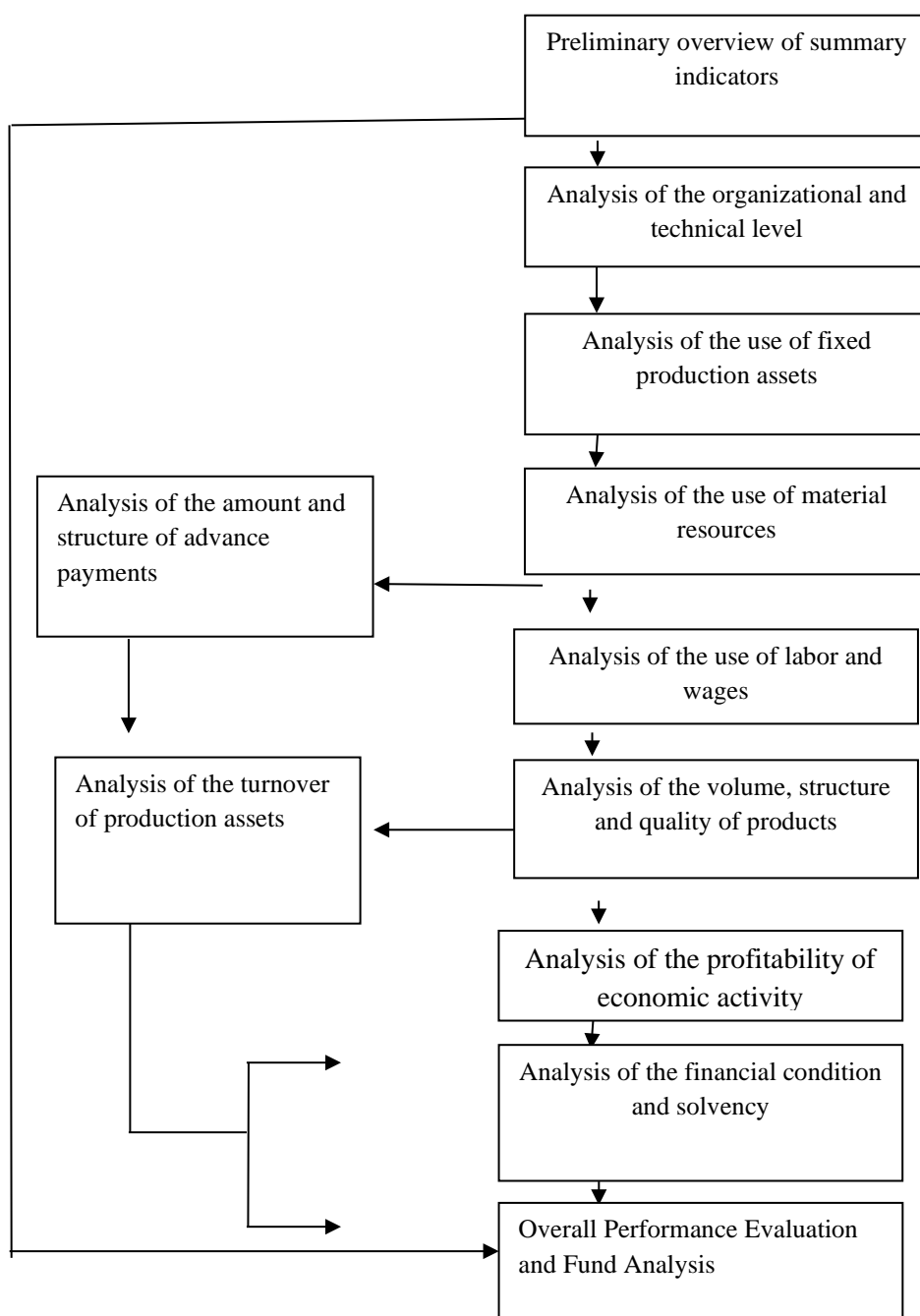



Figure 1 - General scheme of the main groups of indicators in the system of a complex of economic analysis

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APPENDIX F

LIST OF SCIENTIFIC AND METHODOLOGICAL WORKS

OMARBEKOVA AITZHAMAL SLYAMBEKOVNA

for 2019-2020

No.	Name	Nature of work	Imprint	Volume of pages/p l	Co-authors
1	2	3	4	5	6
1	Anti-crisis management of an enterprise on the example of STROY SVYAZ LTD LLP (abstracts)	printed	Student scientific creativity: International partnership and advanced technologies: Proceedings of the international student scientific and practical conference. - Part 7 - Ust-Kamenogorsk, 2015. - p. 134-137	0.25 p.l.	Nurmukha metov N.N.

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