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Approved by
Quality Management
Representative



G.S. Zhetessova
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METHODOLOGICAL GUIDELINES

DIPLOMA PROJECT. GENERAL REQUIREMENTS TO ORGANIZATION AND IMPLEMENTATION

KTU MG IV-06-2021

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Karaganda

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1 Scope

These Methodological Guidelines establish the requirements to organization and implementation of the diploma design of specialties/educational programs of higher vocational education conducted at KTU, as well as to controlling the quality management system documentation and the diploma project (work) for compliance with the norms and requirements established by the standards and other regulatory and technical documents.

The Methodological Guidelines are applied by the teaching staff, employees and students of all the faculties of the Non-profit Limited Company "Karaganda Technical University" (hereinafter KTU).

2 Terms, definitions and abbreviations

In this document, the QMS establishes the following terms, definitions and abbreviations in accordance with IS ISO 9000:2015 "Quality management system. Basic provisions and vocabulary":

- NLC KTU - Non-profit Limited Company Karaganda Technical University;
- QMS - quality management system;
- DP - documented procedure;
- QMR - quality management representative;
- CQM&A – center of quality management and accreditation;
- QA - authorized for quality;
- DP (W) - diploma project (work);
- DAA - Department of Academic Affairs;
- MG – methodological guidelines;
- AC - Attestation Commission;
- RK ST - standard of the Republic of Kazakhstan;
- RD - regulatory documentation;
- ESKD - Unified system for design documentation;
- ESPD - Unified system of program documentation.

Diploma project is a graduation work of a student representing an independent solution of applied problems corresponding to the profile of the educational program, carried out using project approaches and (or) in the form of preparing business projects, models, as well as projects of a creative nature and other projects.

Diploma work is a graduation work representing generalization of the results of the student's independent study of an actual problem corresponding to the profile of the educational program.

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3 General provisions

3.1 These Methodological Guidelines are approved by the Quality Management Representative.

3.2 The Methodological Guidelines are the main document that establishes the requirements to organization and implementation of the diploma project of specialties and areas of training of higher vocational education performed at the KTU.

3.3 The diploma project is the final stage in studying theoretical course by students for the entire period of study.

3.4 The purpose of the diploma project is:

- systematizing, consolidating and expanding theoretical knowledge and practical skills in the specialty/educational program and using them in solving specific scientific, technical, economic and industrial problems;
- developing skills in conducting independent work and mastering the methodology of scientific research and experimentation in solving developed problems and issues;
- defining students' readiness for independent work in the conditions of present day production, science, technology, culture, as well as the level of their professional competence according to the specialty/educational program.

3.5 The diploma project (work) is generalization of the results of independent study and research of the actual problem of a specific specialty/educational program corresponding to the branch of science.

3.6 The diploma project (work) is executed under the supervision of a scientific advisor and must meet one of the following requirements:

- contain generalization of research results, design solutions carried out by scientists, analysts, practitioners: engineers, designers, managers, economists;
- contain scientifically grounded theoretical conclusions on the object under study;
- contain scientifically based results, the use of which ensures the solution of specific problems.

4 Requirements to the topics of the diploma projects (works)

4.1 The topic of the diploma project (work) should be relevant, correspond to the current state and prospects of the development of science and technology. When determining the topics of diploma projects (works), it is recommended to take into account the real tasks and problems of production and science.

4.2 The topics of diploma projects (works) must correspond to the specialty/educational program for training bachelors.

4.3 The topics of diploma projects (works) are developed by the graduating department, considered and approved at the meeting of the department.

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4.4 The general list of diploma projects (works) must be updated annually by at least 30 %.

4.5 The diploma project must be of a research nature and have a computational and graphic part.

4.6 The student selects the topic of the diploma project (work) from the approved list. The student is given the right to carry out a diploma project (work) on a topic not contained in the approved topic. In this case, the student submits to the department a detailed justification for the feasibility of developing the proposed topic or a letter from the third-party organization to fulfill the ordered topic.

4.7 Students in correspondence are permitted to select topics of the diploma projects (works) in accordance with production needs.

5 Requirements to organization and implementation of the diploma project

5.1 The diploma project is executed in accordance with the requirements of the Standard Rules for the Activities of Education Organizations of the appropriate types [1], State Compulsory Education Standards of all the levels of education [2], the Law of the Republic of Kazakhstan "On Education" [3], the Rules of Organization of the Educational Process using credit technology training [4], the Charter of KTU [5], the Internal Regulations of KTU [6], these Methodological Guidelines.

5.2 The admission of students to the defense of the diploma project (work) is formalized by the order of the dean of the faculty in the form of a payroll with indication of surnames, names, patronymics (if any), specialties/educational program of students no later than two weeks before starting the final certification.

5.3 The schedule of the AC work is drawn up by the graduating department and approved by the First Vice Rector, agreed with the Chairman of the AC and made public no later than two weeks before starting the final certification.

5.4 The grounds for the diploma project is the order "On the approval of topics and supervisors of graduate works (projects) of students" signed by the First Vice Rector of KTU. By this order, scientific supervisors of the diploma design are appointed from among the teachers in the field and (or) specialists corresponding to the 8th level of the National Qualification Framework with the work experience of at least 3 years.

5.5 The supervisor of the diploma project (work):

- issues an assignment for the implementation of the diploma project (work);
- assists the student in developing a work schedule for the entire period of the diploma work (project);
- recommends to the student the necessary basic literature, reference and archival materials, standard projects and other sources on the topic;

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- establishes a schedule of consultations, during which it monitors the student's compliance with the calendar schedule for the implementation of the diploma project (work);

- establishes the scope of all the sections of the diploma project (work) and coordinates the work of the graduate student and the consultant on norm control;

- carries out standard control of the diploma project (work).

5.6 Head of the department:

- establishes the terms of the student's periodic report on the implementation of the diploma project (work). Within these terms, the student reports to the supervisor and head of the department, who fix the degree of readiness of the diploma project (work) and inform the dean of the faculty;

- approves the assignment for the diploma project (work) with indication of the completion date of the work;

- approves with a signature the finished diploma project (work) signed by the head and the controller.

5.7 Conditions for the diploma project executing:

- the students who do not have academic debts for the entire period of theoretical study, and do not have debts in payment for tuition, are permitted to execute diploma project (work);

- by the beginning of the diploma project at the graduating departments, there should be formed a Certification Office equipped with the necessary instruments, technical and methodological documentation;

- students should be provided with guidelines for diploma design, which establish requirements for diploma work (project) in accordance with the state generally binding standards of specialty/educational programs.

5.8 At the scientific supervisor of the diploma project (work) presentation, if necessary, the department can invite consultants for certain sections of the diploma project (work) at the expense of the time allotted for scientific supervision. 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 process of the diploma project is regularly discussed at the meetings of the department, as well as at the meetings of graduate students held at least twice a month. Not later than a week before starting the AC work, the graduating department conducts a preliminary defense of the DP (R), which is drawn up by the minutes of the department meeting.

5.9 Each diploma project (work) must have, in accordance with the assignment, the development of individual promising theoretical or practical questions.

5.10 The work at the diploma project (work) can be performed by a student at the university, as well as at an enterprise, organization, scientific and other organizations.

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5.11 The finished DP (R) signed by the student and the compliance controller, is presented by the student to the supervisor, who makes a decision on admitting (or not admitting) DP (R) to defense.

5.12 DP (R) are tested for the presence of borrowed material and the use of text with synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language. A student whose DP (R) has not passed the procedure for checking the diploma theses (projects) for plagiarism remains for a second course of study without passing the summer semester.

5.13 Based on the opinion of the supervisor, a certificate for the availability of borrowed material, the issuing department presents (or does not present) DP (R) for protection.

5.14 With a positive review of the scientific supervisor and on the presentation of the graduating department, DP (R) is sent to the head of the department for review.

5.15 At the end of the work of the AC, the Chairman of the commission and the head of the graduating department draw up a report.

5.16 The reviewers of the DP (R) are approved by order of the head of the university with a general list on the proposal of the head of the graduating department with an indication of the place of work, position and education (academic or academic degree in the specialty, basic education according to the diploma of higher education).

The reviewer submits a written review of the diploma project (work), which should include:

- relevance, novelty and practical significance of the topic under study;
- correspondence of the topic of the diploma research to the profile of the specialist's training, the awarded academic degree and the assigned qualification;
- independence of the study;
- availability of conclusions and recommendations;
- the degree of solution to the problem and the completeness of the study.

The review provides a reasoned conclusion indicating the assessment of the point-rating letter system and the possibility of awarding an academic degree or qualification.

6 Requirements to the procedure of the compliance control of the diploma project (work)

6.1 Compliance control is the final stage in the development of the diploma project (work).

6.2 Documentation of the diploma project (work) should be, as a rule, presented for standard control in a complete set: an explanatory note, statements and specifications, drawings of all types, etc.

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6.3 DP (R) is submitted for normative control in the presence of the signatures of the student and the project (work) manager if he is not a normative controller.

6.4 Signing the verified diploma project (work) by the compliance officer is made before the approval signature of the head of the graduating department.

6.5 It is not permitted to correct and to change the diploma projects (works) signed by the supervisor without his knowledge.

7 The diploma project (work) substance and structure

7.1 By its substance, the DP (W) is a scientific work (a design solution) independently prepared by a graduate student of a higher education institution for a specific specialty/educational program in the form of a manuscript.

7.2 The volume of DP (W) should be, as a rule, 60-90 pages. Appendices are not included in the specified amount of DP (W).

7.3 The structural elements of the DP (W) are as follows:

- a cover;
- a title page;
- a task for the implementation of DP (W);
- an abstract;
- the content;
- normative references (if necessary);
- definitions (if necessary);
- designations and abbreviations (if necessary);
- an introduction;
- the main part;
- a conclusion (conclusions);
- a list of used literature;
- appendices (if needed).

7.4 The following information is provided on the cover:

- the name of the organization where the diploma project was completed,
- the surname and initials of the student,
- the name of the topic of the diploma project (work),
- the type of work: a graduation project (work),
- the code and name of the specialty / educational program,
- the city, year.

7.5 The title page is the first page of the diploma project (work) and serves as a source of information needed for processing and searching for a document.

The title page contains the following information:

- the name of the organization where the diploma project was completed,
- the name of the department where the diploma work (project) was executed;
- the limiting marker (if needed),
- the approving signature of the head of the department;

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- the type of work: a graduation project (work),
- the name of the topic of the diploma project (work) with indication: "on the topic:",
- the code and name of the specialty/educational program,
- on the left: the word "executed by", on the right opposite: the surname and initials of the student,
- the line below says "scientific supervisor" and indicates the surname and initials, academic degree, academic rank, other regalia of the supervisor,
- the city, year.

The design form for the cover and title page is given respectively in appendices to KTU R IV-02.

7.6 The assignment for the diploma project (work) is approved by the head of the department. The assignment for the diploma project (work) contains the information of the timing of the issuance and delivery of the project (work), the content of the explanatory note, a list of graphic materials (if any), consultants, a schedule of implementation.

The assignment for the diploma project (work) is signed by the student and the diploma supervisor.

The form of assignment for the diploma project (work) is given in Appendix A.

7.7 In the explanatory note of the DP (W), written in the Kazakh language, it is imperative to include an abstract in the Russian language and vice versa, if the explanatory note is written in Russian, then the abstract must be written in the Kazakh language. The abstract should contain the subject, topic, purpose of the work, the results of the work, the scope of the results and conclusions. If DP (R) is made in English, then the abstract is submitted in Russian and the state languages of instruction.

7.8 The Table of Contents of DP (W) includes an introduction, serial numbers and names of all the sections, subsections, a conclusion, a list of used literature and names of applications indicating the page numbers from which these elements of DP (W) begin.

7.9 The Introduction should contain justification of the relevance of the DP (W) topic, scientific novelty and practical significance, an assessment of the current state of the scientific problem being solved, and also the goal, objectives and object of the diploma study should be formulated, the theoretical and methodological basis and practical basis for writing DP (W).

7.10 In the main part of the DP (W), there are provided the data that reflect the essence, content, methodology and main results of the work performed. The diploma project (work) is executed on the basis of a deep study of literature in the specialty/educational program (textbooks, teaching aids, monographs, periodicals, lecture courses, journals including those in foreign languages, normative literature, etc.).

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The main part of the DP (R) contains mandatory sections:

- 1) Analysis of initial data;
- 2) Methodology for calculations, design, etc.

The main text of the diploma project (work) must disclose the rationale for the research methods used, the accepted calculation methods and the calculations themselves performed, as a rule, with the use of computer technologies, a description of the experiments carried out, their analysis and conclusions, technical and economic comparison of options and the need to be accompanied by illustrations, graphs, sketches, diagrams, diagrams, etc.

The main part of the DP (W) is, as a rule, divided into sections and subsections.

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

7.12 The list of used literature is drawn up in accordance with the established requirements for scientific work, must be relevant, the year of issue is no more than 10 years. References to basic literature with a release year of more than 10 years are allowed, but no more than 20% of the total number. Throughout the text, references are given in square brackets in the order of mention.

7.13 The appendix includes materials related to the performance of the thesis that were not reflected in the main part.

7.14 The student, the author of the diploma project (work) is responsible for the decisions made in the diploma project (work), the accuracy and objectivity of all the data.

8 Rules of executing diploma projects (works)

8.1 The diploma project (work) must be executed on one side of an A4 sheet of paper (210x297 mm) in accordance with GOST 2.301, it is permitted, if needed, when performing tables and illustrations, to use an A3 format sheet (297x420 mm). The text of the DP (W) should be printed with the use of printing and graphic computer devices (electronic computer), the font is Times New Roman, size 14, a single line spacing, the text alignment by width with observing the following margins: top 15 mm; left 30 mm; bottom 10 mm; right 10 mm. the paragraph indentation within the text should be 0.75 cm.

It is permitted to use computer capabilities to focus on certain terms, formulas, theorems, using fonts of different typefaces.

8.2 The typos, misprints and graphic inaccuracies found when preparing the DP (W) can be corrected by erasing or painting over with white paint and applying the corrected text (graphics) in the same place in a typewritten or handwritten manner (in black ink).

8.3 Surnames, names of institutions, organizations, companies, product names and other proper names in the thesis (project) are given in the original language.

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8.4 The names of the structural elements of the DP (W) "Table of Contents", "Introduction", "Conclusion", "Bibliography" serve as headings for the structural elements of the work. The words "Table of Contents" and the word "Abstract" are written as a heading in the middle of the first line of the page (symmetrically to the text) with a capital letter. The words "Table of Contents" and the word "Abstract" are permitted to be highlighted in bold. The names included in the Table of Contents are written in lowercase letters, starting with an uppercase letter.

8.5 The diploma project (work) should be divided into sections and subsections. Each section and subsection should contain complete information.

The section names in aggregate should disclose the subject of DP (W), and the subsection names in the aggregate should disclose the corresponding section.

8.6 The names of sections and subsections should clearly and concisely reflect their content.

8.7 The names of sections and subsections should be printed with paragraph indentation with a capital letter without a period at the end, without underlining.

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

8.8 Pages of the diploma project (work) should be numbered in Arabic numerals with observing continuous numbering throughout the text. The page number is placed in the center of the bottom of the sheet without a dot.

8.9 The page numbering of the document and the appendices that make up this document must be continuous, the title page is included in the general numbering. On the title page, the number is not put, on the following pages the number is put down in Arabic numerals in the center of the bottom of the sheet without a dot from the second page of the "Introduction" section.

8.10 Illustrations and tables located on separate sheets are included in the general page numbering of the DP (W).

Illustrations, tables on a sheet of A3 format are counted as one page.

8.11 The design of sections and subsections of the DP (W), illustrations, drawings, graphs, diagrams, tables, formulas, page numbering, applications, bibliography must comply with KTU R IV-02 "Rules of preparing educational documentation. General requirements for text documents. Basic inscriptions". The graphic part of the diploma project (work) must comply with the requirements of KTU MG IV-06 "General requirements for graphic documents".

9 Procedure of presenting the diploma project (work) for defense

9.1 The DP (W) is presented to the graduating department to undergo the pre-defense procedure.

9.2 The DP (W) pre-defense procedure is carried out at an open meeting of the department with participation of students and the obligatory presence of scientific supervisors. Pre-defense is drawn up by the minutes of the meeting of the department.

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9.3 The completed DP (W) that successfully passed the pre-defense and executed in accordance with the established requirements, is signed by the student, the compliance officer, and submitted to the supervisor.

9.4 The supervisor writes a written review of the diploma project (work).

The review should reflect the following points:

- the relevance and novelty of the DP (W) topic;
- the analysis of completed research and work on the selected topic;
- the DR (W) advantages;
- comments;
- recommendations for defense.

If approved, the DP (W), the head signs it and, together with his written opinion on admission to defense, submits it to the head of the department.

In case of the DP (W) disapproval, the supervisor does not sign it but writes a written review, where he justifies his decision not to admit it to defense.

9.5 Checking projects for plagiarism is carried out by the University. A graduate student who has not fulfilled the requirements of the educational program, working and individual curricula, as well as has not passed the procedure for checking his diploma project for plagiarism, remains for a second course of study without passing the summer term.

9.6 Not later than three working days before starting the final certification, the Attestation Commission (AC) is submitted:

- 1) an order on the admission of students to the final certification;
- 2) a transcript of students with the calculation of the average grade point (GPA) for the entire period of study;
- 3) a diploma project.

Not later than five working days before starting the defense of the project in the AC, the following are submitted and stored until defense:

- 1) a review of the supervisor of the diploma project, in which a reasoned conclusion is given "is allowed for defense" or "is not allowed for defense";
- 2) a review of the diploma project that gives a comprehensive description of the diploma project submitted for defense and a reasoned conclusion indicating the assessment according to the point-rating letter system for assessing knowledge and the possibility of awarding a bachelor's degree or qualification in the relevant specialty/educational program;
- 3) a decision of the graduating department on recommendation for defense (an extract from the minutes of the department meeting);
- 4) a certificate of checking the diploma project for plagiarism.

9.7 Based on these materials, the head of the department makes the final decision on this DP (W), making a corresponding entry on the title page.

If the head of the department does not consider it possible to admit a student to the defense of the DP (W), this issue is considered at a meeting of the department with the obligatory participation of this student and his supervisor. The minutes of

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the meeting of the department are submitted for approval to Rector of the University.

9.8 The diploma project (work) presented by the graduating department for defense, is sent by the head of the department for review.

9.9 The DP (W), admitted by the supervisor to the defense but assessed by the reviewer for the grade F, FX "unsatisfactory", is defended on common terms.

9.10 On the recommendation of the department, a student can speak at the defense in English. Then the defense can be accompanied by questions in that language.

9.12 The defense of the diploma project (work) can be carried out using electronic resources in the form of multimedia presentations based on up-to-date technical means and achievements in the field of information and communication technologies.

10 Procedure of defending diploma projects (works)

10.1 The procedure of defending a diploma project (work) is determined by the Standard Rules for the activities of education organizations of the appropriate types.

10.2 The DP (W) defense is held at an open meeting of the Attestation Commission with participation of at least half of its members.

The defense of the DP (W) is organized in a public form, with the presence of students, teachers of the graduating department. The scientific supervisor, the 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.

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

10.4 To defend the diploma, the student makes a report to the Attestation Commission and those present within no more than 15 minutes. The student's presentation should be accompanied by visual posters or interactive slides.

10.5 The discussion of the DP (W) can be attended by all present in the form of questions or speeches.

10.6 After the discussion, the AC secretary reads out the reviews (if present, the supervisor can speak in person). If there are comments in the review, the student must give a reasoned explanation of their essence.

10.7 Decisions on the assessments of the DP (R) defenses, (comprehensive examinations), as well as on the award of a degree or qualification and the issuance of a diploma (without distinction, with distinction) are made by the AC at a closed meeting by open vote by a simple majority of votes of the AC members who participated in meeting. With an equal number of votes, the vote of the chairman of the commission is decisive.

10.8 Based on the results of the protection of the DP (R), an assessment is given according to the point-rating letter system. This takes into account the level of theoretic-

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cal, scientific and practical training, the opinion of the supervisor and the assessment of the reviewer.

10.9 The results of the defense of the thesis are drawn up in the minutes of the meeting of the certification commission individually for each graduate and announced on the day of their holding (Appendix B). The minutes are filled in by the secretary of the AK, approved in the composition of the commission and not having the right to vote.

10.10 At the end of the work of the AC, the chairman forms a report on the results of the final certification of undergraduate students, which is discussed and approved within a month at a meeting of the academic council of the university.

10.11 Based on the results of the final certification, an order of the head of the university is issued on the release of students who have completed their studies in the relevant specialty / educational program of higher education and successfully passed the final certification, with the award of a bachelor's degree or qualification in the relevant specialty / educational program.

11 Procedure of the safekeeping diploma projects (works)

11.1 After defense the DP (W) is transferred by the graduating department to the archive of the University accompanied with a minutes (Appendix B), which is signed by the Chairman and Secretary of the Attestation Commission.

11.2 The diploma projects (works) are stored in the archive of the University within 5 years. After this period, they are written off according to the act by the Commission formed by the Rector's order.

11.3 For the provision of educational and methodological assistance, participation in the competition, introduction into production with the permission of Vice Rector for Academic Affairs, a copy of the DP (W) is made and transferred to the interested party.

12 Rights, liability and duties of the department head, scientific supervisor, student

12.1 The head of the department is responsible for proper organization and implementation of the diploma project.

12.2 The head of the department, in agreement with the supervisor, has the right to submit for consideration by the department the issue of not admitting a student to defense.

12.3 The head of the department is obliged to approve the task for the DP (R) with an indication of the completion date, approve the finished DP (R) by signature.

12.4 The supervisor has the right to recommend to the student the necessary basic literature, reference and archival materials, typical projects and other sources

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on the topic.

12.5 The supervisor is responsible for:

- timely issuance of a task for the DP (R);
- informing the head of the department about the progress of the diploma design;
- monitoring the timely and high-quality implementation of the DR (R);
- to monitor compliance by students with the Code of Honor of Students.

12.6 The supervisor is obliged:

- to establish a schedule of consultations, during which to carry out current control of the student's compliance with the calendar plan of work on the topic;
- to establish the scope of all sections of the diploma project (work) and coordinate the work of the graduate student;
- to recommend to the student the necessary basic literature, reference and archival materials, standard projects and other sources on the topic;
- comply with the principles of academic integrity.

12.7 The student is obliged:

- to execute qualitatively and in a timely manner all the sections of the DP (W) in accordance with these Methodological Guidelines;
- to report regularly of the DP (W) implementation to the supervisor and the head of the department within the timeframes set.

12.8 The student has the right to select a supervisor and the topic of the diploma project (in agreement with the supervisor).

12.9 The student is responsible for:

- decisions made in the DP (W) and for the correctness of all the data;
- timely implementation of the diploma project schedule;
- compliance with the principles of academic integrity.

13 Coordination and enforcement

13.1 These MG are coordinated with Vice-Rector for Academic Affairs, the director of the DAA, the head of the CQM&A, and is drawn up in the "Coordination sheet" (Appendix D).

13.2 document is enforced in accordance with the order of the First Vice Rector of the University.

13.3 The introduction of the document is carried out in accordance with the order of the Representative to the quality manual.

14 Copying and distributing the document

14.1 The developer is responsible for providing the units with recorded working copies of this MG (the first copy).

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- to recommend to the student the necessary basic literature, reference and archival materials, standard projects and other sources on the topic;
- comply with the principles of academic integrity.

12.4 The student is obliged:

- to execute qualitatively and in a timely manner all the sections of the DP (W) in accordance with these Methodological Guidelines;
- to report regularly of the DP (W) implementation to the supervisor and the head of the department within the timeframes set.

12.5 The student has the right to select a supervisor and the topic of the diploma project (in agreement with the supervisor).

12.6 The student is responsible for:

- decisions made in the DP (W) and for the correctness of all the data;
- timely implementation of the diploma project schedule;
- compliance with the principles of academic integrity.

13 Coordination and enforcement

13.1 These MG are coordinated with Vice-Rector for Academic Affairs, the director of the DAA, the head of the CQM&A, and is drawn up in the "Coordination sheet" (Appendix D).

13.2 document is enforced in accordance with the order of the First Vice Rector of the University.

13.3 The introduction of the document is carried out in accordance with the order of the Representative to the quality manual.

14 Copying and distributing the document

14.1 The developer is responsible for providing the units with recorded working copies of this MG (the first copy).

14.2 Copies of these MG are sent to the following addresses: DAA, heads of departments, deans of faculties.

15 Safekeeping

15.1 After receiving an electronic version of the QMS document, the performers get acquainted with it and put their signature on the familiarization sheet (Appendix D), which is mandatory for all the documents. At the departments and subdivisions, the head of the department and/or the head of the subdivision is responsible for familiarizing employees with the received QMS documents.

15.2 In subdivisions, QMS documents should be stored in ascending order of designations. Responsibility for copying, accounting of copies, unauthorized use and safety of the QMS document is borne by the head of the department.

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15.3 A full electronic version of the QMS document is stored in electronic form, and the title page and acquaintance page are in printed form.

16 Amendments to the document

16.1 The decision to amend the QMS documents is made by the QMR.

16.2 Amendments to the original of these MG are made by the developer.

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Appendix A (informative)

Form of the diploma project (work) assignment

Karaganda Technical University

Faculty _____ Department _____
Specialty/educational program _____

Approved by
Head of the department
_____ Name
_____ 20__

ASSIGNMENT

To the diploma project (work) of the student

1 The project (work) topic _____

is approved by the University order No. _____ dated _____

2 Delivery time of the completed project (work) _____

3 Base data to the project (work) _____

4 Substance of the explanatory note (list of the issues to be developed)

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5 List of graphic materials (with indication of mandatory drawings)

6 Advisors to the project (work) with indication of the relevant project sections)

Section	Advisor	Signature, date	
		Assignment was issued by	Assignment was accepted by

7 Date of the assignment issuing _____

Supervisor _____ / _____ /
(signature)

Assignment was accepted for execution by _____ / _____
(student's signature)

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SCHEDULE

No	Name of the diploma project (work) stages	Time of executing the project (work) stages	Note

Graduate student _____/_____/

Project (work) supervisor _____/_____/

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Appendix B (informative)

Form of the minutes of the Attestation Commission meeting

MINUTES No. _____
of the meeting of the Attestation Commission for diploma projects
(works) defense in specialty/educational program

Karaganda

_____20____

Having heard and discussed the results of the diploma projects (works) defense, the Attestation Commission decides to award an academic degree of Bachelor of Engineering and Technology to the following students with the defense marks:

No.	Student's name	Group	Minutes No.	Mark

Chairman of the AC _____

Name

Secretary _____

Name

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Appendix C
(informative)

Form of the act of acceptance of diploma projects (works)

КАРАГАНДИНСКИЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ

АКТ
of acceptance of diploma project (works)
in specialty/educational program " _____"
Faculty _____
Department _____

No.	Student's name	Diploma project (work) topic
1	2	3
1		
2		
3		
4		
5		
6		
7		

There are accepted for safekeeping diploma projects (works) _____ in total.

The Act is made in 2 copies that are stored at the department and in the KTU archive.

Gave out:

Head of the department _____ Name

AC secretary _____ Name

Accepted:

Head of the archive _____ Name

Coordination sheet

Unauthorized copying the document is prohibited

Familiarization sheet

[illegible]

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[2] O vnesenii izmenenij i dopolnenij v prikaz Ministra obrazovaniya i nauki Respubliki Kazakhstan ot 31 oktyabrya 2018 goda № 604 "Ob ut-verzhdenii gosudarstvennyh obshcheobyazatel'nyh standartov obrazovaniya vsekh urovnej obrazovaniya". Prikaz Ministra obrazovaniya i nauki Respubliki Kazakhstan ot 5 maya 2020 goda № 182. With changes and additions as of 23.07.2021.

[3] Zakon Respubliki Kazakhstan «Ob obrazovanii» ot 27.07.2007g. №319-III ZRK, s izmeneniyami i dopolneniyami ot 25.06.2020g. №347-VI

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[5] Ustav KarTU

[6] Pravila vnutrennego rasporyadka KarTU