

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 1 out of 13
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Approved by
Quality Management
Representative

G.S. Zhetessova

05 10 2021

METHODOLOGICAL GUIDELINES

PROCEDURE OF ORGANIZATION AND IMPLEMENTATION OF THE TERM PROJECT

KTU MG IV-07-2021

Developed by: Ye. Neshina

Karaganda

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NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 2 out of 13
--------------------------------------	--	--

Table of Contents

1 Scope	3
2 General provisions	3
3 Terms, definitions and abbreviations	3
4 Topics of the term projects	4
5 Organization, supervision and defense of term projects (works)	4
6 Rights, liability and duties of the term project (work) supervisor	6
7 Rights, liability and duties of the student	6
8 Coordination and enforcement	7
9 Copying and distributing the document	7
10 Safekeeping	7
11 Amendments to the document	7
Appendix A Form of the Minutes of Checking the term project (work) for uniqueness	8
Appendix B Form of the Minutes of term projects (works) acceptance	9
Appendix C Form the Act of write-off	10
Appendix D Form of Appendix 1 to the Act of write-off	11
Appendix E Coordination sheet	12
Appendix F Familiarization sheet	13
Bibliography	14

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 3 out of 13
--------------------------------------	--	--

Effective date 2021. 10. 05.
(year, month, day)

1 Scope

These Methodological Guidelines establish the requirements to organization and implementation of term projects of specialties and areas of training of higher vocational education at KTU, as well as to controlling term projects (works) for compliance with the norms and requirements established by standards and other regulatory and technical documents.

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

2 General provisions

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

2.2 The Methodological Guidelines are the main document that establishes the requirements to organization and implementation of term projects of specialties/educational programs and areas of training of higher vocational education at KTU.

2.3 Term project is the final stage in studying by students, master students (hereinafter students) the corresponding theoretical course and should contribute to the consolidating, deepening and generalizing the knowledge acquired by students during training and the use of this knowledge to solving specific technical, scientific, economic and industrial problems.

2.4 Term project should teach students to use reference books, GOSTs, uniform norms and prices, tables, nomograms, standard projects, and to contribute to the development of skills in performing independent work, mastering research methods and experimentation in solving research issues.

3 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 - quality management and accreditation center;
- DAA - Department of Academic Affairs;

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 4 out of 13
--------------------------------------	--	--

- MG - Methodological Guidelines;
- EMCD - educational and methodological complex of the discipline.

Term project is a complex independent work in individual disciplines of the curriculum consisting of an explanatory note containing certain sections, and graphic materials (drawings, diagrams) that reveal the topic. The term project can contain research materials.

Term work is a complex independent work on individual disciplines of the curriculum consisting of an explanatory note containing certain sections. Depending on the discipline and specialty/ educational programs (trajectory), the term work can also contain graphic materials in the form of drawings, diagrams, diagrams, tables and samples.

4 Topics of term projects

4.1 The topics of term projects should meet the educational objectives of this discipline, and be interconnected with the requirements of science and production.

The reality of the topic is its scientific nature, modernity and orientation towards students' acquisition of the independent creative work skills. The topics of term projects (works) are developed by the departments in accordance with the requirements of the State Educational Standard and are coordinated with the enterprises.

4.2 An assignment for course design may include the following forms of implementation:

- individual, performed by the student independently on specific topics;
- group, performed on a single topic by a group of students of no more than 2-3 people, each of whom develops independently a certain part of the assignment.

4.3 Themes of course projects (works) are developed by the teacher of this discipline, registered in Syllabus.

4.5 When developing the topic of the project (work), the student should be able to use the knowledge of the disciplines passed and reflect this in the substance of the project (work).

5 Organization, supervision and defense of term projects (works)

5.1 Supervision of the term project

5.1.1 Supervisors of the term projects (works) can be:

- a teacher who lectures the corresponding theoretical course;
- associate professors and professors of the department.

5.1.2 To bring educational requirements closer to production requirements, as well as to exchange design experience between the university and production, it is possible to involve experienced specialists working directly in production and being part-time workers at the department.

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 5 out of 13
--------------------------------------	--	--

5.2 Organization of the term project

5.2.1 The term project should be provided with Methodological Guidelines, .

5.2.2 To work at the term project (work), hours should be allocated when distributing the workload of teachers within the framework of the SIWT.

5.2.3 The head of the department, two weeks before the defense, by the department order, forms a Commission of three members to receive the defense of projects (works). The commission consists of the head of the course design and two members from the faculty of the department. The decision on the final assessment is made by a commission.

5.2.4 Checking term projects (works) of students for the availability of borrowed material and the use of text with a synonymous replacement of words and expressions without changing the meaning (paraphrase) including the use of text translated from another language, is organized by the relevant departments and is drawn up by the Minutes of checking the uniqueness of the term project (work) (Appendix A).

5.2.5 Term projects (works) must be completed in accordance with the requirements of KTU R IV-02-2021 "Rules of preparing educational documentation. General requirements for text documents. Basic inscriptions"; KTU MG IV-06-2021 "General requirements for graphic documents". The form of registration of the title page and the assignment sheet are given respectively in the appendices of KTU R IV-02-2021.

5.3 Defense of the term project (work)

5.3.1 The defense of a term project (work) is a special form of checking implementation of the project. The defense should teach the student to provide comprehensive justification for the solutions proposed by him and deep understanding of the work performed.

5.3.2 The defense of the term project (work) is carried out publicly in the presence of students with participation of the head and members of the Commission.

5.3.3 Each term paper (project) is accompanied by a certificate of passing the procedure for checking the originality of the work.

5.3.4 The duration of the term project defense) by one student consists of a report from 8 to 10 minutes and answers to questions, no more than 20 minutes in total.

5.3.5 The term project (work) is assessed by a differentiated grade. At the end of defense of the term project (work), the student is given a grade on the same day.

5.3.6 The results of the defense of the term project (work) are drawn up by the Minutes (Appendix B).

5.3.7 A student who has not submitted a term project (work) within the specified timeframe or has not defended it for no good reason is considered to have academic debt.

5.3.8 After the defense completed projects (works) must be submitted to the archive of the department, where they are stored under the control of the materially responsible person within one year. Upon the expiration of this period, all the projects (works) that are not of interest to the department are written off according to the act (Appendix B Form of the Act of write off), with the obligatory Appendix 1

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 6 out of 13
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(Appendix D Form of Appendix 1).

Head of the department takes measures to liquidate decommissioned projects (works).

6 Rights, liability and duties of the term project (work) supervisor/

6.1 The head of the course project (work) has the right:

- initiate the application of disciplinary measures to the student, if necessary;
- initiate additional consultations on course design.

6.2 The head of the course project (work) is responsible for:

- the timely issuance of the assignment and the implementation of the design calendar by the student;
- scheduling and conducting consultations;
- breakdowns of consultations;
- organization of the course design process;
- providing advice to students during the implementation of the project;
- informing the head of the department about the progress of the course project (work);

- monitoring the timely and high-quality implementation of the course project (work);
- to monitor compliance by students with the Code of Honor of Students.

6.3 The head of the course project (work) is obliged:

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

7 Rights, liability and duties of the student

7.1 The student has the right:

- contact the head of the department with information about non-compliance with obligations by the head of the course design;
- use literary sources recommended to managers, as well as selected independently;
- choose the topic of course design (in agreement with the supervisor).

7.2 The student is responsible for:

- decisions made in the course project (work) and for the correctness of all data;
- timely implementation of the schedule.

7.3 The student is obliged:

- qualitatively and on time to complete all sections of the course project (work);
- regularly report on the implementation to the head within the established time frame;
- attend consultations on course design, appointed by the head;
- comply with the principles of academic integrity.

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 7 out of 13
--------------------------------------	--	--

8 Coordination and enforcement

8.1 These MG are coordinated with the QMR, the director of the DAA, the head of the CQM&A, and is drawn up in the "Coordination sheet" (Appendix D).

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

8.3 The document is considered enforced if the norms, indicators and requirements established by it are used in accordance with the scope of its distribution.

9 Copying and distributing the document

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

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

10 Safekeeping

10.1 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.

10.2 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.

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

11 Amendments to the document

11.1 The decision to amend the QMS documents is taken by the QMR.

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

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 8 out of 13
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Appendix A (informative)

Form of the Minutes of checking for the term project (work) uniqueness

NLC Karaganda Technical University

Department _____

REFERENCE

At the department, the Commission carried out a comparative analysis of term projects (works) in the discipline _____ of the students of group _____.

As a result of the analysis, no matches were found. The originality of the work is shown in the table.

All the data were obtained in accordance with the technology of the Anti-plagiarism system. For more information, a detailed analysis should be carried out with the assistance of an expert.

	Full name	Originality, %
1		
2		
3		
4		
5		
6		
7		

Commission composition:

Position	_____	Name
Position	_____	Name
Position	_____	Name

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 9 out of 13
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Appendix B
(informative)

Form of the Minutes of term projects (works) acceptance

NLC Karaganda Technical University

Department _____

MINUTES No. ____

of acceptance term projects (works) in group _____ in discipline
specialty/educational program _____.

Dated _____ 202__

Karaganda

AGENDA

Acceptance of term papers in the discipline
specialty/educational program _____ was held in accordance
with the schedule of acceptance of term projects (works) for _____ semester
20 __ / 20__ academic year. All the term projects (works) were tested using the anti-
plagiarism program. Originality is within established limits.

No	Full name	Mark
1		
2		
3		

DECIDED: To consider the results of the term projects defense excellent (satisfactory).

Commission composition:

Position _____	Name _____
Position _____	Name _____
Position _____	Name _____

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 10 out of 13
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Appendix C (informative)

Form of the Act of write off

KARAGANDA TECHNICAL UNIVERSITY

APPROVED by:
Head of the department

_____20____

ACT

**of writing off term works of the full time/correspondence mode of training
of the department _____**

Based on the consolidated nomenclature of KTU cases for the period of 202_ - 202_ academic year, the Commission consisting of: Chairman, head of the department _____, members of the Commission: _____ and responsible for safekeeping at the department: _____ drew up this act stating that the term papers were destroyed due to the expiration of the storage period and wrote off in the amount of ____ pieces.

The act is drawn up in one copy and is kept at the department.

The list of term papers is given in Appendix 1.

Chairman:

Members:

Responsible for safekeeping:

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 11 out of 13
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Appendix D
(informative)

Form of Appendix 1 to the Act of write off

Appendix 1

No	Group	Number of students	Discipline	Teacher's name, position, academic degree
1	2	3	4	5
1				
2				
3				

Total: ____ pcs.

NLC "Karaganda Technical University"	Methodological Guidelines. Procedure of Organization and Implementation of the Term Project	KTU MG IV-07-2020 Version 02 Date 2021/09/17 Page 14 out of 13
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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 utverzhdenii gosudarstvennyh obshcheobyazatel'nyh standartov obrazovaniya vsekh urovnej obrazovaniya". Prikaz Ministra obrazovaniya i nauki Respubliki Kazakhstan ot 5 maya 2020 goda № 182

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

[4] Pravila organizacii uchebnogo processa po kreditnoj tekhnologii obucheniya (prikaz Ministra obrazovaniya i nauki Respubliki Kazakhstan ot 20.04.2011 goda №152, s izmeneniyami i dopolneniyami ot 12.10.2018 g. №563)

[5] Ustav KarTU

[6] Pravila vnutrennego rasporyadka KarTU