

## ORDER

on NJSC «Abylkas Saginov Karaganda technical university»

Karaganda

№.22/2

February 12, 2024

### **About the final certification in the master's program for the 2023 – 2024 academic year**

For the purpose of timely preparation and organized conduct of final certification of master's students, in accordance with the state compulsory standard of higher and postgraduate education (Order of the ministry of education and science of the Republic of Kazakhstan dated July 20, 2022 №. 2), Model rules for the operation of organizations of higher and (or) postgraduate education (Order of the ministry of education and science of the Republic of Kazakhstan dated 10.30.18 №. 595), Rules for organizing the educational process in credit technology of education (Provision of the Ministry of Education and Science of the Republic of Kazakhstan dated 04.20.11 №. 152), Provision on Academic policy (Minutes №. 5 dated 12.26.18) in the 2023 – 2024 academic year:

**1.** The beginning of the final certification for master's degree students is May 27, 2024 (for summer enrollment) and December 16, 2024 (for winter enrollment).

**2.** The AK operates from May 27 to June 29, 2024 for summer recruitment and from December 16 to December 31, 2024 for winter recruitment.

**3.** By May 13, 2024 (for summer enrollment) and December 2, 2024 (for winter enrollment), orders are issued by the Vice-Rector for academic affairs on admission to the final certification based on the presentation of the head of the PO. Students who have fully mastered the educational program in accordance with the requirements of the state educational standard, work and individual curricula and work study programs (syllabus) are allowed to take the final certification.

**4.** A graduate student who has not fulfilled the requirements of the educational program, work and individual curricula and work study programs, by order of the Vice-Rector for academic affairs based on the proposal of the head of the PO, is left for a repeat course of study on a paid basis from July 1, 2024 (for summer enrollment) and 3 January 2025 (for winter enrollment).

**5.** The duration of AC meetings should not exceed 6 (six) academic hours per day.

**6.** To carry out an appeal, an appeal commission is created by order of the vice-rector for academic affairs of the university, from among experienced teachers whose qualifications correspond to the profile of the educational program, before March 20, 2024 (for summer enrollment) and October 7, 2024 (for winter enrollment).

## **7. Oblige A.T. Dyussekeyeva, head of the RO:**

**7.1 By May 20, 2024** carry out a reconciliation of the entered data on graduates into the Univer-2.0 IS database according to the submitted documents of the head of the PO (Order №. 104 dated December 6, 2023).

**7.2** Ensure that final certification assessments, the date and number of security protocols are entered into the Univer-2.0 IS database.

**7.3 By June 29, 2024** provide the head of the PO with diploma supplements for graduates of 2024.

**7.4** Daily reporting on the results of master's theses (projects) defenses.

## **8. Oblige the head of the PO:**

**8.1** Before March 30, 2024 (for summer enrollment) and October 14, 2024 (for winter enrollment), together with the student, verify the implementation of the working curriculum, the availability and compliance of grades assigned for disciplines in the transcript, the correctness of filling in the last name, first name and patronymics in the Univer-2.0 IS database in the nominative and dative cases in three languages;

**8.2** By April 5, 2024 (for summer enrollment) and November 8, 2024 (for winter enrollment), ensure that draft diplomas, copies of identity cards, and student transcripts are resubmitted to the department of the Registrar's Office in three languages. All sheets of the transcript must be marked «Verified» and endorsed by the graduate with the transcript, as well as by the head of the PO.

**8.3** In the event of a discrepancy between the data in the Univer-2.0 IS database, the decision on adjustment is made by a commission consisting of: chairman of the commission - Member of the Management Board - Vice-Rector for Academic Affairs, Ph.D. Samashova G.E.; members of the commission: head of the PO, Ph.D. Sultanova L.M., head of the graduating department.

Based on the reconciliation, the protocol of disagreement with copies of supporting documents is transferred to the RO department.

**8.4** Before May 13, 2024 (for summer enrollment) and November 29, 2024 (for winter enrollment), form an order for admission to the final certification.

**8.5** Provide weekly monitoring of the progress of preparation of master's theses (projects).

## **9. Oblige heads of graduating departments:**

**9.1** Be personally responsible and carry out weekly monitoring of the progress of master's theses (projects).

**9.2** For the transparency of the final certification procedure, the work of the members of the Certification Commission and the protection of graduation papers, it is necessary to ensure the presence of the heads of master's degree works (projects), representatives of enterprises and organizations, including the Corporate University, students and other interested persons.

**9.3** Inform the head of the PO about the untimely completion of the planned amount of work on writing and processing master's theses (projects).

**9.4** By April 22, 2024 (for summer enrollment) and November 18, 2024 (for winter enrollment) submit to the PO in paper and electronic versions:

- schedules for defending master's theses (projects), agreed upon with the chairmen of the AC and approved by the Vice-Rector for academic affairs. In the

schedules, it is necessary to indicate the date, time of defense of the master's thesis (project), building and audience number;

- submission to reviewers.

9.5 By April 29, 2024 (for summer enrollment) and November 25, 2024 (for winter enrollment), submit a submission addressed to the head of the PO for admission to the final certification.

9.6 By May 24, 2024 (for summer enrollment) and December 13, 2024 (for winter enrollment), equip rooms for final certification and equip them with the necessary instruments, technical and methodological documentation.

9.7 Ensure uniform distribution of protection during the operation of the AC.

9.8 Provide for mandatory on site meetings of the AC at enterprises and organizations commissioned by which the corresponding master's theses (projects) were completed, as well as enterprises of the Corporate University.

9.9 By June 29, 2024 (for summer enrollment) and December 31, 2024 (for winter enrollment), submit documents to the student department to pay for the work of AC chairmen, external AC members and reviewers.

9.10 By July 6, 2024 (for summer enrollment) and December 25, 2024 (for winter enrollment), submit to the PO one copy of the department's report on the final certification and the report of the chairman of the AC (Appendix).

10. Oblige L.M. Sultanova, head of the PO:

10.1 Ensure reconciliation and, if necessary, adjustment of the student database according to the information that is displayed in the diploma and the supplement to the graduate's diploma: «Full name» (in accordance with the identification document), «Date of birth», «Previous document on education» (year, document number, date of issue), «Entrance examinations» (year, document number, date of issue), year of admission indicating the OHPE, year of graduation indicating the OHPE, name of the educational program (Order №. 104 of 12/06/2023).

10.2 Ensure that the graduate's last name, first name and patronymic in the nominative and dative cases are entered into the Univer-2.0 IS database in three languages (Order №. 104 of 12/06/2023).

10.3 Every day, upon completion of the relevant work of the AC, generate series and numbers in documents on the education of master's graduates (Order №. 35 of January 24, 2024).

11. I reserve control over the implementation of the order.

**Acting Member of the Board – Vice-Rector  
for Academic Affairs**

**G. Samashova**

**PLAN**  
**preparation of the report of the chairman of the AC**

The report of the Chairman of the AC includes 1 – 6 tables and an explanatory note.

The explanatory note of the report of the chairman of the AC reflects:

- 1) the level of training of undergraduates in this educational program;
- 2) the quality of master's theses (projects), taking into account the use of specific advanced technologies, techniques, etc.;
- 3) compliance of the topics and content of master's theses (projects) with the current state of science, technology, culture and production requirements;
- 4) analysis of the quality of personnel training for this EP;
- 5) specific recommendations for further improvement of the training of masters.

Table 1

**Results of the master's thesis (project) defense**  
**in \_\_\_\_\_ a year**

**form of training** \_\_\_\_\_

**EP** \_\_\_\_\_

**name of the university** \_\_\_\_\_

Final certification form	The number of people admitted to the final attestation	Number of participants	Of them passed to:				Average score	non-attendance	% of quality	% academic performance of participants
			excellent	good	Satisfactory	Unsatisfactory				
Defense of master's thesis (project)										
<b>Total</b>										

table 2

Name of EP	FULL NAME.	Assessment for the defense of a master's thesis (project)	Digital equivalent

Table 3

**Comparative analysis of the release**

Indicators	Previous period	Reporting period
% percent		
% progress		
Average score		

Table 4

Department	Code and name of the EP	Total number of graduation papers	Of them		On scientific topics
			By order of organizations		
			Total	Including according to UC	

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**Table 5**

**List of graduates who have completed a higher education program**

№.	FULL NAME (fully)	Diploma No.
1		
2		
...		