

## ORDER

on NJSC "Abylkas Saginov Karaganda technical university"

Karaganda

№22/1

February 12, 2024

### **About the final certification in the bachelor's degree in the 2023 – 2024 academic year**

In order to timely prepare and organize the final certification of full-time, full-time on the basis of TVE and full-time on the basis of higher education forms of education, according to the state mandatory standard of higher and postgraduate education (Order of the ministry of internal affairs of the Republic of Kazakhstan dated 07.20.2012, №2), Standard rules of higher and (or) postgraduate education organizations (Order of the Ministry of Education and Science of the Republic of Kazakhstan dated 10.30.18, №595), the Rules of the organization of the educational process on credit technology of education (Order of the ministry of education and science of the Republic of Kazakhstan dated 04.20.11, №152), Provisions on Academic policy (minutes №5 of 12.26.18) in the 2023 – 2024 academic year:

1. **May 13, 2024** is considered the beginning of the final certification for students of all forms of education.

2. The work of the AC on full-time, full-time on the basis of TVE and full-time on the basis of higher education forms of education is carried out from **May 27, 2024 to June 29, 2024**.

3. To pass a comprehensive exam, the student writes an application addressed to the Vice-Rector for academic affairs and submits the corresponding supporting document by **April 1, 2024** (before the start of pre-graduate practice).

A comprehensive examination of the educational program (EP) is conducted according to a program developed by the university based on the curriculum of the disciplines.

The comprehensive exam program reflects integrated knowledge and key competencies, labor market requirements in accordance with the educational program of higher education and is approved by the decision of the Academic council of the university until **March 29, 2024**.

4. The topics of theses (projects) must fully comply with the approved topics specified in the order for pre-graduation practice.

Minor (clarifying) adjustments to the topic of the thesis (project) are allowed until **April 15, 2024**.

5. By **May 13, 2024**, an order is issued by the Vice-Rector for academic affairs on admission to the final certification based on the presentation of the deans. 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.

6. 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 on the basis of the dean's recommendation, is left for a repeat course of study on a paid basis from **July 1, 2024**.

7. The duration of the AC meeting should not exceed 6 (six) academic hours per day.

8. To conduct an appeal, by order of the Vice-Rector for academic affairs of the university, an appeal commission is created before **March 20, 2024**, from among experienced teachers whose qualifications correspond to the profile of the educational program.

**9. Oblige A.T. Dyussekeyeva, head of the OR:**

9.1 By **May 20, 2024**, reconcile the entered data on graduates into the "Univer-2.0" IS database according to the documents submitted by the deans of the faculties (*Order №. 104 dated December 6, 2023*).

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

9.3 By **June 29, 2024**, provide the deans of faculties with supplements to the diplomas of graduates of 2024.

9.4 Daily submission of a report on the results of thesis defenses (projects) to the Vice-Rector for academic affairs.

**10. Oblige deans of faculties:**

10.1 Until **March 30, 2024**, together with the student, verify the implementation of the working curriculum, the presence and compliance of grades assigned for disciplines in the transcript, the correctness of filling in the last name, first name and patronymic in the "Univer-2.0" IS database in the nominative and dative cases on three languages.

10.2 By **April 5, 2024**, ensure the transfer to the office of the registrar of draft diplomas, copies of identity cards, transcripts of students 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 dean of the faculty.

10.3 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 - Acting member of the board - Vice-Rector for academic affairs, c.p.s. Samashova G.E.; members of the commission: director of the DAA, c.p.s. Udartseva S.M., deans of the relevant faculty.

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

10.4 By **May 13, 2024**, formulate an order for admission to the final certification.

10.5 Provide weekly monitoring of the progress of preparation of theses (projects).

10.6 By **May 03, 2024**, clarify the number of potential excellent students (diplomas with honors) defending theses/projects in full-time, full-time TVE-based and full-time on the basis of higher education forms of education (diplomas with honors) and inform the DAA of their full name.

### 11. Oblige heads of graduating departments:

11.1 By **March 29, 2024**, submit to the DAA on electronic and paper a list of topics for diploma works (projects), scientific supervisors, graduate students in full-time, full-time on the basis of TVE and full-time on the basis of higher education forms of study for the 2023 – 2024 academic year according to the attached table:

No.	Full name of student	Subject of thesis (project)	Full name of head
<b>Group, full-time education</b>			
1			
<b>Group, full-time education based on TVE</b>			
1			
<b>Group, full-time education on the basis of technical and vocational education (DLF)</b>			
1			
<b>Group, full-time study on the basis of higher education</b>			
1			

11.2 By **April 1, 2024**, ensure that a copy of the approved order «On Certification» in the state and Russian languages, as well as a list of topics for graduation works (projects) in English, are transferred to the registrar's office department on paper and electronic media.

11.3 Ensure annual updating of the topics of theses (projects), taking into account the development of the region and the requests of industrial enterprises and organizations. At the request of enterprises and organizations, UC plan at least 22% of theses (projects).

11.4 Bear personal responsibility and exercise weekly control over the progress of theses (projects).

11.5 For transparency of the final certification procedure, the work of the members of the Certification Commission and the defense of final works, it is necessary to ensure presence at the defense *supervisors of diploma works (projects)*, representatives of enterprises and organizations, incl. corporate university, students and other interested parties.

11.6 Inform the dean of the faculty about the untimely completion of the planned amount of work on writing and formatting theses (projects) on a weekly basis.

11.7 Establish a weekly «Diploma day» and submit a schedule of consultations for each supervisor and sections of thesis (projects) to the DAA by **April 17, 2024**.

11.8 By **May 8, 2024**, equip rooms for final certification and equip them with the necessary instruments, technical and methodological documentation.

11.9 By **April 17, 2024**, submit to the DAA schedules for defending theses (projects) / passing complex exams, agreed upon with the chairmen of the AC and approved by the Vice-Rector for academic affairs.

In the schedules, be sure to indicate the date, time of defense of the thesis (project) / passing complex exams, building and room number.

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

11.11 Provide for mandatory on-site meetings of the AC at enterprises and organizations commissioned by which relevant diploma works (projects) were completed (at least 18%), as well as enterprises of the Corporate university.

11.12 At department meetings, regularly discuss the progress of theses (projects) with reflection in the minutes of department meetings.

11.13 By **June 29, 2024**, submit documents to the student department to pay for the work of AC chairmen, third-party AC members and reviewers.

11.14 By **July 6, 2024**, submit to the EPMO one copy of the department's report on the final certification and the report of the chairman of the AC (Appendix).

**12. Oblige Duganova G.K., head of SD:**

12.1 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*).

12.2 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*).

12.3 Generate daily series and numbers in educational documents of bachelor's degree graduates (*Order №35 of 24.01.2024*).

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

**Acting Member of the board – Vice-Rector  
For academic affairs**



**G. Samashova**

**PLAN**  
**for compiling 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 specialists in this educational program at a higher educational institution;
- 2) the quality of thesis (projects), including theses (projects) commissioned by enterprises and organizations;
- 3) compliance of the topics and content of 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 specialists in a higher educational institution.

Table 1

**Results of passing the defense of the thesis (project) or passing  
comprehensive exams for \_\_\_\_\_ 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	% of academic performance of participants
			excellent	good	Satisfactory	Unsatisfactory				
Defense of the thesis (project)										
EP Comprehensive Exam 1										
EP Comprehensive Exam 2										
<b>Total</b>										

Table 2

Name of EP	FULL NAME	Assessment for the defense of the thesis (project)	Digital equivalent	Score for passing CE 1	Digital equivalent	Score for passing CE 2	Digital equivalent

Table 3

**Comparative analysis of quality indicators of specialist training in full-time, full-time shortened on the basis of technical and vocational training, full-time accelerated on the basis of second higher education forms of education**

Indicators	Full-time	TVE	PD	Total
% quality				
% of progress				
Received diplomas with honors				

Table 4

## Comparative analysis of the release

Indicators	Previous period	Reporting period
% quality		
% of progress		
Average score		

Table 5

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	

Table 6

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

No	FULL NAME. (fully)	Diploma number
1	Aitbayeva Aizat Rakhatovna	BD №. 00017767487
2		