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## METHODOLOGICAL GUIDELINES

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### PROCEDURE OF ORGANIZATION AND IMPLEMENTATION OF THE COURSE PROJECT

MG V-08-2022

**Developed by:** Director of the DAA  
Udartseva S.M.



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**Karaganda**

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## 1 Scope

These Methodological Guidelines establish the requirements to organization and implementation of term projects of educational programs and areas of training of higher vocational education at NLC “Abylkas Saginov Karaganda Technical University”, 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 NLC “Abylkas Saginov Karaganda Technical University” and is part of the quality management system (QMS) documentation.

## 2 General provisions

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

2.2 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.

2.3 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”:

- QMS - quality management system;
- DP - documented procedure;
- QMR - quality management representative;
- CQM&A - quality management and accreditation center;
- DAA - Department of Academic Affairs;
- MG - Methodological Guidelines;
- EMCD - educational and methodological complex of the discipline.

**Course 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

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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 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.

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

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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 R V-08-2022; MG V-06-2022. The form of registration of the title page and the assignment sheet are given respectively in the appendices of R V-08-2022.

### 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 (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;

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- 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.

## **8 Approval, negotiation and implementation**

The approval of this MG is carried out with the QMR, the Board Member - Vice-Rector for Academic Affairs and is made out in the "Approval Sheet" (Appendix B).

The date of introduction of the document is the date of negotiation/approval of the document. The document comes into effect at the time of its approval.

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## **9 Ensuring the availability**

The provision of units with copies of this MG is carried out by posting on the website.

## **10 Storage**

The storage of this MG is carried out in accordance with DP X-01-2022.

## **11 Analysis and updating**

Verification, analysis and updating of this MG is carried out in accordance with DP X-01-2022.

## **12 Making changes**

Making changes to this MG are made in accordance with DP X-01-2022.

Appendix A  
(informative)

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

NON-PROFIT JOINT STOCK COMPANY  
ABYLKAS SAGINOV 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



Appendix B  
(informative)

Form of the Minutes of term projects (works) acceptance

NON-PROFIT JOINT STOCK COMPANY  
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

Department \_\_\_\_\_

MINUTES No. \_\_

of acceptance term projects (works) in group \_\_\_\_\_ in discipline  
\_\_\_\_\_ educational program \_\_\_\_\_.

Dated \_\_\_\_\_ 202\_\_

Karaganda

AGENDA

Acceptance of term papers in the discipline  
\_\_\_\_\_ 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

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Appendix C  
(informative)

Form of the Act of write off

NON-PROFIT JOINT STOCK COMPANY  
ABYLKAS SAGINOV 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 NLC “Abylkas Saginov Karaganda Technical University 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:** \_\_\_\_\_

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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.**

Appendix E  
(mandatory)

F.01-2022

Coordination sheet

Position	Name	Date	Signature
QMR	Zhetessova G.S.	16.11.2022	
The Board Member - Vice-Rector for Academic Affairs	Temerbayeva A.M.	16.11.2022	

Appendix F  
(mandatory)

F.02-2022

Familiarization sheet

Position	Name	Date	Signature

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[2] The state mandatory standard of higher and postgraduate education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.

[3] Zakon Respubliki Kazahstan «Ob obrazovanii» ot 27 iyulya 2007 goda №319-III ZRK.

[4] Pravila organizacii uchebnogo processa po kreditnoj tekhnologii obucheniya (prikaz Ministra obrazovaniya i nauki Respubliki Kazahstan ot 20 aprelya 2011 goda №152)

[5] Ustav NLC “Abylkas Saginov Karaganda Technical University”.

[6] Pravila vnutrennego rasporyadka NLC “Abylkas Saginov Karaganda Technical University”.