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## **METHODOLOGICAL INSTRUCTION**

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### **DIPLOMA PROJECT. GENERAL REQUIREMENTS FOR THE ORGANIZATION AND CONDUCT**

**MI V-07-2022**

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## 1 Scope of application

This methodical instruction establishes the requirements for the organization and conduct of the diploma project on educational programs of higher professional education, implemented in the NJSC “Abylkas Saginov Karaganda Technical University”, as well as to control the documentation of quality management system (QMS) and diploma project (work) for compliance with the norms and requirements established by standards and other normative and technical documents.

The methodological instruction is applied by the faculty, teaching staff and students of all faculties of NJSC “Abylkas Saginov Karaganda Technical University”.

## 2 Terms, definitions and abbreviations

This QMS document establishes the following terms, definitions and abbreviations in accordance with IS ISO 9000:2015 “Quality Management System. Basic provisions and glossary”:

- QMS - quality management system;
- DP - documented procedure;
- QMS - quality management representative;
- QMC&A - quality management and accreditation center;
- QM - authorized person on quality;
- DP (R) - diploma project (work);
- DAV - Department of Academic Affairs;
- MI - methodical instruction;
- AC - Attestation Commission;
- ST RK - standard of the Republic of Kazakhstan;
- ND - normative documentation;
- USCD - Unified System of Design Documentation;
- USPD - Unified System of Program Documentation.

**Diploma project** is a research graduate work of the student, representing the study of a certain problem or topic related to the field of specialization of the student, with the proposal of an independent solution of applied problems corresponding to the profile of the educational program, made with the use of project approaches and (or) in the form of preparation of business projects, models, as well as projects of a creative nature and other types of projects.

**Thesis** - a student's research graduate work, which is a systematized analysis and research of a particular problem or topic related to the student's area of specialization.

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DP (T) requires literature review, data collection and analysis, content of the calculation and graphic part, formulation of conclusions and recommendations.

### **3 General provisions**

3.1 Methodological instruction is the main document that establishes the requirements for the organization and conduct of diploma projecting of educational programs and areas of training of higher professional education, carried out in NJSC “Abylkas Saginov Karaganda Technical University”.

3.2 Diploma project is the final stage in the students' study of the theoretical course for the entire period of study.

3.3 The purpose of performing the DP (T) is to:

- systematization, consolidation and expansion of theoretical knowledge and practical skills on the educational program and their application in solving specific scientific, technical, economic and production problems;
- development of independent work skills and mastering the methodology of scientific research and experimentation in solving the developed problems and issues;
- determination of the student's level of preparedness for independent work in the conditions of modern production, science, technology, culture, as well as the level of his/her professional competence according to the educational program.

3.4 The DP (T) is carried out under the supervision of a supervisor and must meet one of the following requirements:

- summarize the results of research, design solutions conducted by scientists, analysts, practitioners: engineers, designers, managers, economists;
- contain scientifically substantiated theoretical conclusions on the object under study;
- contain scientifically substantiated results, the use of which provides a solution to specific problems.

### **4 Requirements to the subject of the diploma project (thesis)**

4.1 The subject matter of DP (T) should be relevant, correspond to the current state and prospects of development of science and technology. It is recommended to take into account the real tasks and problems of production and science when determining the subject matter of DP (T).

4.2 The subject of DP (T) should correspond to the educational program of Bachelor's training.

4.3 The subject matter of DP (T) is developed by the graduating department, reviewed and approved at the department meeting.

4.4 The overall list of DPs (T) should be updated annually by at least 30%.

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4.5 The student chooses the topic of the DP (T) from the approved subject matter. The student has the right to perform a DP (T) on a topic not contained in the approved subject.

## **5 Requirements for organizing and conducting the diploma project**

5.1 Diploma design is carried out in accordance with the requirements of the Model Rules of activity of educational organizations of corresponding types [1], the State obligatory standards of higher and postgraduate education [2], the Law of the Republic of Kazakhstan "On Education [3], Rules of organization of educational process on credit technology of education [4], the Charter of NJSC “Abylkas Saginov Karaganda Technical University” [5], Internal Regulations of NJSC “Abylkas Saginov Karaganda Technical University”[6], the present methodological instruction.

5.2 Admission of students to the defense of DP (T) is formalized by the order of the dean of the faculty in the form of a list of students with the indication of surnames, names, patronymics (if any), educational program of students no later than two weeks before the start of final certification.

5.3 The work schedule of the AC is prepared by the graduating department, approved by the Vice-Rector for Academic Affairs, agreed with the Chair of the AC and brought to the general attention no later than two weeks before the AC.

5.4 The basis for the diploma project is the order “on approval of topics and supervisors of diploma works (projects) of students”.

Scientific supervisor of DP (T) is approved by the order of the head of the university for each student with the indication of the topic on the basis of the decision of the Academic Council of the university. This order appoints scientific supervisors-diploma project from among teachers in the profile and (or) specialists corresponding to the 8th level of the National qualification framework with a work experience of at least 3 years.

5.5 Scientific supervisor of the DP (T):

- issues a task for the fulfillment of DP (T);
- assists the student in developing a work schedule for the entire period of the thesis (“diploma projection”);
- recommends to the student the necessary basic literature, reference and archive materials, model projects and other sources on the topic;
- establishes the schedule of consultations, during which he/she carries out current control of the student's compliance with the calendar schedule for the fulfillment of the DP (T);
- establishes the scope of all sections of the DP (T) and coordinates the work of the thesis advisor and the norm-checking consultant;
- performs normative control of DP (T).

5.6 Head of the department:

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- establishes deadlines for the periodic report of the student on the fulfillment of the DP (T). In these terms, the student reports to the supervisor and the head of the department, who record the degree of readiness of the DP (T) and inform the dean of the Faculty;

- approves the assignment of the DP(T) with a deadline for completion of the work;

- approves the signature of the finished DP (T), signed by the supervisor and the normative supervisor.

5.7 The conditions of the diploma project:

– students who do not have academic debts for the entire period of theoretical training, as well as students who do not have arrears in tuition fees are allowed to perform DP (T);

– by the beginning of the diploma design at the graduating departments should be organized Diploma Cabinet, equipped with the necessary devices, technical and methodological documentation;

– students should be provided with methodological guidelines for the diploma project, which set out the requirements for DP (T).

5.8 At the suggestion of the scientific supervisor of DP (T), if necessary, the department may invite consultants on specific sections of DP (T) at the expense of the time allocated for scientific guidance. Consultants can be appointed professors, associate professors, teachers and researchers of universities, as well as highly qualified specialists and researchers from other organizations.

The diploma design process is regularly discussed at department meetings, as well as at meetings of diploma students held at least twice a month.

5.9 Each DP(T) should have, according to the assignment, the development of individual promising theoretical or practical issues.

5.10 Work on DP (T) can be performed by the student in the university, as well as at the enterprise, in the organization, in scientific and other organizations.

5.11 Finished DP (T), signed by the student and normative supervisor, the student submits to the supervisor, who decides on the admission (or non-admission) of DP (T) for defense.

5.12 DPs are checked for the presence of borrowed material and the use of text with synonymous substitution of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language. A student who fails to pass the procedure of checking thesis (projects) for plagiarism will be repeated without a summer term.

5.13 Based on the review of the scientific supervisor, reference to the presence of borrowed material graduating department presents (or does not present) DP (T) for defense.

5.14 In the case of a positive review of the supervisor and at the presentation of the graduating department DP (T) is sent by the head of the department for review.

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5.15 At the end of the work of the AC, the chairman of the commission and the head of the graduating department make a report.

5.16 Reviewers of DP (T) are approved by the order of the head of the university by the general list at the presentation of the head of the graduating department with the indication of the place of work, position and education (academic or academic degree in specialty/educational program, basic education on the diploma of higher education).

The reviewer shall submit a written review of the DP (T), which shall reflect:

- relevance, novelty and practical significance of the topic under study;
- correspondence of the topic of the diploma research to the specialist's training profile, the academic degree awarded and the qualification awarded;
- The independence of the research conducted;
- availability of conclusions and recommendations;
- the degree to which the problem is solved and the research is complete.

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

## **6 Requirements for the procedure of normative supervision of the diploma project (thesis)**

6.1 Normative supervision is the final stage in the development of DP (T).

6.2 As a rule, DP (T) documentation should be submitted for normative supervision in a complete set: explanatory note, statements and specifications, drawings of all kinds, etc.

6.3 DP (T) is submitted for standard control with the signatures of the student and the head of the project (work) in case he/she is not a normative supervisor.

6.4 The signature of the normative supervisor of the verified DP (T) is made before the approving signature of the head of the graduating department.

6.5 It is not allowed to correct and change the DP (T) signed by the standardizer without his knowledge.

## **7 Content and structure of the diploma project (thesis)**

7.1 In its content, DP (T) is a scientific work (project solution), independently prepared by a graduate student of a higher education institution on a specific educational program in the form of a manuscript.

7.2 The volume of the DP should be not less than 30 pages, the DP - not less than 40 pages. Appendices are not included in the specified volume of the DP (T).

7.3 The structural elements of the DP (T) are:

- cover;
- title page;
- task for the fulfillment of DP (T);

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- annotation;
- table of Contents;
- normative references (where appropriate);
- definitions (if necessary);
- notations and abbreviations (where appropriate);
- introduction;
- main part;
- conclusion (conclusions);
- list of used literature;
- appendix (if necessary).

7.4 The following information shall be provided on the cover:

- name of the organization where the DP (T) was performed,
- surname and initials of the student,
- name of the topic of the thesis (work),
- type of work - thesis project (work),
- code and name of the educational program,
- city, year.

7.5 The cover page is the first page of the DP (T) and serves as a source of information necessary for processing and retrieval of the document.

The cover page shall contain the following information:

- name of the organization where the DP (T) was performed,
- name of the department where the DP (T) was performed;
- restrictive stamp (if necessary),
- approving signature of the head of the department;
- type of work - diploma project (work),
- name of the topic of the DP (thesis) with the indication “on the topic:”,
- code and name of the educational program,
- on the left - the word "completed", on the right opposite is the surname and initials of the student,
- the line below is written “scientific supervisor” and indicates the surname and initials, academic degree, academic title, other regalia of the supervisor,
- city, year.

The form of cover and title page design is given in the annexes of PR V-08-2022, respectively.

7.6 Assignment for DP (T) is approved by the head of the department. The assignment for DP (T) contains information about the deadlines for issuing and delivery of the project (work), the content of the explanatory note, a list of graphical material (if available), consultants, calendar plan of implementation.

The assignment for the DP (T) is signed by the student and the diploma supervisor.

The form of the assignment form for DP (T) is given in appendix A.

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7.7 In the explanatory note of the DP (T) written in the Kazakh language, it is obligatory to include an abstract in Russian and vice versa, if the explanatory note is written in Russian, the abstract should be written in Kazakh. The abstract should contain the subject, topic, purpose of the work, results of the work, scope of application of the results and conclusions. If the DP (T) is written in English, the abstract shall be submitted in Russian and the state language of instruction.

7.8 The content of the DP (T) includes the introduction, sequential numbers and names of all sections, subsections, conclusion, list of references used and names of appendices, indicating the page numbers from which these elements of the DP (T) begin.

7.9 Introduction should contain justification of the relevance of the topic of research work, scientific novelty (for DP) and practical significance, assessment of the current state of the research problem being solved, as well as should be formulated the purpose, objectives and object of research, describe the theoretical and methodological basis and practical basis for writing a DP (T).

7.10 The main part of the DP (P) contains data reflecting the essence, content, methodology/methodology and main results of the work performed. DP (T) is carried out on the basis of an in-depth literature review on the educational program (text-books, manuals, monographs, periodical literature, lecture courses, journals, including foreign languages, regulatory literature, etc.). The main part of the DP (T) contains mandatory sections:

- 1) Literature review;
- 2) Methodology/methodology of calculations, design, analysis of initial data, etc.
- 3) Analysis of initial data.

The main text of the DP (R) should contain a literature review, disclose the rationale for the research methods used, the adopted methodology/methods of calculation and the calculations themselves, performed, as a rule, with the use of computer technology, software, description of the experiments conducted, their analysis and conclusions on them, technical and economic comparison of options and, if necessary, be accompanied by illustrations, graphs, sketches, diagrams, schemes, etc.

The main part of the DP (T) is usually divided into sections and subsections.

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

7.12 The list of used literature is drawn up in accordance with the established requirements for scientific papers, should be relevant, the year of issue not more than 10 years. References to the fundamental literature with the year of issue more than 10 years, but not more than 20% of the total number are allowed. References are given in square brackets in the order of mentioning.

7.13 The appendix includes materials related to the implementation of the diploma research, which are not reflected in the main part.

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7.14 For the decisions made in the DP (T), the accuracy and objectivity of all data is the responsibility of the student - the author of the DP (T).

## **8 Rules of design of diploma projects (thesis)**

8.1 DP (T) should be made on one side of a sheet of paper of A4 format (210x297 mm), it is allowed, if necessary, when making tables and illustrations to use a sheet of A3 format (297x420 mm). The text of the DP (P) should be typed using a computer. Font - Times New Roman, 14-point font, line spacing - single line spacing, text alignment by width, observing the following margin sizes: left - 30 mm, top - 20 mm, right - 10 mm and bottom - 25 mm. Paragraph indentation within the text should be 0.75 cm.

It is allowed to use computer capabilities to emphasize certain terms, formulas, theorems, using different fonts.

8.2 Typos, misspellings and graphical inaccuracies detected in the process of preparation of DP (T) may be corrected by erasing or covering with white paint and applying the corrected text (graphics) in the same place by typewriting or handwriting (black ink).

8.3 Surnames, names of institutions, organizations, firms, product names and other proper names in the DP (T) shall be given in the original language.

8.4 The names of the structural elements of the DP (R) “Content”, “Introduction”, “Conclusion”. “List of used literature” serve as headings of structural elements of the work. The word “Table of Contents” and the word “Abstract” are written in the form of a title in the middle of the first line of the page (symmetrically to the text) with a capital letter. The word "Table of Contents" and the word "Abstract" may be bolded. Names included in the table of contents are written in lower case letters, starting with an uppercase letter.

8.5 The DP(T) should be divided into sections and subsections. Each section and subsection should contain complete information.

The names of the sections together should disclose the topic of the DP (T), and the names of the subsections together should disclose the relevant 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 typed from a paragraph indent 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 The pages of the DP (T) should be numbered with Arabic numerals, observing the consecutive numbering throughout the text. The page number should be placed in the center of the lower part of the sheet without a dot.

8.9 The numbering of the pages of the document and the annexes included in this pre-document shall be continuous, the title page shall be included in the total numbering. The title page is not numbered, on subsequent pages the number is

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given in Arabic numerals in the center of the lower part of the sheet without a dot from the second page of the section “Introduction”.

8.10 Illustrations and tables located on separate sheets shall be included in the total numbering of pages of the DP (T).

Illustrations, tables on an A3 sheet are counted as one page.

8.11 Formatting of sections and subsections of the DP (T), illustrations, drawings, graphs, charts, diagrams, schemes, tables, formulas, page numbering, appendices, list of used literature should comply with PR V-08-2022. The graphic part of the diploma project (work) must comply with the requirements of MI V-06-2022 General requirements for graphic documents.

## **9 Procedure for submission for defense of the diploma project (thesis)**

9.1 DP (T) is submitted to the graduating department for pre-defense procedure.

9.2 The procedure of pre-defense of DP (T) is held at an open meeting of the department with the participation of students and the mandatory presence of the supervisor. The pre-defense is formalized by the minutes of the department meeting.

9.3 Completed DP (T), successfully passed the pre-defense and designed in accordance with the established requirements, signed by the student, normative supervisor, and submitted to the scientific supervisor.

9.4 The scientific supervisor writes a written feedback on the DP (T).

The review should reflect the following points:

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

In case of approval of DP (T) the head signs it and together with his written review of admission to defense submits it to the head of the department.

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

9.5 The University develops, approves and ensures compliance with the Rules of carrying out the check for the presence of borrowings. DP (T), checked in the system of borrowings detection, are stored in the database of the National Center for State Scientific and Technical Expertise.

A graduate student who has not fulfilled the requirements of the educational program, working and individual curriculum and work study programs, as well as has not passed the procedure of verification of DP (T), for plagiarism, remains on a repeat course of study without passing the summer term.

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9.6 Not later than five working days before the defense of the DP (T) in the AC shall be submitted and kept at the department of the secretary of the AC until the defense:

1) review of the scientific supervisor of the DP (T), which gives a reasoned conclusion “admissible for defense” or “not admissible for defense”;

2) review of the Bachelor's Degree (DP), which gives a comprehensive characteristic of the submitted for defense DP (T) and a reasoned conclusion with an indication of the score on the point-rating letter system of knowledge assessment and the possibility of awarding the academic degree “Bachelor” or assignment of qualification for the relevant OP;

3) decision of the graduating department on the recommendation for defense (extract from the minutes of the department meeting);

4) certificate on passing the DP (T) check for plagiarism.

5) thesis (project).

9.7 On the basis of these materials, the head of the department makes the final decision on this DP (T), making a corresponding record on the title page.

If the head of the department does not consider it possible to admit the student to the defense of the DP (T), this issue is considered at the meeting of the department with the mandatory participation of the student and his/her supervisor. The minutes of the department meeting are submitted for approval to the rector of the university.

9.8 DP (T), submitted by the graduating department for defense, is sent by the head of the department for review.

9.9 DP (P), admitted by the supervisor to the defense, but evaluated by the reviewer on the grade F, FX – “unsatisfactory”, is defended under general conditions.

9.10 A student may, on the recommendation of the department, speak at the defense in English. Then the defense may be accompanied by questions in this language.

9.11 The defense of DP (T) can be carried out with the use of electronic resources in the form of multimedia presentations based on modern technical means and achievements in the field of information and communication technologies.

## **10 Procedure for defense of the diploma project (thesis)**

10.1 The order of protection of DP (T) is determined by the Model rules of activity of educational organizations of corresponding types.

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

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

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representatives of the organization on the basis of which the diploma research was conducted, and other interested persons may also be invited to the defense.

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

10.4 For the defense of the thesis, the student shall make a presentation to the Attestation Commission and the audience for no more than 15 minutes. The student's presentation should be accompanied by visual posters or slides in interactive mode.

10.5 All those present may participate in the discussion of the DP (T) in the form of questions or interventions.

10.6 After the discussion, the secretary of the AC reads out the review (if present, the supervisor may speak in person) and the review. If there are comments in the feedback and/or review, the student should give a reasoned explanation of their essence.

10.7 Decisions on grades of DP (T) defenses, (comprehensive examinations), as well as on awarding a degree or awarding qualifications and issuing a diploma (without distinction, with distinction) shall be taken by the AC at a closed meeting by open voting by a simple majority of votes of the members of the AC participating in the meeting. In case of equal number of votes, the vote of the Chairman of the Commission shall be decisive.

10.8 According to the results of the defense of DP (T) is evaluated on a point-rating letter system. It takes into account the level of theoretical, scientific and practical training, feedback from the scientific supervisor and the reviewer's assessment.

10.9 The results of the thesis defense are formalized in the minutes of the meeting of the Attestation Commission individually for each graduate and announced on the day of their conduct (Appendix B). The protocol is filled out by the secretary of the AC, approved in the composition of the commission and has no 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 at the meeting of the Academic Council of the university within a month.

10.11 On the basis of the results of the final attestation is issued an order of the head of the university on the graduation of students who have completed training in the relevant educational program of higher education and successfully passed the final attestation, with the awarding of the degree of “bachelor” or awarding qualifications for the relevant educational program.

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## **11 Procedure for storage of diploma projects (thesis)**

11.1 DP (T) after the defense are transferred by the graduating department to the archive of the university, accompanied by a protocol (Appendix B), which is signed by the chairman and secretary of the Attestation Commission.

11.2 DP (T) are kept in the university archive for 5 years. After the expiration of this period they are written off under the act by the commission created by the rector's order.

11.3 For teaching and methodological assistance, participation in competition, implementation in production with the permission of the Vice-Rector for Academic Affairs, a copy of the DP (R) is taken and given to the interested party.

## **12 Rights, responsibilities and duties of the head of the department, supervisor, student**

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

12.2 The head of the department in coordination with the supervisor has the right to bring to the consideration of the department the question of not admitting the student to the defense.

12.3 The head of the department is obliged to approve the task on DP (T) with the indication of the term of completion of work, to approve by signature the finished DP (T).

12.4 The scientific supervisor has the right to recommend to the student the necessary basic literature, reference and archival materials, model projects and other sources on the topic.

12.5 The scientific supervisor is responsible for:

- timely issuance of the assignment for DP (T);
- informing the head of the department about the progress of the diploma design;

- control over the timely and qualitative fulfillment of the DP (T);
- to control the students' compliance with the Student Honor Code.

12.6 The scientific supervisor is obligated 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;
- establish the scope of all sections of the DP (T) and coordinate the work of the diploma student;
- adhere to the principles of academic honesty.

12.7 The student is obligated to:

- fulfill all sections of the DP (T) in a qualitative and timely manner in accordance with this methodological instruction;

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- regularly report on the fulfillment of the DP (T) to the supervisor and the head of the department within the terms established by him/her.

12.8 The student has the right to choose a supervisor and the subject of the diploma project (in agreement with the scientific supervisor).

12.9 The student is responsible for:

- decisions made in the DP (T) and for the correctness of all data;
- timely fulfillment of the thesis design schedule;
- adherence to the principles of academic honesty.

### **13 Agreement, approval and introduction into operation**

Approval of this MI is carried out with the Member of the Board - Vice-Rector for Academic Affairs and is formalized in the “Approval Sheet” (Appendix D).

The date of document introduction is the date of approval/agreement of the document. The document comes into effect at the moment of its approval.

### **14 Ensuring accessibility**

Subdivisions shall be provided with copies of this MI by posting on the website.

### **15 Storage**

This MI shall be stored in accordance with DP X-01-2022.

### **16 Analysis and actualization**

This MI shall be reviewed, analyzed, and updated in accordance with DP X-01-2022.

### **17 Making changes**

Amendments to this MI shall be made in accordance with DP X-01-2022.

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Appendix A  
(Reference)

Form of Assignment for the diploma project (thesis)

NON-PROFIT JOINT STOCK COMPANY  
“ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY”

Faculty \_\_\_\_\_ Department \_\_\_\_\_  
 Educational program \_\_\_\_\_

**Approved by**  
 Head of department \_\_\_\_\_  
 \_\_\_\_\_ ФИО  
 “ ” \_\_\_\_\_ 20\_\_ .

**TASK**  
for the student's diploma project (thesis)

1 Topic of the project (work) \_\_\_\_\_

\_\_\_\_\_ approved by the university order from \_\_\_\_\_ No. \_\_\_\_\_

2 Deadline for submission of the completed project (work) by the student \_\_\_\_\_

3 Input data for the project (work) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### TIME SCHEDULE

No.	Name of stages of the diploma project (thesis)	Timeframe for completion of project stages (work)	Note

Diploma student \_\_\_\_\_ / \_\_\_\_\_ /

Project (work) supervisor \_\_\_\_\_ / \_\_\_\_\_ /

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Appendix B  
(Reference)

Form of the minutes of the meeting of the Attestation Commission

MINUTES NO. \_\_\_\_  
Meeting of the Attestation Commission  
on defense of diploma projects (thesis)  
educational program \_\_\_\_\_

Karaganda \_\_\_\_\_y.

Having heard and discussed the results of the defense of diploma projects (thesis), the Attestation Commission decides to award the academic degree of Bachelor of \_\_\_\_\_ to the following students with the assessment of the defense:

No.	Full name of the student	Group	No. minutes	Assessment

CHAIRMAN OF AC \_\_\_\_\_ FULL NAME  
SECRETARY \_\_\_\_\_ FULL NAME

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Appendix C  
(reference)

Act Form  
acceptance-transfer of diploma projects (thesis)

NON-PROFIT JOINT STOCK COMPANY  
“ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY”

ACT  
acceptance-transfer of diploma projects (thesis)  
in the educational program “ \_\_\_\_\_ ”  
Faculty \_\_\_\_\_  
Department \_\_\_\_\_

No.	Full name of the student	Theme of diploma projects ( thesis)
1	2	3
1		
2		
3		
4		
5		
6		
7		

Total accepted for storage \_\_\_ projects (works) on diploma defense.

The act is made in 2 copies and kept at the department and the archive of NJSC “Abylkas Saginov Karaganda Technical University”.

Passed:

Head of department. \_\_\_\_\_ FULL NAME

Secretary of AC \_\_\_\_\_ FULL NAME

Accepted:

Head of archives \_\_\_\_\_ FULL NAME





<p>NJSC “Abylkas Saginov Karaganda Technical University”.</p>	<p><b>Methodological instruction</b> <b>Diploma project. General requirements for</b> <b>organization and conduct</b></p>	<p>MI V-07-2022 Version 01 Date 2022.11.02 Page 23 of 23</p>
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## **Bibliography**

[1] Model rules of activity of educational organizations of corresponding types, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from October 30, 2018 No. 595.

[2] State obligatory standard of education of higher and postgraduate education, approved by the order of the Minister of Science and Higher Education of the Republic of Kazakhstan from July 20, 2022 No. 2.

[3] The Law of the Republic of Kazakhstan “About Education” dated July 27, 2007 No. 319-III LPK.

[4] Rules of organization of educational process on credit technology of training, approved by the order of the Minister of Education and Science of the Republic of Kazakhstan from April 20, 2011 No.152.

[5] Charter of “Abylkas Saginov Karaganda Technical University” NJSC.

[6] Internal Regulations of NJSC “Abylkas Saginov Karaganda Technical University”.