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"Approved"  
 By order of the Chairman  
 Management Boards  
 No. 136- N of 24.08.2020  
 Reissued By order of the  
 Chairman of the  
 Management  
 Board-Rector  
 No. 342-N of 21.09.2023

INTERNAL REGULATORY DOCUMENTS

METHODICAL INSTRUCTIONS

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**THE PROCEDURE FOR COMPLETING AND WRITING A MASTER'S  
 THESIS**

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**MI IRD 02.2018 - 2021**

Экз. \_\_\_\_\_

Копия \_\_\_\_\_

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ASTANA 2023

## The preface

### **1 DEVELOPED AND SUBMITTED by the working group together with the Quality Committee**

Name of the working group (WG)

**2 It was REDESIGNED** by the Quality Committee in accordance with the Order of the Chairman of the Board-Rector No. 342-N dated 09/21/2023.

(name, date and number of the approving organizational and administrative document)

**3 APPROVED AND PUT INTO EFFECT BY** Order of the Chairman Board of Directors No. 136-N dated 03/19/2021. (the official approving the document)

(name, date and number of the approving organizational and administrative document)

### **4 DEVELOPERS:**

- Head of the Department of planning and organization of the educational the process – Soltan G.J.

Position, Full name.

- Head of the quality service - Aldabergenova S.S.

Position, Full name.

- Quality service specialist – Mukhamedzhanova Zh.A.

Position, Full name.

**5 THE DEADLINE FOR THE FIRST INSPECTION IS**


**2026.**

**THE VERIFICATION PERIODICITY IS**

**5 YEARS**

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the permission of the Chairman of the Board-Rector of the Kazakh Agrotechnical Research University named after S.Seifullin

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## 1 Scope of application

This methodological guide has been developed to manage the process of completing and writing a master's thesis.

## 2 Regulatory references

This regulation uses references to the following regulatory documents:

The Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 No. 319-III.

The Civil Code of the Republic of Kazakhstan on December 27, 1994.

The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V.

Charter of the NAO "Kazakh Agrotechnical University named after S. Seifullin" No. 16 dated 04.10. 2019.

The State Standard of the Republic of Kazakhstan, approved by the Decree of the Government of the Republic of Kazakhstan dated August 23, 2012 No. 1080. Postgraduate education. Magistracy.

FROM IRD 01.1011-2020 Internal regulatory documents. The standard of the organization. General requirements for the construction, presentation, and documentation of a quality management system.

FROM IRD 01.1014-2017 Internal regulatory documents. The standard of the organization. Rules for the development, coordination and approval of the regulations on the division.


DP IRD 01.1006-2020 Internal regulatory documents. A documented procedure. Document management.

DP IRD 01.1007-2020 Internal regulatory documents. A documented procedure. Quality record management.

## 3 Designations and abbreviations

The following abbreviations are used in these guidelines:

- S.Seifullin Kazakh State Agricultural University named after S. Seifullin;
- SMSE – the state mandatory standard of education;
- SO – standard of the organization;
- MI – methodical instructions;
- QC – Quality Committee;
- IRD – Internal regulatory documents;
- DAA – Department of Academic Affairs;
- DPOEP- department of planning and organization of the educational process.

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#### 4 Responsibility and authority

4.1 The head of the Department of Planning and Organization of the educational process (hereinafter OPUP) is responsible for the development of the MI, namely for its content and implementation.

4.2 The MI project must be coordinated with a Member of the Board, the Vice-rector for Operations, the Director of the Department of Academic Affairs, the head of the Department of Planning and Organization of the educational process, the head of the Quality Committee (hereinafter QC) and the head of the legal department and is drawn up in the "Approval Sheet" (Appendix B).

4.3 The head of the Department of planning and organization of the educational process submits the project to the QC for registration, and the QC draws up the original.

4.4 Simultaneously with the approval of the MI, the QC prepares an order for its commissioning, which is approved by the Chairman of the Board, the Rector.

4.5 The head of the department is responsible for informing the relevant employees of the department approved by the MI. The record of the familiarization must be made in the "Familiarization Sheet" (Appendix D).

#### 5 General provisions

5.1 The Master's thesis is the graduate thesis of a graduate student, according to the results of which the graduate is awarded the degree of "master".


5.1.1 The topics of the master's thesis are discussed and considered at the meetings of departments and submitted for consideration by the faculty Council. After that, the faculties submit the topics of the master's thesis for consideration by the Scientific and Technical Council of the University, then the topics are approved by the Academic Council of the University.

5.1.2 A master's thesis requires obtaining one external review from scientists on the topic of the dissertation

5.2 The Master's thesis should be a scientific qualification submitted in the form of a specially prepared manuscript attesting to the maturity of the graduate student. In the dissertation, based on the research carried out by the author, theoretical provisions should be developed, the totality of which can be qualified as the implementation of a scientific problem solution that is of great importance, or scientifically sound technical, economic or technological solutions should be outlined, the implementation of which will make a significant contribution to the development of the relevant scientific field.

5.3 The Master's thesis should be a research paper that contains a solution to a problem that is essential for the relevant specialty/educational program.

5.4 The master's thesis should be written individually, contain a set of scientific results and provisions put forward by the author for public defense, new solutions proposed by the author, strictly reasoned and critically evaluated in comparison with known solutions in science.

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The master's thesis should contain recommendations on the use of scientific results (if the results have been used for several years), as well as author's certificates, patents and other official documents.

5.5 The Master's thesis is submitted at the choice of the undergraduate in Kazakh, Russian and English languages

5.6 The main scientific results of the master's thesis should be published in scientific publications. The master's student must submit at least one publication.

5.7 When writing a master's thesis, a graduate student must provide references to the author and the source from which he borrowed materials or individual results.

5.8 The student provides a certificate for the attestation commission, obtained through the UniHUB system "Automated system for checking written works", in which an assessment is given according to the Methodological Instructions "Automatic system for submitting written works of students". The supervisor's certificate provides for checking the master's thesis for borrowing (plagiarism) through the "Anti-Plagiarism.UNIVERSITY" system. Upon completion of the plagiarism check, the student should be familiar with the results of the check. In the case of using someone else's material without reference to the author and the source of borrowing, the student does not receive confirmation of admission to the defense of the master's thesis.

5.9 The volume of the Master's thesis (project) is determined taking into account the specifics of the specialty /educational program and approved by the Council on Academic Quality.

## **6 The structure of the Master's thesis**


6.1 The structural elements of the dissertation are:

- the title page;
- content;
- definitions;
- designations and abbreviations;
- Introduction;
- the main part;
- conclusion;
- list of sources used;
- the summary;
- applications.

6.2 Requirements for the structural elements of the dissertation.

6.2.1 The title page is the first page of the thesis and serves as a source of information. The title page is drawn up in accordance with Appendix A.

6.2.2 The content of the dissertation includes: introduction, ordinal numbers and names of all sections and subsections of the main part, conclusion, list of sources used and the name of appendices indicating the pages from which these elements of the dissertation

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begin.

6.2.3 The structural element "Definitions" contains definitions necessary to clarify or establish the terms used in the Master's thesis

dissertations. Definitions can be given either as text or as a hidden table.

6.2.4 The structural element "Designations and abbreviations" contains a list of designations and abbreviations used in this master's thesis. The notation and abbreviations are recorded in the order in which they appear in the text of the dissertation with the necessary transcription and explanations. Designations and abbreviations can be given either as text or as a hidden table.

6.2.5 The introduction should contain an assessment of the current state of the scientific or scientific-technological problem (task) being solved, the basis and initial data for the development of the topic, and justification for the need for this research work. The introduction should show the relevance and novelty of the topic, the connection of this work with other research works, the goals, object and subject, research objectives, their place in the implementation of research in general, and the provisions submitted for protection.

6.2.6 The main part of the dissertation should be at least 70% of its total volume. It is divided into paragraphs and sub-paragraphs according to the logical structure of the presentation. The main part of the master's thesis contains data reflecting the essence, methodology and main results of the work performed. The main part should contain:

- the choice of the research area, including the justification of the research area, methods of solving problems and their comparative assessment, a description of the chosen research methodology;

- the process of theoretical and experimental research, including the definition of the nature and content of theoretical research, research methods, calculation methods, justification of the need for experimental work;

- generalization and evaluation of research results, including an assessment of the completeness of the solution to the task and suggestions for further areas of work, an assessment of the reliability of the results obtained and their comparison with similar results of domestic and foreign work.

6.2.7 The conclusion should contain:


- brief conclusions based on the results of the conducted research;

- development of recommendations and initial data on the specific use of the results;

- assessment of the technical and economic efficiency of the results.

6.2.8 The list of sources used should contain information about sources, both from traditional sources and from electronic databases available on the university's website used in writing the dissertation. The number of references in electronic databases available on the university's website should be at least 30% of the total list of references, including at least one source from among the cited scientific publications included in the ISI Web of Knowledge Tompson Reuters database.

6.2.9 The abstract contains information about the scope of the work, the number of illustrations, tables, and sources used. The text reflects the object of research, the purpose

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of the work, research methods, the results obtained, their novelty, qualitative and quantitative characteristics of the collected material, generalization and evaluation of research results, including proposals for further areas of work. Russian Russian abstract is written in English for all dissertations and in Kazakh for dissertations written in Russian, and in Russian for dissertations written in Kazakh. The volume of the abstract is one page in each language (Appendix B).

6.2.10 It is recommended that the appendices include materials related to the completed dissertation, which for some reason cannot be included in the main part.

## **7 The procedure for completing a Master's thesis**

7.1 The Master's thesis must be printed using a computer and a printer on one side of a sheet of A4 white paper in 1 interval, the font is regular, size 14. Margins: right - 10 mm, left - 30 mm, top - 20 mm, bottom - 20 mm.

The quality of the printed text and the design of illustrations, tables, and printouts must meet the requirement of their clear reproduction.

7.2 Typos, typos and graphic inaccuracies are not allowed in the Master's thesis.

7.3 The main part of the dissertation should be divided into sections and subsections. When dividing the text of the dissertation into paragraphs and sub-paragraphs, it is necessary that each paragraph contains complete information. Sections and subsections should have headings. Headings should clearly and concisely reflect the content of sections and subsections. Headings of sections and subsections should be indented with a capital letter without a dot at the end, without underlining.

7.4 The pages should be numbered in Arabic numerals, observing the end-to-end numbering throughout the text of the dissertation. The page number is placed in the center of the lower part of the sheet without a dot.

7.5 The title page is included in the general page numbering. The page number should not be placed on the title page.

Illustrations and tables arranged on separate sheets are included in the overall page numbering of the dissertation.

7.6 Dissertation sections should have ordinal numbers within the entire work, indicated by Arabic numerals without dots and written from the paragraph. Subsections should be numbered within each section.

Example

1 Types and basic examples

1.1


1.2

1.3

2 Technical requirements

2.1

2.2

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## 2.3

### 3 Test methods

#### 3.1 Materials and reagents

##### 3.1.1

##### 3.1.2

7.7 Illustrations (drawings, graphs, diagrams, diagrams, photographs) should be placed immediately after the text in which they are mentioned.

7.7.1 The illustrations may be computer-generated, including color ones. All illustrations should be referenced in the dissertation.

7.7.2 Photographs smaller than A4 size should be pasted on standard sheets of white paper.

7.7.3 The illustrations, with the exception of the illustrations of the appendices, should be numbered in Arabic numerals through numbering.

7.7.4 If there is only one drawing, it is designated as "Figure 1". The word "Drawing" and its name are placed in the middle of the line. The illustrations may have an image text.

*Example*

*Figure 1 - Device details*

7.7.5 When referring to illustrations, it should be written "Figure 1".

7.8 Tables are used for better clarity and ease of comparison

of indicators. The name of the table should reflect its content, be precise, and concise. The table name should be placed above the table on the left, without paragraph indentation, in one line with its number separated by a dash.

*Table 1- Distribution of the total growth in the crown of trees*


7.8.1 All tables should be referenced in the thesis. When linking, you should write the word "table" with its number.

7.8.2 The table should be placed in the dissertation immediately after the text in which it is mentioned for the first time, or on the next page.

7.8.3 When transferring a part of the table, the name is placed only above the first part of the table, the word "Continuation" is written above the other parts of the reference side and the table number is indicated, For example, "Appendix of Table 1". The lower horizontal line bounding the table is not drawn.

7.9 Formulas and equations should be separated from the text in a separate line. There should be at least one free line above and below each formula or equation. Formulas and equations are numbered throughout the master's thesis in Arabic numerals in parentheses.

7.10 List of sources used. Information about the sources should be arranged in the order of references to sources in the text of the dissertation and number them with Arabic numerals in slashes without dots and print with paragraph indentation. The dividing marks in bibliographic references for monographs, articles from periodicals or

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other publications are different. The list of sources used is drawn up according to the Methodological Instructions "Using the automated module for checking written works for uniqueness UNIHUB".

7.11 Appendices are designed as a continuation of this dissertation on its subsequent pages. All applications should be referenced in the text of the dissertation. The appendices are arranged in the order of references to them in the text of the dissertation. Each application should start from a new page with the word "Application" at the top in the middle of the page. Appendices should have end-to-end page numbering in common with the rest of the thesis.

7.12 Undergraduates who have defended their master's thesis are awarded an academic master's degree by the decision of the attestation commission.

## 8 Changes

8.1 Amendments to the methodological instructions are made only with the permission of a Member of the Management Board-the Vice-Rector for Operations, and must be documented under his (their) signature.

8.2 Amendments and approvals to the methodological instructions are made in accordance with the requirements of DP GNI 01.1006-2023 in paragraph 8.4.1.


Changes to the methodological instructions are made by the senior QC manager with a mandatory mark in the "Change Registration Sheet".

## 9 Storage and distribution

9.1 Responsibility for the transfer of the approved methodological instruction (original) for storage in the CC is borne by the head of the developer department.

9.2 Responsibility for storage and distribution to the MI departments is assigned to the QC. The head of the department is responsible for bringing the approved MI to the attention of the employees of the department. A record of the familiarization must be made in the "Familiarization Sheet".

9.3 Standard organizations are registered in electronic format in the electronic document management system and sent to all departments of the S.Seifullin KATRU.

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Appendix A  
(required)

F.02.2018-01

The form of the title page of the master's thesis

MINISTRY OF AGRICULTURE OF THE REPUBLIC OF KAZAKHSTAN

KAZAKH AGROTECHNICAL UNIVERSITY NAMED AFTER S..SEIFULLIN

LAST NAME, FIRST NAME, PATRONYMIC

The topic of the master's thesis


The cipher and the name of the specialty/educational program

Master's Degree Thesis \_\_\_\_\_

Scientific supervisor \_\_\_\_\_

(Full name, signature)

Astana – 20\_\_

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Appendix B

F.02.2018-02

(required)  
The form of the abstract

Full name.

Master's thesis on the topic: \_\_\_\_\_

---

Specialty/educational program \_\_\_\_\_

Report

(The text of the abstract)

Signature of the graduate student





