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"Approved"
By order of the Chairman
Boards
No. 136-N dated 19.03.2021
Renewed
By order of the Chairman of the
Management Board-Rector
No. 342-N dd. 21.09.2023

INTERNAL REGULATIONS

GUIDELINES


GENERAL REQUIREMENTS FOR ORGANIZATION, PERFORMANCE AND EXECUTION OF THESIS (PROJECT)

MI GNI 02.2012-2021

Ex. _____

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ASTANA 2024

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Preface

1 DEVELOPED - BY THE WORKING GROUP, TOGETHER WITH THE QUALITY COMMITTEE

name of the working group (WG) academic degree, academic title F.I.O.

2 INTRODUCED by Quality Committee

name of the subdivision that submitted the draft document for approval

3 REISSUED by the Quality Committee in accordance with the Order of the Chairman of the Management Board-Rector No. 342-N dated 21.09.2023

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

4 APPROVED AND ENACTED BY ORDER OF THE CHAIRMAN

(approving officer)

Of the Board-Rector No. 136-N dated 19.03.2021

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

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6 FIRST INSPECTION DEADLINE

2026

INSPECTION FREQUENCY


5 YEARS

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1 General provisions

1.1 The following terms and definitions are defined in this GNI document:

Diploma work (project) - written graduation work performed by a student at the final stage of study, if it is provided for by the state compulsory standard of education and the curriculum of the specialty/educational program

1.2 The methodological instruction is the main document establishing the requirements for the organization, conduct and registration of a diploma work (project) of a specialty/educational program of areas for the preparation of professional higher education, carried out at the Kazakh Agrotechnical Research University named after S. Seifullin (hereinafter referred to as KATIU named after S. Seifullin).

1.3 Objectives of the thesis (project):

- systematization, consolidation and expansion of theoretical knowledge and practical skills in the specialty/educational program, their application in solving specific scientific, technical, economic and production tasks, as well as cultural tasks;

- development of skills in conducting independent work and mastering the methodology of scientific research and experimentation in solving the developed problems and issues of thesis (project);

- finding out the student's readiness for independent work in the conditions of modern production, science, technology, culture, as well as the level of his professional competence.

1.4 Thesis (project) presents a generalization of the results of independent study and research of an actual problem of a specific specialty/educational program of the corresponding branch of science.

1.5 The thesis (project) shall be supervised by a supervisor and shall meet one of the following requirements:

- generalization of research results, design solutions conducted by scientists, analysts, practitioners, engineers, designers, managers, economists;

- contain scientifically substantiated theoretical conclusions on the investigated object;


- contain scientifically substantiated results, the use of which ensures the solution of a specific task.

2 Normative references

References to the following regulatory documents are used in this guidelines:

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

Law of the Republic of Kazakhstan "On Science" dated February 18, 2011 No. 407-IV.

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Law of the Republic of Kazakhstan "On Technical Regulation" dated November 9, 2004 No. 603-II;

Civil Code of the Republic of Kazakhstan of December 27, 1994;

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

The rules for organizing the educational process on credit learning technology approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;

ST RK 1.5-2013 General requirements for the construction, presentation, design and content of standards.

ST RK 1.12-2015 Text regulatory documents. General requirements for construction, presentation, design and content.

SO GNI 01.1011 - 2020 Internal regulatory documents. Organization standard. Rules for construction, presentation and execution of quality management system documentation.

SO GNI 01.1014 - 2017 Internal regulatory documents. Organization standard. Rules for development, agreement and approval of the regulation on the subdivision.

DP GNI 01.1006 - 2020 Internal regulatory documents. Documented procedure. Documentation management.

DP GNI 01.1007 - 2020 Internal regulatory documents. Documented procedure. Management of quality records.

3 Responsibility and authority


Responsibility and authority for the development of GNI MP, its approval, approval, registration, commissioning are distributed as follows:

- the responsibility for the development of the regulation, namely for its content, structure, is borne by the Director of the Department of Academic Affairs (hereinafter referred to as the DOV), the design, approval and implementation is borne by the Quality Service (hereinafter referred to as the SC).

- GNI MI shall be agreed with the Member of the Management Board, Vice-Rector for Operations, Director of the Academic Affairs Department (hereinafter DVA), Head of the Legal Department and Head of the Quality Committee (hereinafter QC) and shall be documented in the "Approval Sheet" (Appendix K).

- the decision on the final version of the draft PM GND shall be made by Member of the Management Board Vice-Rector for Operations.

- The Developer submits the draft MP GND for registration in QC, draws up the original MP GND, collects the approving signatures;

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- QC prepares an order on its implementation of this MI GNI, which is approved by the Chairman of the Management Board-Rector.

- The head of the subdivision is responsible for informing the relevant employees of the subdivision approved by MI GNI. The record of familiarization is drawn up in the "Familiarization Sheet" (Appendix M).

4 Requirements to the subject of thesis (project)

4.1 The topic of the thesis (project) should be relevant, correspond to the current state and prospects for the development of science, technology and culture, in its content meet the requirements set forth in paragraph 1.5.

When determining the subject of theses (projects), it is recommended to take into account the real tasks and problems of production, education, science and culture.

4.2 The subject of theses (projects) should correspond to the specialty and profile of training specialists.

4.3 The topic of theses (projects) is developed by the graduating department, reviewed and approved by the faculty council.

4.4 The general list of topics of theses (projects) should be updated annually by at least 30%.

4.5 Replacement of the diploma project with a thesis may be allowed with the permission of the Chairman of the Board on the proposal of the Dean of the Faculty. At the same time, the thesis should be of a research nature, as well as have a calculation and graphic part.

4.6 The student chooses the topic of the thesis (project) from the approved topic.

The student is given the right to perform a thesis (project) on a topic not contained in the approved topic. In this case, the student submits to the department a detailed justification of the feasibility of developing the proposed topic or a letter from a third-party organization to complete the custom topic.

4.7 The topic of the thesis (project) is assigned to the student at the beginning of the graduation course and approved by order of the Chairman of the Board of KATIU named after S. Seifullina.

Upon completion of pre-graduation practice, the topic of the thesis (project), if necessary, can be changed, clarified, adjusted according to the presentation of the graduating department.

5 Requirements for the procedure for writing a thesis (project)

5.1 8 credits are allocated for writing and defending a thesis (project). The process of performing a thesis (project) is carried out in advance during professional practice and at the final stage of theoretical training.

5.2 To write a thesis (project) on the submission of the department, each student is appointed a supervisor.



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5.3 Academic supervisors of diploma works (projects) are appointed teachers of the corresponding profile and (or) specialists performing labor activity in the profile of training with at least 10 years of experience.

5.4 The assignment for a thesis (project) contains a description of the source material and sources, a list of questions developed by the student, a list of recommended literature, a list of graphic material (tables, diagrams, diagrams, etc.), a detailed calendar schedule for writing a thesis (project).

The assignment for the thesis (project) is approved by the head of the department indicating the deadline for completion of the work. The assignment for the thesis (project) is filed in the thesis (project).

5.5 The work schedule shall be drawn up for the entire period, indicating the sequence of implementation of individual sections and shall be agreed with the supervisor.

5.6 On the proposal of the scientific supervisor of the thesis (project), if necessary, the department can invite consultants for individual sections of the thesis (project) at the expense of the time allotted for scientific guidance.

5.7 Professors, associate professors, teachers and researchers of the university, as well as highly qualified specialists and researchers of other organizations can be appointed as consultants. Counselors review the relevant sections of the student's completed work and sign it.


5.8 Before the commencement of the thesis (project), graduating departments shall develop and provide students with methodological instructions that establish the requirements for the thesis (project) in accordance with the state generally binding standards of specialty education.

5.9 The head of the department establishes the terms of the student's periodic report on the completion of the thesis (project). Within these terms, the student reports to the supervisor and head of the department, who record the degree of readiness of the thesis (project) and inform the dean of the faculty about this.

5.10 The thesis (project) is carried out on the basis of an in-depth study of literature in the specialty (textbooks, study guides, monographs, periodicals available on the university's website of library electronic resources (RUNEB, Lan, RMEB, THOMSON REUTERS, Elsevier, etc.), lecture courses, magazines, including in foreign languages, normative literature, etc.). In this case, the list of used literature should contain links to the site and should be at least 30% of the total number of sources.

5.11 Each thesis (project) should have, in accordance with the assignment, the development of individual promising theoretical or practical questions.

For example, in engineering specialties in diploma projects (works), in addition to the main topic, issues of technology, automation and integrated mechanization of production, standardization, scientific organization of labor and production

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management, etc. should be covered. Each project should have an appropriate business case, as well as sections on labor protection and industrial ecology.

5.12 The main text of the thesis (project) should disclose the creative intent, justification of the research methods used, the accepted calculation methods and the calculations themselves, performed, as a rule, using computer technology, a description of the experiments carried out, their analysis and conclusions on them, a technical and economic comparison of options and, if necessary, be accompanied by illustrations, graphs, sketches, diagrams, diagrams, etc.

5.13 Work on a diploma project (work) can be carried out by a student at a university, as well as at an enterprise, organization, scientific, design and other organizations

6 Rights, responsibilities and duties of the head of the department, scientific supervisor

6.1 The head of the department is responsible for the timely approval of the topics of theses (projects), the appointment of supervisors, reviewers, as well as the organization of the process of pre-protection and protection of theses (projects).

6.2 The head of the department, in coordination with the supervisor, has the right to submit for consideration of the department the issue of the student's non-admission to defense.


6.3 DR/DP Manager:

- issues an assignment for the thesis (project);
- assists the student in developing a work schedule for the entire period of the thesis (project);
- recommends the student the necessary basic literature, electronic databases available on the university website, reference and archival materials, standard projects and other sources on the topic;
- Establishes a schedule of consultations, during which the student monitors the student's compliance with the graduation schedule;
- establishes the scope of all sections of the thesis (project) and coordinates the work of the diploma student and consultants.

7 Rights, responsibilities and obligations of the student

7.1 The student has the right to:

- choose a supervisor and subject of thesis (project) in agreement with the supervisor;
- select the time of DR protection until approval of DR protection schedule.

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- apply to the appeal commission if, after the first check, the thesis (project) has received (a) below the threshold value of originality.

7.2 The student has no right to postpone the DR (DP) protection period after the DR (DP) protection schedule is approved.

7.3 The Student shall:

- perform all sections of DR (DP) efficiently and in a timely manner in accordance with the requirements of section 8 of this instruction;
- regularly provide a report on DR (DP) performance to the scientific supervisor within the established time frame.

7.4 The student is responsible for:

- decisions made in DR (DP) and for the reliability of the presented data;
- timely and high-quality implementation of the diploma project (work).

8 Requirements for the construction of diploma projects (works)

8.1 In terms of its content, a thesis (project) is a research work (design solution) independently prepared by a graduate student in a specific specialty/educational program in the form of a manuscript.

8.2 The scope of the thesis (project) is determined taking into account the specifics of the specialty/educational program and approved by the Academic Quality Council

8.3 Structural elements of the thesis (project) are:


- cover;
- title page;
- assignment for thesis (project) performance;
- content;
- introduction;
- main part;
- conclusion (conclusions);
- reference list;
- applications.

8.3.1 Structural elements of DR (DP) of technical direction:

- cover;
- title page;
- task;
- content;
- normative references;
- definitions;

Designations and abbreviations;

- introduction;
- 1 main part;

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- 2 occupational safety;
- 3 environmental protection;
- 4 economic part;
- conclusions and suggestions;
- reference list;
- applications.

8.3.2 Structural elements of DR (DP) of biological direction

Diploma project (work) shall contain the following structural elements:

- cover;
- title page;
- task;
- content;
- normative references;
- definitions;
- Designations and abbreviations;

- introduction;

- 1 main part;
- 2 business case;
- 3 environmental protection;
- 4 occupational safety;
- conclusions and suggestions;
- reference list;
- applications.

8.3.3 Structural elements of DR (DP) of economic direction:

Diploma project (work) shall contain the following structural elements:

- cover;
- title page;
- task;
- content;
- normative references;
- definitions;
- Designations and abbreviations;

- introduction;


- main part;
- conclusion (conclusions and suggestions);
- reference list;
- applications.

8.3.4 Structural elements of DR (DP) of professional and pedagogical direction:

Diploma project (work) shall contain the following structural elements:

- cover;



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- title page;
- task;
- content;
- introduction;
- normative references;
- definitions;
- Designations and abbreviations;
- 1 main part;
- 2 business case;
- 3 environmental protection;
- 4 occupational safety;
- conclusion (conclusions and suggestions);
- reference list;
- applications.


8.4 The cover (an example of the cover design is given in Appendix A) contains the following information:

- name of the organization where the thesis (project) was performed;
- student's surname and initials;
- name of the thesis (project);
- type of work - thesis (project);
- code and name of the specialty;
- city, year.

8.5 The cover sheet is the first page of the thesis (project) and serves as a source of information necessary for processing and searching the document (an example of the design of the cover sheet is given in Appendix B).

The title page contains the following information:

- name of the organization where the thesis (project) was performed;
- name of the department where the thesis (project) was performed;
- limiting bar (if necessary);
- approving signature of the department head;
- type of work - thesis (project);
- name of the topic of the thesis (project) with an indication "on the topic";
- code and name of the specialty/educational program;
- on the left - the word "performed," on the right opposite the student's surname and initials are indicated;
- the line below says "scientific adviser" and indicates the surname and initials of the academic degree, academic title, other regalia of the head;
- city, year.

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8.6 The assignment (mandatory element) is issued to the student by the supervisor before leaving for pre-diploma or industrial practice, filed in the DR (DP) after the title page. (The form of the assignment is given in Appendix C).

8.7 The content of the thesis (project) includes an introduction, serial numbers and names of all sections, subsections, conclusion, list of used literature and names of appendices indicating the page numbers from which these elements of the thesis (project) begin.

The word "Content" is placed in the middle of the page with a capital letter and highlighted in bold.

8.8 The introduction should contain justification of the relevance of the topic of the thesis (project), theoretical and practical significance, as well as the purpose, tasks and object and subject of the thesis research, the methodological basis and the practical basis for writing the thesis (project) should be given.

"Content" and "Introduction" of the diploma project (work) are placed starting from the new page and numbered with Arabic numerals starting from the second page.

8.9 Regulatory References (Recommended Element)

The structural element "Normative references" contains a list of regulatory documents to which references are given in the text of the diploma project (work).


The list of reference documents shall begin with the words:

"In this diploma project, references to the following regulatory documents are used..." or "In this diploma project, references to the following standards are used:....," if only standards are referred to in the diploma project.

The list includes designations and names of regulatory documents in ascending order of registration numbers of designations in the following sequence:

- state standards, classifiers of technical and economic information, standards of scientific and technical, engineering societies and other public associations;
- interstate standards, classifiers of technical and economic information;
- international, regional standards and classifiers of technical and economic information, national standards of foreign countries allowed for use in the territory of the Republic of Kazakhstan;
- specifications.

References to other categories of documents - laws of the Republic of Kazakhstan, technical regulations (legislative and other regulatory acts, departmental regulatory documents - sanitary, veterinary, construction, fire regulations and rules, etc.), rules and recommendations for standardization, which are directly or indirectly referred to in DR (DP). References to these sources are given in the lists of literature used.

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The list of references is drawn up in accordance with GOST 7.0.100 - 2018 "Bibliographic record. Bibliographic description. General requirements and rules of compilation. "

8.10 Definitions (recommended element)

The structure element "Definitions" contains the definitions necessary to clarify or establish the terms used in the DR (DP).

If it is necessary to use the terms and definitions given in the current legislative acts, standards and other technical regulations in the DR (DP), the standard by which it is established is indicated in brackets at the end of the definition or term.

The list of definitions begins with the words: "In this diploma project, the following terms with appropriate definitions are used" or "In this diploma project, terms and definitions are used in accordance with...", which indicates the designation of standards or documents.

Terms and definitions in DR (DP) can be given both in the form of text and in the form of a table.

8.11 Symbols and abbreviations (recommended element)

The structural element "Designations and abbreviations" contains a list of designations and abbreviations used in this DR (DP).

Notation and abbreviations are recorded in the order of their reduction in the text of DR (DP) with the necessary interpretation and explanations.


If symbols and abbreviations are defined by standards, then in this structural element they should be referred to in the form: "In this diploma project, designations and abbreviations established in..." are used. In the text of the DR (DP), at the first mention of the reference (designation), its full interpretation should be given, and then its abbreviation or designation.

Designations and abbreviations can be given both in the form of text and in the form of a table. (An example of designations and abbreviations is given in Appendix D).

8.12 Main part (mandatory element)

The main part can consist of several sections. The specific sequence and content of the sections is determined by the graduating department depending on the topic of DR (DP). The section provides a description of the theoretical and experimental material to confirm the effectiveness of the proposed methods for solving the selected problem. Based on these studies of the problem, recommendations can be developed for their implementation and implementation in practice.

The "main part" is performed by a student under the guidance of a supervisor and depends on the direction of the specialist's training. For example, the main part for

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specialty/educational programs standardization, metrology and certification may include:

- 1 literature review;
- 2 standardization;
 - 2.1 product characteristics;
 - 2.1.1 product quality indicators;
 - 2.1.2 product safety indicators;
 - 2.2 product classification;
 - 2.3 qualimetric assessment of product quality;
- 3 metrological support;
 - 3.1 metrological support of production;
 - 3.2 control and testing during production;
 - 3.3 control of production processes;
- 4 confirmation of conformity;
 - 4.1 product identification;
 - 4.2 conformity confirmation diagram;
 - 4.3 methods of conformity confirmation;
 - 4.4 production evaluation;
 - 4.5 inspection control;

8.13 Occupational Safety

Section "Occupational safety" is carried out under the guidance of a teacher-consultant on occupational safety, appointed by order of the Chairman of the Management Board of KATIU named after S. Safullina. The section "Occupational safety" discusses the state of organization of safety, develops measures to ensure optimal working conditions, to prevent occupational diseases and eliminate the impact of harmful factors. Development of fire prevention measures may be considered


8.14 Environmental Protection

The section is carried out under the guidance of an environmental consultant appointed by order of the Chairman of the Management Board of CATIU named after S. Safullin. The section "Environmental Protection" discusses measures aimed at rational use of natural resources, restoration and multiplication of natural resources.

8.15 Economic Part

It is carried out under the guidance of a teacher of economic disciplines, appointed by order of the Chairman of the Board of KATIU named after S. Safullin. The section is carried out in accordance with the direction of specialist training. The section can contain calculation of costs for product development or calculation of economic (social) efficiency of use and implementation of DR (DP) developments.

8.16 Conclusions and suggestions (mandatory element)

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In the conclusion of the DR (DP), conclusions should be drawn on the results of solving the problem under study:

- feasibility of the chosen method of solving the investigated problem;
- results obtained during problem investigation;
- practical implementation of methods for solving the investigated DR (DP) problem and the possibility of using the obtained product;
- proposals on the use of DR (DP) study results.

8.17 The conclusion (conclusions) should contain brief conclusions on the results of the diploma study, an assessment of the completeness of the solutions to the assigned tasks, specific recommendations for the studied object of research.

8.18 The list of used literature is drawn up in accordance with the established requirements for scientific work according to international standards. Preparation of the list of literature - in accordance with the Methodological Instruction "Automatic system for submitting written works of students."

8.19 Appendices (recommended element)

The application includes materials related to the completion of the diploma study, which were not reflected in the main part.

Material supplementing and illustrating the content of DR (DP) may be placed in appendices. Applications can be: graphic material, tables, large-format tables, calculations, descriptions, descriptions of algorithms and task programs, information, etc.

Applications are indicated in capital letters of the Russian alphabet, starting with A, with the exception of E, Z, Y, O, H, Y, B, J. The word "Appendix" is followed by a letter indicating its sequence. For example: "Appendix A."

Each application is recommended to start with a new page with the word "Application" and its designation indicated in the top middle of the page. The application must have a title that is written in the center of the sheet, symmetrically to the text, with an uppercase letter and a separate line.


Appendices shall have common continuous page numbering. All appendices shall be referenced in the text of the DR.

8.20 For the decisions made in the thesis (project), the accuracy and objectivity of all data is the responsibility of the student - the author of the thesis (project).

8.21 On the diploma project, the head of the diploma project writes a review, which gives a description of the student in relation to his performance of DR (DP), the level of theoretical and practical training of the student, gives a reasoned conclusion "allowed to defend" or "not allowed to defend" (Appendix E).

8.22 A review of DR (DD) is provided by a specialist in this industry, where the possibility of awarding qualifications in the relevant specialty and awarding an academic degree of bachelor or specialist (Appendix E or E). The review should reflect the following issues: relevance of the topic DR (DP), novelty (application of new



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methods, technologies, etc.), analysis and assessment of individual parts of DR (DP), quality (compliance) of DR (DP) USDD and PSTS, comments on work, recommendations for implementation (practical use) in production. Conclusion with performance rating ("excellent," "good," "satisfactory").

8.23 Feedback, review and application from the organization for the project (if any) are invested in a special "pocket" on the back of the first page of the binding. (Appendices F and F).

9 Rules for registration of thesis (project)

9.1 The thesis (project) shall be performed by printing using a computer and a printer on one side of a sheet of white paper of A4 format at line spacing - 1. Times New Roman font is regular (14 size).

The text of the thesis (project) should be printed, observing the following field sizes: left - 30 mm, upper - 20 mm, right - 10 mm and lower - 25 mm.

It is allowed to use computer capabilities to focus on certain terms, formulas, theorems, using fonts of different typefaces.

9.2 Students of the technical faculty perform a calculation and explanatory note of the thesis (project) in the A4 format and draw up in a frame, as a result of which the field sizes change. The following distance must be maintained from the border to the border of the text:

- at the beginning of lines - not less than 5 mm;
- at the end of lines - not less than 3 mm.


9.3 Regardless of the method of performing the thesis (project), the quality of the printed text and the design of illustrations, tables, printouts with a PC must meet the requirement for their clear reproduction.

9.4 Typos, misprints and graphic inaccuracies found during the preparation of the thesis (project) may be corrected by cleaning up or painting with white paint and applying the corrected text (graphics) in the same place in typewritten or handwritten manner (black ink or black ink), but not more than 5 characters on one page.

9.5 Surnames, names of institutions, organizations, firms, names of products and other proper names in the thesis (project) are given in the original language.

9.6 The name of the structural elements of the thesis (project) "Content," "Normative references," "Definitions," "Designations and abbreviations," "Introduction," "Conclusion," "List of used literature" serve as the headings of the structural elements of the work.

9.7 Thesis (project) shall be divided into sections and subsections. Each section and subsection shall contain complete information.

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The names of the sections in the aggregate should disclose the topic of the thesis (project), and the names of the subsections in the aggregate should disclose the corresponding section.

9.8 The names of sections and subsections shall clearly and briefly reflect their content.

9.9 The names of sections and subsections should be printed with a paragraph indent with a capital letter without a period at the end, without emphasizing.

If the name consists of two sentences, they are separated by a dot.

9.10 Pages of thesis (draft) shall be numbered in Arabic numerals, observing continuous numbering throughout the text. The page number is placed in the center of the lower part of the sheet without a dot.

9.11 The cover page shall be included in the general page numbering. Page number on the title page is not put.

9.12 Illustrations and tables located on separate sheets shall be included in the general numbering of pages of the thesis (draft).

Illustrations, tables on a sheet of A3 format are counted as one page.

9.13 Sections of the thesis (project) shall have serial numbers within the entire document, indicated by Arabic numerals without a dot and recorded with a paragraph indent. Subsections shall be numbered within each section. The subsection number consists of the section and subsection numbers separated by a period. There is no dot at the end of the subsection number. Sections can consist of two or more subsections.

Example:

1 Types and main dimensions

1.1 Numbering of subsections of the first section of the document

1.2

1.3

2 Technical requirements

2.1 Numbering of subsections of the second section of the document

2.2

2.3

9.14 Each section of the thesis (project) should start with a new sheet (page). Subsections within one section are divided among themselves by a two-line deviation from the text.

9.15 Numbering of pages of thesis (project) and appendices included in thesis (project) shall be continuous.

9.16 Illustrations (drawings, maps, graphs, diagrams, photographs) should be placed in the thesis (project) immediately after the text in which they are mentioned for the first time, or on the next page.

Illustrations can be in a computer version, including color ones. All illustrations should be referenced in the thesis.



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9.17 Drawings, graphs, diagrams, diagrams, illustrations placed in the thesis (project) shall comply with the requirements of state standards of the Unified System of Design Documentation (USDD).

9.18 The illustrations, except for the illustrations in the appendices, shall be numbered in Arabic numerals with continuous numbering.

If there is only one picture, it is denoted by "Picture 1." The word "Picture" and its name are located in the middle of the line.

9.19 It is allowed to number illustrations within the section. In this case, the illustration number consists of the section number and the illustration sequence number separated by a period. For example: Figure 1.1

9.20 Illustrations, if necessary, may have a name and explanatory data (drawing text). The word "Figure" and its name are placed after the explanatory data and are arranged as follows: Figure 1. Structure of the banking system.

9.21 When referring to illustrations, write... " in accordance with figure 2 "with end-to-end numbering and..." in accordance with Figure 1.2 "when numbering within the section.

9.22 Tables are used for better clarity and convenience of comparison of indicators. The name of the table should reflect its content, be precise, concise. The name of the table should be placed above the table with an absolute indent on the next line after the words "Table 1."

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


9.24 All tables shall be referenced in the thesis (draft). When referencing, write a "table" indicating its number.

9.25 It is allowed to transfer a table with a large number of lines to another sheet (page). When transferring a part of the table to another sheet (page), the word "Table" and its number are indicated once on the left above the first part of the tables, the word "Continuation" is written above the other parts and the table number is indicated, for example, "Continuation of Table 1." When transferring a table to another sheet (page), the title is placed only above its first part. When transferring part of the table, the lower horizontal line limiting the table is not drawn.

It is advisable to put a table with a large number of columns in the appendix.

9.26 If the text repeated in different lines (columns) of the table consists of one word, then it may be replaced with quotation marks after the first writing; if of two or more words, then at the first repetition it is replaced with the words "Same," and then with quotes. It is not allowed to put quotation marks instead of repeating numbers, stamps, signs, mathematical and chemical symbols.

If digital or other data are not provided in any row of the table, then a dash is put in it.

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9.27 Tables, except for annex tables, shall be numbered with Arabic numerals by continuous numbering.

9.28 It is allowed to number the tables within the section. In this case, the table number consists of the partition number and the table sequence number separated by a period.

9.29 Headings of columns and rows of the table shall be written with a capital letter in the singular, and subheadings of columns - with a lowercase letter, if they constitute one sentence with a header, or with a capital letter, if they have an independent meaning. At the end of the headings and subheadings of the tables, dots are not put.

9.30 Tables on the left, right and bottom, as a rule, are limited by lines. It is allowed to use the font size in the table smaller than in the text.

Graph headers are usually written parallel to the rows of the table. If necessary, perpendicular arrangement of column headings is allowed. The table head must be separated by a line from the rest of the table.

9.31 The word "Note" should be printed with a capital letter from a paragraph in a row and not underlined.

9.32 Notes are given in the thesis (draft) if explanations or reference data are needed to the content of the text, tables or graphic material.

9.33 Notes should be placed immediately after the text, graphic material or in the table to which these notes relate. If there is only one note, then a dash is placed after the word "Note" and the note is printed with a capital letter. One note is not numbered. Several notes are numbered in order with Arabic numerals without a dot. A note to the table is placed at the end of the table above the line indicating the end of the table.


9.34 Formulas and equations should be separated from the text into a separate line. At least one free row must be left above and below each formula or equation. If the equation does not fit in one line, then it must be transferred after the equal sign (=) or after the signs plus (+), minus (-), multiplication (x), division (:), or other mathematical signs, and the sign at the beginning of the next line is repeated.

9.35 Explanation of the values of symbols and numerical coefficients should be given directly below the formula in the same sequence in which they are given in the formula.

9.36 Formulas in a thesis (project) shall be numbered by ordinal numbering within the whole work with Arabic numerals in parentheses in the rightmost position on one line.

9.37 References in the text to serial numbers of formulas are given in brackets. An example is in formula (1).

9.38 Numbering of formulas within the section is allowed. In this case, the formula number consists of the section number and the sequence number of the formula, separated by a period, for example - (3.1).

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9.39 References to sources used should be given in square brackets.

9.40 Information about sources should be placed in the order of appearance of references to sources in the text of the thesis (project), numbered with Arabic numerals without a period and printed from the paragraph indent.

9.41 Appendices shall be drawn up as a continuation of this thesis (project) on its subsequent sheets.

9.42 The text of the thesis (project) shall contain references to all appendices. Applications are arranged in the order of references to them in the text.

9.43 Each appendix should start with a new page with the word "Appendix" and its designation indicated in the top middle of the page.

The application must have a title that is written symmetrically to the text with a capital letter in a separate line.

If the thesis (project) has one application, then it is allowed not to designate it.

9.44 Appendices shall have continuous page numbering in common with the rest of the thesis (project).

10 Procedure for Submission of Thesis (Project) for Defense


10.1 Not later than five days before the start of the defense of the thesis (project), the SAC shall submit:

1) Recall of the scientific supervisor of the thesis (project), which gives a reasoned conclusion "allowed for protection" or "not allowed for protection." It is envisaged to check theses (projects) for borrowing (plagiarism) through the Anti-Plagiar.VUZ system. If someone else's material is used without reference to the author and source of borrowing, the student does not receive confirmation of admission to the defense of the thesis (project);

2) a review of the thesis, which provides a comprehensive description of the thesis (project) submitted for defense and a reasoned conclusion indicating the assessment according to the score-rating letter system for assessing knowledge and the possibility of awarding the academic degree "bachelor" or awarding qualifications in the corresponding specialty/educational program.

10.2 The SAC shall submit, including materials characterizing the scientific and practical value of the completed thesis, unofficial reviews, written opinions of organizations carrying out practical activities in the profile of the thesis (project), certificates or acts of implementation of the results of scientific research, models, samples of materials, products, agricultural products, collections of minerals, herbaria.

10.3 The student defends the thesis (project) if there is a positive review of the supervisor and one review of the specialist corresponding to the profile of the defended work (project).

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If the supervisor gives a negative conclusion "not allowed to defend," the student does not defend the thesis (project).

The student is allowed to defend the thesis (project) both with a positive and negative conclusion of the reviewer.

10.4 Review of the thesis (project) is carried out only by external specialists from third-party organizations whose qualifications correspond to the profile of the defended thesis (project).

10.5 The scientific supervisor of the thesis (project) is approved by the order of the head of the university by personal assignment to each student indicating the topic.

Reviewers of theses (projects) are approved by order of the head of the university with a general list on the proposal of the head of the graduating department, indicating the place of work, position and education (academic or academic degree in the specialty, basic education in a diploma of higher education).

10.6 Thesis (project) shall be submitted to the issuing department for pre-protection procedure.

10.7 The procedure for pre-protection of the thesis (project) is carried out at an open meeting of the department with the participation of students and the obligatory presence of a supervisor and, if necessary, scientific consultants.

Pre-protection is documented by the minutes of the department meeting.

10.8 The completed thesis (project), successfully passed pre-protection and executed in accordance with the established requirements, is signed by the student, scientific consultants, and submitted to the supervisor.

10.9 The supervisor writes a written review of the thesis (project).

If the thesis (project) is approved, the supervisor signs it (him) and, together with his written response on admission to defense, presents it to the head of the department.


In case of disapproval of the thesis (project), the supervisor does not sign it (him), but writes a written review, where he justifies his decision to prevent the thesis (project) from defense.

10.10 Based on these materials, the head of the department makes the final decision on this thesis (project), making a corresponding entry on his (her) title page.

If the head of the department does not consider it possible to admit a student to the defense of a thesis (project), this issue is considered at a meeting of the department with the obligatory participation of this student and his supervisor. The minutes of the meeting of the department are submitted for approval to the Chairman of the Board of the university.

10.11 The thesis (project) submitted by the graduating department for defense is sent by the dean of the faculty for review.

10.12 The lists of reviewers are approved by the order of the Chairman of the Management Board on the proposal of the head of the issuing department from among production specialists and scientific organizations. Professors, associate professors and

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teachers of other higher educational institutions, chief specialists of enterprises can be involved as reviewers.

10.13 Reviewers must have a basic higher education and/or a scientific or academic degree, academic title corresponding to the profile of the defended thesis (project).

10.14 The reviewer submits a written review of the thesis (project), which should reflect the relevance, novelty and practical significance of the topic under study, the correspondence of the topic of the diploma research to the profile of specialist training, the academic degree awarded and the qualification awarded, the independence of the study, the availability of conclusions and recommendations, the degree of solving the problem and the completeness of the study.

The review provides a reasoned conclusion indicating the rating according to the point-rating letter system and the possibility of awarding the corresponding academic degree and awarding qualifications.

10.15 Thesis (project) admitted by the supervisor to the defense, but assessed by the reviewer for grade F - "unsatisfactory," is defended on general terms.

10.16 The dean of the faculty introduces the review of the head of the graduating department and the graduate student no later than the day before the defense and sends the thesis (project) with the review and review to the State Attestation Commission for defense.

10.17 At the request of the student, the thesis (project) is defended in Kazakh or Russian. On the recommendation of the department, a student can submit an additional summary of the thesis (project) in one of the foreign languages, which is announced at the defense and may be accompanied by questions in this language.


10.18 The thesis (project) can be protected using electronic resources in the form of multimedia presentations based on modern technical means and achievements in the field of information and communication technologies.

11 Thesis (project) protection procedure

11.1 The procedure for the protection of a thesis (project) is determined by the Rules for the current control of academic performance, intermediate and final state certification of students in educational organizations, approved by the central executive body in the field of education.

11.2 The thesis (project) is defended at an open meeting of the state certification commission with the participation of at least half of its members.

The defense of the thesis (project) is organized in public, with the presence of students, teachers of the graduating department. A supervisor, representatives of the organization on the basis of which the diploma study was conducted and other interested parties can also be invited to defense.

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11.3 Establish a standard for the protection of thesis (project) in accordance with the Time Standards for the planning of educational, educational, methodological, organizational, methodological and research work, annually approved by the Academic Council of the University.

11.4 To protect the thesis, the student makes a report to the state attestation commission and those present for no more than 15 minutes.

11.5 All those present in the form of questions or speeches may take part in the discussion of the thesis (project).

11.6 After discussion, the secretary of the commission reads out the feedback (in case of presence, the supervisor can speak in person) and the review. If there are comments in the review and/or review, the student must give a reasoned explanation of their essence.

11.7 According to the results of the thesis (project) defense, a rating is given according to the point-rating letter system. This takes into account the level of theoretical, scientific and practical training, the feedback of the supervisor and the reviewer's assessment.

11.8 The results of the thesis defense are drawn up by the minutes of the meeting of the state attestation commission individually for each student and announced on the day of their holding.

12 Procedure for storing theses (projects)


12.1 Diploma works (project) after protection are transferred by the graduating department to the archive of the university according to the inventory approved by the head of the department.

12.2 Theses (projects) are stored in the archive of the university for 5 years. Upon expiration of this period, diplomas (projects) are written off under the act by a commission created by order of the Chairman of the Management Board.

12.3 For the provision of educational and methodological assistance, participation in the competition, introduction into production with the permission of the First Deputy Chairman of the Management Board, a copy of the thesis (project) is removed and transferred to the interested party.

13 Amendment Procedure

13.1 Amendments to the Regulation are made only with the permission of the Member of the Management Board, Vice-Rector for Operations, and must be

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documented with his/her signature. Sheets removed from the modified version of the provision are stored with a document on permission to make changes.

13.2 The amendments and approvals shall be made in accordance with the requirements of DP GNI 01.1006-2023 in clause 8.4.1.

13.3 The provision shall be amended by the Senior QC Manager with a mandatory mark in the "Change Record" (Appendix H).

14 Storage and distribution

14.1 The Head of the Development Division shall be responsible for transferring the approved provision (original) for storage in the QC.

14.2 Responsibility for storage and distribution of GNI MP to subdivisions is assigned to QC

14.3 GNI MI are registered in electronic format in the electronic document management system "WORKSPACE" and distributed to all departments.



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Appendix A

F.02.2012-01

Example of cover design

Kazakh Agrotechnical Research University named after S. Seifullin

I.I. Ivanov

Development of an expert system for vibration diagnostics of reducers of mining machines

THESIS

Specialty/Educational program: 050704 - "Computer technology and software"

ASTANA 2023



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Appendix B
(mandatory)

F.02.2012-02

Example of a cover sheet

Kazakh Agrotechnical Research University named after S.Seifullin

"Admitted to protection"
_____ Manager
Department _____ S.S. Akhmetova

THESIS

On the topic: "Development of an expert system for vibration diagnostics of gearboxes
of mining machines"

By specialty/educational program (Code/code and name)

Performed by I.I. Ivanov

Supervisor
Doctor of Technical Sciences, Professor P.P. Petrov

Astana 2021



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Appendix C
(mandatory)
F.02.2012-03
Thesis (project) assignment form

NAO "Kazakh Agrotechnical Research University named after S. Seifullin"

Faculty _____ Department of _____

Specialty _____

(code, name)

I claim

Head Department of _____

signature full name

(day, month, year)

TASK

on the implementation of the diploma project (work)

student _____

(full name)


Project (work) topic _____

approved by order of _____ 20 № _____

The deadline for the student to submit the completed project _____

Design Basis _____

Content of the explanatory note (list of issues to be developed)

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Appendix B (continued)
(mandatory)

List of graphic material (with exact indication of mandatory drawings)

Recommended core literature _____

Project Consultants (with associated project areas)

Section	Consultant	control	
		terms	signature


Date the job was issued _____

Project Manager _____

Signature, full name, position

The task was accepted by the student _____

(student name signature)

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Appendix D
(mandatory)

F.02.2012-03

Example of symbols and abbreviations

RSE - Republican State Enterprise;
KazInSt - Kazakhstan Institute of Standardization and Certification;
ST RK - State Standard of the Republic of Kazakhstan;
RK - Republic of Kazakhstan;
RC - Quality Manual;
WP- documented GNI procedure;
ISO - International Organization for Standardization;
UDC - Unified decimal classifier;
GNI - Internal Regulations.



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Appendix E
(mandatory)

F.02.2012-04

Supervisor Feedback Form

RESPONSE

for diploma project

Student _____
(full name)

Specialty/Educational program _____
(code and name)

Diploma project on the topic _____

Content of feedback



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Appendix E
(Mandatory)

F.02.2012-05

Review form

REVIEW
for diploma project

Student _____
(full name)

Specialty _____
(code and name)

Diploma project on the topic _____

Relevance of the diploma project and comments



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Appendix G
Review form

F.02.2012-06

REVIEW
for thesis (project)

Diploma project (work) on the topic: _____

completed _____ and presented as an explanatory note
(full name)

volume _____ s and graphic material on _____ sheets.

Diploma project (work) was performed in accordance with the qualification
requirements for the specialty

(050718- Electric Power Industry; 2102 - Electrical networks and systems; 2104 - Power
Supply _____
industrial enterprises; 2105- _____)

1 Assessment of the relevance of the project topic _____
(compliance with the development of science and technology, the needs of public practice)


2 Theoretical level and practical value of the work _____
theoretical or practical value of the work and specifically on what points) _____

3 Completeness of the assigned tasks _____
(structure of the work, compliance of the work performed with the assignment issued and existing
methods of calculations and making engineering
decisions) _____

4 Degree of independence and novelty of design solutions _____
(degree of use of literature sources, standards, regulatory and technical
documents, _____

_____ which ones, foreign publications, availability of own publications and certificates)



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Appendix G continued

5 Ability to apply scientific research methods _____
(what methods

_____ scientific studies were used, the reliability of the results obtained, their novelty
_____ and practical value)

6 Metrological support of experimental studies _____
(for theses)

_____ (compliance with modern requirements, design, accuracy class, etc.)

7 Degree of validity of conclusions and recommendations _____
(compliance of the project content with the conclusions made
_____ recommendations, modern requirements of production and practice, etc.)

8 Technical and economic efficiency of the project (research results)
_____ (economic, technical, environmental, social, etc.)

9 Quality of explanatory note and drawings _____
(Compliance with applicable standards and guidelines)

10 Correspondence of individual parts of the project to each other
_____ (interconnection of individual sections and internal unity)


11. Literacy and logical sequence of presentation of the material; actual errors

_____ 12 Software quality; degree of use of automatic design systems, integrated software
packages, databases; contents of printouts, etc.

_____ 13 Deficiencies and comments

_____ (at least 4-5 significant comments regarding the adopted engineering solutions, non-compliance with GOST ESKD)



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Appendix G continued

Based on the above, I believe that the diploma project (work) of a diploma student

(full name)
 _____ all qualification requirements
 (satisfies or does not satisfy)
 performed with _____ assessment
 (unsatisfactory, satisfactory, good, excellent)

and _____ to public advocacy and awarding
 (recommended or not recommended)
 qualifications of _____ in the specialty _____
 (engineer, bachelor, master)

(specialty code and name)

Reviewer _____
 (academic degree and title, (signature) (full name)
 position and place of work)

Note: in the review, the characteristics of the diploma project are disclosed in paragraphs 1-13, but the names of the paragraphs are not written.



Appendix I

F.02.2012-07

Example of graphic design

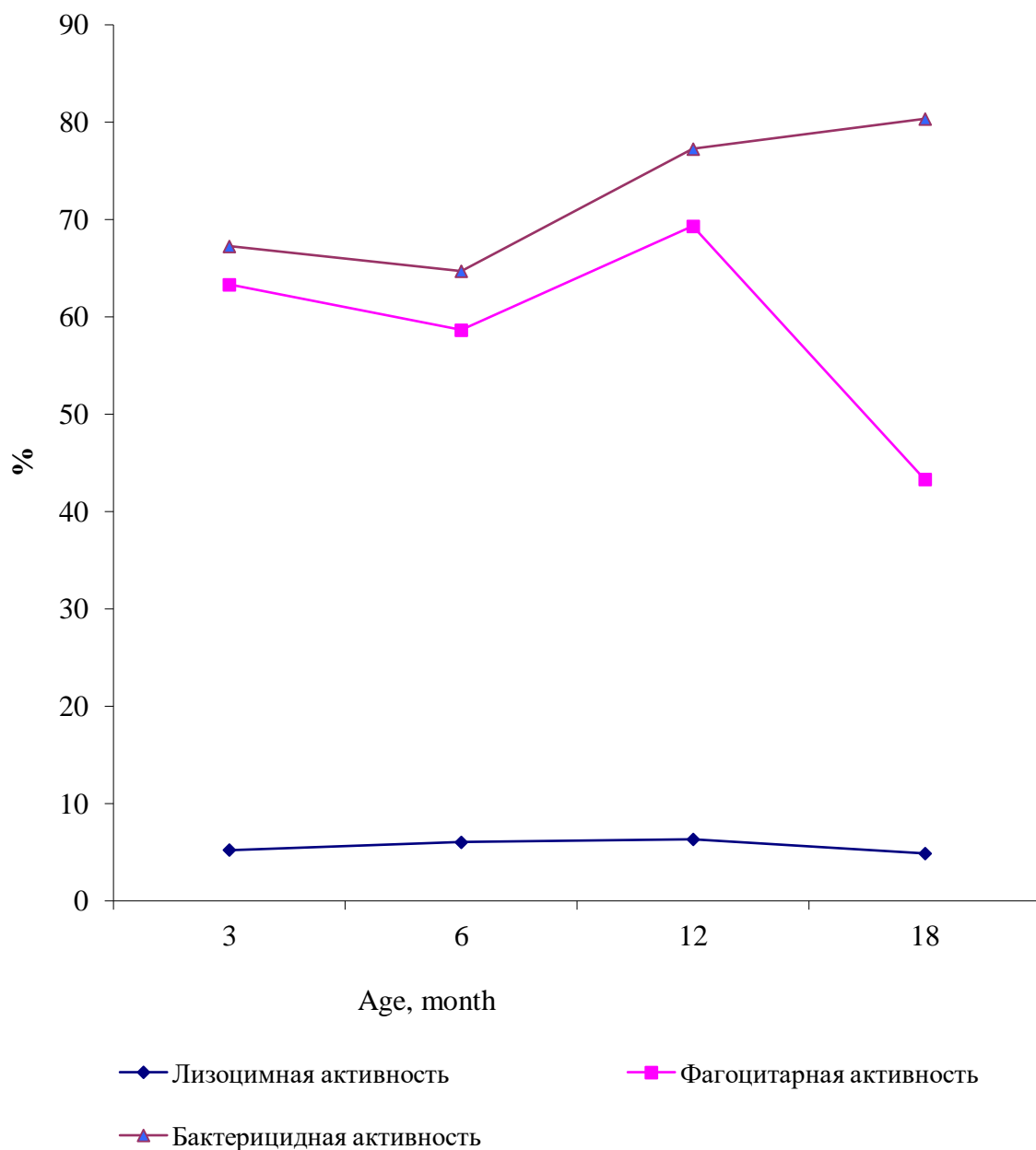



Figure 1. Indicators of natural resistance of heifers in the dynamics of their development

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Appendix K
 (mandatory)
 Example of design of regulatory references

This standard uses references to the following regulatory documents:

ST RK 1158-2002 higher professional education. Material and technical base of educational organizations.

SOE 3.001-2000 State Compulsory Education Standard of the Republic of Kazakhstan. Higher professional education. Main provisions.

MS ISO 9000:2005 Quality Management Systems. Fundamentals and vocabulary.

MS ISO 9001:2008 Quality Management Systems. Requirements.

