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"Approved"
 by Order of the Chairman of the
 Management Board
 No. 1.2-3/32-N-dated 25.01.2024.

**INTERNAL REGULATIONS
 GUIDELINES**


PROCEDURE FOR PREPARING AND WRITING A DOCTORAL DISSERTATION

RTPREC IRD 110.26- 2023

Exe. _____

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ASTANA 2023

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1 Preface

2 DEVELOPED AND INTRODUCED by the working group together with the Quality Committee.

3 REVIEWED by the Scientific Council extract from Minutes No. 6 dated 28.12.2023.

4 APPROVED AND ENACTED BY ORDER OF THE CHAIRMAN

Management Board - Rector No. 25.01.2024 dated 1.2-3/32-N.


3 DEVELOPERS:

- Chief Manager of the Institute of Postgraduate Training - N.K. Kokumbekova,
- Director of Science and Innovation - Bulkhairova J.S.

**3 FIRST INSPECTION DEADLINE
INSPECTION FREQUENCY**


**2028
5 years**

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1 Scope

This methodological instruction was developed in order to manage the process of drawing up and writing a doctoral dissertation.

This methodological instruction is used by units of the S. Seifullin Kazakh Agrotechnical Research University (hereinafter referred to as the S. Seifullin KATIU), as well as S. Seifullin KATIU doctoral students in the design of a doctoral dissertation.

This guidelines is included in the documentation of internal regulatory documents.

2 Normative references

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

Charter No. 03/23 of 16.02.2023 of the Kazakh Agrotechnical Research University named after Saken Seifullin;

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

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

Rules for awarding degrees, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 127.

Model Regulation on the Dissertation Council, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated March 31, 2011 No. 126.

Interstate standard GOST 7.32-2001. Report on scientific research work. Design structure and rules.

SO GNI 1.1.01-2015 Internal regulatory documents. Organization standard. General requirements for construction, presentation and execution of documentation internal regulatory documents.


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

DP GNI 01.1006-2023 Internal regulatory documents.

Documented procedure. Documentation management.

DP GNI 01.1007-2023 Internal regulatory documents.

Documented procedure. Management of quality records

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3 Definitions

In addition to them, the following term and its definitions are established in this guidelines:

Thesis - a qualifying scientific work defended in the Republic of Kazakhstan or abroad, in a specific specialty within the framework of the educational program for the preparation of a doctor of philosophy (PhD), a doctor in profile.

4 Designations and abbreviations

The following abbreviations are used in this procedure:

- KATIU named after S. Seifullin - Kazakh Agrotechnical Research University named after S. Seifullin;
- SOE - state compulsory education standard;
- CO - company standard;
- MP - methodical instruction;
- IPO - Institute of Postgraduate Education;
- QC - Quality Committee;
- GNI - Internal regulatory documents;
- DVA - Academic Affairs Department;
- HR - office registrar.

5 Responsibility and authority

a. Approves this methodological instruction (hereinafter - MI) Chairman of the Board-Rector of S. Seifullin KATIU.

b. The Institute of Postgraduate Education (hereinafter referred to as IPO) is responsible for the development of the MP, namely for its maintenance and non-drainage.

c. The draft MP shall be agreed with the Member of the Management Board - Vice-Rector for Operations, Member of the Management Board - Vice-Rector for Research and Innovation, Director of the Department for Academic Affairs (hereinafter referred to as the DOV), Director of Science and Innovation, Director of the Legal Service, Quality Committee (hereinafter referred to as the QC) and shall be documented in the "Approval Sheet" (Appendix D).


d. The IPO submits the draft MP for registration to the QC, the QC draws up the original and collects the approving signatures.

e. Simultaneously with the approval of the MI, an order is being prepared on its implementation, which is approved by the Chairman of the Board-Rector.

f. The manager is responsible for informing the relevant employees of the subdivision approved by MI of the respective subdivision. The record of familiarization shall be documented in the "Familiarization Sheet" (Appendix E).

6 General provisions

Topics of doctoral dissertations are discussed and considered at meetings of departments and submitted to the faculty council, with the next transfer to the University Scientific and Technical Council, then topics are approved at the University

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Academic Council.

Requirements for the content and execution of a doctoral dissertation, their preparation and protection are determined by regulatory legal acts of the authorized body in the field of science and higher education.

The topic of the dissertation (as of the date of its approval) must correspond to the directions of development of science, which are formed by the Higher Scientific and Technical Commission under the Government of the Republic of Kazakhstan in accordance with paragraph 3 of Article 18 of the Law "On Science" and/or state programs.


Тема докторской диссертации определяется в течение первого семестра. Changes to the title of the topic of the doctoral dissertation can only be made during the first year of study.

The dissertation must meet the following requirements:

- 1) compliance with the main problems of the educational program of doctoral studies, on which the doctoral dissertation is defended;
- 2) is relevant and contains scientific novelty and practical significance;
- 3) is based on modern theoretical, methodological and technological achievements of science and practice;
- 4) based on modern methods of data processing and interpretation using computer technologies;
- 5) is performed using modern methods of scientific research;
- 6) contains research (methodological, practical) sections on the main protected provisions.

Doctoral dissertation is a doctoral student's scientific work, which is an independent study in which theoretical provisions are developed, the totality of which can be qualified as a new scientific achievement, or a scientific problem is solved, or scientifically based technical, economic or technological solutions are presented.

The dissertation contains a set of new scientific results and provisions put forward by the author for public defense and testifies to the author's personal contribution to science. The new solutions proposed by the author should be reasoned and evaluated in comparison with known solutions.

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The dissertation of applied significance contains information on the practical use of the scientific results obtained by the author, confirmed by copyright certificates, patents and other official documents, and the dissertation of theoretical significance contains recommendations on the use of scientific conclusions.

The doctoral dissertation should be written alone, contain the content of scientific results and provisions put forward by the author for public and personal defense, the new solutions proposed by the author are strictly reasoned and critically evaluated in comparison with well-known solutions in science. The content of the dissertation, the goals and objectives, the scientific results obtained should strictly correspond to the topic of the dissertation.

The dissertation is carried out in compliance with the principles of independence, internal unity, scientific novelty, reliability and practical value and academic honesty.\

The principle of independence means that the dissertation is written independently and testifies to the personal contribution of the author of the dissertation to science, the development of technology and technology.


The principle of internal unity means that the dissertation has internal unity, all sections and provisions of the dissertation are logically interconnected; scientific provisions, obtained results and recommendations should correspond to the goals and objectives set in the dissertation. The new solutions (principles, methods) proposed by the author are reasoned and evaluated in comparison with known solutions.

The principle of scientific novelty means that the scientific results, provisions, recommendations and conclusions of the dissertation are new and the dissertation contains:

new scientifically substantiated theoretical and (or) experimental results, the totality of which is qualified as a new scientific achievement or is important for the development of specific scientific areas;

or scientifically based technical, technological, economic or management solutions, the implementation of which makes a significant contribution to the development of the country's economy.

The principle of reliability means that the results of the dissertation are obtained using modern methods of scientific research and methods of processing and interpretation of data using computer technology (if applicable); for dissertations performed in natural, technical, agricultural specialties, theoretical conclusions, models, identified relationships and patterns are proven and confirmed by experimental research; for specialties of the "Education" group, the results are proven on the basis of a pedagogical experiment (if applicable).

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The principle of academic honesty means the observance by the author of the dissertation of the rights and legitimate interests of other authors, the absence of:

- using and (or) assigning text, ideas, hypotheses, conclusions, methods, research results, graphs, codes, pictures or works of other authors without reference to the author and source of borrowing, as well as using the text of other authors with synonymous replacement of words and expressions without changing the meaning, including using the text translated from another language (plagiarism);
- facts of using own material, actual and digital data without reference to itself and (or) to the source of own quotes (autoplaiyat);
- references to non-existent sources, provision of false data and (or) results, records or reports about them (fabrication);
- manipulation of research materials, equipment, images, illustrations or processes, as a result of which the research materials are distorted in the dissertation (falsification).

The coincidence of the names of regulatory legal acts and official documents, the names of state and other official bodies and organizations, terms, definitions and concepts generally accepted for the relevant branch of science, texts of regulatory legal acts, texts of the studied works is not plagiarism, if the volume and nature of their use do not call into question the independence of the completed dissertation. It is not allowed to use technical means and techniques in order to reduce or exclude the possibility of detecting plagiarism.


Dissertation work is presented in Kazakh or Russian or English. The language of instruction is chosen by the doctoral student independently.

The main scientific results of a dissertation for the degree of Doctor of Philosophy (PhD), a doctor in profile are published before defending a dissertation in scientific publications included in the List of scientific publications recommended for the publication of the main results of scientific activity (hereinafter referred to as the List of publications), and (or) in an international peer-reviewed scientific journal.

International peer-reviewed scientific journal has impact factor according to Journal Citation Reports (Zhurnal Tsiteishen Reports) (hereinafter referred to as JCR) and is indexed in the Web of Science Core Collection database (Web of Sainz Cor Collection) (Arts and Humanities Citation Index sections Science Citation Index Expanded, Social Sciences Citation Index by Clarivate Analytics or has a specific CiteScore percentile in the Scopus database.

Publication requirements for security clearance:

- at least one (1) article or review (review) in an international peer-reviewed scientific journal that has an impact factor according to JCR (ZhSR) and indexed in the Web of Science Core Collection database (Web of Sainz Cor Collection) (Arts and Humanities Citation Index sections Science Citation Index Expanded, Social Sciences Citation Index) or CiteScore percentile (SiteScor) at least 25 (twenty-five) in the Scopus database and 3 (three) articles in journals from the List of Publications;

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- or at least two (2) articles or 1 (one) article and 1 (one) review in international peer-reviewed scientific journals indexed in the Web of Science Core Collection database (Web of Sainz Cor Collection) (Arts and Humanities Citation Index sections Science Citation Index Expanded, Social Sciences Citation Index and included in the first three quartiles by impact factor according to JCR (LSR) or having a CiteScore percentile of at least 35 (thirty-five) in the Scopus database;

- or the presence of a chapter in the monograph (the doctoral candidate owns at least 3 printed sheets), which is published by Elsevier (Elsevier), Brill (Brill), CRC Press (SRS Press), DeGruyter (DeGruyter), Edward Elgar Publishing (Edvar Elgar Publishing), John Wiley & Sons (John Wylie & Sons), McGraw Hill (Macrow Hill), Palgrave Macmillan (Palgrave MacMillan), Peter Lang (Peter Lang), Prentice Hall (Prentice Hall), Routledge (Routledge), Sage Publications (Sage Publishing), Springer Nature (Springer Nachar), Taylor and Francis (Taylor and Francis), Wolters Kluwer (hereinafter referred to as trusted publishers) or in a university publishing house from the top 100 of the US News Best Global Universities Rankings (US News Best Global University Rankins) or Academic Ranking of World Universities (Academician Rankin of World University) or Times Higher Education World University (Times Hire Education World University).

At the same time, for educational programs in the field of training 8D01 Pedagogical Sciences and 8D02 Arts and Humanities, admission to protection is allowed:

- at least one (1) article or review in an international peer-reviewed scientific journal indexed in the Web of Science Core Collection database (Web of Sainz Cor Collection) under Arts and Humanities Citation Index (Art & Humanitis Citaisheng Index) or having a CiteScore percentile (SiteScor) at least 25 (twenty-five) in the Scopus database and 3 (three) articles in journals from the List of Publications;

- or at least five (5) articles in journals from the List of publications, one of which is in English, and two (2) oral presentations at international scientific conferences.

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If there is one scientific article in a journal included in the first quartile by impact factor according to JCR (LSR) data or having a CiteScore percentile of at least 75, no other publications are required.

Publications in international peer-reviewed scientific journals, conference collections correspond to the content of the dissertation and the thematic focus of the journal and conference declared in these databases, are published on the official website of the journal, in current issues and are of the type Article (Article), Review (Review) or Article in Press (Article in print), Conference Paper, Proceedings. Publication in international peer-reviewed scientific journals with an interdisciplinary direction (Multidisciplinary) is allowed. If the indexation of the international peer-reviewed scientific journal in the Scopus and/or Web of Science database is discontinued due to violations, then the applicant's publications in this journal for the year in which the indexation was

discontinued, and for the previous year are not accounted for.

The quartile of the journal in the Web of Science database and (or) the CiteScore percentile (SiteScore) in the Scopus database is taken into account for the year of publication or for the year preceding the year of publication.

In the dissertation, references are noted:

- Direct quotes;
- Interpretations;
- Paraphrase;
- Theories;
- Statistics/Data;
- Facts.


Inside, text links give brief information about the source. Elements inside the text link - "Author," "Year," "Page" - in the text are enclosed in brackets (Author, year, p.).

Before preliminary hearing at an expanded meeting of the graduating department, doctoral dissertations of doctoral students must be checked under the "Anti-plagiarism" program of the university. The recommended percentage of originality is at least 70% and the percentage of borrowing is not more than 10%. The title page and the list of used sources for plagiarism are not checked.

A doctoral dissertation must be tested for the use of plagiarism by a doctoral student on domestic and international databases when applying for defense by the dissertation council, which is carried out by the National Center for State Scientific and Technical Expertise JSC.

The volume of a doctoral dissertation, as a rule, should not exceed 150 pages. The volume of a dissertation in the humanities can be 25% more. Applications are not included in the specified scope of the dissertation.

7 Structure of doctoral dissertation

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7.1 Structural elements of the dissertation are:

- 7.2 - title page;
- 7.3 - content;
- 7.4 - normative references;
- 7.5 - definitions;
- 7.6 -Designations and abbreviations;
- 7.7 - introduction;
- 7.8 - main part;
- 7.9 - conclusion;
- 7.10 - list of used sources;
- 7.11 - applications.

Requirements for structural elements of the dissertation.

The title page is the first page of the dissertation and serves as a source of information necessary for processing and searching the document.

The following information is provided on the title page:

- name of the organization where the dissertation was performed;
- universal decimal classification index (UDC);
- limiting bar (if necessary);
- surname, name, patronymic of the dissertation candidate;
- name of work;
- profile and name of the educational program/specialty (according to the Classifier of areas of training of personnel with higher and postgraduate education);
- desired degree;
- surname and initials of scientific consultants;
- place and date (year).

The title page is included in the general numbering of the dissertation pages. Page number on the title page is not put.


When preparing a dissertation consisting of two or more parts, each part should have its own title page corresponding to the title page of the first part and containing information related to this part.

The cover sheet shall be executed in accordance with Appendix A.

The title page must contain the personal signature of the doctoral student/applicant, made in black ink.

The content of the dissertation includes the introduction, serial numbers and names of all sections, subsections, items (if they have names), conclusion, list of sources used and the name of the appendices indicating the page numbers from which these elements of the dissertation begin.

When preparing a dissertation consisting of two or more parts, each of them should have its own content. At the same time in the first part they place

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the content of the entire dissertation indicating the numbers of the parts, in the following - only the content of the corresponding part. It is allowed to indicate only their names in the first part instead of the content of subsequent parts.

The structural element "Normative references" contains a list of standards to which reference is made in the text of the dissertation.

The list of reference standards begins with the words: "References to the following standards are used in this dissertation."

The list includes designations of standards and their names in ascending order of registration numbers of designations.

The Definitions structural element contains the definitions needed to refine or establish the terms used in the thesis.

The list of definitions begins with the words: "The following terms with appropriate definitions are used in this dissertation."

The structural element "Designations and abbreviations" contains a list of designations and abbreviations used in the dissertation.

The notation and abbreviations are recorded in the order of their reduction in the text of the dissertation or in alphabetical order with the necessary decoding and explanations.

It is allowed to provide definitions, designations and abbreviations in one structural element "Definitions, designations and abbreviations."


The introduction should contain an assessment of the current state of the scientific or scientific and technological problem (task) being solved, the basis and initial data for the development of the topic, justification of the need for this research work, information on the planned scientific and technical level of development, on patent research and conclusions from them, information on metrological support of the dissertation. The introduction should show the complexity and novelty of the topic, the relationship of this work with other research works, as well as the goals, object and subject, for giving research, their place in the performance of research work (hereinafter - research) in general, reflect the methodological base, provisions submitted for protection.

The main part of the dissertation contains data reflecting the essence, methodology and main results of the work performed.

The main part shall contain:

- choice of the research direction, including justification of the research direction, methods for solving problems and their comparative assessment, description of the abusive general methodology for conducting research;
- setting the purpose, object and subject of research, tasks of research;
- process of theoretical and (or) experimental studies,

including determination of the nature and content of theoretical studies, research methods, calculation methods, justification of the need for experimental work, principles of operation of the developed objects, their characteristics;

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

Each section of the dissertation should end with the main conclusions and be the basis for the next section.

The presentation in the main part of the dissertation should be strictly justified, holistic and logical. Spelling, grammatical and punctuation errors in the dissertation should not be allowed. The style of presentation of the text should be scientifically correct. Emotional judgments and statements, expressions from fiction, everyday everyday expressions, jargon, etc. are not allowed.

The conclusion shall contain:

- brief conclusions on the results of dissertation research;
- assessment of completeness of solutions to set tasks;
- recommendations and initial data on specific use of results;
- assessment of technical and economic efficiency of implementation;
- assessment of the scientific level of work performed in comparison with the best achievements in this field.

The list of sources used should contain a complete list of sources to which reference or citation was made in the work, which should be drawn up in accordance with the international bibliographic standard APA (American Psychological Association).


The list of sources used provides the information needed to find and extract all sources, which is cited in the text of the dissertation. Each cited source should appear in the list of sources used, similarly each entry in the reference list should be cited in the text.

The list of used sources is placed at the end of the document, on a new sheet, with sources arranged in alphabetical order. The list is drawn up in accordance with Appendix B.

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

В приложения могут быть включены:

- intermediate mathematical proofs, formulas and calculations;
- tables of auxiliary digital data;
- test reports;
- description of equipment and instruments used in experiments, measurements and tests;
- instructions, methods, descriptions of algorithms and programs of tasks solved with the help of a computer, developed in the process of dissertation work;
- auxiliary illustrations (photographs);
- protocol of consideration of thesis (or its part) at scientific and technical council;
- certificates of implementation of the results of dissertation work, etc. Appendices shall be executed in accordance with Appendix B.

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8 Procedure for preparing a doctoral dissertation

General requirements

Presentation of the text and execution of the dissertation are carried out in accordance with the requirements of this MP. The pages of the text of the dissertation and the illustrations and tables included in the dissertation must correspond to the A4 format.

The dissertation should be performed using a computer and printer on one side of a sheet of white paper in A4 format at one interval. The font color must be black, font - Times New Roman, regular, size 14. The text of the dissertation should be printed, observing the following field sizes:

right - 10 mm, upper - 20 mm, left - 30 mm and lower - 20 mm.

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

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

When performing a dissertation, it is necessary to observe uniform density, contrast and clarity of the image throughout the dissertation. There should be clear, not blurred lines, letters, numbers and signs in the dissertation.

Surnames, names of the organization, names of products and other names are given in the dissertation in the original language.

It is allowed to transliterate proper names and give the names of organizations translated into the language of the dissertation with the addition (at the first mention) of the original name.

Construction of a dissertation

Names of structural elements of the dissertation "Content,"

"Normative references," "Definitions," "Designations and abbreviations," "Introduction,"

"Conclusion," "List of used sources," "Appendix" serve as titles of structural elements of the dissertation. Structural elements shall be highlighted in bold.

The main part of the dissertation should be divided into sections, subsections and paragraphs. Items, if necessary, can be divided into sub-items. When dividing the text of the dissertation into paragraphs and sub-paragraphs, it is necessary that each paragraph contains complete information.


Sections, subsections shall have headings. Items, as a rule, do not have headings. Headings should clearly and briefly reflect the content of sections, subsections.

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

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

Dissertation page numbering

The pages of the dissertation should be numbered in Arabic numerals, observing continuous 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.

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The cover sheet is included in the general page numbering. The page number is not put on the title page.

Illustrations and tables located on separate sheets are included in the general numbering of the dissertation pages.

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

Numbering of sections, subsections, clauses, subclauses


Sections of the dissertation should have serial numbers within the entire work, indicated by Arabic numbers without a dot and recorded from the 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, like subsections, can consist of one or more items.

If the dissertation does not have subsections, then the numbering of items in it should be within each section, and the item number should consist of the numbers of the section and item separated by a period. At the end of the point number, a period is not put.

Example

**1 Types and main
dimensions 1.1**

1.2 } Numbering of the first section of the dissertation

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2 Technical requirements

2.1

2.2 } Numbering of items of the second section of the dissertation

If the dissertation has subsections, then the numbering of items should be within the subsection and the item number should consist of the numbers of the section, subsection and item separated by dots, for example:

3 Test methods

3.1 Apparatus, materials and reagents

Numbering of items of the first subsection of the third section Dissertations

If a section consists of one subsection, then the subsection is not numbered. If the subsection consists of one paragraph, then the paragraph is not numbered.

If the text is divided only into items, then they are numbered by ordinal numbers within the entire dissertation.

Items, if necessary, can be divided into sub-items, which must have sequential numbering within each item, for example: 4.2.1.1, 4.2.1.2, etc.

Enumerations may be given within clauses or sub-clauses. Before each enumeration, a hyphen or, if necessary, references in the text of the document to one of the enumerations, a lowercase letter (after the exception of e, z, y, o, h, b, s, b), followed by a bracket.

To further detail the enumerations, you need to use Arabic numerals, followed by a bracket, and the entry is made with an absolute indent, as shown in the example.

Example


a) _____

b) _____

1) _____

2) _____

c) _____

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If the dissertation work consists of two or more parts, each part must have its own serial number. The number of each part should be put in Arabic numerals on the title page under the indication of the type of dissertation, for example, "Part 2."

Each structural element of the dissertation should start with a new sheet (page).

The numbering of the dissertation pages and appendices included in the certification should be end-to-end.

Illustrations

Illustrations (drawings, maps, graphs, diagrams, computer prints, diagrams, photographs) should be placed in the text of the dissertation 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 tsve them.

All illustrations should be referenced in the thesis.

Drawings, graphs, diagrams, diagrams, illustrations placed in

dissertations must comply with the requirements of state standards of the Unified System of Design Documentation (hereinafter - USDD).

It is allowed to execute drawings, diagrams, diagrams, diagrams using computer printing.

Illustrations, with the exception of the illustrations of the annexes, should be numbered in Arabic numerals with continuous numbering. The word "Picture" and its name are located in the middle of the line.


Illustrations, if necessary, can 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 - Device details

If the picture is located on more than one page, the number and title of the picture are placed on the first sheet (page) with the designation of its sheet, on the next pages only the number of the picture and sheet is indicated. (Example: Figure 1 - Instrument details, sheet 1; Figure 1, sheet 2)

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.

The illustrations of each appendix are indicated by a separate numbering in Arabic numerals with the addition of an appendix designation before the number. For example, Figure A.3. Иллюстрации оформляются в соответствии с приложением В.

When referring to illustrations, it should be written... "in accordance with Figure 2" with end-to-end numbering and... "in accordance with Figure 1.2" with numbering within the section.

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Tables

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 on the left, without a paragraph indent in one row with its number separated by a dash.

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.


All tables must be referenced in the thesis. When referencing, write the word "table" with its number.

A table with a large number of rows can be transferred to another sheet (page). When transferring part of a table to another sheet (page), the word

"Table," its number and name indicate once on the left above the first part of the table, and above other parts also on the left write the words "Continuation of the table" and indicate the number of the table, for example: "Continuation of table 1." When transferring a table to another sheet (page), the title will be prevented only over its first part.

A table with a large number of graphs can be divided into parts and placed one part under another within the same page. If the rows and columns of the table go beyond the page format, then in the first case the head is repeated in each part of the table, in the second case - the side.

If the text repeated in different rows of the table column consists of one word,

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then the text after the first spelling can be replaced with quotes; 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.

Column "No." in order, if necessary, is given, in other cases - is absent.

Figure 1

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

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

Tables of each appendix shall be designated by separate numbering in Arabic numerals with the addition of an appendix designation before the digit, for example, "Table B.1," if it is given in Appendix B.

The headings of the columns and rows of the table should be written with a capital letter in the singular, and the subheadings of the columns should be written with a lowercase letter if they make up one sentence with the 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.

The tables on the left, right, and bottom are bounded by lines. It is allowed to use the font size in the table smaller than in the text.

It is not allowed to separate headings and subheadings of the side and graph with diagonal lines.

It is allowed not to draw horizontal and vertical lines delimiting the table lines, if their absence does not complicate the use of the table. Column headers are written parallel to the table rows. If necessary, perpendicular arrangement of graph headings is allowed.

The table head must be separated by a line from the rest of the table. An example of the design of the tables in the dissertation is given in Appendix D.

Notes


The word "Note" should be typed with a capital letter from the paragraph and not underlined.

Notes are given in the dissertation if explanations or reference data are needed for the content of text, tables or graphic material.

Notes must not contain requirements.

Place notes directly after the text, graphic, or table to which they apply. If

one note, then a dash is placed after the word "Note" and the note is printed with an

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uppercase 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.

Example

Note - Do not print interlinear inscriptions.

Several notes are numbered in order by Arabic numerals.

Example

Notes

2 Interlinear inscriptions are not printed;

2 Documents shall be notarized;

Approved by the head of the organization,

If additional explanation is required in the dissertation, the note may be issued as a footnote. The footnote sign is placed immediately after the word, number, symbol, sentence to which the explanation is given. The footnote sign is superscripted with Arabic numerals with a bracket. It is allowed to use asterisks "*" instead of numbers. The footnote is placed at the end of the page with an absolute indent, separated from the text by a short horizontal line to the left. A footnote to the table is placed at the end of the table above the line indicating the end of the table.

Formulas and equations

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. When transferring the formula on the sign symbolizing the multiplication operation, the sign "x" is used.

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.

Formulas in the dissertation should be numbered by ordinal numbering within the entire dissertation with Arabic numbers in parentheses in the rightmost position on the line.

Example


$$A=a:b,$$

(1)

$$B=c:e.$$

(2)

One formula denotes - (1)

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Formulas placed in appendices shall be numbered separately with Arabic numerals within each appendix, with an appended appendix symbol before each digit, e.g. formula (B.1).

References in the text to serial numbers of formulas are given in brackets. Example - ... in formula (1).

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

The order of presentation in the dissertation of mathematical equations is the same as formulas.

Links

References to these Guidelines, standards, specifications and other documents are allowed in the dissertation, provided that they fully and unambiguously define the relevant requirements and do not cause difficulties in using the document.

Reference should be made to the entire document or its sections and appendices, as well as tables and illustrations. References to subsections and clauses are not allowed.

When referring to standards and specifications, only their designation is indicated, while it is allowed not to indicate the year of their approval, provided that the standard is fully described in the list of sources used.

An intra-text link or citation is necessary in order to avoid plagiarism, citing words and ideas of other authors, the sources used are indicated in the dissertation using links and a list of sources used. Reference to all used sources is required.

Definitions, designations and abbreviations

The list of definitions, designations and abbreviations should be located in a column. On the left, in order of mention or in alphabetical order, abbreviations, symbols, units of physical quantities and terms are given, which can be fully deciphered.


List of sources used

The list of sources used should contain information about the sources used in writing the dissertation and is drawn up in accordance with the international bibliographic standard APA (American Psychological Association).

The list of used sources is displayed at the end of the dissertation before the appendices, begins with a new page, the title in the center in bold, alphabetical order.

Applications

Appendices are drawn up as a continuation of the dissertation on its subsequent sheets.

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All appendices shall be referenced in the dissertation text. Applications are arranged in the order of references to them in the text of the dissertation.

Each application should start with a new page with the word "Application" at the top in the middle of the page, its designation.

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

Applications are indicated in capital letters of the Russian alphabet, starting with A, with the exception of the letters Ё, З, Я, О, Н, У, Ю. The word "Appendix" is followed by a letter indicating its sequence.

It is allowed to designate applications with letters of the Latin alphabet, except for letters I, O. In case of full use of the letters of the Russian and Latin alphabets, it is allowed to designate applications with Arabic numbers.

If there is one appendix in the document, it is designated "Appendix A."

The text of each appendix, if necessary, can be divided into sections, subsections, paragraphs, sub-paragraphs, which are numbered within each appendix. The number is preceded by the designation of this application.

Appendices should have continuous page numbering in common with the rest of the dissertation.

8 Procedure for making changes

Amendments to the guidelines are made only with the permission of the Member of the Management Board, Vice-Rector for Operations, and must be documented with his/her signature. Sheets removed from the modified version of the methodological instruction are stored with a document on permission to make changes.

Amendments and approvals to the guidelines are made in accordance with the requirements of DP VND 01.1006-2023 in clause 8.4.1.


Changes to the provision shall be made by the Senior QC Manager with a mandatory mark in the "Change Record" (Appendix G).

9 Storage and distribution


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

QC shall be responsible for storage and distribution of the guidelines to the subdivisions

The guidelines are registered in electronic format in the electronic document

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management system and sent to all departments.

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Appendix A
(mandatory)

Form of title page of doctoral dissertation

F.110.21-01

name of the organization where the dissertation was performed

UDK

As a manuscript

FULL NAME

Thesis title

Code and name of the specialty/educational program (given according to the Classification of areas of training of personnel of higher and postgraduate education)


Dissertation for the degree of Doctor of Philosophy (PhD),
Doctor in Profile

Scientific advisor

Full name, academic degree, academic title

Republic of Kazakhstan

City, year


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Appendix B
(recommendation)


F.110.21-02

List of sources used

Type	Recommendations for	Example	Note
source	design in APA format	Stoneman, R. (2008). Alexander the Great: A Life in Legend. Yale University Press.	If available, APA 7 requires DOI for all works that have it
Book	Author A.A. (Year of publication). Title of the work: Capital letter and subtitle. Publisher name. DOI (if any)	Leitch, M. G., & Rushton, CJ (eds.). (2019). Malorie's new companion. D. S. Brewer.	- whether printed or digital. If the print work does not have a DOI, do not include it in the link.
Edited book	Editor E. E. (Ed.). (Year of publication). Title of the work: Capital letter and subtitle.	Malory, T. (2017). Le morte darthur (P.J.S. Field, Ed.). D. S. Brewer. (Original work published 1469-1470)	
Edited book with Publishing house. DOI (if author or authors any)		Plato (1989). Symposium (A. Nehamas and P. Woodruff, Trans.). Hackett Publishing Company. (Original work published circa 385-378 BC)	

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Edition different from the first	Author A.A. (Year of publication). Title of the work: Capital letter and subtitle (# edition). Publishing house. DOI (if any)	Belcher, V. (2019). Writing a twelve-week journal article: a guide to success in academic publishing (2nd ed.). University of Chicago Press.	
Article or chapter in the book edited book	Author, A.A., & Author B.B. (Year of publication).	Armstrong, D. (2019). Malory and character. At MG Leitch & CJ Rushton (eds.), Malory's New Companion (pp. 144-163). D. S. Brewer.	Note: If you specify the pages of a chapter or essay in parentheses after the book title, use "page" before the numbers: (pages 1-21). However, this abbreviation does not appear before page numbers in periodic references. Specify the number of any edition in the same brackets as the page numbers, separated by commas: (2nd ed., pp. 66-72).
Multivolume labor	Chapter title. In the editor EEDavid, A., & Simpson, J. (Ed.). (2006). & Editor F. F. (ed.), Title of the work: Capital letter and subtitle (page pages of the chapter).	Norton's anthology of English literature: The Middle Ages (8th ed., vol. A).	
E-book	Publishing house. DOI (if any)		There is no need to note that you have used an e-book or audiobook if its content is the same as that of a physical book.


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you want to quote the narrator of the audiobook.

eBook section The source is indicated in Reference by analogy with the section of the printed book, but instead of the place and name of the publisher, the URL is given Замуж, К.Н. (2005). Правила перевода. В С.Т. Гамбург (Ред.). Руководство по научному переводу (2-е изд., стр. 70-87). Получено из <https://www.free-ebooks.net/translation/A-Guide-To-Scientific-Translation/>

Article in an electronic or printed scientific journal By AA, By BB, & By KK (Year). тион

The APA style requires authors' first names to be by surname followed by initials; the year of publication is indicated in parentheses followed by a period. The title of the article is written in the sentence register, that is, only the first word and proper names in the title are written with a capital letter. The journal name is given in the title register, followed by the volume number, which along with the title is also italicized. If the article you are using is assigned a DOI, you should specify it after the article page numbers. If the DOI is not assigned and you get access to the periodical in

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address of the website
from which you receive
the periodical.

Article from the newspaper Author's surname, initials. (Year, month, day). Article title. Title Schultz, S. (December 28, 2005). Calls to strengthen state energy policy. The country today is 1A 2A.

Website newspaper, column/section, page or page range. Retrieved from and URL if it is an electronic edition. Price, D. (March 23, 2018). Laziness does not exist. Middle. <https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01> If the page mentions an individual author, please specify them first

Surname, FM (year, month, date). Page title. Site name. URL American Society for the Prevention of Cruelty to Animals. (2019, November 21). Justice prevailed: the case was closed against more than 40 victims of air battles. <https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims> name

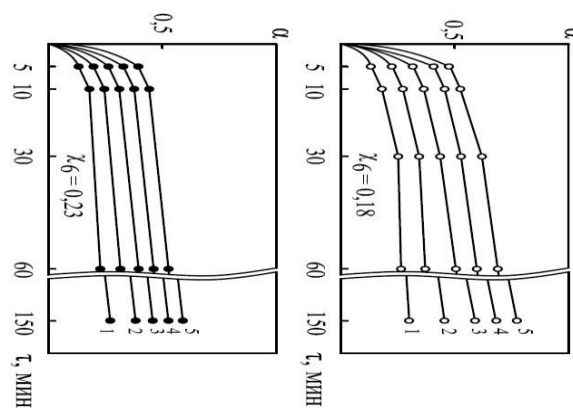
• (American Psychological Association) *Purdue Online Writing Lab*
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html



Appendix B
(mandatory)


Example of the design of the picture

F.110.21-03



1 - 600⁰C; 2 - 650⁰C; 2 - 700⁰C; 3 - 700⁰C; 4 - 750⁰C; 5 - 800⁰C.

Figure 1 - Kinetics of interaction of iron phosphide with soda at temperatures

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Appendix D
(mandatory)

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Example of table design

Table 1 - CSP distribution of individual cells of leukocyte formula

Cell types	LSP control, day 7		LSP control, day 7	
	Winter	Winter	Winter	Winter
Neutrophils	0,93	0,87	0,91	1,09
Eosinophils	1,30	2,46	0,75	1,46
Monocytes	1,07	1,54	0,79	1,14
Lymphocytes	1,01	1,03	1,04	0,93

