APPROVED
Rector of «KazUTB named after K.Kulazhanov» JSC
_____ L.K. Baibolova
«__» 10 2026.

REGULATIONS ON THE MASTER'S THESIS/PROJECT
KazUTB-DEP-RPA-8.5-2026-48

AGREED
Vice-Rector for AA
«KazUTB named after K.Kulazhanov» JSC
_____ E.B. Askarbekov
"12" 10 2026.

Astana, 2026

FOREWORD

These Regulations have been developed by the Department of Educational Programmes and the Department of Postgraduate Education of «KazUTB named after K. Kulazhanov» JSC.

These Regulations shall be approved by the Rector by affixing their personal signature to the title page.

These Regulations shall be binding upon all structural units of «KazUTB named after K. Kulazhanov» JSC insofar as their activities relate to the Quality Management System (QMS).

These Regulations shall be reviewed periodically by the Head of the Postgraduate Education Department at intervals not exceeding three years.

Amendments to these Regulations shall be developed based on the results of their application in the activities of «KazUTB named after K. Kulazhanov» JSC.

The Head of the Postgraduate Education Department shall be responsible for organising and coordinating activities related to the implementation of the individual stages of the document management process.

The Regulations on the master's thesis/project KazUTB-DEP-RPA-8.5/8.6-2025-49, dated 18 June 2025, shall be declared null and void.

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1. TERMS AND DEFINITIONS

Term	Definition
Academic Assessment of a Master's Student	An evaluation of the Master's student's fulfilment of their individual work plan upon completion of the academic year.
University Component (hereinafter — UC)	A list of academic disciplines and corresponding minimum academic credits determined independently by the University for the completion of the educational program.
Individual Master's Student Work Plan	A student's work plan, independently developed for the entire period of study under the supervision of a research advisor, based on the relevant educational program.
Individual Study Plan (ISP)	A student's work plan, independently compiled for the entire period of study under the guidance of an academic supervisor based on the educational programme.
Competencies	The ability to practically apply the knowledge, skills, and abilities acquired during the learning process in professional activities.
Elective Component (EC)	A list of academic disciplines and corresponding minimum academic credits offered by the University, independently selected by students in any academic period, taking into account their prerequisites and post-requisites.
Credit-Based Learning Technology	A learning framework based on the student's elective choice and independent planning of the sequence of disciplines and/or modules, with the accumulation of academic credits.
Master	A degree awarded to persons who have successfully completed Master's degree educational programmes.
Master's Student	A person enrolled in a Master's degree programme.
Master's Degree Programme	A level of postgraduate education aimed at personnel training with the award of a "Master" degree upon completion of the relevant educational programme, requiring a mandatory minimum of 60–120 academic credits.
Master's Thesis (Dissertation)	A graduation thesis of a student in a research and pedagogical Master's programme, representing an independent scientific study containing theoretical and/or practical developments of a relevant problem in the field of the chosen educational programme, based on modern theoretical, methodological, and technological achievements in science and technology.
Master's Project	A graduation thesis of a student in a professional Master's programme, representing an independent study containing theoretical and/or experimental results that provide solutions to applied tasks of a relevant problem within the chosen educational programme.
Research Work	Work related to scientific search, conducting research, and experiments aimed at expanding existing knowledge and acquiring new knowledge, testing scientific hypotheses, establishing patterns in the development of nature and society, scientific generalization, and scientific justification of projects.
Educational Program	A unified complex of core educational characteristics, including goals, learning outcomes, and content, organization of the educational process, methods of implementation, and criteria for assessing learning outcomes.

Postrequisites	Disciplines and/or modules, and other types of academic work, the study of which requires the knowledge, abilities, skills, and competencies acquired upon completion of the current discipline and/or module.
Prerequisites	Disciplines and/or modules, and other types of academic work, containing the knowledge, abilities, skills, and competencies necessary for the mastery of the discipline and/or module being studied.
Elective Disciplines	Academic disciplines included in the university component and the component of choice within the established academic credits; these are introduced by educational organizations to reflect the student's individual training while accounting for the specifics of socio-economic development, the needs of a particular region, and established scientific schools.
Experimental Research Work	Work that involves the implementation of methodological and practical aspects of the Master's thesis, the application of economic-mathematical methods, as well as specific methods of scientific research, sociological studies, experimentation, observation, etc.

2. ABBREVIATIONS AND DESIGNATIONS USED

Abbreviation	Full Title
AC	Attestation Commission
UC	University Component
HEI	Higher Educational Institution
SCS	State Compulsory Standard of Higher and Postgraduate Education
IWPM	Individual Work Plan of a Master Student
ISP	Individual Study Plan
CED	Catalog of Elective Disciplines
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
MSRW	Master's Student Research Work
STC	Scientific and Technical Council
DPE	Department of Postgraduate Education
DSD	Department of Strategic Development
EP	Educational Program
TS	Teaching Staff
QMS	Quality Management System
IMSW	Independent Master's Student Work
AC	Academic Council
University	"Kazakh University of Technology and Business named after K. Kulazhanov " Joint-Stock Company
EMC	Educational and Methodological Council
ERW	Experimental Research Work

3. GENERAL PROVISIONS AND PROCEDURE DESCRIPTION

3.1 These Regulations establish the requirements for the structure and formatting of Master's theses (projects), as well as the procedure for their submission and defence under the Master's degree programmes of «KazUTB named after K. Kulazhanov» JSC (hereinafter referred to as the University).

3.2 These Regulations are intended for application by the Postgraduate Education Department, academic committees, graduating departments, certification commissions, research supervisors and

Master's students of the University within the scope of their respective responsibilities related to the preparation, formatting, submission and defence of Master's theses and Master's projects.

3.3 A Master's thesis shall be completed by a Master's student enrolled in a scientific and pedagogical programme and shall constitute an independent and completed scientific study of a current issue relevant to the respective educational programme. The thesis shall contain substantiated theoretical and/or practical results obtained through the application of modern methods and advances in science and technology.

A Master's project shall be completed by a Master's student enrolled in a specialised programme and shall constitute an independent final project containing theoretical and/or experimental results aimed at addressing an applied task related to a current issue within the respective educational programme.

3.4 The master's thesis (project) shall provide for a comprehensive assessment and confirmation that the student has fully achieved all learning outcomes of the educational programme; all learning outcomes of the educational programme shall be reflected in the content of the master's thesis (project).

For each educational programme, the graduating department shall develop a matrix mapping the learning outcomes of the educational programme to the content of the master's thesis (project), using the form provided in Appendix F.DEP-8.5-2026-48-11 to these Regulations. The matrix shall include all learning outcomes of the educational programme and specify the substantive elements of the master's thesis (project) against which their achievement is assessed. The completed matrix shall be incorporated into the guidelines for preparing the master's thesis (project) under the respective educational programme.

3.5 A Master's thesis (project) shall be completed independently by the Master's student under the guidance of a research supervisor.

A Master's thesis (project) shall be supervised by a faculty member who holds an academic degree and/or the academic degree of Doctor of Philosophy (PhD)/Doctor by Profile corresponding to the relevant field of study, has at least three (3) years of research and teaching experience, and has authored at least five (5) scientific articles within the preceding five (5) years in scientific publications classified as Level 1, Level 2 and/or Level 3 in the List of Publications, as well as at least one (1) scientific article within the preceding five (5) years in an international peer-reviewed scientific journal that has a Journal Citation Reports (JCR) impact factor or is indexed in the Science Citation Index Expanded, Social Sciences Citation Index or Arts and Humanities Citation Index within the Web of Science Core Collection, or has a CiteScore percentile of at least 25 in the Scopus database.

For the field of study "Information and Communication Technologies", students' research work (projects) may be supervised by faculty members in the relevant field who have authored at least five (5) scientific articles within the preceding five (5) years in publications included in the List of Publications and/or by specialists who have at least five (5) years of relevant practical experience acquired within the preceding ten (10) years.

3.6 The research supervisor of a Master's thesis/project shall:

3.6.1 issue the assignment for the completion of the Master's thesis (project);

3.6.2 assist the Master's student in developing an individual work plan for the entire period of study;

3.6.3 recommend the necessary principal literature, reference and archival materials, standard projects and other sources to the Master's student;

3.6.4 as part of the research or experimental research work, provide the Master's student with consultations on matters related to the selected research topic and the preparation of the Master's thesis (project), as well as monitor the fulfilment of the Master's student's individual work plan;

3.6.5 determine the scope of all sections of the Master's thesis/project and coordinate the Master's student's work.

3.7 A Master's thesis shall be based on contemporary theoretical, methodological and technological achievements in science and practice; be completed using modern scientific research methods; contain research-oriented, methodological and practical sections addressing the principal

propositions submitted for defence; draw upon advanced international experience in the relevant field of knowledge; and contain specific practical recommendations.

A Master's project shall correspond to the principal subject area of the educational programme; be based on contemporary achievements in science, technology and industry; contain specific practical recommendations, independently developed solutions to management tasks, and experimental research, methodological and practical sections addressing the principal propositions submitted for defence; and be completed using advanced digital technologies.

The principal research methods used in a Master's project shall include comparison, measurement, experimentation, analysis, synthesis, modelling, forecasting and other relevant methods.

3.8 To obtain approval for the topic of a Master's thesis (project), the Master's student shall submit an application to the graduating department specifying the proposed topic and the proposed research supervisor. The application shall be agreed upon with the proposed research supervisor and the Head of the graduating department.

3.9 The topic of the Master's thesis (project) and the research supervisor shall be approved within two months of the Master's student's enrolment by an order of the Head of the University, based on a decision of the Academic Council. The approved topic may be revised in accordance with the procedure established by the University, taking into account the results of the Master's student's research or experimental research work.

3.10 The principal results of the Master's thesis/project shall be presented in at least one publication and/or one presentation delivered at a scientific and practical conference.

3.11 A Master's thesis/Master's project shall be subject to mandatory verification for compliance with the permissible text-matching thresholds. The grounds for admission to the defence shall be determined in accordance with Rules for Checking Written Works for Textual Borrowings and Uploading Them to the MARC-SQL Automated Library Information System, which governs the procedure for checking written works for textual borrowings.

The verification results shall be taken into account when deciding whether to admit the Master's thesis/Master's project to the defence.

4. REQUIREMENTS FOR STRUCTURAL ELEMENTS OF THE MASTER'S THESIS

4.1 The structural elements of a Master's thesis shall be as follows:

4.1.1 cover (not numbered);

4.1.2 title page;

4.1.3 table of contents;

4.1.4 normative references;

4.1.5 definitions, symbols and abbreviations;

4.1.6 introduction;

4.1.7 main body;

4.1.8 conclusion;

4.1.9 list of references;

4.1.10 appendices.

4.2 The title page shall be the first page of the Master's thesis and shall serve as a source of information necessary for the processing and retrieval of the document. The title page shall be included in the overall page numbering of the thesis; however, the page number shall not be displayed on the title page.

4.3 The table of contents of the Master's thesis shall include the introduction; the sequential numbers and titles of all sections, subsections and clauses (where such clauses have titles); the conclusion; the list of references; and the appendices, indicating the page number on which each element of the thesis begins.

4.4 The Master's thesis shall contain fundamentally new material, including a description of new facts, phenomena and patterns, or a synthesis of previously established propositions from a

different scientific perspective or in a new context. The content of the Master's thesis shall reflect the initial premises of the research, its progress and the results obtained.

4.5 The structural element "Normative References" shall contain a list of the standards referred to in the text of the thesis. The list of referenced standards shall begin with the following wording: "This Master's thesis refers to the following standards…". The list shall include the designations and titles of the standards arranged in ascending order of their registration numbers.

4.6 The structural element "Definitions" shall contain the definitions necessary to clarify or establish the meaning of terms used in the Master's thesis. The list of definitions shall begin with the following wording: "The following terms and their corresponding definitions are used in this Master's thesis."

4.7 The structural element "Symbols and Abbreviations" shall contain a list of the symbols and abbreviations used in the Master's thesis. Symbols and abbreviations shall be listed in the order in which they appear in the text of the thesis, accompanied by the necessary expanded forms and explanations. Definitions, symbols and abbreviations may be combined into a single structural element entitled "Definitions, Symbols and Abbreviations."

4.8 The introduction shall substantiate the relevance of the topic and the scientific novelty of the research; define the aim, objectives, object and subject of the research; and specify the research methods, the theoretical and practical significance of the work, and the propositions submitted for defence.

4.9 The main body of the thesis shall present information reflecting the substance, methodology and principal results of the work performed.

4.10 The main body shall contain:

4.10.1 the selection and substantiation of the research area, the methods used to address the research objectives and their comparative evaluation, and a description of the selected general methodology for conducting the work;

4.10.2 the process of theoretical and/or experimental research, including the nature and content of the theoretical research, research and calculation methods, substantiation of the need for experimental work, and the operating principles and characteristics of the developed objects;

4.10.3 a synthesis and evaluation of the research results, proposals for further areas of work, an assessment of the reliability of the results obtained, and their comparison with the results of domestic and international studies;

4.10.4 brief conclusions for each chapter (section).

4.11 The conclusion shall contain:

4.11.1 brief conclusions based on the results of the thesis research;

4.11.2 an assessment of the extent to which the stated objectives have been achieved;

4.11.3 recommendations for the practical application of the results;

4.11.4 an assessment of the effectiveness and practical significance of the results obtained and, where necessary, the technical and economic level of the work performed.

4.12 The list of references shall contain details of all sources used in the preparation of the Master's thesis and cited in its text. The recommended number of references shall be at least 30.

4.13 It is recommended that the appendices include materials related to the preparation of the Master's thesis that are supplementary in nature, are substantial in volume or may impede comprehension of the main body of the thesis.

5. REQUIREMENTS FOR STRUCTURAL ELEMENTS OF THE MASTER'S PROJECT

5.1 The structural elements of a Master's project shall be as follows:

5.1.1 cover (not numbered);

5.1.2 title page;

5.1.3 table of contents;

5.1.4 normative references;

5.1.5 definitions, symbols and abbreviations;

5.1.6 introduction;
5.1.7 main body;
5.1.8 conclusion;
5.1.9 list of references;
5.1.10 appendices.

5.2 The cover of the Master's project shall be prepared in accordance with the template provided in the Appendices (Cover Template) and shall not be included in the overall page numbering. The title page shall serve as a source of information necessary for the processing and retrieval of the document. The title page shall be prepared in accordance with the template provided in the Appendices (Title Page Template) and shall be included in the overall page numbering of the work; however, the page number shall not be displayed on it.

5.3 The table of contents of the Master's project shall include the introduction; the sequential numbers and titles of all sections, subsections and clauses (where such clauses have titles); the conclusion; the list of references; and the appendices, indicating the page number on which each element of the work begins. An example of the formatting of a Master's thesis/project is provided in the Appendices (Master's Thesis/Project Template).

5.4 The content of the Master's project shall meet the following requirements:

5.4.1 relevance of the research topic;

5.4.2 the existence of an experimental research basis for the propositions submitted for defence;

5.4.3 the inclusion of specific practical recommendations and developments that enable an applied task to be addressed.

5.5 The structural element "Normative References" shall contain a list of the standards referred to in the text of the work. The list of referenced standards shall begin with the following wording: "This Master's project refers to the following standards...". The list shall include the designations and titles of the standards arranged in ascending order of their registration numbers.

5.6 The structural element "Definitions" shall contain the definitions necessary to clarify or establish the meaning of terms used in the Master's project. The list of definitions shall begin with the following wording: "The following terms and their corresponding definitions are used in this Master's project."

5.7 The structural element "Symbols and Abbreviations" shall contain a list of the symbols and abbreviations used in the Master's project. Symbols and abbreviations shall be listed in the order in which they appear in the text of the work, accompanied by the necessary expanded forms and explanations. Definitions, symbols and abbreviations may be combined into a single structural element entitled "Definitions, Symbols and Abbreviations."

5.8 The introduction shall substantiate the relevance and applied nature of the research; define the aim, objectives, object and subject of the research; and specify the research methods and the propositions submitted for defence.

5.9 The main body of the project shall present information reflecting the substance, methodology and principal results of the work performed.

5.10 The main body shall contain:

5.10.1 the selection and substantiation of the research area, the methods used to address the stated objectives and their comparative evaluation, and a description of the selected general methodology for conducting the work;

5.10.2 the process of theoretical and/or experimental research, including the nature and content of the theoretical and practical research, research methods, calculation and analysis methods, substantiation of the need for experimental work, and the operating principles and characteristics of the developed objects;

5.10.3 a synthesis and evaluation of the research results, proposals for further areas of work, an assessment of the reliability of the results obtained, and their comparison with the results of domestic and international studies.

5.11 The conclusion shall contain:

5.11.1 brief conclusions based on the results of the completed project;

5.11.2 an assessment of the extent to which the stated objectives have been achieved;

5.11.3 an indication of the potential use of the results obtained to address a specific applied task.

5.12 It is recommended that the appendices include materials related to the completion of the Master's project that are supplementary in nature, are substantial in volume or may impede comprehension of the main body of the work.

5.13 The list of references shall contain details of all sources cited in the text of the Master's project. The recommended number of references shall be at least 30.

6. FORMATTING REQUIREMENTS FOR THE MASTER'S THESIS/PROJECT

6.1 General Formatting Requirements

6.1.1 The text of the Master's thesis/project shall be printed on one side of white A4 paper. The font shall be Times New Roman, 14 pt, with single-line spacing. The spacing between the heading of a structural element and the text that follows shall be two line spaces. The margins shall be as follows: left — 30 mm, top — 20 mm, right — 10 mm and bottom — 20 mm. The first-line indent shall be 1.25 cm.

The total volume of illustrative material (figures, graphs and tables) shall not exceed 30% of the total volume of the work.

6.2 Formatting of Structural Elements

6.2.1 Each structural element of the Master's thesis/project shall begin on a new page.

6.2.2 Section headings shall be centred, typed in bold font, begin with a capital letter and have no full stop at the end. Subsection headings shall be typed with a first-line indent, begin with a capital letter and have no full stop at the end.

6.2.3 Words shall not be hyphenated in section and subsection headings. If a heading consists of two sentences, they shall be separated by a full stop.

6.2.4 Sections and subsections may consist of one or more clauses. Each clause and subclause shall begin with a first-line indent.

6.2.5 Each clause and subclause shall contain complete information.

6.2.6 Sections and subsections shall have headings. As a rule, clauses and subclauses shall not have headings. Headings shall clearly and concisely reflect the content of the respective sections and subsections.

6.3 Numbering of Pages and Structural Elements

6.3.1 The pages of the Master's thesis/project shall be numbered consecutively throughout the entire text, including the appendices, using Arabic numerals. The page number shall be placed at the bottom centre of the page without a full stop.

6.3.2 The title page shall be included in the overall page numbering; however, the page number shall not be displayed on it.

6.3.3 Illustrations and tables presented on separate sheets shall be included in the overall page numbering. An A3 sheet shall be counted as one page.

6.3.4 Sections shall be numbered consecutively throughout the work using Arabic numerals. No full stop shall be placed after the section number. Subsections shall be numbered within each section. A subsection number shall consist of the section number and the sequential number of the subsection, separated by a full stop, for example: 1.1, 1.2, 2.1.

6.3.5 Lists may be included within clauses and subclauses. Each item in a list shall be preceded by a dash. Where it is necessary to refer to a specific item in the text, the dash shall be replaced with a lowercase letter of the Latin alphabet followed by a closing parenthesis.

6.3.6 For further subdivision of a list, Arabic numerals followed by a closing parenthesis shall be used. Each entry shall begin with a first-line indent.

Example:

a) first item:

1. first sub-item;

2. second sub-item;

b) second item.

6.3.7 If the Master's thesis/project contains no subsections, clauses shall be numbered within each section. A clause number shall consist of the section number and the sequential number of the clause, separated by a full stop, for example: 1.1, 1.2, 1.3. No full stop shall be placed after the clause number.

6.3.8 If a section contains subsections, clauses shall be numbered within the respective subsection. A clause number shall consist of the section, subsection and clause numbers, separated by full stops, for example: 3.1.1, 3.1.2.

6.3.9 Clauses may be divided into subclauses where necessary. Subclauses shall be numbered within each clause, for example: 4.2.1.1, 4.2.1.2.

6.3.10 If a section or subsection consists of a single clause, that clause shall not be numbered.

6.3.11 If the text is divided only into clauses, they shall be numbered consecutively throughout the entire Master's thesis/project.

6.3.12 Simple list items shall be separated by commas, while complex list items shall be separated by semicolons. Lists shall be arranged vertically and formatted with a first-line indent.

6.4 Illustrations and Presentation Materials

6.4.1 Illustrations (drawings, maps, graphs, schemes, diagrams and photographs) shall be placed immediately after the text in which they are first mentioned or on the following page. Each illustration shall be referred to in the text.

6.4.2 Illustrations may be produced using computer printing, including in colour. Photographs smaller than A4 shall be mounted on standard sheets of white A4 paper.

6.4.3 Illustrations, except those included in the appendices, shall be numbered consecutively using Arabic numerals. Illustrations may be numbered within each section where this is stipulated by the requirements of the educational programme. In such cases, the illustration number shall consist of the section number and the sequential number of the illustration, separated by a full stop, for example: "Figure 1.1".

6.4.4 If the work contains only one illustration, it shall be designated as "Figure 1" when consecutive numbering is used or, when numbering within sections is used, by the number of the respective section and the sequential number of the illustration, for example: "Figure 2.1".

6.4.5 An illustration may have a title and explanatory information (figure caption text). The word "Figure", its number and title shall be placed after the explanatory information and centred beneath the illustration, for example: "Figure 1 — Instrument Components".

6.4.6 Illustrations in each appendix shall be numbered separately using Arabic numerals preceded by the appendix designation, for example: "Figure A.3".

6.4.7 References to illustrations shall indicate their numbers, for example: "in accordance with Figure 2" or "in accordance with Figure 1.2".

6.4.8 One blank line shall be left between an illustration and the text above and below it.

6.4.9 Where necessary, presentation materials on A1 sheets shall be prepared for the defence. A4 handouts provided to each member of the certification commission may be used in place of presentation sheets.

6.4.10 The words "Table", "Figure" and "Appendix" shall not be indicated on presentation sheets. The heading shall be placed at the top of the sheet. Words shall not be hyphenated in the headings of presentation sheets.

6.4.11 Drawings, graphs, diagrams and schemes shall comply with the applicable standards of the Unified System for Design Documentation (ESKD).

6.4.12 An example of figure formatting is provided in the Appendices (Figure Template).

6.5 Tables

6.5.1 Numerical data shall generally be presented in tables. Tables shall be used to ensure clarity and facilitate the comparison of indicators.

6.5.2 The title of a table shall accurately and concisely reflect its content. The title shall be placed above the table, aligned to the left without an indent, on the same line as the table number and separated from it by a dash, for example: "Table 1 — Table Title".

6.5.3 A table shall be placed immediately after the text in which it is first mentioned or on the following page. Each table shall be referred to in the text. A reference shall include the word "Table" and its number.

6.5.4 Tables, except those included in the appendices, shall be numbered consecutively using Arabic numerals. If the work contains only one table, it shall be designated as "Table 1".

6.5.5 Tables in each appendix shall be numbered separately using Arabic numerals preceded by the appendix designation, for example: "Table G.1".

6.5.6 A table containing a large number of rows may be continued on the following page. Where part of a table is continued, its title shall be placed only above the first part. The subsequent parts shall be headed with the words "Continuation of Table" followed by its number, for example: "Continuation of Table 1". The bottom horizontal line delimiting the first part of the table shall not be drawn.

6.5.7 Two blank lines shall be left between a table and the text above and below it.

6.5.8 An example of table formatting is provided in the Appendices (Table Template).

6.5.9 A table containing a large number of columns may be divided into parts, with one part placed below another on the same page. When a table is continued on the following page, the table header shall be repeated; when a table is divided by width, the row-heading column shall be repeated.

6.5.10 Text consisting of a single word and repeated in different rows of the same column may, after its first occurrence, be replaced with quotation marks. If the text consists of two or more words, the words "The same" shall be used upon the first repetition, followed by quotation marks for subsequent repetitions. Quotation marks shall not be used in place of repeated numbers, model designations, signs, or mathematical and chemical symbols. Where no data are available, a dash shall be inserted in the relevant row.

6.5.11 Tables may be numbered within each section. In this case, the table number shall consist of the section number and the sequential number of the table, separated by a full stop, for example: "Table 2.3".

6.5.12 Column and row headings shall begin with a capital letter. Column subheadings shall begin with a lowercase letter if they form a single sentence with the heading, or with a capital letter if they have an independent meaning. No full stops shall be placed at the end of headings or subheadings. Headings shall be stated in the singular.

6.5.13 A font size smaller than that used in the main text may be used in tables.

6.5.14 Column headings and subheadings shall not be separated by diagonal lines. Horizontal and vertical lines may be omitted where their absence does not impede comprehension of the table.

6.5.15 Column headings shall generally be positioned parallel to the rows of the table. Where necessary, they may be positioned perpendicular to the rows. The header section shall be separated from the remainder of the table by a line.

6.6 Notes

6.6.1 Notes shall be included where explanations or reference information relating to the text, tables or graphic material are required. Notes shall not contain requirements.

6.6.2 A note shall be placed immediately after the textual or graphic material, or at the end of the table to which it relates.

6.6.3 The word "Note" shall begin with a capital letter, be printed with a first-line indent and not be underlined. If there is only one note, a dash shall be placed after the word "Note". A single note shall not be numbered, for example:

Note — Subscript text is not printed.

6.6.4 Where there are several notes, they shall be numbered using Arabic numerals without a full stop after the number.

6.7 Formulae and Equations

6.7.1 Formulae and equations shall be set apart from the text on a separate line. At least one blank line shall be left above and below each formula or equation.

6.7.2 If a formula or equation does not fit on a single line, it shall be continued after an equals sign (=), addition sign (+), subtraction sign (−), multiplication sign (×), division sign (:), or another mathematical symbol. The relevant symbol shall be repeated at the beginning of the following line.

6.7.3 Explanations of the symbols and numerical coefficients shall be provided immediately below the formula in the same order in which they appear in the formula.

6.7.4 Formulae shall be numbered consecutively throughout the entire work using Arabic numerals. The formula number shall be enclosed in parentheses and positioned at the right-hand margin of the line.

Example:

$$A=a:b; \quad (1)$$

$$B=c: e. \quad (2)$$

6.7.5 Formulae included in the appendices shall be numbered separately within each appendix, with the appendix designation preceding the formula number, for example: formula (B.1).

6.7.6 References in the text to the sequential numbers of formulae shall be given in parentheses, for example: "in formula (1)".

6.7.7 Mathematical equations shall be formatted in the same manner as formulae.

6.7.8 Formulae may be numbered within each section. In this case, the formula number shall consist of the section number and the sequential number of the formula, separated by a full stop, for example: (3.1).

6.7.9 Formulae shall be created using the built-in equation editor.

6.8 References and List of Sources Used

6.8.1 References to standards, technical specifications and other documents may be included in a Master's thesis/project, provided that such documents fully and unambiguously define the relevant requirements and do not cause difficulties in the use of the document.

6.8.2 References shall be made to a document as a whole or to its sections and appendices. When referring to standards and technical specifications, their designations shall be indicated. The year of approval may be omitted, provided that a complete bibliographic description of the document is included in the list of sources used.

6.8.3 References to the sources used shall be given in square brackets. Sources shall be numbered in the order in which they are first mentioned in the text. When a source is cited again, the relevant page number shall be indicated after its sequential number and separated by a comma, for example: [5, p. 27].

6.8.4 The list of sources used shall contain bibliographic information on the sources in the order in which references to them appear in the text. Sources shall be numbered using Arabic numerals without a full stop after the number. Each entry shall begin with a first-line indent.

6.8.5 The list of sources used shall be prepared in accordance with GOST 7.0.100–2018, Bibliographic Record. Bibliographic Description. General Requirements and Rules for Compilation.

6.8.6 An example of the formatting of the list of sources used is provided in the Appendices (List of Sources Used Template).

6.9 Appendices

6.9.1 Appendices shall be presented as a continuation of the Master's thesis/project on the subsequent pages or as a separate document.

6.9.2 Each appendix shall be referred to in the text. Appendices shall be arranged in the order in which references to them appear in the text.

6.9.3 After the list of sources used, the heading "Appendices" shall be centred on a separate page.

6.9.4 Each appendix shall begin on a new page. The word "Appendix" and its designation shall be centred at the top of the page. An appendix shall have a title, which shall begin with a capital letter and be centred on a separate line without a full stop at the end.

6.9.5 Appendices shall be designated by uppercase letters of the Russian alphabet, beginning with the letter А, excluding the letters Ё, З, Й, О, Ч, Ь, Ы and Ъ. The letter indicating the sequence of the appendix shall be placed after the word "Appendix", for example: "Appendix А".

6.9.6 Once the letters of the Russian alphabet have been exhausted, appendices may be designated by uppercase letters of the Latin alphabet, excluding I and O, and subsequently by Arabic numerals.

6.9.7 If the work contains only one appendix, it shall be designated as "Appendix A".

6.9.8 Where necessary, the text of an appendix may be divided into sections, subsections, clauses and subclauses, which shall be numbered within the respective appendix. The appendix designation shall precede the number, for example: A.1, A.1.1.

6.9.9 The status of the appendix shall be indicated in parentheses after its designation as either "mandatory" or "informative".

7. SUBMISSION OF THE MASTER'S THESIS/PROJECT FOR DEFENSE

7.1 A Master's thesis (project) that has been completed and formatted in accordance with the established requirements shall be submitted to the graduating department no later than one month before the scheduled defence date for the preliminary defence procedure.

7.2 Following the review of the completed work, the research supervisor shall provide a written evaluation containing a reasoned conclusion as to whether the Master's thesis (project) may or may not be admitted to the defence.

7.3 The final version of the Master's thesis (project) shall be submitted for verification for textual overlap and indications of plagiarism after completion of the preliminary defence at the graduating department and revision of the work in accordance with the comments and recommendations received.

7.4 An external reviewer shall be appointed to review the Master's thesis (project). The reviewer shall be a specialist who holds the academic degree of Candidate of Sciences or Doctor of Sciences, or the degree of Doctor of Philosophy (PhD) or Doctor by Profile, and whose qualifications and professional activities correspond to the field of the educational programme and the topic of the Master's thesis (project) under review.

7.5 Reviewer candidates shall be approved by an order of the Rector of the University upon the recommendation of the graduating departments. The recommendation shall specify each reviewer's place of employment, position held, academic degree of Candidate of Sciences or Doctor of Sciences, or degree of Doctor of Philosophy (PhD) or Doctor by Profile, as well as information on their education and professional activities relevant to the field of the educational programme.

7.6 Upon reviewing the Master's thesis (project), the reviewer shall prepare a written review assessing the relevance of the topic; the validity of the results, conclusions and recommendations; their novelty; and their practical significance. The concluding section of the review shall specify the recommended grade under the letter grading system with numerical equivalents and provide a reasoned conclusion as to whether the Master's thesis (project) complies with the established requirements.

7.7 The review shall be prepared in printed form and signed and dated by the reviewer. The reviewer's signature shall be certified at their place of employment. Where the organisation has an official seal, the signature shall be authenticated by that seal.

7.8 The review shall be provided to the Master's student before the defence of the Master's thesis (project).

8. MASTER'S THESIS/PROJECT DEFENSE PROCEDURE

8.1 The defence of a Master's thesis (project) shall be conducted at a meeting of the certification commission for Master's degree programmes.

8.2 A Master's thesis/project may be defended provided that the following are available:

8.2.1 a positive written evaluation from the research supervisor;

8.2.2 at least one publication on the topic of the thesis/project in a scientific publication and/or one presentation delivered at a scientific and practical conference;

8.2.3 a review by an external reviewer containing a comprehensive assessment of the Master's thesis (project) and a reasoned conclusion confirming that the work complies with the established requirements and may be admitted to the defence;

8.2.4 a conclusion based on the results of the verification of the Master's thesis (project) for textual overlap and indications of plagiarism;

8.2.5 a positive decision of the graduating department based on the results of the preliminary defence.

8.3 If any of the documents and/or conditions specified in Clause 8.2 of these Regulations are absent or not fulfilled, the Master's student shall not be admitted to the defence of the Master's thesis (project). The decision to deny admission shall be documented in the minutes of the meeting of the graduating department and communicated to the Master's student.

8.4 The research supervisor and external reviewer shall be entitled to attend and speak at the meeting of the certification commission. Their absence shall not prevent the defence from being conducted, provided that a written evaluation and review have been duly prepared.

8.5 The defence of a Master's thesis (project) shall be conducted in the presence of at least two-thirds of the approved membership of the certification commission.

8.6 During the defence, the Master's student shall deliver a presentation of up to 15 minutes outlining the principal propositions and results of the Master's thesis (project).

8.7 The following criteria shall be taken into account when assessing a Master's thesis/project:

8.7.1 the extent to which the stated objectives have been achieved;

8.7.2 the independence of the research conducted;

8.7.3 the validity of the research methods and technologies applied;

8.7.4 the comprehensiveness of the literature review and the relevance of the sources used;

8.7.5 the potential application of the results obtained in scientific research, professional practice or the educational process;

8.7.6 the accuracy and clarity of the presentation of the material;

8.7.7 compliance of the work with the established formatting requirements;

8.7.8 the quality of the presentation delivered during the defence of the Master's thesis/project, including clarity and accuracy of presentation, command of professional terminology and the quality of the presentation materials;

8.7.9 the accuracy and completeness of the answers to questions asked during the defence and responses to the reviewer's comments.

8.8 The results of the defence of the Master's thesis/project shall be recorded in separate minutes for each Master's student.

8.9 Decisions on the results of the defence of the Master's thesis (project), the award of the Master's degree and the issuance of a diploma of the University's own design shall be made at a closed meeting by an open majority vote of the members of the certification commission participating in the meeting. In the event of an equality of votes, the Chair of the commission shall have the casting vote.

8.10 A Master's student who has completed the Master's degree programme and successfully passed the final certification in the form of the defence of a Master's thesis/project shall, by decision of the certification commission, be awarded the Master's degree under the relevant educational programme and issued a diploma of the University's own design with a transcript. The decision shall be documented in the minutes of the meeting of the certification commission.

9. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

9.1 Risks associated with:	9.2 Risk mitigation actions:

- non-compliance of research supervisors with the qualification requirements;	- verification of research supervisor candidates' compliance with the qualification requirements prior to their approval;
- insufficient relevance of research topics and inadequate quality of Master's theses (projects);	- review of Master's thesis (project) topics by the graduating departments and academic committees; - methodological guidance of Master's students by their research supervisors; - conduct of a preliminary defence;
- violations of the principles of academic integrity, including plagiarism;	- checking Master's theses (projects) for textual overlap and indications of plagiarism; - raising awareness of compliance with the principles of academic integrity;
- failure to comply with the deadlines for the preparation and submission of a Master's thesis (project).	- monitoring the fulfilment of the Master's student's individual work plan by the research supervisor and the graduating department; - timely conduct of the preliminary defence.

10. RESPONSIBILITY AND AUTHORITY

10.1 These Regulations shall be approved by the Rector and shall enter into force on the date of their approval.

10.2 The responsibilities and authority of the structural units and officials with respect to the implementation and effective operation of these Regulations shall be allocated as follows:

Structural Unit	Responsibilities
Rector	– approves these Regulations and amendments thereto; – approves the topics of Master's theses (projects) and the nominated research supervisors by order, based on a decision of the Academic Council; – approves the membership of the certification commission and reviewer candidates in accordance with the established procedure.
Vice-Rector for AA	– provides overall management and oversight of the organisation of the preparation and defence of Master's theses (projects); – ensures coordination among the structural units of the University in matters relating to the implementation of these Regulations.
DPE	– coordinates the processes for approving and revising the topics of Master's theses (projects) and appointing research supervisors and reviewers; – monitors compliance with the established deadlines and procedures; – provides advisory, organisational and methodological support to graduating departments and Master's students; – prepares drafts of the relevant orders; – participates in organising the final certification of Master's students; – ensures the storage and registration of documents within the scope of its authority.
Deans of Faculties	– oversee the organisation of the work of graduating departments relating to the preparation of Master's theses (projects); – ensure that departments comply with the requirements of these Regulations.
Graduating Departments	– develop and annually update the proposed topics of Master's theses (projects); – consider applications submitted by Master's students concerning the selection of a topic and nomination of a research supervisor; – submit proposals for the approval and revision of topics and the

	appointment of research supervisors and reviewers; – organise the monitoring of Master's students' fulfilment of their individual work plans and conduct preliminary defences; – ensure that identified deficiencies are remedied and that works are submitted for defence within the established deadlines.
Research Supervisor	– provides academic supervision of the Master's thesis (project); – provides the Master's student with methodological guidance and advisory support; – participates in developing the Master's student's individual work plan; – monitors the stages, content, quality and timeframe of the work; – ensures compliance with the principles of academic integrity; – provides a written evaluation containing a reasoned conclusion as to whether the work may be admitted to the defence.
Reviewer	– conducts an independent assessment of the content and quality of the Master's thesis (project); – assesses the relevance, validity, novelty and practical significance of the results, as well as the work's compliance with the established requirements; – provides a written review containing a reasoned conclusion and a recommended grade.
Certification Commission	– conducts the defence of the Master's thesis (project); – assesses the content of the work, the research results, the quality of the presentation and the Master's student's answers to questions; – decides on the assessment of the defence results and the award of the Master's degree under the relevant educational programme; – ensures the objectivity and collegiality of its decisions.
Secretary of the Certification Commission	– provides organisational and documentary support for meetings of the certification commission; – verifies the completeness of the submitted documents; – prepares the minutes of meetings and ensures their transfer for storage in accordance with the established procedure.
Master's Student	– independently completes the Master's thesis (project) in accordance with the approved topic and individual work plan; – complies with the requirements relating to the content, formatting and submission deadlines of the work; – bears responsibility for the reliability of the results, validity of the conclusions, accuracy of citations and compliance with the principles of academic integrity; – completes the preliminary defence and submits the work for verification for improper textual borrowings within the established timeframes; – submits the documents required for admission to the defence.

ANNEXES

F.DEP-8.5-2026-48-01 (mandatory)

COVER FORM

"Kazakh University of Technology and Business named after K.Kulazhanov" JSC

Master's student's Surname and Initials

_____

(Title of the Topic)

MASTER'S THESIS/PROJECT

_____

(Code and Title of the Educational Programme)

Astana, 20____

F.DEP-8.5-2026-48-02 (mandatory)

TITLE PAGE FORM

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF KAZAKHSTAN "KAZAKH UNIVERSITY OF TECHNOLOGY AND BUSINESS NAMED AFTER K.KULAZHANOV" JSC

Surname, First Name and Patronymic

TITLE OF THE MASTER'S THESIS (PROJECT)

Code and Title of the Educational Programme

Master's Thesis (Master's Project) Submitted in Partial Fulfilment of the Requirements for the Master's Degree

Master's Student

_____

(Surname and Initials) *(Signature)*

Research Supervisor

_____

(Academic Degree, Academic Title, Surname and Initials) *(Signature)*

ADMITTED TO THE DEFENCE

Head of Department «_____»

_____

(Signature, Surname and Initials)

«____» _____ 20____.

Astana 20__.

F.DEP-8.5-2026-48-03 (mandatory)

MASTER'S THESIS/PROJECT FORM

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Example

1 Theoretical Foundations of Project Development

1.1 Analysis of the Current State of the Problem

*Text text text

F.DEP-8.5-2026-48-04 (mandatory)

LIST OF SOURCES USED FORM

List of sources used

1. Duke V.A. Computer Psychodiagnostics. — Saint Petersburg: Bratstvo, 1994. — 364 p.

2. Dontsov V.I., Krutko V.N., Kudashov A.A. Virtual Instruments in Biology and Medicine. Moscow: Lenand, 2009. — 216 p.

3. Sharapov V.M. et al. Sensors. — Moscow: Tekhnosfera, 2012. — 624 p.

4. Kulachev A.P. Computer Electrophysiology and Functional Diagnostics. — Moscow: Forum, INFRA-M, 2010. — 640 p.

5. New Methods of Electrocardiography // Edited by Grachev S.V., Ivanov G.G., Syrkin A.L. — Moscow: Tekhnosfera, 2007. — 552 p.

6. Dmitrieva N.V. Systemic Electrophysiology. System Analysis of Electrophysiological Processes. — Moscow: Science-press, 2008. — 256 p.

7. Petin V.A. Projects Using the Arduino Controller. — Saint Petersburg: BHV-Petersburg, 2014. — 400 p.

8. Orlov Yu.M. Electrodes for Measuring Bioelectric Potentials. — Moscow: Bauman Moscow State Technical University, 2006. — 224 p.

9. Psychological Tests for Professionals // Compiled by Greben N.F. — Minsk: Sovremennaya Shkola, 2007. — 496 p.

10. Khvan A.A., Zaitsev Yu.A., Kuznetsova Yu.A. Standardization of the A. Buss and A. Durkee Questionnaire // Psychological Diagnostics, 2008, No. 1, pp. 35-58.

FIGURE FORM

1. Calculation of the active charge part with a triangular cavity

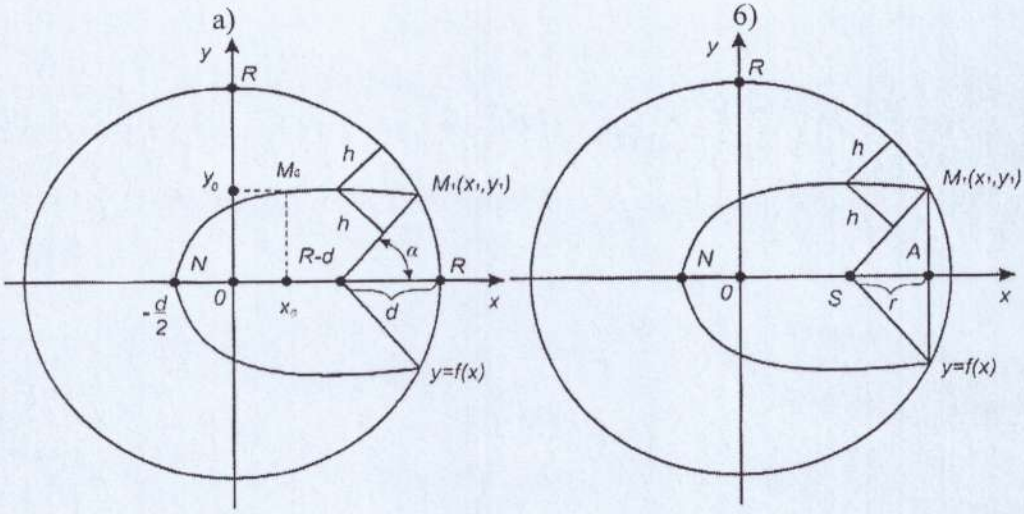


Figure 1 — Cylindrical charge of radius
a) with an angular notch, b) with a semi-circular notch along the side surface

F.DEP-8.5-2026-48-06 (mandatory)

TABLE FORM

Table1 — Energy basis of uranium fission

Type of Energy	Energy		Share of the total fission energy released, %
	PJ	MeV	
Kinetic energy of fission fragments	26,9	168	83,5
Kinetic energy of fission neutrons		5	2,5
Radioactive emission energy of fission products	2,9	18	
Energy of neutrinos emitted by fission products	1,6	10	
Total	32,2	201	100,0

Note — The fission of a single uranium-235 nucleus releases approximately 201 MeV of energy, of which about 190 MeV is converted into heat. Neutrinos are largely scattered (with negligible absorption); therefore, their energy cannot be utilized for power generation purposes.

F.DEP-8.5-2026-48-07 (mandatory)

DECLARATION FORM ON THE INDEPENDENT COMPLETION OF A MASTER'S THESIS/PROJECT

To: The Rector of the University

_____
(Full Name of the Rector)
From: A First-Year Master's Student
EP: _____,
(Name of the educational program)

_____
(Full Name of the Master's Student)

Declaration

I, Master's Student's Full Name, hereby declare that my Master's thesis/Master's project entitled_____
(Title of the Topic)
has been completed independently by me and submitted to the Certification Commission for public defence.

The Master's thesis/project contains no plagiarism or other improper borrowings. All direct and indirect borrowings from printed and electronic sources, as well as from previously defended final qualification works, have been duly acknowledged by citing the relevant sources.

I have read and understood the requirements currently in force at the University concerning the preparation, formatting and defence of a Master's thesis/project. I understand that the detection of plagiarism constitutes grounds for taking measures in accordance with the Academic Policy, the Academic Integrity Rules and other internal documents of the University.

Date / Signature _____

F.DEP-8.5-2026-48-08 (mandatory)

LIST OF ACADEMIC PUBLICATIONS FORM

List
of Academic Publications of the Master's Student Enrolled in Educational Programme

Aruzhan Serikkyzy Aliyeva

№	Title and Type of Work	Nature of Work (Printed or Manuscript)	Publisher, Journal, Year, Issue/Page No., Certificate/Patent No.	Volume (in Printed Sheets)	Co-authors
	2	3	4	5	6
1	Modern Approaches to Strategic Management in Organisations of the Republic of Kazakhstan (article)	Print	Bulletin of KazNU. Economic Series. — Almaty, 2025. — No. 2. — pp. 88–96.	0.5 printed sheets	-
2	Digital Transformation of Management Systems at Enterprises in Kazakhstan (conference abstract)	Print.	Current Trends in the Development of Economics and Management: Proceedings of the International Scientific and Practical Conference. — Astana, 2025. — pp. 125–128.	0.2 printed sheets	A. N. Abdirakhmanova

Master's Student A. Aliyeva

Academic Secretary _____

F.DEP-8.5-2026-48-09 (mandatory)

RESEARCH SUPERVISOR'S EVALUATION FORM

"Kazakh University of Technology and Business named after K.Kulazhanov" JSC

REVIEW

on the Master's Thesis / Master's Project

_____

(Full Name of the Master's Student)

titled: _____

(Thesis / Project Title)

Review Content:
- alignment of the thesis/project with the major and fields of science;
- assessment of the research relevance;
- assessment of the theoretical level and practical significance;
- evaluation of the completeness, depth, and originality of the solutions to the research problems;
- evaluation of the work's readiness for defense.

_____

Reasoned conclusion: "Recommended for defense" or "Not recommended for defense."

Scientific Supervisor _____ _____ _____

/Full Name/ /Signature/ /Credentials/

«_____»_____20___.

F.DEP-8.5-2026-48-10 (mandatory)

MASTER'S THESIS/PROJECT REVIEW FORM

REVIEW

of the Master's Thesis / Master's Project

_____

(Full Name of the Master's Student)

Titled:

_____

_____

_____

_____

(thesis / project title)

Review Content:

- assessment of the topic's relevance: an evaluation of the pertinence and timeliness of the chosen research subject;
- assessment of the validity of scientific propositions, findings, and recommendations: an evaluation of the extent to which the claims, conclusions, and practical suggestions formulated in the thesis are well-founded and evidence-based;
- assessment of the novelty of scientific propositions and conclusions: an evaluation of the degree of originality of each scientific contribution, finding, and concluding remark formulated within the thesis/project;
- analysis of deficiencies in content and formatting: a critical review of the shortcomings regarding the substance and technical presentation of the thesis/project.

The concluding section of the review shall provide a reasoned evaluation, specifying the assigned grade (in accordance with the point-rating system) and a recommendation regarding the conferment of the Master's degree in the respective field of study.

Reviewer _____ _____ _____

/Full Name/ /Signature/ /Credentials/

«_____»_____20___.

F.DEP-8.5-2026-48-11 (mandatory)

MATRIX MAPPING LEARNING OUTCOMES TO THE CONTENT OF THE MASTER'S THESIS/PROJECT FORM

Matrix mapping learning outcomes to the content of the master's thesis/project

№	Learning Outcome Code and Wording	Problem Statement and Rationale for the Approach	Analysis of Initial Data	Developed Solution, Final Outcome or Product, and Its Rationale
1	LO 1	+		
2	LO 2		+	+

F.DSD-7.5-2026-01-02 (mandatory)

APPROVAL SHEET

Position	Full name	Date	Signature
Vice-Rector for SA&SD	Berdigaliuly S.	12.10.2026	
Director of the DSD	Orazalina D.K.	12.10.2026	
Head of the QMSD	Ernst A.	12.10.2026	
Head of the DEP	Bayadilova B.M.	12.10.2026	
Head of the DPE	Zhunusbekova G.Zh.	12.10.2026	

F.DSD-7.5-2026-01-03 (mandatory)

FAMILIARIZATION SHEET

Position	Full name	Date	Signature
Head of DPE	Zhunusbekova G.Zh.	12.10.2026	
Lead Spec. of DPE	Urekeshova A.B.	12.10.2026	
Specialist of DPE	Tabyldy A.A.	12.10.2026	
Dean of the fac. of Technology	Satkani Zh.Ye.	12.10.2026	
Dean of the fac. of EB	Makysh M.K.	12.10.2026	
Dean of the fac. of EIT	Serimbetov B.A.	12.10.2026	
Head of the dep. of TS	Mashanova N.S.	12.10.2026	
Head of the dep. of LITD	Kozhabergenova K.D.	12.10.2026	
Head of the dep. of CEREM	Nurtai Zh.T.	12.10.2026	
Head of the dep. of Tourism and S.	Zhunusova A.A.	12.10.2026	
Head of the dep. of Management	Abdildinova N.E.	12.10.2026	
Head of the dep. of EF	Bekbussinova G.K.	12.10.2026	
Head of the dep. of SFL	Kanafieva K.K.	12.10.2026	
Head of the IT dep.	Abdukarimova A.A.	12.10.2026	
Head of the dep. of CEA	Akishev K.M.	12.10.2026	
Head of the dep. of SHD	Magauyanov D.A.	12.10.2026	

F.DSD-7.5-2026-01-04 (mandatory)

CHANGE REGISTRATION SHEET

Change Number	Change Notice Number	Number of sheets (pages)				Total sheets (after changes)	Date of entry	Full name of the person making the changes	Signature of the person who made the changes
		modified	Replaced	New	cancelled				

F.DSD-7.5-2026-01-05 (mandatory)

PERIODIC INSPECTION RECORD SHEET

Verification Date	full name of the person, who performed the check	Signature who performed the Verification	Formulation Comments