APPROVED
Rector of "KazUTB named after K.Kulazhanov" JSC
_____ L.K. Baibolova
"18" June 2025.

Regulations on the procedure of actions
QUALITY MANAGEMENT SYSTEM

REGULATIONS ON THE MASTER'S THESIS/PROJECT
KazUTB-DEP-RPA-8.5/8.6-2025-49

AGREED
Vice-Rector for AA
_____ E.B. Askarbekov
"18" June 2025.

Astana, 2025

FOREWORD

These Regulations have been developed by the Department of Educational Programs and the Department of Postgraduate Education of the "K. Kulazhanov Kazakh University of Technology and Business" JSC.

These Regulations shall be approved by the Rector's personal signature on the title page.

These Regulations are mandatory for all structural units of "K. Kulazhanov Kazakh University of Technology and Business" JSC regarding their activities related to the Quality Management System (QMS).

Periodic review of these Regulations shall be performed by the Head of the Department of Postgraduate Education at intervals not exceeding three years.

Amendments to these Regulations shall be developed based on the results of their implementation within the activities of "K. Kulazhanov Kazakh University of Technology and Business" JSC.

The Head of the Department of Postgraduate Education shall be responsible for organizing and coordinating activities related to the execution of specific stages of the document management process.

The Regulation on Master's Thesis/Project PO 21-09.140-2022, Revision No. 4, dated June 28, 2024, shall be considered null and void.

CONTENTS

1. DOCUMENT TITLE

1.1 Regulations on the master's thesis/project KazUTB-DEP-RPA-8.5/8.6-2025-49.

2. DEVELOPER

2.1 Department of Educational Programs and Department of Postgraduate Education.

3. OBJECTIVE OF DOCUMENT DEVELOPMENT

3.1 These Regulations establish general requirements for the structure, formatting rules, and the organization of the defense procedure for Master's theses/projects across all training programs. The Regulations are intended for Master's students, research advisors, and Heads of Departments of "K. Kulazhanov Kazakh University of Technology and Business" JSC (hereinafter referred to as the University).

3.2 These Regulations are intended for use by the Educational Program Committees of the faculties, the Academic Affairs Department, and the departments.

4. NORMATIVE REFERENCES

4.1 These Regulations make reference to the following regulatory legal acts of the Republic of Kazakhstan:

4.2 Budget Code of the Republic of Kazakhstan No. 171-VIII dated March 15, 2025.

4.3 Civil Code of the Republic of Kazakhstan No. 268-XIII dated December 27, 1994, as amended and supplemented as of April 9, 2025.

4.4 Labor Code of the Republic of Kazakhstan No. 414-V dated November 23, 2015, as amended and supplemented as of May 19, 2025.

4.5 Law of the Republic of Kazakhstan "On Education" No. 319-III dated July 27, 2007, as amended and supplemented as of April 15, 2025.

4.6 Law of the Republic of Kazakhstan "On Science and Technological Policy" No. 103-VIII dated July 1, 2024, as amended and supplemented as of May 19, 2025.

4.7 Law of the Republic of Kazakhstan "On Anti-Corruption" No. 410-V dated November 18, 2015, as amended and supplemented as of May 19, 2025.

4.8 Law of the Republic of Kazakhstan "On Amendments and Additions to Certain Legislative Acts of the Republic of Kazakhstan on Expanding the Academic and Managerial Autonomy of Higher Educational Institutions" No. 171-VI dated July 4, 2018.

4.9 State Compulsory Standard for Higher and Postgraduate Education No. 2 dated July 20, 2022, as amended and supplemented as of April 22, 2025.

4.10 On Approval of the Classifier of Training Areas for Personnel with Higher and Postgraduate Education No. 569 dated October 13, 2018, as amended and supplemented as of July 21, 2023.

4.11 On Approval of the List of Training Areas for Personnel with Higher and Postgraduate Education for which External and Online Learning is Not Permitted No. 530 dated October 2, 2018, as amended and supplemented as of September 13, 2022.

4.12 Rules for the Organization of the Educational Process under Credit Technology of Education in Organizations of Higher and (or) Postgraduate Education No. 152 dated May 27, 2011, as amended and supplemented as of March 26, 2025.

4.13 Model Rules for the Activities of Higher and Postgraduate Education Organizations No. 595 dated October 30, 2018, as amended as of June 24, 2024.

5. TERMS AND DEFINITIONS

Term	Definition
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.

6. ABBREVIATIONS USED

Abbreviation	Full Title
AC	Attestation Commission
UC	University Component
HEI	Higher Educational Institution
SCS	State Compulsory Standards of Higher and Postgraduate Education
IWPM	Individual Work Plan of a Master Student
ISP	Individual Study Plan
KC	Key Competencies
CED	Catalog of Elective Disciplines
MSHE RK	Ministry of Science and Higher Education of the Republic of Kazakhstan
RWM	Research Work of a Master Student
STC	Scientific and Technical Council
MC	Mandatory Component
DPE	Department of Postgraduate Education
DQAA	Department of Quality Assurance and Accreditation
EP	Educational Program
TS	Teaching Staff
QMR	Quality Management Representative
QMS	Quality Management System
IMSW	Independent Master's Student Work
AC	Academic Council
University	"K. Kulazhanov Kazakh University of Technology and Business" Joint-Stock Company
EMC	Educational and Methodological Council
MERW	Master's Experimental Research Work

7. GENERAL PROVISIONS

7.1 The thesis/project is completed by Master's students to obtain a Master of Science degree in the relevant field and educational program. It must be a qualifying scientific work in a specific field, demonstrating the graduate's maturity as a researcher capable of creatively formulating and solving scientific problems in the respective area of expertise.

The Master's project is completed by students of a professional (profile-based) track to obtain a Master's degree. It must be a qualifying work in a specific field, demonstrating the graduate's ability to independently conduct information-analytical and experimental work to solve current applied tasks in the relevant areas of knowledge.

7.2 The Master's thesis/project must be prepared by the student independently under the guidance of a research advisor.

Research supervision shall be provided by a faculty member who: holds an academic degree and/or a PhD/Doctor in Profile degree corresponding to the field of personnel training; has at least 3 (three) years of scientific and pedagogical experience; is the author of at least 5 (five) scientific articles over the last 5 (five) years in publications included in the List of scientific publications recommended for the publication of main results of scientific activities, approved by the authorized body in the field of science and higher education (hereinafter referred to as the List of Publications); and has at least 1 (one) scientific article over the last 5 (five) years in an international peer-reviewed scientific journal with an impact factor according to JCR or indexed in one of the databases: Science Citation Index Expanded, Social Science Citation Index, or Arts and Humanities Citation Index in the Web of Science Core Collection, or having a CiteScore percentile of at least 25 in the Scopus database.

For the training fields of "Service Industry," "Information and Communication Technologies," "Arts," and "Journalism and Information," supervision of students' research work (projects) may be conducted by faculty members of the relevant profile who have authored at least 5 (five) scientific articles over the last 5 (five) years in the List of Publications, and/or by specialists with at least 5 (five) years of practical work experience within the last 10 (ten) years.

7.3 The Research Advisor of the Master's thesis/project shall:

7.3.1 issue the assignment for the completion of the Master's thesis;

7.3.2 assist the student in developing the Individual Master's Student Work Plan (IMSWP) for the entire period of study;

7.3.3 recommend necessary primary literature, reference and archival materials, standard projects, and other sources to the student;

7.3.4 conduct contact hours as part of the student's research/experimental research activities, covering various types of work related to the study of the chosen scientific topic and the writing of the Master's thesis/project, and exercise ongoing monitoring of the student's compliance with the IMSWP;

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

7.4 The Master's thesis must be based on modern theoretical, methodological, and technological achievements in science and practice, be carried out using modern scientific research methods, contain research (methodological, practical) sections on the main points for defense, be based on advanced international experience in the relevant field of knowledge, and contain specific practical recommendations.

The Master's project must correspond to the main issues of the Educational Program (EP), be based on modern achievements in science, technology, and production, contain specific practical recommendations, independent solutions to managerial tasks, experimental research (methodological, practical) sections on the main points for defense, and be carried out using advanced information technologies.

The main research methods characteristic of a Master's project are: comparison, measurement, experiment, analysis, synthesis, modeling, forecasting, etc.

7.5 The topics of Master's theses/projects are developed by the graduating departments of the University and must be updated annually by at least 30%; they are reviewed and approved by the University Academic Council. The topics must correspond to the EP profile and meet the requirements of modern science and technology.

7.6 To assign a Master's thesis/project topic, the student submits an application to the graduating department, specifying the number and title of the chosen topic, as well as the candidate for the proposed research advisor, and coordinates it with the Head of the Department and the proposed advisor.

7.7 Within 2 months after enrollment, the topic of the Master's thesis/project is assigned to each student by a decision of the Academic Council, and a research advisor is appointed; these are then approved by an order of the University Rector. The topic must be relevant to science,

correspond to the current state of science and technology, and, as a rule, be linked to the research plans of the relevant departments and the University as a whole.

7.8 The main results of the Master's thesis/project must be presented in at least one publication and/or one presentation at a scientific-practical conference.

7.9 The Master's thesis/project must undergo a mandatory plagiarism check.

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

8.1 The structural elements of a Master's thesis are:

8.1.2 cover (not numbered);

8.1.3 title page;

8.1.4 table of contents;

8.1.5 normative references;

8.1.6 definitions, symbols, and abbreviations;

8.1.7 introduction;

8.1.8 main body;

8.1.9 conclusion;

8.1.10 list of sources used;

8.1.11 appendices.

8.2 The title page is the first page of the Master's thesis and serves as the source of information required for processing and searching the document. The title page is included in the overall page numbering of the thesis. The page number is not displayed on the title page.

8.3 The Table of Contents of the Master's thesis includes the introduction, ordinal numbers and titles of all sections, subsections, and items (if named), the conclusion, the list of sources used, and appendices, indicating the page numbers where these elements begin.

8.4 The content of the Master's thesis represents fundamentally new material, including descriptions of new factors, phenomena, patterns, or the synthesis of previously known propositions from different scientific perspectives or in a new light. The content reflects the initial research premises, its progress, and the results obtained. When formatting the thesis, the specified points must be substantively reflected in the "Introduction" section.

8.5 The structural element "Normative References" contains a list of standards referred to in the text of the thesis. The list of referenced standards begins with the words: "The following standards are referred to in this Master's thesis...". The list includes the designations of the standards and their titles in ascending order of registration numbers.

8.6 The structural element "Definitions" contains definitions necessary for clarifying or establishing terms in the Master's thesis. The list of definitions begins with the words: "The following terms and their corresponding definitions are applied in this Master's thesis...".

8.7 The structural element "Symbols and Abbreviations" contains a list of symbols and abbreviations used in the Master's thesis. They are listed in the order of their appearance in the text, accompanied by the necessary decoding and explanations. It is permissible to combine definitions, symbols, and abbreviations into a single structural element titled "Definitions, Symbols, and Abbreviations."

8.8 The Introduction must demonstrate the relevance and novelty of the topic, the connection of this work with other research projects, and must provide the objectives, the object and subject of the research, the research tasks and their place in the overall research work, as well as the methodological framework and the points to be defended.

8.9 The main body of the thesis provides data reflecting the essence, methodology, and primary results of the work performed.

8.10 The main body must include:

8.10.1 the choice and justification of the research direction, methods for solving the tasks and their comparative evaluation, and a description of the chosen general methodology;

8.10.2 the process of theoretical and/or experimental research, including the determination of the nature and scope of theoretical studies, research methods, calculation methods, justification for the necessity of experimental work, operating principles of developed objects, and their characteristics;

8.10.3 synthesis and evaluation of research results and proposals for further directions of work, evaluation of the reliability of the results obtained, and their comparison with domestic and foreign research;

8.10.4 brief conclusions for each chapter and section.

8.11 The Conclusion must include:

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

8.11.2 an assessment of the completeness of the solutions to the tasks set;

8.11.3 development of recommendations for the specific application of results;

8.11.4 an evaluation of the technical and economic level of the work performed in comparison with the best achievements in the field.

8.12 The list of sources used must contain information about the sources utilized in writing the Master's thesis. For the fields of "Arts and Humanities," "Business, Management, and Law," and "Services," the list of sources used should contain no more than 30–35 references. For the fields of "Natural Sciences, Mathematics, and Statistics," "Information and Communication Technologies," "Engineering, Manufacturing, and Construction Industries," and "Agriculture and Bioresources," the list should contain no more than 30–40 references.

8.13 It is recommended to include in the Appendices materials related to the completion of the thesis which, for any reason, cannot be included in the main body.

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

9.1 The structural elements of a Master's project are:

9.1.2 cover (not numbered);

9.1.3 title page;

9.1.4 table of contents;

9.1.5 normative references;

9.1.6 definitions, symbols, and abbreviations;

9.1.7 introduction;

9.1.8 main body;

9.1.9 conclusion;

9.1.10 list of sources used.

9.2 The title page is the first page of the Master's project and serves as the source of information required for processing and searching the document. The title page is included in the overall page numbering of the work. The page number is not displayed on the title page.

9.3 The Table of Contents of the Master's project includes the introduction, ordinal numbers and titles of all sections, subsections, and items (if named), the conclusion, the list of sources used, and appendices, indicating the page numbers where these elements begin.

9.4 The content of the Master's project must satisfy the following requirements:

9.4.1 relevance of the research topic;

9.4.2 availability of an experimental research basis for the points to be defended;

9.4.3 availability of specific practical recommendations and developments that allow for the solution of an applied task. When formatting the work, these points must be substantively reflected in the "Introduction" section.

9.5 The structural element "Normative References" contains a list of standards referred to in the text of the work. The list of referenced standards begins with the words: "The following standards are referred to in this Master's project...". The list includes the designations of the standards and their titles in ascending order of registration numbers.

9.6 The structural element "Definitions" contains definitions necessary for clarifying or establishing terms in the Master's work. The list of definitions begins with the words: "The following terms and their corresponding definitions are applied in this Master's project...".

9.7 The structural element "Symbols and Abbreviations" contains a list of symbols and abbreviations used in the Master's project. They are recorded in the order of their appearance in the text, accompanied by the necessary decoding and explanations. It is permissible to combine definitions, symbols, and abbreviations into a single structural element titled "Definitions, Symbols, and Abbreviations."

9.8 The Introduction must demonstrate the relevance and applied nature of the research work, the main aspects of the experiment conducted in the given problem area, the objectives, the object and subject of the research, the research tasks, the methodological framework, and the practical points to be defended.

9.9 The main body of the project provides data reflecting the essence, methodology, and primary results of the work performed.

9.10 The main body must include:

9.10.1 the choice and justification of the research direction, methods for solving the tasks set and their comparative evaluation, and a description of the chosen general methodology;

9.10.2 the process of theoretical and/or experimental research, including the determination of the nature and scope of theoretical and practical studies, research methods, calculation and analysis methods, justification for the necessity of experimental work, operating principles of developed objects, and their characteristics;

9.10.3 synthesis and evaluation of research results and proposals for further directions of work, evaluation of the reliability of the results obtained, and their comparison with domestic and foreign research.

9.11 The Conclusion must include:

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

9.11.2 an assessment of the completeness of the solutions to the tasks set;

9.11.3 the possibility of using the results obtained to solve a specific applied task.

9.12 It is recommended to include in the Appendices materials related to the completion of the Master's project which, for any reason, cannot be included in the main body.

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

10.1 Formatting and Layout Standards: A4 white paper; single-sided printing; single line spacing (double spacing between structural element headings and the main text); font — Times New Roman; font size 14; margin sizes: left — 30 mm, top — 20 mm, right — 10 mm, and bottom — 20 mm; paragraph indent — 1.25 cm.

10.2 Requirements for Formatting Structural Elements:

10.2.1 Each section of the text document should begin on a new page.

10.2.2 Section (chapter) headings shall be justified, capitalized, and not highlighted in bold or italics, with no period at the end.

10.2.3 Subsection headings shall begin with a paragraph indent, be capitalized, and have no period at the end.

10.2.4 Hyphenation of words in headings and subheadings is not permitted. If a heading or subheading consists of two sentences, they shall be separated by a period.

10.2.5 Sections and subsections may consist of one or more items. Each item or sub-item shall begin with a paragraph indent.

10.3 Numbering Requirements:

10.3.1 All structural elements, pages, illustrations, etc., shall be numbered using Arabic numerals.

10.3.2 Page numbering: continuous numbering, centered at the bottom of the page. The title page is included in the total page count but is not numbered.

10.3.3 Section and subsection numbering shall be indicated without a period at the end. Subsections shall be numbered within each section. A subsection number consists of the section number and the subsection number, separated by a period.

10.3.4 Numbering of illustrations, tables, formulas, etc., shall be continuous throughout the entire work. Formulas and equations shall be numbered in parentheses.

10.3.5 References to sources used shall be numbered as they appear in the text in square brackets, specifying the source number from the reference list and the page number within the source.

Illustrations (graphs, diagrams, photographs) shall be placed immediately following their first mention in the text. Illustrations are designated by the words "Figure 1 — [Title of Figure]," placed below the illustration after any explanatory notes. References to every illustration in the text are mandatory.

10.4 Numerical data shall be formatted as tables. The title of the table shall be placed above the table on the left, without a paragraph indent, on the same line as its number: "Table 1 — [Title of Table]."

10.5 Formulas and equations shall be set on a separate line from the text. At least one blank line shall be left above and below each formula.

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

10.7 Each appendix shall begin on a new page, with the word "Appendix" and its designation centered at the top. Each appendix must have a heading, written symmetrically relative to the text, capitalized on a separate line. Appendices are designated by uppercase letters of the Russian alphabet.

10.8 Thesis Page Numbering: Pages shall be numbered with Arabic numerals, following continuous numbering throughout the text. The page number is placed in the center of the bottom of the sheet without a period. The title page is included in the total page numbering, but no number is printed on it. Illustrations and tables located on separate sheets are included in the total page numbering. Illustrations or tables on A3 sheets are counted as a single page.

10.9 Chapter and Paragraph Numbering

The sections (chapters) of the Master's thesis shall have ordinal numbers throughout the entire work, denoted by Arabic numerals without a period and written with a paragraph indent. Paragraphs shall be numbered within each chapter. A paragraph number consists of the chapter and paragraph numbers separated by a period. No period is placed at the end of the paragraph number.

Example:

Types and Main Dimensions

1.2 > Item numbering of the first chapter of the Master's thesis

1.3

Technical Requirements

2.1

2.2 > Item numbering of the second chapter of the Master's thesis

3 Test Methods

3.1 Apparatus, Materials, and Reagents

Preparation for Testing

Lists (enumerations) may be provided within paragraphs.

A hyphen should be placed before each item in the list. If it is necessary to refer to one of the items in the text, a lowercase letter (excluding з, и, о, ч, ь, ы, ъ) followed by a closing parenthesis shall be used.

For further detailing of lists, Arabic numerals followed by a closing parenthesis shall be used, and the entry shall be made with a paragraph indent, as shown in the example.

Example:

a) _____

b) _____

1) _____
2) _____
c) _____

Each structural element of the dissertation must begin on a new sheet (page).The page numbering of the Master's dissertation and its inclusive appendices must be continuous.

10.10 Illustrative Material and Tables

The inclusion of tables on A1 format sheets is a mandatory component of the Master's dissertation. It is permissible to substitute A1 display sheets with handouts formatted on A4 paper, provided they are printed and distributed to each member of the State Attestation Commission.

The words "Table," "Figure," and "Appendix" shall not be used on display sheets. The title shall be placed at the top of the sheet. Word hyphenation in titles on display sheets is prohibited.

Illustrations (drawings, maps, graphs, charts, diagrams, photographs) should be placed immediately following the text in which they are first mentioned, or on the following page.

Illustrations may be computer-generated, including color versions.

All illustrations must be cross-referenced within the text.

The use of computer printing for drawings, graphs, diagrams, and charts is permitted.

Photographs smaller than A4 format must be affixed to standard sheets of white paper.

Illustrations, with the exception of those in appendices, shall be numbered consecutively using Arabic numerals.

If there is only one figure, it shall be designated as "Figure 1." The word "Figure" and its title shall be centered below the illustration.

It is permissible to number illustrations within chapters. In such cases, the illustration number consists of the section number and the sequence number of the illustration, separated by a period (e.g., Figure 1.1).

Where necessary, illustrations may include a title and explanatory data (caption). The word "Figure" and its title are placed after the explanatory data as follows: Figure 1 – Device details.

Illustrations in each appendix shall be numbered separately with Arabic numerals, preceded by the appendix designation (e.g., Figure A.3).

When referencing illustrations in the text, the format shall be "... in accordance with Figure 2" for continuous numbering.

The spacing between an illustration and the preceding or following text must be one "blank" line.

Tables are utilized for enhanced visualization and ease of comparative analysis. The title of a table must reflect its content and be precise and concise. The table title shall be placed above the table on the left, without paragraph indentation, on the same line as the table number, separated by a dash.

When a table is continued on a subsequent page, the title is placed only above the first part.

The bottom horizontal line delimiting the table is not drawn.

The table should be placed immediately following the text in which it is first mentioned, or on the following page.

All tables must be cross-referenced. References should use the word "Table" followed by its number.

Tables with a large number of rows may be moved to another page. When transferring part of a table, the word "Table" and its number are indicated once on the right above the first part; subsequent parts shall be headed with the words "Table 1 (continued)." The title is only placed above the first part.

Numerical data should generally be presented in tabular form.

The spacing between a table and the preceding or following text must be two "blank" lines.

An example of table formatting is provided in Appendix C.

Tables, except for those in appendices, shall be numbered consecutively with Arabic numerals. Tables in each appendix shall have separate numbering preceded by the appendix

designation. If the document contains only one table, it shall be designated as "Table 1" or "Table B.1" (if located in Appendix Zh).

10.11 Notes

The word "Note" shall be capitalized, indented, and not underlined.

Notes are included in the Master's dissertation if clarifications or reference data regarding the text, tables, or graphic materials are required.

Notes must not contain requirements.

Notes shall be placed immediately after the text, graphic material, or within the table to which they refer. A single note follows a dash after the word "Note" and begins with a capital letter; single notes are not numbered. Multiple notes are numbered sequentially with Arabic numerals without a period. A note to a table is placed at the end of the table above the closing line.

Example:

Note — Do not print subscripts.

10.12 Formulas and Equations

Formulas and equations must be separated from the text by a separate line. At least one blank line must be left above and below each formula. If an equation does not fit on one line, it must be broken after an equals sign (=) or after plus (+), minus (-), multiplication (x), or division (:) signs, repeating the sign at the beginning of the next line. When breaking a formula at a multiplication sign, the "x" symbol is used.

Explanations of symbols and numerical coefficients should be provided directly below the formula in the order they appear.

Formulas shall be numbered consecutively throughout the entire dissertation using Arabic numerals in parentheses at the right margin.

Example:

$A = a : b;$ (1)

$B = c : e.$ (2)

Formulas within appendices must be numbered separately within each appendix, preceded by the appendix designation (e.g., formula B.1).

Textual references to formula numbers are given in parentheses (e.g., in formula (1).

The layout for mathematical equations follows the same rules as for formulas.

Manual entry of formulas and equations using black ink is permitted.

10.13 References

References to standards, technical specifications, and other documents are permitted provided they fully and uniquely define the relevant requirements. References should be made to the document as a whole or to its specific chapters and appendices. For standards and technical specifications, only their designation is required; the year of approval may be omitted if the full description is provided in the list of references.

References to sources must be enclosed in square brackets. In cases of multiple references to the same source, the page number is indicated after the source number, separated by a comma.

List of References

The list of references contains information on sources arranged in the order of their appearance in the text, numbered with Arabic numerals without a period. It should be printed with a paragraph indent. The list must be formatted in accordance with GOST 7.1-2003.

10.14 Appendices

Appendices are formatted as a continuation of the dissertation on subsequent sheets or issued as a separate document. All appendices must be referenced in the text and arranged in the order of their mention.

After the list of references, a separate sheet shall be inserted with the word "Appendices" centered. Each appendix must begin on a new page with the word "Appendix" centered at the top. Each appendix must have a title, capitalized and centered on a separate line. Appendices are designated by uppercase Cyrillic letters (excluding Е, З, Й, О, Ч, Ь, Ы, Ъ). If the Cyrillic alphabet is exhausted, Latin letters (excluding I and O) may be used.

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

11.1 The Master's thesis/project, prepared in accordance with the established requirements, shall be submitted to the issuing department no later than one month prior to the scheduled defense date for the pre-defense procedure and the acquisition of the supervisor's feedback.

11.2 Upon completion of the pre-defense procedure, the research supervisor shall provide the graduate student with a formal review containing a reasoned conclusion: "admitted to defense" or "not admitted to defense."

11.3 Following the successful completion of the pre-defense procedure and provided there is a positive supervisor review with an "admitted to defense" conclusion, the student's Master's thesis shall undergo a plagiarism check.

11.4 The plagiarism check for Master's theses shall be conducted after the students have passed the pre-defense procedure at the issuing departments, implemented all recommendations, and fully addressed any identified deficiencies.

11.5 A reviewer shall be appointed for each Master's thesis/project. External experts holding an academic or scholarly degree (Candidate of Sciences, Doctor of Sciences, or PhD) in the relevant field may be appointed as reviewers, provided their qualifications align with the profile of the thesis/project being defended.

11.6 The candidates for reviewers shall be approved by an order of the University Rector as a general list, upon submission by the heads of the issuing departments. The list must specify the reviewer's place of employment, position, and educational background (academic degree per the educational program and primary degree as per the higher education diploma).

11.7 Based on an evaluation of the Master's thesis, the reviewer shall prepare a written review providing a comprehensive assessment of the work. This includes an objective evaluation of the relevance of the chosen topic, the validity of the scientific propositions, results, findings, and recommendations formulated in the thesis, as well as their novelty. The concluding section of the review must provide a reasoned judgment, specifying a grade (in accordance with the letter-grade system for evaluating student achievements under the credit-based system) and a recommendation on whether the Master's degree in the respective educational program should be conferred.

11.8 The reviewer's report must be typewritten and signed by the reviewer, with the date of preparation clearly indicated. The reviewer's signature must be certified by their employer and affixed with an official seal.

11.9 The reviewer's report shall be delivered to the graduate student prior to the defense of the thesis/project.

12. MASTER'S THESIS/PROJECT DEFENSE PROCEDURE

12.1 The defense of the Master's thesis/project shall be conducted at a meeting of the Attestation Commission (AC) for the respective Master's Educational Program.

12.2 The defense of the Master's thesis/project shall be permitted subject to the availability of the following:

12.2.1 a positive review from the research supervisor;

12.2.2 at least one publication on the topic of the thesis/project in scientific journals or a presentation at an international or national scientific conference, including those published abroad;

12.2.3 one reviewer's report providing a comprehensive evaluation of the thesis and a reasoned conclusion on the eligibility for the conferral of the Master's degree in the relevant educational program;

12.2.4 a plagiarism check report.

12.3 In the event that the research supervisor and/or the issuing department issue a negative conclusion, such as "not admitted to defense" or "not recommended for defense," the graduate student shall not proceed to the defense of the Master's thesis/project.

12.4 The presence and presentation of the research supervisor and the reviewer at the Attestation Commission meeting for the Master's thesis/project defense are strictly mandatory.

12.5 The defense of the Master's thesis/project shall be held at an open meeting of the Attestation Commission with at least two-thirds (2/3) of its members present.

12.6 For the defense of the Master's thesis/project, the graduate student shall deliver a presentation before the Attestation Commission lasting no less than 15 minutes.

12.7 The evaluation of the Master's thesis/project shall take into account the following criteria:

12.7.1 the scope of the work performed;

12.7.2 the independence of the research;

12.7.3 the application of new technologies in the work;

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

12.7.5 the potential for applying the results in scientific research, practical work, or the educational process;

12.7.6 the literacy and clarity of the material presentation;

12.7.7 compliance with the established formatting requirements;

12.7.8 the quality of the presentation during the defense (clarity, literacy, proficiency in professional terminology, quality of visual aids, etc.);

12.7.9 the accuracy and completeness of the answers provided to questions raised during the defense and to the reviewer's comments.

12.8 the results of the Master's thesis/project defense shall be recorded in a formal protocol individually for each graduate student.

12.9 Decisions regarding the defense results, the conferral of the Master's degree, and the issuance of a proprietary diploma shall be made during a closed session by a majority secret ballot of the Attestation Commission members participating in the meeting.

12.10 Based on the results of the thesis defense, the Attestation Commission shall pass a resolution to confer the Master's degree, which shall be documented in a protocol.

12.11 A graduate student who has completed the final attestation, confirmed the mastery of the relevant Master's educational program, and publicly defended their Master's thesis/project shall be awarded the "Master" degree in the respective educational program by the decision of the AC. A proprietary diploma with a transcript shall be issued within thirty days from the date of the defense.

13. PROCESS-RELATED RISKS AND RISK MITIGATION ACTIONS

13.1 Risks associated with:	13.2 Risk mitigation actions:
- non-compliance of research supervisors with qualification requirements;	preliminary verification of research supervisors' academic degrees, publication activity, and pedagogical experience;
- low level of relevance and quality of research work;	annual updating of Master's thesis topics by departments by at least 30%; continuous methodological support from the research supervisor; and the implementation of internal expert evaluations;
- violation of academic integrity principles, including plagiarism;	mandatory utilization of automated plagiarism detection systems; conducting preliminary expert examination of theses; and organizing information and awareness-raising activities regarding academic ethics.

14. RESPONSIBILITY AND AUTHORITY

14.1 The Regulations shall be approved by a decision of the University Rector and shall enter into force as of the date of approval.

14.2 The responsibility for the implementation and functioning of these Regulations shall rest with the research supervisors of the Master's theses/projects and the heads of the issuing departments.

F.DEP-8.5/8.6-2025-49-01

Appendix A
(mandatory)

"Agreed"
Head of the Department

_____ _____
Full Name Signature
«_____» _____ 20_____ .

"Approved"
Vice-Rector for Academic Affairs

_____ E.B. Askarbekov
«_____» _____ 20____ .

MASTER STUDENT'S INDIVIDUAL WORK PLAN

_____
Full Name:

Faculty _____

Specialization _____

Track of Study (please check as appropriate)
Profile_____
Scientific and Pedagogical_____

Research Supervisor _____
Master's Thesis Topic_____
Period of Study 20__ . – 20__ .

I. INDIVIDUAL STUDY PLAN
Year 1

COMPULSORY COMPONENTS

№	Discipline	Semester	Number of Credits	Contact Hours (In-class hours)	SIS Hours (Independent Work of Student/Master's Student)	TSIS Hours (Teacher-led Independent Work)	Type of Final Assessment (Final Control)
Compulsory Component of Core Disciplines							
1							Examination
2							
3							
Compulsory Component of Major Disciplines							
1							Examination

ELECTIVE COMPONENTS

Year 1

№	Discipline	Semester	Number of Credits	Contact Hours (In-class hours)	SIS Hours (Independent Work of Student/Master Student)	TSIS Hours (Teacher-led Independent Work)	Type of Final Assessment (Final Control)
Elective Components (Core Disciplines)							
1							Examination
Elective Components (Core Disciplines)							
1							Examination
2							
3							

II. MASTER'S STUDENT RESEARCH / EXPERIMENTAL RESEARCH WORK

№	Topic	Research Focus	Timeline	Type of Reporting
1				
2				
3				
4				

III. INTERNSHIP PLAN

№	Type of Internship	Internship Program	Host Organization	Timeline	Type of Reporting
1	**Industrial Internship**				

IV. MASTER'S THESIS/PROJECT TOPIC

« _____ »

Approved by the Academic Council (Minutes No. ____ dated «_» ____ 20__)

Justification for the Choice of the Thesis Topic

Relevance _____

Objective _____

Tasks _____

Novelty_____

Scientific and Practical Significance_____

Structure of the Thesis_____

V. MASTER'S THESIS/PROJECT COMPLETION PLAN

Abstract and Scope of Work	Completion Deadlines and Reporting Forms

VI. SCIENTIFIC PUBLICATIONS PLAN

№	Title of Publications	Journal (newspaper, collection of papers)	Period	Printed sheets
1				
2				

VII. FOREIGN INTERNSHIP PLAN

№	Internship Program	Host Organization	Period	Reporting Form
1				Written Report
2				

Master's Student _____
Signature

Scientific Supervisor _____
Signature

Dean of the Faculty _____
Signature

PRE-DEFENSE OF THE MASTER'S THESIS/PROJECT

_____

Department

_____

Date (Day, Month, Year)

Percentage of completion_____
Minutes № _____ «___» _____ 20_____.

Signature of the Head of the Department _____ _____

Signature of the Dean of the Faculty _____ _____

DEFENSE OF THE MASTER'S THESIS/PROJECT

_____

Department

_____

Date (Day, Month, Year)

Grade _____
Minutes № _____ «___» _____ 20_____.

Signature of the Head of the Department _____ _____

Signature of the Dean of the Faculty _____ _____

F.DEP-8.5/8.6-2025-49-02

Appendix B
(mandatory)

Name of the Department
FULL NAME OF THE MASTER'S STUDENT

Master's Thesis / Project Title
EP Code and Title

Student _____ _____ «____»_____20__.
(Signature) (Full Name)

Scientific Supervisor_____ _____ _____
(Signature) (Full Name) (Academic Credentials)

«_____»_____20___ .

Approved for Defense:

Head of the Department _____ _____ _____
(Signature) (Full Name) (Academic Credentials)

«_____»_____20___ .

Astana-2025

F.DEP-8.5/8.6-2025-49-03

Appendix C
(mandatory)

Structure of the thesis/project and page numbering

The names of the structural elements: "Table of Contents", "Normative References", "Definitions", "Symbols and Abbreviations", "Introduction", "Conclusion", and "References" serve as headings for the structural elements of the thesis.

The main body of the thesis should be divided into sections, subsections, and paragraphs. Paragraphs may further be divided into subparagraphs if necessary.

Each paragraph and subparagraph must contain complete and cohesive information.

Sections and subsections must have headings. Paragraphs, as a rule, do not have headings.

Headings should clearly and briefly reflect the content of the section or subsection.

Headings should be indented, capitalized, and written without a period at the end and without underlining. If a heading consists of two sentences, they are separated by a period.

Pages must be numbered with Arabic numerals in a continuous sequence throughout the entire text.

The page number is placed in the center of the bottom of the page without a period.

The Title Page is included in the overall numbering, but no number is printed on it.

Illustrations and tables located on separate sheets are included in the overall page numbering. A3 format sheets count as one page.

Sections must have serial numbers (1, 2, 3...) throughout the entire work.

Subsections are numbered within each section. The number consists of the section and subsection numbers separated by a period (e.g., 1.1, 1.2).

If a section contains only one subsection, it is not numbered. If a subsection contains only one paragraph, it is not numbered.

Example of paragraph numbering:

1 Types and Main Dimensions

1.1

1.2

2 Technical Requirements

2.1

If the thesis has subsections, paragraphs are numbered within them using three digits:

3 Test Methods

3.1 Apparatus, Materials, and Reagents

3.1.1

3.1.2

Lists may be used within paragraphs or subparagraphs.

Use a hyphen or a lowercase letter (followed by a parenthesis) for list items.

For further detailing, use Arabic numerals followed by a parenthesis with an indent.

Example:

a) _____ b) _____

c) _____

If the thesis consists of two or more parts, each part must be numbered. The part number (e.g., "Part 2") is placed on the title page under the type of work.

Each structural element must start on a new page.

The numbering of the main text and Appendices must be continuous.

Formatting of Illustrations

Illustrations (drawings, maps, graphs, charts, computer printouts, diagrams, photographs) should be placed in the thesis immediately after the text where they are first mentioned or on the

following page. Illustrations may be computer-generated, including color images. All illustrations must be referenced within the thesis.

Drawings, graphs, diagrams, charts, and illustrations included in the thesis must comply with the requirements of the state standards of the Unified System for Design Documentation (ESKD).

The use of computer printing for drawings, graphs, diagrams, and charts is permitted.

Photographs smaller than A4 format must be mounted on standard sheets of white paper.

Illustrations, except for those in appendices, should be numbered with Arabic numerals using continuous numbering.

If there is only one illustration, it is designated as "Figure 1". The word "Figure" and its title are centered on the line.

It is permitted to number illustrations within a section. In this case, the illustration number consists of the section number and the serial number of the illustration, separated by a period. For example, "Figure 1.1".

Illustrations, if necessary, may have a title and explanatory data (caption text). The word "Figure" and its title are placed after the explanatory data and arranged as follows: Figure 1 — Device details.

Illustrations in each appendix are designated by separate numbering with Arabic numerals, with the appendix designation added before the number. For example, Figure A.3. Illustrations and figures are formatted in accordance with Appendix G.

When referencing illustrations, it should be written "...in accordance with Figure 2" for continuous numbering and "...in accordance with Figure 1.2" for numbering within a section.

Formatting of Tables

Tables are used for better clarity and ease of comparison of indicators. The title of the table should reflect its content and be precise and concise. The title of the table should be placed above the table on the left, without an indent, on the same line as its number, separated by a dash.

When transferring part of a table, the title is placed only above the first part of the table, and the bottom horizontal line limiting the table is not drawn.

The table should be placed in the thesis immediately after the text where it is first mentioned, or on the following page. All tables must be referenced in the thesis. When referencing, the word "table" should be written followed by its number.

A table with a large number of rows may be transferred to another sheet (page). When transferring part of a table to another sheet (page), the word "Table" and its number are indicated once on the left above the first part of the table; above the other parts, the word "Continued" and the table number are written, for example: "Continued Table 1". When transferring a table to another sheet (page), the heading is placed only above its first part.

A table with a large number of columns may be divided into parts and placed one part under another within the same page. If the rows and columns of the table exceed the page format, then in the first case, the header is repeated in each part of the table; in the second case, the side heading is repeated.

If the text repeated in different rows of a table column consists of a single word, it may be replaced with quotation marks after the first instance; if it consists of two or more words, it is replaced by the words "The same" at the first repetition, and thereafter by quotation marks. Replacing repeated numbers, brands, signs, or mathematical and chemical symbols with quotation marks is not permitted. If numerical or other data are not provided in any row of the table, a dash is used. Numerical material, as a rule, is formatted in the form of tables.

Tables, except for tables in appendices, should be numbered with Arabic numerals using continuous numbering.

It is permitted to number tables within a section. In this case, the table number consists of the section number and the serial number of the table, separated by a period. Tables in each

appendix are designated by separate numbering with Arabic numerals, with the appendix designation added before the number.

If there is only one table in the document, it must be designated "Table 1" or "Table B.1" if it is provided in an appendix.

Column and row headings should start with a capital letter in the singular, while column subheadings should start with a lowercase letter if they form a single sentence with the heading, or with a capital letter if they have independent meaning. Periods are not placed at the end of table headings and subheadings.

Tables are generally bounded by lines on the left, right, and bottom. It is permitted to use a font size in the table that is smaller than in the main text.

Dividing headings and subheadings of the side header and columns with diagonal lines is not permitted.

Horizontal and vertical lines delimiting the rows of the table may be omitted if their absence does not make the table difficult to use.

Column headings are generally written parallel to the table rows. If necessary, a perpendicular arrangement of column headings is permitted. The table header must be separated from the rest of the table by a line.

An example of formatting tables in the thesis/project is provided in Appendix D.

Formatting of notes, formulas, equations, references, list of definitions, symbols and abbreviations, list of references, and appendices

The word "Note" should be capitalized, indented, and not underlined.

Notes are provided in the thesis if explanations or reference data regarding the content of the text, tables, or graphic material are necessary. Notes must not contain requirements.

Notes should be placed immediately after the text, graphic material, or within the table to which they refer. If there is only one note, a dash is placed after the word "Note" and the note begins with a capital letter. A single note is not numbered. Multiple notes are numbered sequentially with Arabic numerals without a period. A note to a table is placed at the end of the table above the line indicating the end of the table.

Formulas and equations should be separated from the text on a separate line. At least one blank line must be left above and below each formula or equation. If an equation does not fit on one line, it must be moved to the next line after the equals sign (=) or after the signs for plus (+), minus (-), multiplication (×), division (/), or other mathematical signs, and the sign at the beginning of the next line is repeated. When breaking a formula at a multiplication sign, the "x" symbol is used.

Explanations of the meanings of symbols and numerical coefficients should be provided directly below the formula in the same sequence in which they appear in the formula.

Formulas in the thesis should be numbered sequentially throughout the entire work with Arabic numerals in parentheses in the far-right position on the line. If the explanatory note is prepared in the MS Word text editor, the Microsoft Equation or Math Type formula editors must be used for typing formulas.

Example:

$$h=R-\sqrt{f^2(x)+x^2}\ , \qquad (1)$$

Formulas placed in appendices must be numbered separately with Arabic numerals within each appendix, with the appendix designation added before each digit, for example, formula (B.1).

References in the text to formula serial numbers are given in parentheses. Example — . . . in formula (1).

It is permitted to number formulas within a section. In this case, the formula number consists of the section number and the serial number of the formula, separated by a period, for example (3.1). The procedure for presenting mathematical equations in the thesis is the same as for formulas.

In the thesis/project, it is permitted to write formulas and equations by hand using black ink.

References should be made to the document as a whole or to its sections and appendices. References to subsections, paragraphs, tables, and illustrations are not permitted, except for subsections, paragraphs, tables, and illustrations within this Instruction.

When referencing standards and technical specifications, only their designation is indicated; in this case, it is permitted not to specify the year of their approval, provided that the standard is fully described in the list of references.

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

In the case of repeated references to the same source, the corresponding page number is placed in square brackets in addition to the source's serial number.

The list of definitions, designations and abbreviations, symbols, units of physical quantities, and terms must be arranged in a column. Abbreviations, symbols, units of physical quantities, and terms are listed on the left in the order of mention or in alphabetical order, with their detailed decoding on the right.

Information about sources should be arranged in the order in which references to the sources appear in the text of the thesis, numbered with Arabic numerals without a period, and printed with an indent.

Appendices are formatted as a continuation of the thesis on its subsequent sheets or issued as a separate document.

In the text of the thesis, references must be given for all appendices. Appendices are arranged in the order of their references in the text of the thesis.

Each appendix must begin on a new page with the word "Appendix," its designation, and its title indicated at the top center of the page.

An appendix must have a title, which is written symmetrically relative to the text, starting with a capital letter on a separate line.

Appendices are designated by uppercase letters of the Russian alphabet, starting with A, with the exception of the letters Ё, З, Й, О, Ч, Ь, Ы, Ъ. The letter designating its sequence follows the word "Appendix."

It is permitted to designate appendices with letters of the Latin alphabet, with the exception of the letters I and O.

In the event that the letters of the Russian and Latin alphabets are fully exhausted, it is permitted to designate appendices with Arabic numerals.

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

The text of each appendix, if necessary, may be divided into sections, subsections, paragraphs, and subparagraphs, which are numbered within each appendix. The designation of that appendix is placed before the number.

Appendices must have continuous page numbering consistent with the rest of the thesis.

F.DEP-8.5/8.6-2025-49-04

Appendix D
(mandatory)

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.

F.DEP-8.5/8.6-2025-49-05

Appendix E
(mandatory)

EXAMPLE OF FIGURE FORMATTING

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

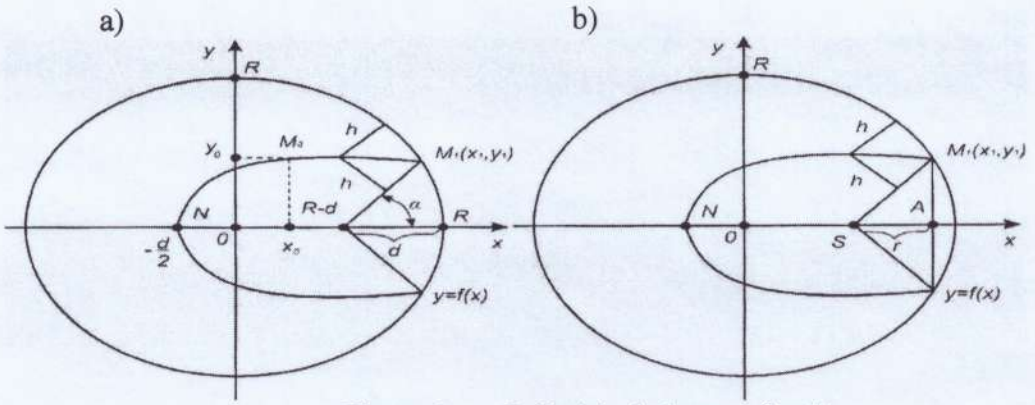

Figure 1 — Cylindrical charge of radius
a) with an angular notch, b) with a semi-circular notch along the side surface

F.DEP-8.5/8.6-2025-49-06

Appendix F
(mandatory)

EXAMPLE OF TABLE FORMATTING

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-8.5/8.6-2025-49-07

APPENDIX G
(mandatory)

DECLARATION OF AUTHORSHIP FORM FOR THE MASTER'S THESIS/PROJECT

To: The Rector of the University

_____
(Full Name of the Rector)
From: 2nd-year Master's Student
Major: _____,
(Major Code and Title)
Field of Study: _____
(Area of Specialization)

_____
(Full Name of the Master's Student)

Statement of academic integrity

I, (full name of the master's student), hereby declare that my Master's Thesis / Master's Project titled: _____,
(Title of the Thesis/Project)
submitted to the State Examination Board for public defense, contains no elements of plagiarism. All direct citations from printed and electronic sources, as well as from previously defended final qualification papers, are accompanied by appropriate references.

I have been familiarized with the University's current instructional guidelines, "Requirements for the Execution, Formatting, and Defense of the Master's Thesis/Project". I acknowledge that the detection of plagiarism constitutes grounds for disqualifying the Master's Thesis/Project from defense and may result in disciplinary action, up to and including expulsion from the University.

Date / Signature _____

F.DEP-8.5/8.6-2025-49-08

APPENDIX H
(mandatory)

EXAMPLE OF THE LIST OF SCIENTIFIC WORKS

List
of Publications of the _____ Educational Program
Master's Student Yelena Sergeyevna Smolyakova

№	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	Minimizing Russia's Losses During the Global Financial System Crisis (Article)	Printed	Academic Journal of Western Siberia. 2009. Issue 3 (May–June), pp. 45–46	0,25	
2	Regional Aspects of the Consequences of Globalization (Abstracts)	Printed	Modern Russian Management: Status, Problems, and Development: Proceedings of the VIII International Scientific and Methodological Conference / Ed. by Prof. B.N. Gerasimov, Sc.D. (Econ). Penza, 2008.	0,2	Korobova

Master's Student Ye. Smolyakova

Academic Secretary _____

F.DEP-8.5/8.6-2025-49-09

APPENDIX I
(mandatory)

SUPERVISOR'S EVALUATION FORM FOR THE MASTER'S THESIS/PROJECT

"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-8.5/8.6-2025-49-10

APPENDIX J
(mandatory)

EXTERNAL REVIEW FORM FOR THE MASTER'S THESIS/PROJECT

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.DQAaA-7.5-2025-05-02
(mandatory)

APPROVAL SHEET

Position	Full name	Date	Signature
Vice-Rector for RI	Aibuldinov E.K.	18.06.2025	
Vice-Rector for EaSA	Berdigaliuly S.	18.06.2025	
Head of the DQAaA	Nurbayeva M.Z.	18.06.2025	
Head of the DACLS	Baiuzakova A.S.	18.06.2025	
Head of the DHRM	Kazieva A.T.	18.06.2025	
Head of the DEP	Bayadilova B.M.	18.06.2025	
Head of the DPE	Gordeyeva Ye.A.	18.06.2025	

F.DQAaA-7.5-2025-05-03
(mandatory)

ACKNOWLEDGMENT RECORD

Position	Full name	Date	Signature
Head of DPE	Gordeyeva Ye.A.	18.06.2025	
Lead specialist DPE	Urekeshova A.B	18.06.2025	
Specialist of DPE	Tabyldy A.A.	18.06.2025	
Head of EdU department	Bekpetnova G.L	08.09.2025	
Head of CCTE department	Nurtai Zh. V	08.09.2025	
Dean of EB faculty	Maryin M.K	08.09.2025	
Head of IT department	Abdykhanova A	08.09.2025	
Head of TS department	Bayfukenova S.B.	08.09.2025	
Head of TLID department	Baizhanova Zh.B	08.09.2025	
Dean of Technology faculty	Sahyani Zh.Y	08.09.2025	
Dean of EIT faculty	Sefirbekov B.A.	08.09.2025	
Head of CEA department	Arisher S.M	08.09.2025	
Head of FA department	Mukushev A.B.	08.09.2025	

F.DQAaA-7.5-2025-05-04
(mandatory)

REVISION RECORD LOG

Amendment number	Change notification number	Page Number(s)				Total number of pages (after amendments)	Date of amendment	Full name of the person responsible for the amendments	Signature of the person making the amendments
		Amended	Replaced	New	Revoked				

F.DQAaA-7.5-2025-05-05
(mandatory)

PERIODIC REVIEW LOG

Date of review	Full name of the reviewer	Signature of the reviewer	Formulation of the remark