APPROVED

Acting Chair of the Management Board – Rector
Karaganda Buketov National Research University
Non-profit Joint-Stock Company
_____ M.M. Danurkulova
"__" _____ 2026

Regulations on the Organisation and Conduct of Final Assessment for Bachelor's Students

(as amended on 23 October 2026, Academic Council Minutes No. 4)

1. Regulatory Basis of These Regulations

1.1 These Regulations establish the procedure for organising and conducting the final assessment of bachelor's students and apply to all faculties.

1.2 The final assessment of bachelor's students shall be conducted in the forms established by the State Compulsory Education Standard of the Republic of Kazakhstan and the Model Rules for the Activities of Educational Organisations of the Relevant Types.

1.3 The duration and dates of final assessment shall be specified in the academic calendar and working curricula.

1.4 The procedure for organising and conducting students' final assessment during restrictive measures, including those related to the spread of coronavirus infection, shall be determined in accordance with the Instructions for Conducting Final Assessment Using Distance Learning Technologies.

2. Final Assessment Format

2.1 Students' final assessment shall include the preparation and defence of a diploma thesis/diploma project/joint project within the relevant field of education, or a comprehensive examination in major courses.

Students with a GPA of at least 3.0 who have participated in a scientific conference, research paper competition, or research project, or who have a research article, conference abstract, or other indicators of research activity, shall be admitted to prepare a graduation work (project) (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

2.2 The format of the comprehensive examination and the list of courses shall be approved by decision of the Faculty Council based on the requirements of the educational programme and a submission from the head of the graduating department.

2.3 Students' final assessment shall be conducted according to a timetable approved by the Chair of the Management Board – Rector of the University no later than one week before the start of final assessment.

3. Conditions for Admitting Students to Final Assessment

3.1 Students who have fully completed the educational process in accordance with the requirements of the State Compulsory Education Standard, the educational programme, and the working and individual study plans shall be admitted to final assessment.

3.2 Final-year students who have not fulfilled the requirements of the educational programme or the working and individual study plans shall repeat the year on a fee-paying basis without completing a summer semester.

3.3 Admission to final assessment shall be formalised by an order of the faculty dean in the form of a list indicating the students' surnames, first names, patronymics (if any), and educational programmes no later than five working days before the start of final assessment.

3.4 To sit a comprehensive examination, a student shall submit an application addressed to the Chair of the Management Board – Rector of the University.

3.5 To obtain admission to the defence, the student shall submit the diploma thesis (project) to the graduating department two weeks before final assessment. The diploma thesis (project) shall undergo preliminary review:

1) a plagiarism check in accordance with the Regulations on Checking Academic, Research, and Diploma Works and Master's and Doctoral Dissertations for Plagiarism, the Use of Artificial Intelligence Technologies, and Text Originality. If text originality is below the established threshold, the diploma thesis (project) shall not be admitted to defence; the matter shall be discussed at a department meeting and the decision recorded in the minutes;

2) verification of compliance with technical formatting requirements (standards compliance review) in accordance with the Regulations on Preparing a Student's Graduation Work at Karaganda Buketov National Research University. If non-compliance is identified, the diploma thesis (project) shall be returned to the student for revision within 3 (three) academic days;

3) a preliminary defence held one month before the start of final assessment at an open department meeting with the mandatory attendance of the student and academic supervisor; the results shall be recorded in the minutes;

4) an assessment by the academic supervisor, who shall prepare a review of the diploma thesis (project) using Form 1 and conclude whether it is "admitted or not admitted to defence"; the review shall be submitted to the head of department. In the event of a negative review, the supervisor shall not sign the diploma thesis (project) and shall send the head of department written justification for refusing admission;

5) a decision by the head of department on admission of the diploma thesis/project to defence; the decision shall be recorded on the title page as "admitted or not admitted to defence", with the date and signature. A negative decision shall be considered at a special department meeting with the mandatory

participation of the student and academic supervisor, and shall be recorded in the minutes;

6) referral of the diploma thesis/project for external review where admission to defence has been granted.

3.6 A student shall defend a diploma thesis (project) where there is a positive review from the academic supervisor and one review from a specialist whose qualifications correspond to the profile of the work (project).

3.7 If the academic supervisor issues a negative conclusion stating "not admitted to defence", the student shall not be admitted to defend the diploma thesis.

3.8 If the external reviewer issues a negative conclusion, the student shall nevertheless be admitted to defend the diploma thesis (project) under the general procedure.

3.9 No later than 5 (five) working days before final assessment, the dean's office shall submit to the attestation committee the timetable, the order admitting students to final assessment, and student transcripts showing the cumulative grade point average (GPA) for the entire period of study.

No later than 3 (three) working days before final assessment, the following shall be submitted to the attestation committee:

1) the diploma thesis (project);

2) the academic supervisor's review of the diploma thesis (project);

3) the external review of the diploma thesis (project);

4) an extract from the minutes of the graduating department meeting containing the decision on admission to defence;

5) a certificate in free form confirming that the diploma thesis (project) has been checked for plagiarism, use of artificial intelligence technologies, and text originality. The head of the graduating department and academic supervisor shall be responsible for the accuracy of the certificate.

4. Attestation Committee

4.1 An attestation committee shall be established by educational programme or field of study to conduct students' final assessment.

4.2 The attestation committee shall be responsible for:

– verifying that the theoretical and practical training of graduating specialists meets the established requirements of the educational programmes;

– awarding the graduate a bachelor's degree under the relevant educational programme;

– developing proposals aimed at further improving the quality of specialist training.

4.3 The attestation committee shall comprise professors, associate professors, and highly qualified specialists whose expertise corresponds to the profile of the graduating specialists. Representatives of the corporate community and employers

with at least five years of practical experience may be involved. Departments shall determine the number of committee members independently.

4.4 The chair and membership of the attestation committee shall be approved by order of the Chair of the Management Board – Rector of the University on the basis of a decision of the Academic Council no later than 10 January of the current academic year and shall serve throughout the current calendar year.

4.5 Meetings of the attestation committee shall be held according to the timetable, which shall be made public no later than one week before the committee begins its work.

5. Reviewers

5.1 Reviewers of diploma theses (projects) shall be approved as a consolidated list by order of the Chair of the Management Board – Rector of the University upon submission by the head of the graduating department, indicating each reviewer's place of work and position.

5.2 A diploma thesis (project) shall be reviewed by external specialists from organisations whose qualifications correspond to the profile of the thesis (project) being defended.

5.3 The reviewer shall assess the quality of the content of the diploma thesis (project) using Form 2.

6. Procedure for Defending a Diploma Thesis (Project)

6.1 The defence of a diploma thesis (project) shall be conducted publicly at an open meeting attended by at least 50% of the attestation committee.

6.2 The defence may be conducted in Russian, Kazakh, or English and, in individual cases, in other foreign languages.

6.3 The defence of one diploma thesis (project) shall not exceed 30 minutes per student.

6.4 The student shall be given no more than 15 minutes to present the report. The report shall be checked in advance by the academic supervisor and shall review the relevance and main conclusions of the work. The presentation may be accompanied by visual materials or slides. After the report, the student shall answer questions from committee members and/or those present.

6.5 The secretary of the attestation committee shall read out the academic supervisor's review and the external expert's review. If the academic supervisor is present, the supervisor shall speak in person. The student shall provide reasoned explanations concerning all comments in the reviews or agree with them.

6.6 The diploma thesis (project) defence shall be graded using the point-rating letter system based on the student's level of theoretical, scientific, and practical preparation, the academic supervisor's review, and the external expert's assessment.

6.7 The results of the diploma thesis (project) defence shall be recorded in separate minutes of the attestation committee meeting for each student and announced on the same day at the end of the meeting.

7. Assessment of Student Results, Appeals, and Retakes

7.1 Based on the results of the comprehensive examination or diploma thesis (project) defence, grades shall be awarded using the point-rating system, taking into account the student's theoretical, scientific, and practical preparation and the reviews of the academic supervisor and reviewer (amended at the meeting of the Academic Council, Minutes No. 7 dated 30 November 2022).

7.2 A student who has passed examinations with grades A or A- (Excellent), B-, B, B+, or C+ (Good), has a cumulative GPA of at least 3.5 for the entire period of study, and has passed the state examination in History of Kazakhstan, the comprehensive examination, or the diploma thesis (project) defence with grades A or A- (Excellent), shall be awarded a diploma with honours, excluding the grade in military training (amended at the meeting of the Academic Council, Minutes No. 7 dated 30 November 2022).

7.3 A student who has had retakes during the period of study, including an FX retaken for a positive grade or repeated examinations, shall not receive a diploma with honours even if the requirements of Clause 7.2 are met.

7.4 The results of comprehensive examinations and diploma thesis (project) defences shall be announced on the day they are conducted.

7.5 A student who disagrees with the final assessment result shall submit an appeal no later than the next working day after the examination. The application shall be addressed to the chair of the appeals committee.

7.6 For appeals, an appeals committee shall be established by order of the Chair of the Management Board – Rector from among instructors who have relevant qualifications and are not members of the attestation committee. The chair of the attestation committee shall chair the appeals committee.

7.7 An appeal against final assessment results shall be permitted only on procedural grounds, where there are technical errors, incorrectness, or bias (amended at the meeting of the Academic Council, Minutes No. 11 dated 27 February 2025).

7.8 Health documents submitted to the attestation committee after an unsatisfactory grade has been received shall not be considered.

7.9 A student who fails to attend final assessment for a valid reason during the attestation committee's period of work shall submit an application in free form to the committee chair and provide evidence of the valid reason. With the chair's permission, the student may sit the examination or defend the diploma thesis (project) on another meeting date.

7.10 Retaking a state examination or defending a diploma thesis (project) again to improve a positive grade shall not be permitted (amended at the meeting of the Academic Council, Minutes No. 7 dated 30 November 2022).

7.11 Retaking state examinations or defending a diploma thesis (project) again during the same final assessment period shall not be permitted for persons who received an Unsatisfactory grade.

7.12 A person who received an unsatisfactory grade or failed to attend final assessment may repeat it in the next academic period. Admission shall be based on a personal application and an order of the Chair of the Management Board – Rector. The application shall be submitted no later than one month before final assessment under the current academic calendar. Reassessment shall cover only the forms in which the person received an unsatisfactory grade. The list of final assessment courses shall be determined by the curriculum in force when the person completed the theoretical course. The reassessment date shall be set within the academic calendar for the current academic year.

8. Decisions of the Attestation Committee

8.1 Decisions on comprehensive examination grades, diploma thesis (project) defences, the awarding of a degree or qualification, and the issuance of a diploma (with or without honours) shall be made by the attestation committee at a closed meeting by open vote and simple majority of the committee members present. If votes are equal, the chair shall have the casting vote.

8.2 A student who has passed final assessment and confirmed completion of the relevant higher education programme shall, by decision of the attestation committee, be awarded a bachelor's degree under the relevant educational programme and issued a higher education diploma with a supplement (transcript).

8.3 A student who has not fulfilled the requirements of the educational programme shall be dismissed from the University by order of the Chair of the Management Board – Rector as not having completed the programme and shall be issued a certificate for persons who have not completed their education.

9. Recording the Work and Decisions of the Attestation Committee

9.1 Meetings of the attestation committee shall be recorded in minutes prepared individually for each graduate. The minutes shall be completed by the committee secretary, who is approved as a member of the committee and has no voting right.

9.2 Minutes of attestation committee meetings shall be kept in the University archive in accordance with the Law of the Republic of Kazakhstan dated 22 December 1998, "On the National Archival Fund and Archives".

9.3 Upon completion of the attestation committee's work, its chair shall prepare a report on students' final assessment, which shall be discussed and approved at a meeting of the Faculty Council.

10. Issuance and Publication of the Graduation Order

10.1 Based on the final assessment results, the Chair of the Management Board – Rector shall issue an order on the graduation of students who have completed the relevant higher education programme and successfully passed final assessment,

awarding a bachelor's degree or qualification under the relevant educational programme.

10.2 Within one month after the relevant graduation order is issued, a list of graduates who completed higher education programmes, indicating surnames, first names, patronymics (if any), and diploma numbers and signed by the Chair of the Management Board – Rector, shall be submitted to the Ministry of Science and Higher Education of the Republic of Kazakhstan and published on the University website.

10.3 These Regulations may be amended at the initiative of the Department for Academic Affairs after coordination with the Member of the Management Board for Academic Affairs – Vice-Rector, in order to improve the procedure within the University's academic freedom or in connection with new requirements of the Ministry of Science and Higher Education concerning students' final assessment. The amended Regulations shall be approved by the Chair of the Management Board – Rector.

Form 1
Structure of the Academic Supervisor's Review
of a Diploma Thesis (Project)

Review
of the diploma thesis (project) by Full Name of the Year __ student
Educational Programme Code – Title
Name of the Faculty of Karaganda Buketov National Research University
entitled "Full Title"

1. Justification for the choice of topic
2. Justification for the selected structure of the work
3. Assessment of the validity of conclusions and proposals
4. Assessment of the work completed by the student and the student's ability to conduct research independently
5. Strengths of the work
6. Academic supervisor's conclusion: 1) complies or does not comply with the requirements for a diploma thesis (project); 2) is admitted or not admitted to defence at a meeting of the attestation committee.

Academic Supervisor:
Position in the Department,
Academic Degree and Title
Signature, Full Name

"___" _____ 202__

Technical Requirements:
Times New Roman
14 pt

Single spacing.

Form 2
Structure of the Review of a Diploma Thesis (Project)

Review
of the diploma thesis (project) by Full Name of the Year __ student
Educational Programme Code – Title
Name of the Faculty of Karaganda Buketov National Research University
entitled "Full Title"

1. Assessment of whether the graduation work corresponds to the profile of the educational programme.

2. Assessment of the relevance of the topic.

3. Assessment of the logical unity of the work (project), the extent to which the problem has been solved, and the completeness of the research.

4. Assessment of the student's independence in conducting the research.

5. Assessment of the validity of the conclusions and proposals made in the work (project).

6. Assessment of the academic quality of the language of the work (project).

7. Contentious points and shortcomings of the work, if any.

8. Conclusion: shall contain 1) a grade for the diploma thesis under the point-rating system; and 2) a recommendation to award the student a bachelor's degree under the educational programme (speciality). Example: Akhmetova A.A.'s diploma thesis may be awarded an A (Excellent), 100 points, and its author deserves the degree of Bachelor of Economics and Business under educational programme 6B0413 Finance.

Reviewer:
Position and Place of Work
Academic Degree/Title, if any
Signature, Full Name

"___" _____ 202__

М.П.

I certify the reviewer's signature and full name:
Signature and Full Name of the Head/HR Specialist
"____" ___ 202__

Note:

1) The review shall contain detailed evaluative judgements by the expert concerning the quality of the work.
2) Technical Requirements:
   - Times New Roman
   - 14 pt
   - Single spacing.