APPROVED

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

Regulations
on Preparing a Student's Graduation Work

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

1. General Provisions

1.1 These Regulations establish general requirements for preparing and formatting the graduation work of bachelor's and master's students and define the framework characteristics of doctoral dissertations.

1.1.1 Requirements for preparing and formatting doctoral dissertations shall be established by dissertation councils.[1]

1.1.2 The graduating department may expand the requirements for a graduation work to reflect the educational programme and issue them as a methodological document.

1.2 A graduation work shall be completed within final assessment as a diploma thesis/project at bachelor's level, a dissertation/project at master's level, and a dissertation at doctoral level.

1.2.1 Requirements for preparing a graduation work are linked to the Regulations on the Organisation and Conduct of Students' Final Assessment.

1.3 Graduation-work topics shall be developed and approved by the graduating department with regard to contemporary science and practice and national objectives in economic sectors. Topics may relate to departmental initiatives, Ministry grant projects, cooperation agreements, and the requirements of employers and placement supervisors.

At least 20% of the department's graduation-work topics shall be updated annually.

1.4 A graduation work shall study, analyse, and synthesise research and design solutions and shall contain evidence-based theoretical conclusions and proposals concerning the object studied and results addressing specific tasks, issues, and problems.

1.5 The student and academic supervisor shall be responsible for the accuracy and objectivity of the data presented.

1.6 After defence, diploma works, master's dissertations, and projects shall be transferred electronically by the graduating department to the University archive and research library under an inventory approved by the head of department.

After the retention period expires, works shall be written off by a committee established by order of the Chair of the Management Board – Rector (amended at the meeting of the Academic Council, Minutes No. 4 dated 23 October 2026).-

For methodological assistance, competitions, or use in teaching, an electronic copy may be provided with permission of the Vice-Rector for Academic Affairs to an interested party that guarantees it will not be published online.

2. Basic Characteristics and Structure of a Student Diploma Thesis

2.1 A diploma thesis shall present the student's consolidated results of independent study of

[1] См.: www.nauka.kz(Документация)

a current issue corresponding to the educational programme profile.

2.2 The principal objectives of a diploma thesis are:

1) application of theoretical and practical knowledge acquired during study;

2) mastery of research and/or experimental methods for studying a scientific problem;

3) assessment of the professional preparedness of a student completing the educational programme.

2.3 In preparing the diploma thesis, the student shall:

1) justify the relevance and significance of the chosen topic;

2) define the object and subject of research;

3) analyse the state of research on the problem;

4) collect data independently;

5) summarise the results and formulate specific conclusions;

6) propose improvements to the object studied or solutions to specific problems based on the results;

7) use an academic style of writing.

2.4 The student shall receive the following organisational support:

1) the graduating department shall offer research topics; the topic shall be assigned in October of the final year on the basis of the student's application and approved by order of the Chair of the Management Board – Rector. An approved topic may be adjusted on a reasoned submission from the head of department;

2) the graduating department shall appoint an academic supervisor whose duties are defined in the University Academic Policy;

3) the head of department shall set deadlines for the student's interim progress reports;

4) the academic supervisor shall issue the assignment for the diploma thesis/project using Appendices 1 and 2. It shall be bound after the title page without a page number but included in the total length.

2.5 The diploma thesis shall have the following structure:

1) Cover

2) Title Page

3) Diploma Thesis/Project Assignment

4) Contents

5) Regulatory References, if necessary

6) Definitions, if necessary

7) Designations and Abbreviations, if necessary

8) Introduction

9) Main Body

10) Conclusion

11) List of Sources Used

12) Appendix, if necessary

13) Supporting Documents:

a) a document confirming completion of the plagiarism, AI-use, and text-originality check;

b) standards-compliance review results;

c) external review;

d) academic supervisor's review.

3. Basic Characteristics and Structure of a Master's Dissertation

3.1 A master's dissertation is independent research that develops theoretical propositions, solves a scientific problem of social, cultural, educational, or economic significance, or presents evidence-based pedagogical, methodological, applied, technical, economic, or technological solutions.

3.2 A master's dissertation shall:

1) correspond to the profile of the educational programme;

2) contain research and/or experimental sections addressing the main propositions defended;

3) solve a scientific problem of important social, cultural, economic, or political significance;

4) demonstrate scientific novelty and practical significance;

5) be based on current theoretical, methodological, and technological achievements and contain specific practical recommendations and independent solutions to complex, cross-functional management tasks;

6) contain evidence-based propositions, conclusions, and practical recommendations constituting a contribution to the relevant field, with results implemented internationally, across sectors, within a sector, or within an organisation;

7) where theoretical, contain recommendations for applying the scientific conclusions;

8) where applied, provide evidence of practical use confirmed by certificates, patents, publications, or other official documents;

9) where applied, produce complete and measurable results, such as a working prototype, device model, software product, or solved mathematical task/problem.

3.3 In preparing the master's dissertation, the student shall:

1) justify the relevance of the research topic;

2) analyse the state of research on the topic;

3) interpret the results theoretically and demonstrate their practical significance;

4) justify the novelty of the results;

5) demonstrate knowledge of modern research methods, the ability to conduct experiments, and the ability to develop a research methodology;

6) formulate an independent view of the theoretical and practical value of the results in the context of achievements in the student's professional field;

7) use an academic style of writing.

3.4 The dissertation shall have the following structure:

1) Cover
2) Title Page
3) Dissertation/Project Assignment
4) Contents
5) Regulatory References, if necessary
6) Definitions, if necessary
7) Designations and Abbreviations, if necessary
8) Introduction
9) Main Body
10) Conclusion
11) List of Sources Used
12) Appendix, if necessary
13) Supporting Documents:

a) a document confirming completion of the plagiarism, AI-use, and text-originality check;

b) standards-compliance review results;

c) an abstract in Kazakh, Russian, and English;

d) external review;

e) academic supervisor's review.

4. Basic Characteristics and Structure of a Bachelor's or Master's Graduation Project

4.1 A graduation project is independent work by one or more students containing theoretical and/or experimental results that demonstrate their ability to propose original solutions to

professional tasks.

4.2 A graduation project shall be based on theoretical and experimental research aimed at creating new objects.

4.2.1 It may take the form of a business project, draft law or international agreement and commentary, client development strategy, analytical report, marketing plan, business plan, or another form.

4.3 The graduation project shall include:

1) Cover
2) Title Page
3) Project Assignment
4) Contents
5) Regulatory References, if necessary
6) Definitions, if necessary
7) Designations and Abbreviations, if necessary
8) Introduction
9) Main Body
10) Conclusion
11) List of Sources Used
12) Appendix, if necessary
13) Supporting Documents:

a) a document confirming completion of the plagiarism, AI-use, and text-originality check;
b) standards-compliance review results;
c) external review;
d) academic supervisor's review.

4.3.1 The Introduction shall explain:

1) the rationale and purpose of designing the object;
2) the novelty of the object;
3) the design methods/approaches;
4) the practical significance of the object.

4.3.2 The main body shall contain sections and/or subsections describing the design process, justification of design decisions, and a visual representation of the object.

4.3.3 The Conclusion shall present the design results.

4.3.4 The list of sources shall comply with Clause 5.9.

4.3.5 The Appendix shall comply with Clause 5.10.

4.3.6 Technical formatting shall comply with Section 6.

4.3.7 The structure and formatting may be adjusted to the tasks and specific topic where necessary.

4.4 A graduation project may be individual or group work. A group shall contain no more than three students; the supervisor shall define an individual experimental pathway for each participant.

4.5 A graduation project may be completed at a partner organisation under a cooperation agreement.

5. Framework Requirements for the Structural Parts of a Graduation Work

5.1 Cover and title page:

a) are the first pages and provide information required for processing and retrieving the document;

b) the title page shall bear the student's and supervisor's original signatures in blue ink.

Samples are provided in Appendices 3–4.

5.2 Contents:

a) shall list all structural parts and their starting pages.

A sample is provided in Appendix 5.

5.3 Regulatory References:

a) shall list regulatory documents cited in the work;

b) shall begin with: "This work refers to the following regulatory documents:", followed by continuous numbering of the form 1);

c) documents shall be arranged by ascending registration number;

d) this element is optional.

5.4 Definitions:

a) shall explain terms and concepts used;

b) shall begin with: "The following terms and concepts are used in this work with the corresponding definitions:";

c) definitions shall be arranged alphabetically;

d) each term shall begin on a new line with a capital letter and be separated from its definition by a dash;

e) this element is optional.

5.5 Designations and Abbreviations:

a) shall list designations and abbreviations used;

b) entries shall be arranged alphabetically with the necessary expansions and explanations.

5.6 Introduction:

a) the diploma-thesis Introduction shall contain the relevance, state of research, purpose, objectives, methods, object and subject, theoretical and/or practical significance, and structure. It may be expanded at the discretion of the supervisor and/or student;

b) the master's dissertation Introduction shall contain the relevance, methodology and methods, object and subject, purpose, objectives, scientific novelty, theoretical and/or practical significance, propositions defended, structure, and validation of results. It may be expanded, for example with a hypothesis or research stages.

5.7 Main Body:

a) shall present the essence, methodology, and principal results;

b) a master's dissertation shall additionally emphasise:

- justification of the research direction and description of the methodology/experiment;
- the logic of theoretical and/or experimental research;
- assessment of how fully the task was solved and proposals for further work;
- assessment of the reliability of results and comparison with domestic and international studies;

c) shall be divided into complete theoretical, analytical, summary, and recommendation sections and subsections that together disclose the topic.

5.8 Conclusion:

a) shall contain concise conclusions, assessment of completion of the tasks, specific proposals, and prospects for further research;

b) a master's dissertation may also assess its scientific level and the technical and economic effectiveness of implementation.

5.9 List of Sources Used:

a) shall include theoretical, scholarly, and methodological sources supporting the history, results, and conclusions;

b) shall include recent scholarly and/or academic literature;

c) sources shall be described in accordance with GOST 7.1-2003;

d) the minimum number of sources is 30 for a diploma thesis, 60 for a master's dissertation, and 20 for a graduation project.

A sample is provided in Appendix 6.

5.10 Appendix:

a) shall contain research-related material that cannot be included in the main body,

including:

- intermediate mathematical proofs, formulas, and calculations;
- tables of supporting numerical data;
- test records;
- descriptions of equipment used in experiments, measurements, and tests;
- instructions, methods, algorithms, and software developed during the dissertation/project;
- supporting illustrations and photographs;
- implementation certificates and other materials.

b) appendices are mandatory for graduation works in technical and natural-science programmes.

6. Technical Formatting Requirements for a Graduation Work/Project

6.1 Length:

a) diploma thesis – at least 25 pages for technical and natural-science programmes and at least 50 pages for other programmes;

b) master's dissertation – at least 30 pages for technical and natural-science programmes and at least 70 pages for other programmes;

c) graduation project – at least 20 pages.

6.2 Length of structural parts:

a) diploma thesis/project Introduction – at least two pages;

b) master's dissertation/project Introduction – at least three pages;

c) diploma thesis/project Conclusion – at least two pages;

d) master's dissertation/project Conclusion – at least three pages;

e) appendices are excluded from the total length.

6.3 Text preparation:

a) the work/project shall be prepared using a computer;

b) it shall be printed single-sided on white A4 paper with single spacing and hardbound;

c) font: Times New Roman;

d) size: 14 pt;

e) spacing: single;

f) orientation: portrait;

g) emphasis may be applied to terms, formulas, and theorems using different type styles, primarily italics;

h) uniform density, contrast, and clarity shall be maintained.

6.4 Page settings:

a) margins: left – 30 mm; right, top, and bottom – as prescribed;

b) first-line indent: 0.8 cm.

6.5 Page numbering:

a) Arabic numerals shall run continuously throughout;

b) the number shall be centred at the bottom without a full stop;

c) the cover, title page, and assignment shall not display numbers but shall count;

d) regulatory references, definitions, and abbreviations on separate sheets shall count but not display numbers;

e) Contents shall count but not display a number; visible numbering begins with the first Introduction page;

f) illustrations and tables on separate sheets shall count; an A3 sheet counts as one page.

6.6 Numbering sections:

a) main-body sections shall be numbered consecutively in Arabic numerals without a full stop and written with an indent;

b) subsections shall be numbered within each section with numbers separated by full stops.

Examples are provided in Appendix 7.

6.7 Formatting structural elements:

a) their names are headings;

b) headings shall begin with a capital letter, use an indent, and have no final full stop, quotation marks, bold, or underline; two sentences are separated by a full stop;

c) each structural element begins on a new page; two blank lines separate the heading from the text;

d) subsections within a section are separated from text by two blank lines;

e) Contents shall list each main-body section and subsection with its number and full title, without leader dots or special marking.

6.8 Illustrations:

a) include drawings, maps, graphs, diagrams, charts, and photographs;

b) shall appear immediately after first mention or on the next page;

c) may be in colour;

d) shall be numbered continuously in Arabic numerals or within sections and referenced in the text. The word "Figure" and title shall appear centred after explanatory information:

Figure 1. Title

6.9 Tables:

a) shall appear immediately after first mention or on the next page;

b) shall be referenced in the text;

c) the title shall appear above the table on the next line after "Table" and its number, aligned at the upper left:

Table 1

Table Title

d) a long table may continue on another page. The number and title appear once above the first part; subsequent parts are labelled "Continuation of Table [number]". A wide table shall be placed in an Appendix.

Repeated one-word text may be replaced by quotation marks; longer repeated text first by "Same" and then quotation marks. Repeated numbers, symbols, and mathematical or chemical signs shall not be replaced by quotation marks;

e) units and their standard abbreviations shall be stated; arbitrary abbreviations are prohibited;

f) full stops are not placed at the end of sentences in table text;

g) where data are absent, a dash shall be entered;

h) tables shall be numbered continuously in Arabic numerals;

i) a smaller font than the body text may be used.

6.10 Notes:

a) a note shall appear immediately after the relevant text, graphic, or inside the relevant table;

b) table notes shall appear at the end of the table above its bottom line;

c) "Note" shall begin with a capital letter and not be underlined. A single note follows a dash and is not numbered; multiple notes are numbered in Arabic numerals without full stops.

6.11 Formulas and equations:

a) shall appear on separate lines with at least one blank line above and below. A long equation shall break after an equals, plus, minus, multiplication, division, or other mathematical sign, repeated on the next line;

b) symbols and coefficients shall be explained directly below the formula in the same order, each on a new line; the first line begins with "where" without a colon;

c) formulas shall be numbered continuously in Arabic numerals in parentheses at the far right, or within sections using the section and formula numbers;

d) chemical formulas shall be created using chemical editors such as ChemSketch or ChemDraw.

6.12 Lists:

a) list items shall use a first-line indent;

b) simple lists should use a dash as the bullet;

c) multilevel lists shall use numbers such as 1) for upper levels and dashes for the final level.

A sample is provided in Appendix 8.

6.13 Source Citations:

a) citations shall appear in square brackets. Repeated citations add the relevant page numbers while retaining the source's original number;

b) the source number and page number are separated by a semicolon;

c) the number of in-text citations shall correspond to the sources listed;

d) sources shall be listed in order of first citation, numbered in Arabic numerals without full stops, and indented.

6.14 Appendices:

a) an appendix continues the work, appears after the sources, and is excluded from total length;

b) all appendices shall be cited and ordered by first citation;

c) each appendix begins on a new page with "Appendix" and its number centred at the top;

d) the appendix title appears centred on the next line with a capital letter;

e) appendices shall be numbered in Arabic numerals and share continuous page numbering with the work.

6.15 Correcting Typographical Errors:

Errors found during preliminary defence may be corrected by erasure or white correction fluid and replacement text or graphics in black ink.

6.16 Proper Names:

Surnames, names of institutions, organisations, companies, products, and other proper names shall be given in the original language.

6.17 Technical compliance shall be assessed through a standards-compliance review conducted by the department before external review (Appendix 9).

7. Abstract of a Master's Dissertation/Project

7.1 The abstract shall state:

1) the length and structure;

2) the number of illustrations, tables, and sources;

3) 15–20 keywords;

4) research relevance;

5) research purpose;

6) object and subject;

7) methods;

8) results, novelty, and scientific, theoretical, and/or practical significance;

9) publication details.

7.2 The abstract shall be presented in Kazakh, Russian, and English.

7.3 The recommended length is at least two pages per language and no more than nine typed pages in total.

7.4 The technical parameters in these Regulations shall apply.

8. Basic Characteristics of a Doctoral Dissertation

8.1 Basic characteristics.

A doctoral dissertation is independent research that develops theoretical propositions constituting a major new scientific achievement, solves an important scientific problem, or presents evidence-based technical, economic, or technological solutions whose implementation significantly contributes to the national economy.

8.2 Classification criteria:

8.2.1 The dissertation shall be written independently, contain new and reliable results and propositions for public defence, demonstrate internal unity and the author's personal contribution, and provide rigorous arguments and critical comparison with known solutions.

8.2.2 An applied dissertation shall provide evidence of practical use confirmed by certificates, patents, or other official documents; a theoretical dissertation shall recommend uses for its conclusions.

8.3 A doctoral dissertation shall:

1) contain new evidence-based theoretical and/or experimental results solving a theoretical or applied task or constituting a major achievement in a field;

2) correspond to the principal issues of the speciality;

3) be relevant and demonstrate scientific novelty and practical significance;

4) use current theoretical, methodological, and technological achievements and contain practical recommendations and independent solutions to complex cross-functional management tasks;

5) use modern computer-assisted data processing and interpretation methods;

6) use modern research methods and advanced information technologies;

8) contain research and/or experimental sections supporting the propositions defended;

9) draw on advanced international experience.

8.4 The dissertation shall form part of the planned research programme of a university or research organisation and of international, national, regional, sectoral, fundamental, or applied research programmes.

8.5 Results shall be implemented:

- internationally, including licences or international grants;
- across sectors;
- within a sector;
- within an organisation.

Appendix 1
Diploma Thesis Assignment

Karaganda Buketov National Research University

Faculty_____
Educational Programme or Speciality_____
Department _____

APPROVED

Head of Department (full name)
_____ Initials, Surname
"___" _____ 202__

ASSIGNMENT
for completion of the graduation work

To the Student/Master's Student

_____
Full Name

_____
year, group, educational programme, mode of study

1. Graduation-work topic _____.
Approved by order of the Chair of the Management Board – Rector of Karaganda Buketov National Research University dated "__" ___ 202__, No. __
2. Deadline for submission of the completed work: "_" __ 20_.
3. Source data for the work (legislation, available sources, laboratory and production data)
_____
4. List of issues to be addressed in the graduation work
1)_____
5. List of graphic materials (drawings, tables, diagrams, etc.)
1) _____
6. List of recommended sources
1) _____
7. Graduation-work completion schedule

No.	Work Stages	Completion Dates	Note
1	Collection of materials		
2	Development of the graduation-work structure		
3	Preparation of the Introduction		
4	Preparation of work sections		
5	Preparation of the Conclusion		
6	Academic-supervisor consultations		
7	Submission of the graduation work for plagiarism and standards review		One and a half months before final assessment
8	Submission of the graduation work for preliminary defence		One month before final assessment begins
8.1	Preparation of the Master's dissertation abstract in Kazakh, Russian, and English		One month before final assessment begins
9	Предоставление выпускной работы for external review		Within the first week after preliminary defence
10	Предоставление		Three days

	окончательного варианта выпускной работы с отзывом научного руководителя и рецензией		before final assessment begins
11	Preparation of the defence presentation		Three days before final assessment begins
12	Defence of the graduation work		According to schedule

Assignment issue date: "_" __ 202__

Academic Supervisor_____
signature, Full Name, academic title, position

Assignment accepted by: Student/Master's Student _____
signature, Full Name

Appendix 2
Diploma Project Assignment

Karaganda Buketov National Research University

Faculty_____
Educational Programme or Speciality_____
Department _____

APPROVED

Head of Department (full name)
_____ Initials, Surname
"___" _____ 202__

ASSIGNMENT
for completion of the graduation project

To the Student(s)/Master's Student(s)
_____[2]
Full Name

_____
year, group, educational programme, mode of study

1. Graduation-project topic _____.
Approved by order of the Chair of the Management Board – Rector of Karaganda Buketov National Research University dated "__" ___ 202__, No. ____.
2. Deadline for submission of the completed project: "__" ___ 202_.
3. Source data for the project (legislation, standards, laboratory and production data) _____
4. List of issues to be addressed in the graduation project
   1) _____
5. List of graphic materials (drawings, tables, diagrams, etc.)
   1) _____
6. List of recommended sources
   1) _____
7. Graduation-project completion schedule

No.	Work Stages	Completion Dates	Note
1	Collection of materials		
2	Development of the graduation-project structure		
3	Preparation of the project Introduction		
4	Preparation of project sections		
5	Preparation of the project Conclusion		
6	Academic-supervisor consultations		

[2]В случае выполнения группового дипломного проекта указывается состав и персональная ответственность каждого в отношении выполнения этапов дипломного проекта.

7	Submission of the graduation project for plagiarism and standards review		One and a half months before final assessment
8	Submission of the graduation project for preliminary defence		One month before final assessment begins
8.1	Preparation of the Master's dissertation abstract in Kazakh, Russian, and English		One month before final assessment begins
9	Предоставление выпускного проекта for external review		Within the first week after preliminary defence
10	Предоставление окончательного варианта выпускного проекта с отзывом научного руководителя и рецензией		Three days before final assessment begins
11	Preparation of the defence presentation		Three days before final assessment begins
12	Defence of the diploma project		According to schedule

Assignment issue date: "__" _____ 202__

Academic Supervisor _____
signature, Full Name, academic title, position

Assignment accepted by: Student _____
signature, Full Name

Appendix 3
Sample graduation work/project cover

Ministry of Science and Higher Education of the Republic of Kazakhstan

Karaganda Buketov National Research University

A.A. Akhmetova

Deposit Operations of Commercial Banks
of the Republic of Kazakhstan

DIPLOMA THESIS
or DIPLOMA PROJECT
or MASTER'S DISSERTATION
or MASTER'S PROJECT

Educational Programme or Speciality
6B04109 – Finance

Karaganda
2026

Appendix 4

Sample title-page format

Ministry of Science and Higher Education of the Republic of Kazakhstan

Karaganda Buketov National Research University

«Допущен (-а) к защите»
Заведующий (-ая) кафедрой _____
наименование кафедры_____
И.О. Фамилия
подпись

DIPLOMA THESIS
or DIPLOMA PROJECT
or MASTER'S DISSERTATION
or MASTER'S PROJECT
on the topic:
"Deposit Operations of Commercial Banks of the Republic of Kazakhstan"
under the educational programme or speciality
6B04109 – Finance

Degree sought: Bachelor's or Master's degree

Prepared by: Student A.A. Akhmetova
_____ signature
Academic Supervisor: Candidate of Economic Sciences, Professor I.A. Ivanov
_____ signature

Karaganda
2026

Appendix 5
Sample Contents format

Contents

		Page
	Standardтивные ссылки	7
	Введение	8
1	Методы испытаний	10
1.1	Подготовка к испытанию	10
...	.....	
	Заключение	30
	Список использованных источников	32
	Приложение	34

Appendix 6

Samples for Formatting the List of Sources Used and Bibliographic Descriptions

List of Sources Used

1
2
3

Example 1. Book with one, two, or three authors:

Гайденко П.П., Давыдов Ю.Н. История и рациональность: Социология М.Вебера и веберовский ренессанс. – М.: Политиздат, 1991. – 367 с.

Колбасин Д.А., Хралович С.П. Сделки и их нотариальное удостоверение: Учеб. пособие. – М.: ТО «Веды», 1998. - 88 с.

Example 2. Book with four or more authors:

Трудовое право: Учеб. / В.И. Семенков, В.Н. Артемова, Г.А, Василевич и др.; Под общ. ред. В.И. Семенкова. - М.: Пресс, 1997. - 592 с.

Example 3. Translated editions by foreign authors:

Эйзенштадт Ш. Революция и преобразование обществ. Сравнительное изучение цивилизаций / Пер. с англ. А.В. Гордона под ред. Б.С. Ерасова. - М.: Аспект Пресс, 1999. – 416 с.

Бентли А. Басқару процесі. Қоғамдық қысымды зерттеу / Әлемдік әлеуметтану антологиясы. 10 томдық. «Мәде нимұра» бағдарламасы. 6 том. – Алматы: ЖШС «Қазақстан» баспа үйі, 2007.- 336 б.

Example 4. Book with no stated author:

Российское законодательство: проблемы, перспективы. – М.: Бек, 1995. – 77с.

Актуальные проблемы современной зарубежной политической науки. – М., 1992.– 267 с.

Example 5. Book by a corporate author:

Результаты и показатели экономической науки: Информ. бюл. / Рос. центр управления и экономики. – М.: РЦУЭ, 1996. – 167 с.

Example 6. Reference literature:

Политическая энциклопедия. В 2-х т. Т.1 / Нац. обществ.-научн. фонд. – М.: Мысль, 2001.– 750 с.

Introduction в политологию: Словарь справочник / Составитель Г.Л. Купряшин, Т.П. Лебедева, Г.И. Марченко и др. Под ред. В.П. Пугачева. – М.: Аспект Пресс, 1996. – 264 с.

Оксфорд қысқаша сөздігі: Саясаттану. – Алматы: ЖШС «Қазақстан» баспа үйі, 2001.– 424 б.

Саяси түсіндірме сөздік / Құрастырушы авт. Е. Саиров., Б. Әбдиғали, т.б. – Алматы, 2007.– 616 б.

Example 7. Collection of scholarly papers:

Аменова С.С., Задорожная Л.И. Мотивация – важнейший фактор эффективного управления // Проблемы менеджмента в условиях перехода к рынку (Сб. научн. тр.). – Алматы: Гылым, 1995. – С. 63-68.

Современные проблемы политики и управления Республики Казахстан: Тез. докл. Респ. науч. -практ. конф. 13-15 апр. 2011г. – Алматы: Парасат, 2011. – 96 с.

Example 8. Multivolume edition:

Сборник нормативных актов о труде РК. В 4т. / Сост. Б.А. Волков. – Алматы: ЗАҢ, 2000.

Example 9. One volume of a multivolume edition:

Токвиль А. Демократия в Америке. В 4-х томах. Т. 4, кн. 2. – М., 1992.– 698 с.

Справочник социолога: В 3 т. Т.3 – М.: Аспект пресс, 1997. – 650с.

Example 10. Popular-science series brochure:

Вопросы ассортимента и качества товаров культурно-бытового и хозяйственного назначения. – М., 1985. – 60 с. (Управление качеством продукции: Обзор информ. / ВНИИКИ; Вып.4).

Example 11. Secondary source:

Экономика промышленности // Реферат. журн.– 2000.– №11. – 24 с.

Example 11. Foreign literature (English):

AbbotKe11h,Pendlebury Norman Business 1ow – 6th ed. London: DPPublications ltd., 1995. –М., 1995. – 478 p.

Herroden W., Lambrecht M.Manufacturing un aPpostindustrial Society// Evropean Management Sourna1. – 1989. – № 2. Vo1. 7. – P. 5-9.

Example 12. Literature from neighbouring countries:

Галубовіч В.І. Эканамічны стан, побыт і гандаль старажытнай Беларусі XVI-XVIII стст. – Мн.: Веды, 1997. –273 с.

Example 13. Article in a one-time book edition:

Самонов Ю.М., Суворов Н.В. Методы оценки эффективности производственных ресурсов // Методы планирования народнохозяйственных и межотраслевых пропорций. – М., 1984. – С.126-150.

Кулистиков В.М. Политическая наука Великобритании // Зарубежная политическая наука: история и современность. Выпуск 2.– М., 1990.- 271с.

Example 14. Reference to a book chapter:

Ремизов К.С. Нормирование труда // Гурьяков С.Х., Поляков И.А., Ремизов К.С. Справочник экономиста по труду. 5-е изд., перераб. и доп. – М., 1992. Гл.1. – С. 5-58.

Example 15. Dissertation:

Кондакова Н.М. Методологические аспекты развития учета основных средств и амортизации в современных условиях хозяйствования (по мат. с.-х. и обсл. АПК предпр. РФ); Дис. канд. экон. наук: 08.00.12 / МГУ. – М., 1998. – 148 с.

Example 16. Dissertation abstract:

Шишлова Т.А. Трансакционный анализ сбытовых каналов в международном маркетинге: Автореф. дис. канд. экон. наук: 09.00.98 / Санкт-Петерб. гос. ун-т экономики и финансов. – СПб., 2000. – 22 с.

Example 17. Regulatory act:

Закон РК «Об общественных объединениях» // Вести Парламента РК.– 1996. – № 8-9.– 234 с.

О труде в Республике Казахстан: [Закон РК] // Ведомости Парламента РК. – 2000. – №1068. – С. 310-352.

Сборник актов Президента Республики Казахстан и Кабинета Министров Республики Казахстан. – Астана, 2005. – № 4. – 354 с.

Example 18. Standard and instruction:

СТР 997-96. Ценные бумаги и документы. Термины и определения. Изд. официальное; Введен с 30.12. 96. – М.: Росстандарт, 1997. – 25 с.

Инструкция по применению налогового законодательства РК. – Алматы: Жеті жарғы, 1998. – 36 с.

Example 19. Map:

Атлас мира. – М.: ГУГК, 1988. – 337 с.

Example 20. Deposited research paper:

Кохно Н.П. Экономический механизм технологического производства. – Мн., 1996.

–193 с. / Деп. в ин-те «Белинформпрогноз» 28.09.96 № Д 199626 // Человек и экономика. – 1996.– № 3. – С. 47.

Example 21. Component part of a serial publication:

a) from a newspaper

Базаров В.А. Действителен ли закон? // Караван. – 1999. – 21 ноября. – С.3.

Пустовалов А.В. The Return of the King // Business Class. 07.03.2012. – С. 3.

b) from a journal

Умичевич О.В. Банковский маркетинг в США и Канаде: новые технологии // США. Канада: Экономика. Политика. Культура. – 2000. – № 4. – С.55-63.

Кенжалин Ж. Сыбайлас жемқорлық: індет пен күресте іркіліс болмасын //Ақиқат.–2008.–№4.–10-15 б.

c) from a collection

Адаменко А.С. Педагогическое влияние на подростков // Акт. вопр. пед. работы. – М., 1993. – С.43-52.

Example 22. Internet source:

Можно ли обучить демократии? // Власть и общество, экономика и политика [Электронный ресурс] – 2015. – №3. – С.15-30. – Режим доступа: http // www.leture.imhonet.ru

Петров С.Н. Маркетинг в примерах и задачах: учеб. пос. [Электронный ресурс] – М.: Изд-во МГУ, 2006. – 108 с. – Режим доступа: ftp://lib.sumdu.edu.ua/rio/2006/k425253.doc.

Толстых П.А. GR: практикум по лоббизму в России. [Электронный ресурс] – М.: Альпина бизнес букс, 2007. – Режим доступа: http: // www. otherreferats.allbest.ru

Маметқазыұлы Қ. Бүгін ҚР Парламент Мәжілісінде «Мүдделік қолдау туралы» заң жобасының таныстырылымы өтті / Қазақпарат [Электронды ресурс] – Астана. 23.02.2010. – Режим доступа: http: // www.thenews.kz

Пустовалов А.В. The Return of the King // Business Class. 07.03.2012. URL:http://www.business-class.su/article.php?id=21109 (дата обращения: 05.06.2013).

Example 23. Archival materials:

Розанов И. Н. Как создавалась библиотека Исторического музея: докл. на заседании Ученого совета Гос. публ. ист. б-ки РСФСР 30 июня 1939 г. // ГАРФ. Ф. А-513. Оп. 1. Д. 12. Л.14.

Appendix 7

Examples of Numbering Sections and Subsections

Example 1. If the work has no subsections, clauses shall be numbered within each section; the clause number shall consist of the section and clause numbers separated by a full stop. No full stop follows the clause number.

1 Types and Principal Dimensions

1.1

1.2

1.3

2 Technical Requirements

2.1

2.2

2.3

Example 2. If the work has subsections, clauses shall be numbered within each subsection; the clause number shall consist of the section, subsection, and clause numbers separated by full stops.

3 Test Methods

3.1 Equipment, Materials, and Reagents

3.1.1

3.1.2

3.1.3

3.2 Preparation for Testing

3.2.1

3.2.2

Example 3. If a section contains only one subsection, that subsection is not numbered. If a subsection contains only one clause, that clause is not numbered.

Example 4. If the text is divided only into clauses, they shall be numbered consecutively throughout the work.

Example 5. Clauses may be divided into subclauses, numbered consecutively within each clause, for example: 4.2.1.1, 4.2.1.2, etc.

Lists may be included within clauses or subclauses.

Example 6. Each list item shall be preceded by a dash or, when the text refers to an item, by a lowercase letter followed by a parenthesis.

For further subdivision, Arabic numerals followed by a parenthesis shall be used, with the entry beginning at the paragraph indent:

1)

2)

or

a)

б)

Appendix 8
Sample List Formatting

Example 1. Bulleted lists using a dash as the marker:

The following classes of specialised information-security software may be identified:
– antivirus, antispam, and web-filtering software;
– antispyware software;
– firewalls and intrusion-detection systems.

Example 2. Multilevel lists using numerals for upper levels and a dash for the final level:

The list of reports available for export contains two groups:
1) system-wide reports:
- developer report;
- administrator report;
2) user reports

Appendix 9
Standards Compliance Review Results Sheet
graduation work/project

STANDARDS COMPLIANCE REVIEW RESULTS SHEET

graduation work/project of the student/Master's student in group _____, speciality or educational programme ___ code "Title" _____, Faculty

_____
(Full Name)

Graduation-work/project topic

_____

No.	Parameter	Standard	Compliance Conclusion (complies/does not comply)
1	Topic title	Order of the Chair of the Management Board – Rector	
2	Font size	14 pt	
3	Font name	Times New Roman	
4	Line spacing	Single	
5	First-line indent	0.8 cm	
6	Orientation	Portrait	
7	Margins	Left – 30 mm, right – , top – , bottom –	
8	Length of graduation work/project (excluding appendices):		
8.1	Diploma thesis	at least 25 pages for technical and natural-science programmes;	
		at least 50 pages for other programmes	
8.2	Master's dissertation	at least 30 pages for technical and natural-science programmes;	
		at least 70 pages for other programmes	
8.3	Graduation project	at least 20 pages	
9	Length of Introduction:		
9.1	Diploma thesis/проект	at least 2 pages	
9.2	Master's dissertation/ проект	at least 3 pages	
10	Length of Conclusion:		
10.1	Diploma thesis/проект	at least 2 pages	
10.2	Master's	at least 3 pages	

	dissertation/ проект		
11	Page numbering	Continuous, centred at the bottom in Arabic numerals	
12	Order of structural parts	Cover. Title Page. Graduation Thesis/Project Assignment. Contents. Introduction. Regulatory References (if necessary). Definitions (if necessary). Designations and Abbreviations (if necessary). Main Body. Conclusion. List of Sources Used. Appendix (if necessary).	
		Abstract of the Master's Dissertation/Project in Kazakh, Russian, and English, comprising at least two pages in each language but no more than nine pages in total.	
13	Contents formatting	Contents lists all sections and subsections with their starting pages	
14	Formatting structural parts	Each structural part begins on a new page	
		Headings begin with a capital letter and a first-line indent	
		Two blank lines separate a heading from text; no final full stop	
15	Main-body structure	At least two sections	
16	Formatting sources used		
16.1	Bibliographic description	Complies with the requirements of GOST 7.1-2003, "Bibliographic Record. Bibliographic Description."	
16.2	Number of listed sources	Diploma thesis – от 30	
		Master's dissertation – от 60	
		Graduation project – от 20	
17	Presence and formatting of appendices	Mandatory for technical and natural science educational programmes.	
18	Table formatting	Placed after first mention in the text	
19	Figure formatting	Placed after first mention in the text	
20	Citations	The number of citations corresponds to the list of sources	
		Sources are listed in order of first citation	

Result statistics:
Of 20 standards:
- met: ___;
- not met: ___

Conclusion:
The graduation work of student/Master's student Full Name "___" fully complies with the formatting requirements.
Or
The graduation work of student/Master's student Full Name "___" partially complies with the formatting requirements. Non-compliance was identified under the following item numbers: specify the item numbers in the Standards Compliance Review Sheet.
Correction deadline: _/_/202_ (three academic days).
Standards review completed by: _____ Initials, Surname
(position) (signature)
Review date: _/_/202_
Acknowledged the standards-review results:
Student/Master's Student _____ Initials, Surname
(signature)
Comments addressed: _____ _____ Initials, Surname
Repeat-review date: _/_/202_

Regulations approved by
the Academic Council of Karaganda Buketov University
(Minutes No. 3 dated 28 January 2022)