

Approved

at the meeting of the Educational-
methodical Bureau

Chairman – Dean of the School

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METHODICAL INSTRUCTIONS

on preparation, writing and defense of the diploma for students of the specialty "Finance"



1. General Provisions

These Guidelines were developed in accordance with the Standard Rules of the organizations of higher and postgraduate education and curriculum 5B050900 specialty - "Finance" for full-time students and distance learning. They determine the order of execution of the student and the supervisor of studies of their responsibilities in the process of writing the thesis, including the preparation of documents for the protection and defense of the very front of the State Attestation Commission (SAC).

Writing a thesis is the final stage of training of students at the university.

Thesis is an independent scientific and research work of students, which reflects not only the theoretical knowledge and practical skills of analysis and evaluation in the field of business, financial and credit relations, accounting and audit, business analysis, marketing, management and so on. d., but new address topical issues of development of economic sectors to develop practical models of enterprises, firms, companies in the market.

The diploma must be different critical approach to the issues, reflect the author's position on the researched topic and be applied character.

Degree work is performed on the materials collected by the student during the passage of production (pre-diploma) practice.

Degree work is performed based on a thorough and comprehensive study of the special economic literature, textbooks, monographs, regulatory guidance documents, periodicals, planning and reporting of these organizations, enterprises, economic entities across the republic, regions and provinces, as well as foreign publications in relation to each theme.

2. The purpose and objectives of the diploma work implementation

2.1. The main goals of writing the diploma are:

- systematization, consolidation and expansion of theoretical knowledge and practical skills in their specialty and their use in solving concrete problems in the organization and management of the business entity;
- the development of skills of independent work, mastering the technique of research in solving analyzed in the thesis work problems and issues;
- identification of readiness of students to professional work in a market economy.

2.2. During the diploma writing the following tasks are decided:

- ☐ justification for relevance and significance of the chosen topic;
- ☐ disclosure of topics based on a summary of the theoretical and practical material;
- ☐ the definition of the place and the role of the object of study;
- ☐ conducting economic analysis of the object of research (industry, firms) for a certain period of time on the basis of modern methodological approaches to the assessment of factors internal and external environment, identifying the dynamics of changes in the economic performance of the object of study;
- ☐ the generalization of the results and formulation of conclusions;
- ☐ the development of recommendations and suggestions.

2.3. In the process of writing the diploma the student should:

- ☐ apply scientific instruments (category, principles, practices, laws);
- ☐ to show the skills and abilities to the correct understanding of the theoretical positions previously studied disciplines;
- ☐ show skills solving complex economic problems;
- ☐ be able to analyze the economic situation;
- ☐ make practical conclusions and proposals for improving the activity of economic entities;
- ☐ be able to justify the appropriateness and effectiveness of the proposed solutions;



- ☐ use the techniques of economic and statistical and financial analysis;
- ☐ be able to use in the analysis of mathematical models and methods.

3. Organization of the Diploma work implementation

3.1. Choice of diploma work topic

Choosing a theme of research work is done from the List of Diploma works, which developed the department and corresponds to the profile of the specialty and training of students.

The student chooses the topic of the diploma work of the proposed list, given its theoretical preparation, academic and professional interests, and when passing production (pre-graduation) practice. Besides the student has the right to offer its own version of the theme of the thesis, after agreeing it with the supervisor and Head of the Department on the basis of the feasibility of developing a detailed justification of the proposed topic or writing a third party to perform a custom theme.

Students of distance and part-time evening classes are allowed to choose the topic of the thesis in accordance with operational needs.

Thesis supervisor indicating the student is assigned to the decision of faculty meeting at the beginning of the graduating class and approved by order of the rector of higher education.

Not allowed to execute a diploma work on the same topic on the materials of the same enterprise.

For quality of work , the validity of the proposals and recommendations contained in the work , the correctness of calculations and computations , as well as the timely execution of the student 's responsibility - the author of the diploma.

3.2. Responsibilities of the supervisor and of the diploma work advisor

For writing the diploma work each student is assigned a research supervisor.

Supervisor of the diploma:

- Gives the student task for the thesis;
- Assisting in the development plan of the thesis, which can be adjusted in the future;
- Determines the amount of all sections of the thesis;
- Recommends students need basic literature, reference and archival materials and other sources of research on the topic;
- Sets the schedule of consultations, during which monitors the compliance time schedules student thesis;
- The completion of the thesis provides a written opinion (review) with a recommendation for admission to the defense before the State Examination Commission.

If necessary, provide methodological assistance under specific sections of the thesis student consultants appointed from among professors, associate professors and professors of leading allied departments of the academy, as well as highly qualified specialists and managers of business organizations.

3.3. The student's responsibilities

The main text of the thesis is to reveal the creative idea, justification of the research, methods of calculation adopted by the calculations themselves, a description of the research, analysis and conclusions on them, and, if necessary, accompanied by illustrations, graphs, charts, diagrams.

When the thesis the author is obliged to:

- ☐ get the task to perform the diploma (F-КТ / DP-03.3.2-15-2015-29);
- ☐ to examine the literature on a selected topic of research;



- to give a scientific generalization of the selected sources used and the presentation of the theoretical part of the study;
- ensure the selection of the actual material needed to carry out the diploma;
- to develop a constructive part of the study (suggestions and recommendations);
- draw thesis in accordance with the established requirements;
- to obtain a review of the supervisor on the diploma (F-КТ / DP-03.3.2-15-2015-30);
- obtain external review of the diploma (F-КТ / DP-03.3.2-15-2015-31);
- present a thesis in the final form to the recall of the supervisor and reviews of the department;
- prepare a report with the presentation.

4. Structure of the diploma work

The diploma work can have the distinctive features following from an originality of a subject, object of research, completeness of sources of information, requirements of the research supervisor, and also depths of knowledge of the student and his ability to generalize and analyze theoretical and practical provisions.

The total amount of the thesis makes 70-90 pages of computer typing (without appendices).

Structural elements of the thesis are:

- Title page (Appendix 1)
- Task for implementation of the thesis (Appendix 2)
- Contents (Appendix 3)
- Introduction
- Main part of the thesis
- Conclusion
- References
- Appendices

On a cover the following data are provided:

- the organization name where it is executed degree works;
- surname and initials of the student;
- name of a subject of the thesis;
- type of work – the thesis;
- code and specialty name;
- city, year.

The title page is the first page of the thesis and is a source of information necessary for processing and search of the document.

On the title page the following data are provided:

- the organization name where it is executed degree works;
- the name of chair on which the thesis was performed;
- the approving signature of the head of the department;
- type of work - the thesis;
- the name of a subject of the thesis (project) with the instruction "on a subject: ";
- code and specialty name;
- at the left - the word I "executed", the surname and initials of the student on the right is opposite specified;
- by line "research supervisor" below is written and the surname and initials, a scientific degree, an academic status, other regalia of the head are specified;
- city, year.

The contents is made out according to the plan of the thesis and includes the list of the main sections of work: introduction, serial numbers and names of all sections, subsections, the conclusion, the list of the used literature, the appendix. According to each section pages in strict compliance to their names in the thesis text are put down.

Introduction



Relevance of the chosen subject of research, scientific novelty and the practical importance locates in introduction, the problem is formulated, the purpose and problems of implementation of the thesis is defined, the object of research, a theoretical and methodological basis and practical base of writing of the thesis is specified. The main contents of chapters of the thesis and its general structure are briefly shined, the characteristic of used sources is given.

The volume of introduction makes 3-5 pages.

Main part

In the main part of the thesis provide the data reflecting essence, the contents, a technique and the main results of the performed work.

The thesis contains, as a rule, three chapters, each of which shares on paragraphs (not less than two).

Obligatory for the thesis are logical communication between heads and consecutive disclosure of the contents of the thesis throughout all research. At the end of each chapter of the main part of work it is recommended to draw short conclusions from a previous statement. At any giving of a material in the thesis there has to be a justification of made decisions.

Chapter 1 has general-theoretical (methodological) character. On the basis of studying of works of domestic and foreign authors the history of a studied problem is stated, degree of its study is shown, various approaches to its decision are considered, their assessment is given, own positions of the student locate and stated, the correct treatment of concepts, their accuracy and scientific character has great value. Used terms have to be standard or be brought with reference to the author. In the same way the standard have to be and formulas, an exception make for the first time entered these or those scientific concepts, calculations.

The volume of chapter 1 makes 20-25 pages.

Chapter 2 has analytical character. Here the general characteristic of object of research on which materials work is performed is given and the analysis of its economic activity for 2-3 years with use of various methods of research, including the economic-mathematical is carried out. Thus the student isn't limited to ascertaining of the facts, and reveals tendencies of development of object, exposes shortcomings and their reasons causing.

The maintenance of chapter 2 of the thesis needs to be illustrated analytical tables, schemes, charts and other materials with the corresponding analysis which take place in the text of work or are given in the appendix.

For deeper studying of single questions special biographical examinations and polls of experts can be conducted.

The volume of chapter 2 makes 30-35 pages.

The third chapter is recommendatory. It summarizes the main ways to eliminate deficiencies, made suggestions and recommendations for improving the performance of the research object and increase its competitiveness. All suggestions and recommendations should be specific and substantiated character. If possible, the chosen topic of research carried out calculation of economic effect of the proposed activities. Conclusions of the third chapter in the thesis work are the most important.

The volume of the third chapter is 15-20 pages.

Conclusion

In conclusion coherently outlines the theoretical and practical conclusions and recommendations reached by the student as a result of the study. They should be brief and clear, giving the idea of the content, relevance, validity and effectiveness of development. The conclusion should summarize the solution of the problems that had been identified in the introduction and discussed in the thesis work.

Conclusion of 3-5 pages of text.

4.1. Diploma work may have its own distinctive features resulting from identity theme, the object of study, completeness of information sources, the requirements of the supervisor and the depth of the student's knowledge and his ability to summarize and analyze the theoretical and practical provisions.

The total volume of the diploma work is 60-70 pages of computer typing (without attachments).

The structural elements of the diploma work are:



- Cover Sheet (Appendix 1)
- The task for the thesis (Appendix 2)
- Contents (Appendix 3)
- ☐ Introduction
- The main part of the thesis
- Conclusion (findings)
- ☐ References
- ☐ Appendices.

Diploma work generally contains three chapters, each of which is divided into paragraphs (at least two).

The names of the chapters taken together must disclose the topic of the diploma work, and the names of sections - the relevant chapter.

4.2. Content includes: serial numbers and names of all the chapters, paragraphs, list of references, appendices. For each structural element of the diploma work are put pages in strict compliance of their names on the text of the diploma work.

4.3. In the introduction the relevance of the chosen research topic, formulated the purpose and problems performing the diploma, stated the object of study, theoretical and methodological foundations of the study, the information base of writing the thesis, the practical significance of the study. It summarizes the main content of the heads of the diploma work.

The amount of the introduction is 2-3 pages.

4.4. Main part

In the main part of the diploma work provide data reflecting the nature, content, methodology and the main results of the work performed.

Compulsory for the thesis is a logical connection between the heads and consistent disclosure of the contents of the thesis throughout the study. At the end of each chapter, the main part of the work it is recommended to make a brief summary of the previous presentation. If any of the material in the diploma work should be informed decision-making.

The first chapter is the general theoretical character. Based on the work of domestic and foreign authors of the study describes the history of the problem, showing the extent of its study, we examined the different approaches to tackle it, given their assessment, justified and set out their own positions of the author of the diploma work. Of great importance is the correct interpretation of the concepts of precision and scientific. The term is used, the formula should be accepted or given with reference to the author.

The volume of the first chapter of 18-20 pages.

The second chapter is analytical. It is necessary to analyze the practical problem-solving research topic on the example of a particular object (the company, the industry, the market). Also, the general characteristic of the research object on the materials of which the work is performed and the analysis of its operations in 2-3 years, in accordance with the theme of the thesis. The author of the thesis is not limited to a statement of facts, and identifies trends in the development of the object reveals the shortcomings and the reasons causing them.

The content of the second chapter of the thesis is necessary to illustrate the analytical tables, charts, diagrams and other materials relevant to the analysis, which are placed in the text or are working in the application.

For a more in-depth study of single issues can be made a special questionnaire surveys and polls of experts.

The volume of the second chapter of 22-25 pages.

The third chapter is constructive and recommendations. It put forward and justified proposals for improving the activity of the object of research, enhance its competitiveness. All proposals and recommendations must be specific and reasonable character. If possible, the chosen



research topic we calculate the economic effect of the proposed activities. The conclusions of the third chapter of the thesis have the greatest value.

The volume of the third chapter of 18-20 pages.

4.5. Conclusion

The conclusion contains the main conclusions and recommendations of the research topic. They should be brief and clear, giving a complete picture of the content, relevance, validity and effectiveness of the author put forward recommendations and proposals. The conclusion should summarize the solution of those problems, which were identified in the introduction and discussed in the research paper.

Summary of 2-3 pages of text.

4.6. The list of references should contain information about the sources that were used in the writing of the diploma work.

The list of sources is made in accordance with the requirements of the scientific work.

The total number of references should be at least 25.

4.7. Appendices

The Appendices contain supporting materials, which include:

- ☐ the results of primary data of empirical research or
- practical work;
- ☐ table some empirical data obtained during the study;
- ☐ table auxiliary digital data;
- ☐ instruction techniques;
- ☐ illustration auxiliary character;
- ☐ completed reporting forms;
- ☐ etc.

5. Technical Requirements for the diploma work

5.1. Work is carried out on standard A4 format (210x297) that a brochure into a single unit in hardcover, with the presence of an envelope on the inside cover for putting in the Task for the diploma work (F-КТ / DP-03.3.2-15-2015-29), Reviews (F-КТ / DP-03.3.2-15-2015-30) and Feedback (FT КТ / DP-03.3.2-15-2015-31).

The text is typed on the computer in a text editor MS Office Word, type - Times New Roman, type size - 14, single-spaced. Statistical information and calculation tables can be made out in MS Office Excel. Figures are executed in a graphics program in the format pattern.

When recording the text kept paging fields: left - 30 mm, right - 10 mm, the top and bottom - 20 mm - 20 mm. Paragraphs in the text begin indented (Tab), equal to five characters (1.25 cm).

Permission is granted to use italics for emphasis on certain terms, formulas, theorems.

The surnames, names of organizations, companies, publications and other proper nouns in a research paper presented in the original language.

Pages should be numbered by Arabic numerals, following numbered consecutively throughout the text. The numbering begins with the title page, but the page number does not put down.

Page numbers are put in the middle of the bottom of the sheet without a point.

Illustrations and tables are located on separate sheets of paper, include a total pagination of diploma work. Illustrations, tables on a sheet of A3 counted as one page.

Reduction of words in the text is not allowed, except in common.

5.2. The names of the structural elements of the thesis as "Content", "Introduction", "Conclusion", "References" should be printed in the center of the page in capital letters, bold and



separated from the text with one interval. Points at the end of the names are not put down, and underlining are not allowed.

The names of the chapters should be printed by capital letters; paragraphs are printed by small letters with the capital first letter.

The names of the chapters and paragraphs are centered, without indentation, without a point at the end, without underlining (bold type). Division of the words is not allowed.

The heads of the diploma work must have the through sequence serial number within the entire document, marked with Arabic numerals with a point.

Paragraphs should be numbered within each chapter. Paragraph number consists of chapters and paragraph numbers separated by point. At the end of the paragraph number point is put.

Each chapter of the diploma work must begin from a new page. Paragraphs inside one chapter is divided between the two lines indented from the text.

Example of:

1. THEORETICAL BASIS OF BANKING RISKS

1.1. Essence, content and types of banking risks

5.3. Design drawings

In order to standardize the approach to the design diagrams, charts, graphs, photographs in the diploma work are usually denoted by figures.

Figures should be placed directly after the text in which they are mentioned for the first time or on the next page. The text must necessarily be a link to the picture.

Figures should be performed using appropriate software, allowed color images.

Requirements to figures: readability, consistency, maximum visibility, the ability to independently, without text, to be read and understood, short, thick lines in the figures at least 1 item, type size - at least 12.

Drawings, except made in the Appendix, should be numbered by through Arabic numerals.

The cutline of the figures should be placed horizontally or vertically, without frames. The cutline must be carried out uniformly in size and type. Graphical material should be high-contrast.

Name of figure is placed below on the center.

If the figures compiled on the basis of student's own research, then it certainly should be specified in a note (sample - see Figure 1), if they are taken from any source, it is necessary to make reference to the source indicating the number of the source in the References (sample - Figure 2).

Example of:

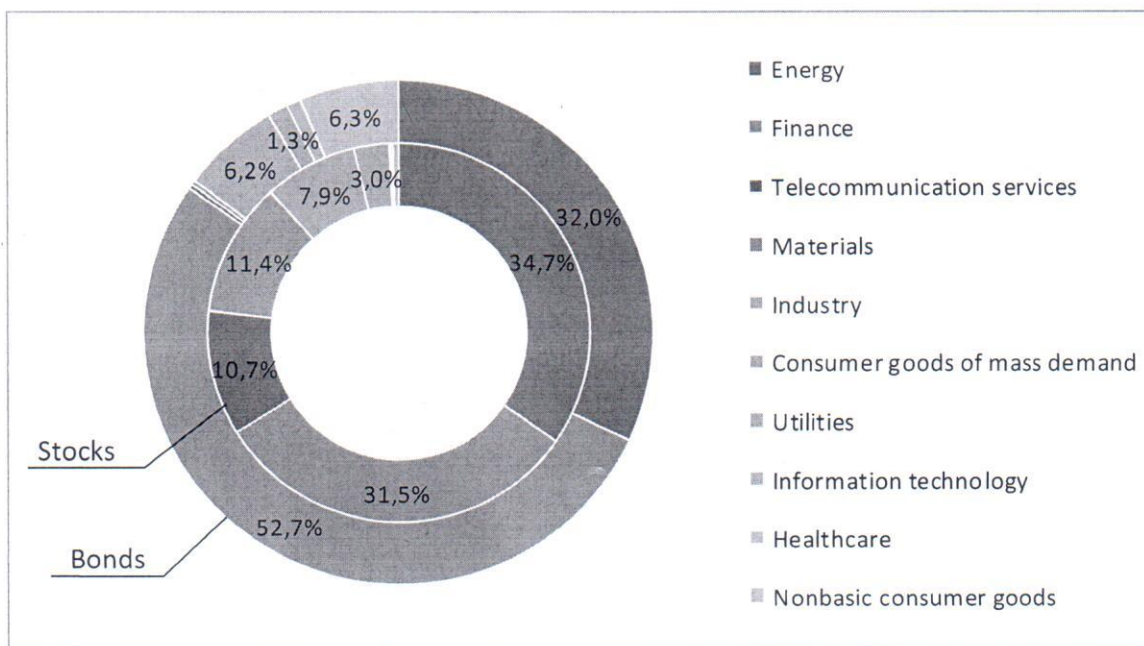


Figure 1 - The sectoral structure of issuers of the stock and bond markets on KASE
 Note-compiled by the author based on the source [4]

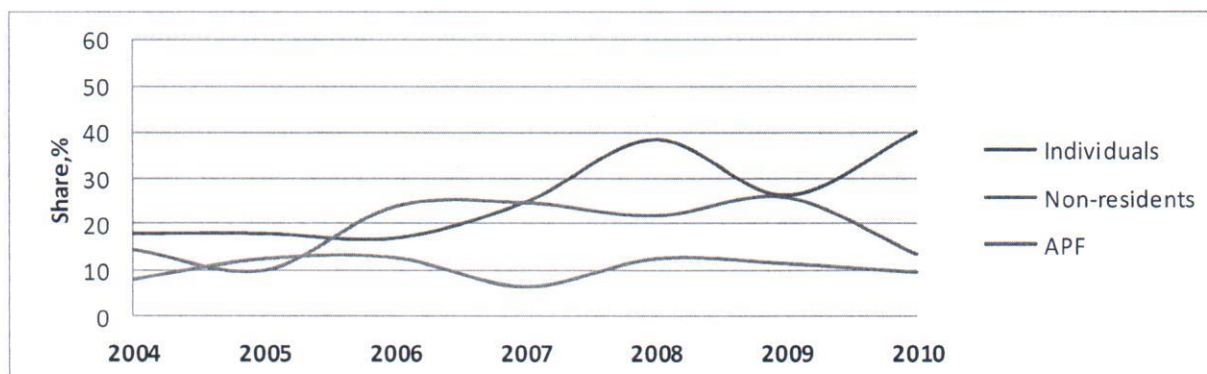


Figure 2 - Shares of the main types of investors in the securities market of Kazakhstan in the period 2004-2010 [72]

5.4. Table's formalization

The tables used for the sake of clarity and ease of comparison of indicators, as well as a comparative analysis of structural performance. The table's name should be brief and reflect the content. The table should be provided with a text title, which is located above the table on the left, after the word "Table", its serial number and sign "dash." The title is written without a point at the end.

Headings and sub-headings of columns and rows in the table should be started from the capital letter. At the end of headings and sub-headings points are not put. Headings and sub-headings indicated in the singular.

If necessary, it may be perpendicular arrangement header.

The table should be placed directly after the text in which it is mentioned for the first time, or on the next page with a link to it, for example: (Table 1).



Tables should be numbered consecutively throughout the whole diploma work in Arabic numerals, the sign «№» is not put. When you carry over the table to the following page the name of the table is placed only on the first part, while the second part is instructed: "Continuation of Table 1".

The first row of the table includes the names of the column, the second row - the numbering of columns.

When you carry over the tables to the following page the continuation of the table begins with the numbering of columns and the bottom line of the table on the first page of the table is removed.

If the table occupies more than two pages, then it must be replaced to Appendix.

Table has to be limited by lines. It is allowed to use the type size in the table smaller than in the text.

Tables with digital data should contain references to the dimension of the data. Allowed to show above the table overall dimension of the data. The numbers in the columns of tables are arranged so that the scale of the entire column of numbers were exactly the ones under the others.

If the table contains text, the words in the table cells are always written with a capital letter. At the end of the text, point is not put.

If the table is compiled based on their own research, then it certainly should be indicated in a note, if it is borrowed from any source, it is necessary to make reference to the source indicating the number of the source in the References.

The distance between the lower edge of the table and the text should be one space or one "empty string".

Example of the carrying over the table into following page:

An example of table:

Table 1 - Profitability of the banking sector of the Republic of Kazakhstan *

№	Name of indicator	2012	2013	2014	2015
1	2	3	4	5	6
1	Net income before income tax	127,5	262,5	37,5	142,1
2	Total assets, including:	8872,0	11684,6	11899,3	12031,5
3	Income assets:	7616,1	10298,6	10703,4	12290,2
4	- Deposits in other banks	393,1	642,5	576,8	1002,6
5	- securities	1231,2	787,8	888,2	2221,7
6	- bank loans and "reverse repo"	5991,8	8 868,3	9 238,4	9065,9

Continuation of the Table 1

1	2	3	4	5	6
7	Non-income assets:	1255,9	1386	1195,9	2944,2
8	- cash, refined precious metals	980,7	1013,1	820,2	845,6
9	- investment in capital	97,1	222,5	318,8	376,1
10	- other assets	178,1	150,40	56,9	1722,5
11	Total assets ROA	1,4	2,55	0,32	1,12
12	Earning assets ROA	1,7	2,55	0,35	1,15

* Note - compiled by the author on the based of the source [44]



Formulas and equations should be allocated from the text on a separate line. Above and below each formula or equation should be left at least one free string. If the equation does not fit on one line, it should be moved after the equal sign (=) or after arithmetic and mathematical symbols on the other line, and the sign at the beginning of the next line is repeated.

Explanations of symbols and values of the numerical coefficients should be under the formula in the sequence in which they are given in the formula. The sign of each character and the numerical coefficient should be given in a new line. First line explanations begin with the word "where" with a colon.

Formula should be placed in the center and numbered ordinal numbering within the entire work in parentheses at the far right on the same line, for example:

$$I = R + P, \quad (1)$$

where I – market rate as a percentage,
R – real interest rate,
P – the expected rate of inflation.

References in the text to the serial numbers of the formulas given in parentheses.
For example: In the formula (1) Interest rate risk is calculated by the "Fisher Model".

Scan of graphs, charts, diagrams, tables, formulas, equations are not allowed.

5.6. Making lists

5.6.1. Lists in the diploma work can be made in two ways:

- Numbering.
- Marker.

A numbered list is made as follows:

The first level begins with a list of numbers (Arabic numerals), mark the point.

The second level also list begins with the first level (in Arabic numerals), a dot number of the second level (in Arabic numerals), and also closed the point.

Example:

1. Fixed assets include:
 - 1.1. Building.
 - 1.2. Facilities.
 - 1.3. Equipment.
2. The current assets include:
 - 2.1. Production Revolving Fund.
 - 2.2. Funds treatment.

A bulleted list is made as follows:

The first level of the list is indicated by a sign dash.

The second level of the list is indicated by a tick.

Example:

- Fixed assets include:
 - ✓ □ Building.
 - ✓ □ Facilities.
 - ✓ □ Equipment.
- - Working capital include:
 - ✓ Production Revolving Fund.
 - ✓ Funds treatment.



5.6.2. Lists permissible to begin with a capital letter, in this case, if each line is closed by point.

Example:

1. Fixed assets include:

- 1.1. Building.
- 1.2. Facilities.
- 1.3. Equipment.

If the list begins with a lowercase letter, it closes with a semicolon.

The last line of the list is always closed point.

Example:

1. Fixed assets include:

- ☐ - building;
- ☐ - facilities;
- ☐ - equipment.

5.7. Making links

References to the sources used should indicate the serial number of sources, given in square brackets with the page number in the sequence of their appearance in the text of the thesis, for example [12, c. 205].

5.8. Citation

Verbatim cited extracts from any source to support ideas authoritative statement released quotes and provided with reference to the source.

If quoting is permissible lead modern spelling and punctuation, omit the words denoting a pass dots, if the thought of the author is not distorted.

Do not use the serial numbers of the bibliography of the thesis as the words to construct phrases, such as: "In 25 defines marketing" Proper construction will offer: By definition, Philip Kotler "Marketing - this ..." [25].

5.9. List of references

For information about the sources should be positioned as they are used in the text of the thesis, numbered in Arabic numerals. When writing a thesis must use the literature of last years edition.

Example:

REFERENCES

- 1 Message from the President of the Republic of Kazakhstan Nursultan Nazarbayev to the people of Kazakhstan. January 27, 2012. Socio-economic modernization - main direction of development of Kazakhstan
- 2 Law of the Republic of Kazakhstan "On Deposit Guarantee Fund" dated September 22, 2000, № 354// www.zakon.kz
- 3 Order of the Prime Minister's "On the establishment of the credit bureau» № 283-P on September 27, 2004
- 4 Гитман Л., Джонк М. Основы инвестирования.- М.: Мысль, 2009. -992 p.
- 5 Мельников В.Д. Основы финансов.- А.:LEM, 2005.-556 p.
- 6 White H. Where do Markets Come from? // American Journal of Sociology, 2010.- Volume 8
- 7 Statistical bulletin of the National Bank of the Republic of Kazakhstan. www.nationalbank.kz. 2012. - №5. – 220.



5.9. Registration Application

Applications should be submitted as a continuation of a thesis on the future of its pages.

The text of the thesis of all applications should be given reference. Applications are arranged in the order of references in the text.

Each application should start on a new page indicating at the top right of the page, the word "application" and its number.

The application should have a title that is recorded symmetrically with respect to the text of capitalized separately.

Application number is unsigned «№», example: Appendix 1.

Applications should be in common with the rest of the thesis sequentially numbered pages.

6. Defense of diploma work

6.1. The order of presentation in the defense of diploma work.

Diploma work submitted to the Graduate Departments of the procedure for overcurrent protection.

The procedure for overcurrent protection of the thesis held in an open meeting with students of the department and the obligatory presence of the supervisor and, if necessary, scientific advisers.

Overcurrent registered in the minutes of the meeting of the department.

The finished thesis, successfully passed the pre-defense and executed in accordance with the requirements is checked for plagiarism (P-02.3-08-2014 Regulation on the verification of written works based on the "Anti-plagiarism"), and then signed by the student.

If approved by the thesis supervisor of signs it.

In the case of non-thesis on the content and structure requirements, research manager does not sign it.

Supervisor writes a review on the thesis, which justifies its decision on the admission / non-admission to the thesis defense.

Based on these materials, head of the department decides on admission to the defense, making it an appropriate entry on the title page.

Thesis submitted to the department issuing the protection is sent to the external review.

The reviewer is a written review of the thesis, which provides a reasoned opinion on the relevance and practical significance of the topic, the correctness of the conclusions and recommendations of the study was completed, according to the research topic to specialization, academic degree and recommended assessment at the successful defense of a thesis (on the score-rating letter system).

Thesis, scientific director admitted to the protection, but the reviewer to assess the estimated F - «unsatisfactory», is protected in the general conditions.

6.2. The procedure for the diploma work defense

The diploma work defense takes place in an open session of the State Attestation Commission (SAC).

The diploma work defense is organized in the form of the public with the presence of the supervisor, students, teachers graduating chair. On defense, may be invited as representatives of the organization, based on which the study was conducted diploma and other stakeholders.

The total duration of the protection is usually not exceed 30 minutes.

To the diploma work defense student makes a report in which he/she summarize:

- ☐ relevance of the topic of the diploma work;
- ☐ the purpose and objectives of the study;
- ☐ an object of study and a brief description of its activities;
- ☐ practical significance of the research results;



- ☐ conclusions, suggestions, recommendations.

For clarity, the report used an illustrated material, charts, graphs, drawings, etc.

The report on the content of the thesis must not exceed 15 minutes.

In the discussion of the thesis is open to all those present in the form of questions or statements.

After the speech and answer student questions is read a review (in the presence of scientific adviser may act in person), and reviews. If you have comments on the recall and / or review student must give a reasoned explanation of their essence.

As a result of the protection of the thesis a grade of score-rating letter system. This takes into account the level of theoretical research and practical training of students, the quality of implementation and design of the thesis, as well as the comprehensive report and the responses to the questions, the level of the presentation, review and evaluation of the supervisor of the reviewer.


Results of protection of degree work in the protocol of the meeting of the state certifying commission individually for each student, and announced on the day of the meeting.

Authors

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K. Madyhanova

Head of SMQ,

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 ALMA ALMATY MANAGEMENT UNIVERSITY	МУ- ____ - ____ -201__ по написанию ДР специальность «Финансы»	Дата _____.____.20__г. Издание 02	стр.14 из 17
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Appendix 1
Title page

Ministry of education and science of the Republic of Kazakhstan

NEI «Almaty Management University»

Allowed to protect

Head of the department "Finance, accounting and audit"

_____ P.Issakhova

DIPLOMA WORK

on the theme: "Development of financial strategy of the company"

Performed

Student, group

Number F-1201 _____ Initials surname, last name

Scientific adviser,

Degree _____ Initials surname, last name

Almaty, 2016

Non-profit educational institute "Almaty Management University"

The department "Finance, accounting and audit"

Specialty 5B050900- "Finance"

The task for the diploma work

Student

(Full Name)

Theme of the diploma work « _____ »

Approved by the order number of _____ " ____ " _____ 20____

Deadline of the diploma work "_____" _____ 20__

Background to the work

[illegible]

The list to be developed in a research paper or short the content of the diploma work:

a) _____

b)

c) _____



Recommended references

Timetable for the preparation of the diploma work

№	Name of sections	Deadline for submission to the scientific leader	Note
1	2	3	4

Date of issuance of the task «____» _____ 20____

Head of the Department _____
(signature)

(Name)

Scientific leader of the thesis work _____
(signature)

(Name)

Student took the Task to execution _____
(signature)

(Name)



Appendix 3

CONTENT

page

INTRODUCTION

1. NAME OF CHAPTER

1.1. Name of paragraph

1.2. Name of paragraph

2. NAME OF CHAPTER

2.1. Name of paragraph

2.2. Name of paragraph

3. NAME OF CHAPTER

3.1. Name of paragraph

3.2. Name of paragraph

CONCLUSION

REFERENCES

APPENDICES

Sheet of coordination

№	Position	Name	Date of coordination	Signature
1	2	3	4	5
1				
2				
3				
4				
5				

