Approved
By the decision of the Academic Council
Chairman _____ G. Kurenkeyeva
_____ 20__22__ , № ___5___
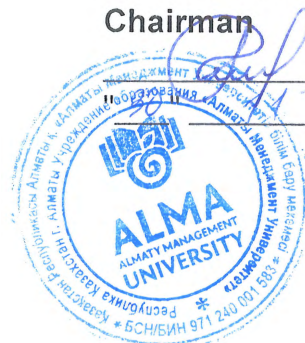
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	Position	Full name	Signature	date
Developed by	MD chief manager	Baigabylova Zh.A.		25.11.22
	Academic Dean of SM	Zhanzhigitova G.A.		25.11.22
	Assistant Professor SM	Zhakypbek L.B.		25.11.22
	Senior Lecturer SM	Pankratova A.V.		25.11.22
	Professor ShM	Nikiforova N.V.		25.11.22
	Assistant Professor SM	Sokhatskaya N.P.		25.11.22
Agreed with	Vice-Rector for Academic Development	Aryn A.A.		25.11.22
	MD director	Abdoldina F.N.		25.11.22
	Chief Manager of the QMS Department	Zhamieva N.M.		25.11.22

Content

1. Purpose of the document

This Regulation establishes the general requirements and procedure for: choosing the themes of graduation projects (hereinafter referred to as GP), forming project teams, working with the supervisor of the graduation project, drawing up a GP, passing pre-defense, checking for plagiarism, passing normative control, defending GP.

2. Scope of the document

2.1. This Regulation is part of the documents regulating the educational process at the EI "Almaty Management University" (hereinafter referred to as the University, AlmaU).
2.2. The requirements of this Regulation apply to all structural divisions of the University.
2.3. This Regulation is an internal regulatory document of the University and is not subject to presentation to other persons, except for auditors of certification bodies (at their request) when conducting quality management system audits.

3. References

This Regulation has been developed on the basis of the following regulatory documents:
− Law of the Republic of Kazakhstan "On Education" dated July 27, 2007 № 319-III;
− State obligatory standards of higher and postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan № 2 dated July 20, 2022;
− Model rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education were approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 595 dated October 30, 2018;
− The rules for organizing the educational process on credit technology of education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan № 152 dated 04/20/2011, as amended on 10/12/2018, order № 563;
− internal normative documents of the University.

4. Terms and abbreviations

The following terms and abbreviations will be used in this document:
CC- Certifying Commission
Academic calendar is a calendar of academic and control activities, professional internships during the academic year, indicating the days of rest (vacations and holidays).
Final attestation of students is a procedure carried out in order to determine the degree of mastering the volume of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the

state compulsory standard of the corresponding level of education.

Point-rating letter system is a system for assessing the level of educational achievements in points corresponding to the letter system accepted in international practice with a digital equivalent, and allowing you to set the rating of students.

Graduation project (GP) is a student's final work, which is an independent solution of applied problems corresponding to the profile of the educational program, performed using project approaches in the form of preparing business projects, models, as well as creative projects and other projects.

Educational program (EP) is a single complex of the main characteristics of education, including the goals, results and content of education, the organization of the educational process, the ways and methods of their implementation, the criteria for assessing learning outcomes.

MD– Methodology Department

AC- Academic Council

5. General provisions

5.1. The aim of the GP is to summarize and demonstrate the knowledge gained by students during their studies at the university, and, taking into account the experience of industrial and pre-graduate internship, to show the readiness of a young specialist to solve problems of an applied nature.

5.2. Writing a GP solves the following objectives:

− expansion, systematization and consolidation of the student's theoretical knowledge, the application of this knowledge to solve the set scientific, technical and production problems;

− development and consolidation of skills of independent work, possession of methods of experimental and applied research in solving the problems and tasks set in the DP;

− increasing the student's professional readiness for independent work in the specialty in a developing economy;

− identification and evaluation of the analytical and research abilities of the graduate.

5.3. The GP must be a complete independent scientific and practical development that meets the following requirements:

− have a targeted focus on improving the efficiency of the object of study;

− be problem-oriented, not abstract;

− contain activities that correspond to the general goals of the object of study;

− contain developments corresponding to the current level of scientific developments, methodological provisions and recommendations reflected in the relevant sources.

5.4. The GP must be made in a competent language, using a scientific style of presentation, and meet the following requirements:

− clarity of presentation;

− logical sequence;

− brevity, specificity;

− simplicity and accuracy;

− exclusion of the possibility of ambiguous interpretation;

− persuasiveness of the argument;

− authenticity;

− validity;

− purposefulness (clear tracking of aims in the content).

5.5. The GP should be presented in an academic style, the hallmarks of which are generalization, logical presentation, informative richness, objectivity of presentation, lack of imagery and emotionality, and references to the sources used. The terms used should be generally accepted or given with reference to the author. Similarly, formulas should be generally accepted, with the exception of certain scientific concepts and calculations introduced for the first time.

6. Organization of the graduation project

6.1. Themes of graduation projects and project groups

6.1.1. The themes of the GP of the Schools / Centers are formed on the basis of the needs of employers and the University, and also taking into account the needs and prospects for the development of the market.

6.1.2. Schools / Centers must ensure that the themes of the GP correspond to the priority research areas of the University, the list of which is approved by the decision of the AC. Priority research areas are formed on the basis of the long-term strategy of the University, the requirements of international accreditations and ratings, accepted international partnership obligations (PRME, CEEMAN, etc.), as well as on the basis of social responsibility to society and contribution to the socio-economic development of the city and country.

6.1.3. The themes of the GP should be updated annually, not less than 30%.

6.1.4. The management of the School / Center together with the teachers discuss and approve the themes of the GP and the proposed the supervisors of the GP by the protocol at the September meeting of the Council of the School / Center (Appendix 1).

6.1.5. The program leader sends the approved list of the GP themes with supervisors to students by mail, no later than the first working day of October.

6.1.6. Students have the right to choose a theme and the supervisor of the GP from the proposed list of themes or propose their own theme, which corresponds to the EP and is agreed with the supervisor of the GP (until the end of October of the current academic year).

6.1.7. It is not allowed to choose the same theme of the GP for two or more groups of the same language department of the same EP.

6.1.8. Employers (enterprises, internship bases) can participate in the selection of areas and themes of projects. Employers can propose their own version of the project theme

by submitting a letter addressed to the Dean of the School / Director of the Center.

6.1.9. Project teams are formed from at least 2, but not more than 4 students.

6.1.10. The fixing of the themes and the supervisors of the GP is carried out on the basis of the submissions of the deans of the Schools, directors of the Centers by the decision of the CC of the University, no later than November of the current academic year.

6.1.11. In exceptional cases, upon completion of undergraduate practice, the wording of the theme can be corrected, no more than 30%, at the suggestion of the Dean of the School, Director of the Center on the basis of a statement from a group of students, project executors, with justification of the reason.

6.1.12. When performing the GP (after the approval and assignment of the theme to the group), the change or replacement of students within the groups is strictly prohibited.

6.2. Supervisor of the graduation project

6.2.1. In order to provide students with methodological assistance during the preparation of the GP and control the process of its implementation, each group is assigned the head of the GP, whose candidacy is approved by the decision of the University AC.

6.2.2. The supervising of the GP is carried out by teachers in the profile and (or) specialists corresponding to the 7th level of the national qualification framework with at least 5 years of work experience, and the 8th level of the national qualification framework with at least 3 years of work experience[1].

6.2.3. The GP supervisor must:

− assist students in choosing a GP theme and in developing a GP plan;

− evenly divide individual tasks between project participants;

− exercise control over the observance of the project schedule;

− recommend to the student the necessary basic literature and other sources on the theme, including from the electronic database of the University[2];

− participate in the preliminary defense and notify about the admission (or non-admission) of the project to the defense;

− sign the similarity report analysis protocol (from the StrikePlagiarism system);

− write and sign a review of the graduation project;

− advise on the preparation of a presentation and a report for defense;

− sign the project when it is admitted for protection.

6.2.4. The choice of teachers for the supervising the GP is carried out taking into account the specialization and experience of the teacher on the project theme.

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[1]National Qualifications Framework
https://atameken.kz/uploads/content/files/%D0%9D%D0%B0%D1%86%D0%B8%D0%BE%D0%BD%D0%B0%D0%BB%D1%8C
%D0%BD%D0%B0%D1%8F%20%D1%80%D0%B0%D0%BC%D0%BA%D0%B0%20%D0%BA%D0%B2%D0%B0
%D0 %BB%D0%B8%D1%84%D0%B8%D0%BA%D0%B0%D1%86%D0%B8%D0%B9_2016.pdf

[2]Electronic databases of the University: https://lib.almau.edu.kz/page/18

7. Organization of the graduation project implementation

7.1. Pre-graduate internship

7.1.1. The place of pre-graduate internship should correspond to the theme of the GP and provide the opportunity to perform the following tasks of the GP:

− collection, processing and generalization of practical material;

− analysis of statistical data and practical material;

− formulation of conclusions, patterns, recommendations and proposals on the theme of GP.

7.1.2. Members of the design team must complete their internship at the same facility.

7.1.3. If the problem being solved in the project is relevant for several enterprises, then students can be members of one project group, and at the same time, internships are allowed at several enterprises of the same profile.

7.1.4. When choosing a place of internship, students can contact the University Career Planning Center, which can assist in finding a suitable organization (enterprise).

7.2. The procedure for writing a graduation project

7.2.1. Work on the project begins after the approval by the order of the Rector of the University of the composition of the groups, the theme and the supervisor of the GP.

7.2.2. The project team, together with the supervisor of the GP, prepares a schedule for the implementation of the project, indicating the timing of the priority for the implementation of individual sections.

7.2.3. Work on the GP can be carried out by students at the University, and also at enterprises, in scientific, design and other organizations.

7.2.4. GP should be carried out using modern information technologies, including using software products for calculations and model building.

7.3. The structure and content of the graduation project

7.3.1. The GP must contain:

− a sufficient number of relevant and publicly available sources of information, including foreign authors;

− generalization of research results, design solutions obtained by scientists, analysts, practitioners;

− theoretical conclusions on the object under study;

− results that provide a solution to a specific problem.

7.3.2. The volume of the GP is 40-50 pages without Appendices. At the same time, the number of pages in the Appendices is not limited.

7.3.3. Regardless of the objective and approach being solved, the structure of the GP should include the following elements:

− title page (see template in Appendix 2);
− content (see template in Appendix 3);
− summary;
− main part;
− conclusion;
− list of references used (at least 15 sources);
− Appendices (if available).

7.3.4. Page volume of the GP:
− summary (1-2 pages);
− the main part (37-44 pages);
− conclusion (1-2 pages);
− list of references used (1-2 pages).

7.3.5. **Summary** should contain:
− relevance of the GP theme,
− aim and objectives of the research,
− definition of the object of research,
− definition of the subject of research,
− research methodology,
− research problem.

7.3.6. **Main part** usually consists of 3 sections:

In the **first section** of the GP, it is necessary to:

− determine the essence and components of the basis of the problem under research;
− highlight the composition and summary of the theory of principles and methods for studying the problem;
− identify possible ways to solve the problem based on the use of a particular theory.

In **the second section** of the GP, it is necessary to present the analytical part, which consists in analyzing the problem in relation to the object of research.
The section should:

− contain an analysis of the current state of the object of study of the dynamics of the results of its financial and economic activities over the past 3-5 years;
− existing problems of the activity of the object of research, the causes and factors causing them;
− conclusions containing a description of the results of the analysis of the object of research.

The content of the second section must be illustrated with analytical tables, diagrams, diagrams and other materials with appropriate analysis, which are placed in the text of the project or given in the Appendices. For a deeper study of individual issues, special

questionnaire surveys and surveys of specialists can be carried out.

The third section of the GP contains the constructive part of the GP, which is an interconnected set of measures aimed at eliminating the shortcomings identified in the analytical part of the project. The proposed activities should be of a specific practical nature, presented in the form of an action plan, or a program of measures, or a model, and have a detailed study. At the end of the section, it is necessary to draw conclusions containing a brief rationale for the proposed activities.

7.3.7. **Conclusion** should contain the theoretical and practical conclusions and proposals that the group came to as a result of the study. The conclusion sums up the results of the solution of the set tasks. The conclusion should contain: the results of the analysis of the problem under study, the results of the analysis of the activities of the object of study, a brief description of the proposed measures and the results of evaluating their effectiveness, an assessment of the results of the study itself.

7.3.8. **List of references used** should contain information about the sources that were used when writing the GP. The list of sources is drawn up in accordance with the established requirements specified in the document - Rules for the preparation of written work.

7.3.9. **Appendix** is not a mandatory part of the graduation project. It may contain: materials, the use of which in the text overloads the graduation project and violates the logical harmony of the presentation; settlement materials, financial statements, forms of documents reflecting the analysis of the object of study; working design documentation. Appendices to this document are an example of the design of Appendices to the graduation project.

7.4. Requirements for the graduation project

7.4.1. The graduation project is drawn up exactly in accordance with the document - **Written assignment design rules**.

7.5. The procedure for passing pre-defense, checking for plagiarism, normative control

7.5.1. The GP, drawn up in accordance with the Rules for the preparation of written work, is submitted no later than *one month before* the proposed defense to go through the pre-defense procedure and receive feedback from the head of the GP.

7.5.2. The review of the head of the GP is issued to the student *within 10 days* from the date of the pre-defense with an indication of the reasoned conclusion "admitted to the defense" or "not admitted to the defense".

7.5.3. Preliminary defense of the GP is carried out if the student has the full text of the graduation project.

7.5.4. To conduct a preliminary defense of the GP, by order of the Dean of the School, a commission is created in the amount of three teachers. The preliminary defense of the GP is documented in a protocol.

7.5.5. If at the preliminary defense the GP receives a negative assessment, then it is sent for revision. Only after finalizing the GP and eliminating the noted shortcomings, it can be submitted again for pre-defense in order to obtain a decision on admission to defense.

7.5.6. After successfully passing the pre-defense procedure, if there is a positive review from the head of the GP with the conclusion "admitted to the defense", the GP is sent for plagiarism testing in the "StrikePlagiarism" system, which is carried out in accordance with the state compulsory standards of postgraduate education and the Regulations on plagiarism of the University.

7.5.7. Checking the GP for plagiarism is carried out **2 weeks before** the submission of documents to the technical secretary of the Attestation Commission (hereinafter - AC). The head of the GP sends the project in electronic form to the technical secretary of the AC to check the work for plagiarism.

7.5.8. The StrikePlagiarism system used at the University assumes 2 similarity coefficients:

- similarity coefficient #1 checks every 5 words. Works with similarity coefficient #1 more than 30% are rejected as plagiarism. Works with a similarity coefficient # 1 from 0.1% to 30% (inclusive) can be conditionally accepted, but must be reviewed and verified by the GP supervisor;

- similarity coefficient #2 checks every 25 words. Works with similarity coefficient #2 more than 5% are rejected as plagiarism. Works with a similarity coefficient # 2 from 0.1% to 5% (inclusive) can be conditionally accepted, but must be considered by the GP supervisor.

7.5.9. If the presence of plagiarism in both the similarity coefficient #1 and the similarity coefficient #2 is confirmed, the work is rejected and considered as a manifestation of academic dishonesty.

7.5.10. If the presence of plagiarism is not confirmed, then the GP supervisor needs to confirm this in the Protocol for the analysis of the similarity report proposed by the StrikePlagiarism system, certifying it with his signature.

7.5.11. Prior to the defense of the GP, it must be checked by the normative controller for compliance with the requirements for issuing the GP.

7.5.12. After successfully passing the pre-defense procedure, in the presence of a positive review by the GP supervisor with the conclusion "admitted to defense", and also after a successful check for plagiarism in the StrikePlagiarism system, the group is obliged to send the final version of the GP in MS Word and Pdf format to the normative controller by e-mail.

7.5.13. The normative controller checks:

– the correctness of filling the title page, the presence of the necessary signatures;

– the correctness of the design of the content, the correspondence of the titles of sections and paragraphs in the content to the corresponding titles in the text of the graduation project;

− correct page numbering;

− the correctness of the design of sections and paragraphs, figures, tables, formulas, Appendices;

− the correctness of the applied word abbreviations;

− the presence and correctness of references to the used literature (standards), the correctness of the list of used sources.

7.5.14. After checking, the normative controller reports to each group the comments related to the violation of the requirements for the design of the GP.

7.5.15. Changes and corrections indicated by the normative controller are required to be included in the GP.

7.5.16. With a positive result of checking the GP by the normative controller, the group begins preparations for the defense procedure of the GP.

8. Organization of the graduation project defense

8.1. Organization order and the procedure of the graduation project defense

8.1.1. The GP defense is held at a meeting of the Attestation Commission, the composition of which is approved by the rector's order or the person replacing him on the basis of the decision of the AC no later than January 10 of the current academic year.

8.1.2. The competence of the AC includes:

− verification of the level of compliance of the theoretical and practical training of graduates with the established requirements of the EP;

− awarding a graduate with a bachelor's degree in the relevant educational program;

− assignment of qualifications to the graduate according to the relevant educational program;

− making a decision on issuing a bachelor's degree;

− development of proposals aimed at further improving the quality of training of specialists.

8.1.3. The approved schedule of the Final Attestation (GP defense) is posted in the AIS of the University, no later than 2 weeks before the start of the final attestation period.

8.1.4. Students of the same GP, who are members of the same project group, must send the following signed documents to the technical secretary of the AC in electronic form (scan - Pdf) five days before the defense:

1. Graduation project with the title page signed (Appendix 2).

In this case, it is not necessary to print the entire thesis project. It is enough to convert into Pdf the Word version of the GP that passed through the normative control, and fasten it with the title page signed by all participants (students, the GP supervisor, scientific consultant - if available, program leader / director of the Center).

2. Review of the GP supervisor (Appendix 4).

Scanned version (Pdf) with the signature of the GP supervisor (and a scientific consultant,

if any).

3. Protocol of the analysis of the Report of similarity with the signature of the GP supervisor (from the StrikePlagiarism system).

Scanned version (Pdf) with the signature of the GP supervisor (and a scientific consultant, if any).

4. Act or reference on the implementation of the results of the graduation project (if any) (Appendix 5).

Scanned version (Pdf) with the signature of the head of the organization and the official seal of the enterprise.

The GP students are not allowed to defense if:

- The GP did not successfully pass the plagiarism check procedure, and the supervisor did not sign the protocol of the analysis of the Similarity Report;
- the GP supervisor gives a negative conclusion "not allowed for defense" or "not recommended for defense";
- the comments of the normative controller were not corrected.

8.1.5. The presence and speech at the meeting of the Attestation Commission of the GP supervisor is mandatory. Defense without the GP supervisor is allowed for good reasons.

8.1.6. The defense of the GP can be carried out both at an educational institution and at enterprises and institutions for which the subject of the protected project is of practical interest.

8.1.7. For the defense, students of the graduation project prepare a report that must correspond to the content of the project. The duration of the report is no more than 10 minutes. The report should reflect:

- the relevance of the project, its aim and objectives;
- research results and their novelty;
- practical significance of the obtained results;
- for clarity, the report uses illustrated material, graphs, diagrams, drawings, etc. using Power Point, Prezi, Canvas, etc., handouts - if necessary.

8.1.8. The GP defense schedule is approved in accordance with the academic calendar of the University for the current academic year.

8.1.9. The GP defense is held at an open meeting of the AC with the participation of at least 2/3 of its members. Presence and speech at the AC meeting is obligatory.

8.1.10. The defense procedure takes place in the following sequence:

- announcement by the technical secretary of the AC about the GP defense, indicating its title, the authors' surnames, names and patronymics, about the availability of the necessary documents with a brief description of the "academic" biography of the project team members;
- students' performance of the report and presentation;
- questions of the AC members;
- students' answers to the questions;
- the GP supervisor's speech;
- discussion of projects by the AC members at a closed meeting;

− grading by the AC members;
− announcement of the grades for the projects to students;
− Closing speech by the AC Chairman.

8.1.11. The process of the GP defense and its results are documented in a protocol. The decision on the evaluation of the GP defense, and on the award of an academic degree and the issuance of a diploma of the University's own sample, are taken by the AC at a closed meeting by a simple majority of votes of the commission members participating in the meeting.

8.1.12. The results of the GP defense are announced on the day of its holding. The assessment for the GP defense is set in the relevant documents and is confirmed by the signatures of the AC members.

8.1.13. The assessment of the GP is carried out according to the following criteria:

GP Section	Evaluated criterion	Maximum score	Distribution of the scores by criterion
The whole GP	Achieving the aim, fulfilling the objectives	25 points	20–25 points: the aim is achieved, all the objectives set are solved in full; 5–19 points: the aim was generally achieved, the objectives were not solved in full; 0-4 points: the aim is not achieved, the objectives are partially solved.
The whole GP	Consistency and validity of conclusions	10 points	9–10 points: the structure of the work is logical, the sections and paragraphs are interconnected, the conclusions are formulated correctly and justified; 5–8 points: the structure of the work as a whole is logical, there are comments on the wording of sections or paragraphs, the conclusions are not sufficiently substantiated; 0-4 points: the logic of the study is violated, there are no conclusions.
Section 3	Use of up-to-date, modern approaches, methods, tools to achieve the project aim	10 points	9–10 points: creative, non-standard solutions to the task were used; 5–8 points: actual relevant methods for solving the problem were applied; 0-4 points: professional methods and tools for solving the task were not applied or not adequately applied in the work.
The whole GP	Practical use of the results	10 points	9–10 points: recommendations have already been implemented in the company's activities, there are supporting documents; 4–8 points: recommendations can be implemented in the company's activities; 0-3 points: there are no practical recommendations or justification for their

			applicability.
Section 2	Relevance, effectiveness of the use of analysis methods	15 points	10–15 points: a set of modern relevant methods and tools for analyzing the research object was used, data were collected, processed and interpreted, problematic issues on the theme of the graduation project were identified; 5–9 points: there are shortcomings in the application of methods, interpretation of data, problematic issues on the theme of the graduation project are not clearly identified; 0–4 points: the analytical part is abstract.
The whole GP	The level of coordination of team members	5 points	0–5 points, including: − the tasks of each participant in the overall work are clearly indicated (0–3 points); − completed work reflects the coordinated efforts of all team members (0–2 points).
The whole GP	Quality of demo materials	5 points	0–5 points, including: − availability of creative and non-standard methods of demonstration (0–1 point); − how fully and clearly the report presents the materials and results of the project (0–2 points); − use of visualization methods (infographics, tables, charts, drawings, etc.) (0–2 points).
The whole GP	Individual contribution to the project	20 points	0–20 points, including: − public speaking skills (0–5 points); − demonstrates knowledge of the project material as a whole (0–5 points); − presented fully and clearly the individual contribution to the project and the results of the project part carried out by him (0–10 points).
TOTAL:		**100 points**	

8.1.14. Students who publicly defended the GP are awarded an academic bachelor's degree in the relevant field of education in the relevant educational program, and a diploma of the University's own sample with Applications (transcripts) is issued.

8.1.15. Protocols for the GP defense are signed by the chairman and members of the AC who participated in the meeting. After the completion of the work of the AC, the protocols are transferred to the archive for storage in the prescribed manner.

8.2. Procedure for loading and storing the graduation projects in the EDMS Documentolog

8.2.1. The AC Technical Secretary collects the following signed documents in electronic

form (scan - Pdf):

– **Graduation project with the title page signed.**

In this case, it is not necessary to print the entire graduation project. It is enough to convert into Pdf that GP version in Word which passed through the normative control and affix it with the title page signed by all participants (students, the GP supervisor, a scientific consultant - if available, the program leader / director of the Center).

– **Review of the GP supervisor.**

Scanned version (Pdf) with the signature of the GP supervisor (and a scientific consultant, if any).

– **Protocol of the analysis of the Report of similarity with the signature of the GP supervisor** (from the StrikePlagiarism system).

Scanned version (Pdf) with the signature of the GP supervisor (and a scientific consultant, if any).

– **Act or reference on the implementation of the results of the graduation project (if any)**.

Scanned version (Pdf) with the signature of the head of the organization and the official seal of the enterprise.

8.2.2. Within a month after the GP defense, the technical secretary of the AC must upload all GPs to the EDMS Documentolog. Instructions for loading GP are presented in Appendix 6 of this Regulation.

9. Responsibility and control

9.1. Deans, Academic deans, program leaders, administrative and managerial staff of the School/Centre, teachers control and are responsible for compliance with the specified criteria and requirements.

9.2. The director of the Methodology department is responsible for updating the points of this Regulation in accordance with the requirements of regulatory legal acts in the field of education and internal regulatory documents of the University.

9.3. University students are responsible for the implementation of the points and criteria of this Regulation.

Appendix 1

Approved
at a meeting of the Council of the School / Center

_____

Chairman _____ _____
<div align="right">Name, surname of Dean/Director</div>

Protocol # ___ dated "___" _____ 202__

THEMES OF THE GRADUATION PROJECTS
for students of "_____" EP
for 202_ - 202_ academic year

№	Тематика дипломных проектов	Диплом жұмыстарының тақырыптары	Themes of the graduation projects	GP supervisors (full name, academic degree)
1				
2				
3				

EP program leader "_____" _____ _____
<div align="right">Name initials. Surname</div>

Appendix 2

EI "Almaty Management University"

Permitted to defense

EP program leader "_____"

_____ Name initials. Surname

GRADUATION PROJECT

on the theme: "_____"

Students,

EP Code and name _____ Name initials, surname

_____ Name initials, surname

_____ Name initials, surname

Graduation project

Supervisor,

degree, rank _____ Name initials, surname

Almaty, 20__

Appendix 3

CONTENT

Page

Appendix 4

REVIEW

for the graduation project _____
<div align="center">students' surnames, names, patronymics</div>

performed on the theme: _____
_____

1. Relevance of the project _____
_____
_____
_____

2. Degree and validity of the theoretical component of the project
_____
_____
_____

3. Positive aspects of the project
_____
_____
_____

4. Practical significance of the project
_____
_____
_____

5. Recommendations for admission to the project defense
_____
_____
_____

Supervisor of the graduation project_____ _____
<div align="center">signature   surname, name, patronymic</div>

_____
<div align="center">academic degree, title, position, place of work</div>

"_____" "_____" 20____

Appendix 5

Reference
on the implementation of the results of the graduation project

_____
the name of the project

Students' full name:

_____
_____

The following results of the graduation project have been introduced into the practice of the organization:

_____
_____
_____
_____
_____
_____
_____
_____

Head of the organization_____ Name initials, surname
   signature

Seal

for the AC technical secretary

Instructions for uploading graduation projects to the EDMS Documentolog

Step 1. Go to the EDMS Documentolog at https://doc.almau.edu.kz/user/login and enter the login and password from the corporate account.

Step 2. In the top panel, select Directories ---> Graduation work
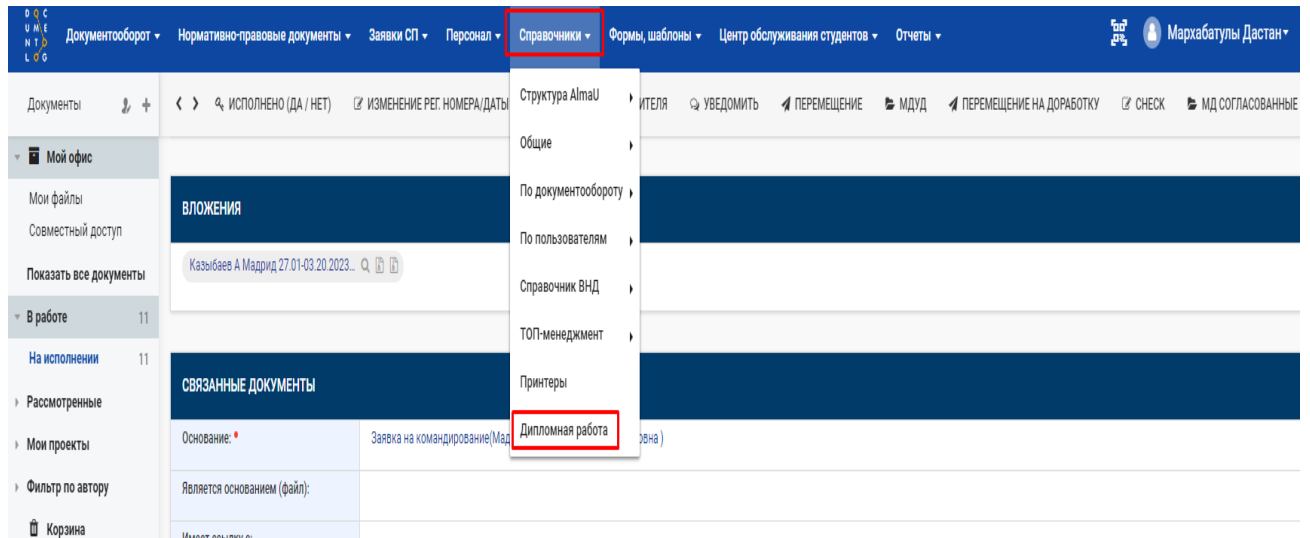
Step 3. In the upper left corner, click on the "+"
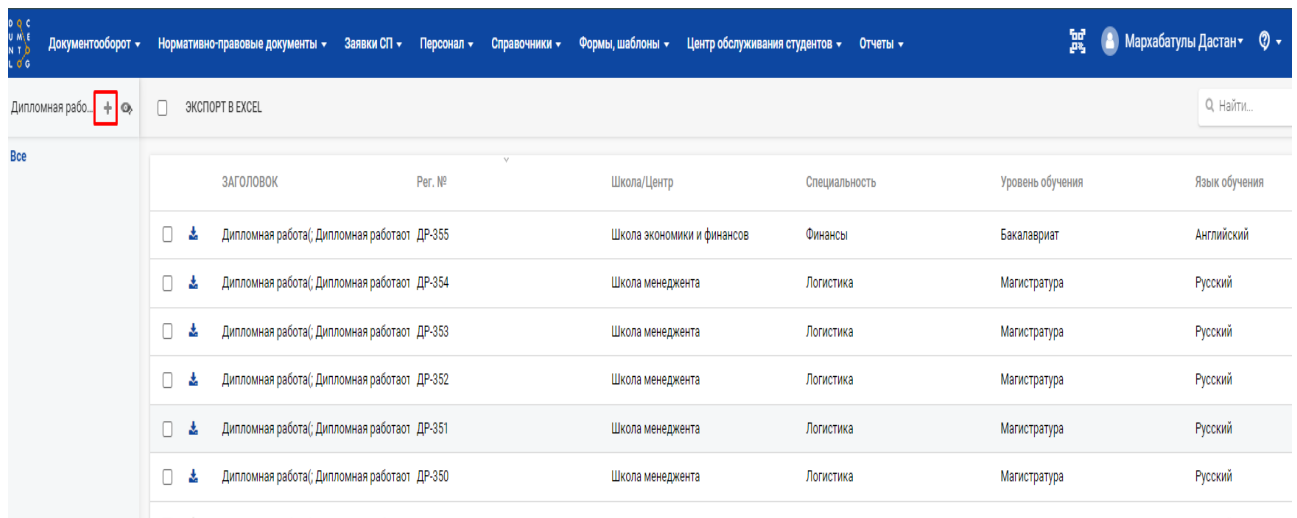
Step 4. Be sure to fill in all the fields and attach the following files in Pdf format:

1. Graduation project with the title page signed.

2. The supervisor's Review with the supervisor's signature (and a scientific adviser, if any) (Appendix 4).

The paper document is in unmanageable conditions. Before applying, check the relevance of the edition in the electronic document management system

3. Analysis protocol of the Similarity Report signed by the supervisor (and a scientific advisor, if any) from the StrikePlagiarism system.

4. An act or reference on the implementation of the results of the graduation project (if any) signed by the head of the organization and the official seal of the enterprise (Appendix 5).