

	<p align="center">MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN</p> <p align="center">NON-COMMERCIAL JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K.I.SATBAYEV”</p>	
<p align="center">Document QMS level 3</p>	<p align="center">Edition No. 2 from "<u>02</u>" 12 2021</p>	<p align="center">Reg. 029-03.1.01 - 2021</p>

REGULATIONS

**on the final attestation
(Undergraduate Thesis)**

Reg. 029-03.1.01 - 2021

Almaty 2021

FOREWORD

1 DEVELOPED: by the Academic Planning Committee of NJSC "Kazakh National Research Technical University named after K.I.Satbayev"

2 AGREED

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3 DISCUSSED AND APPROVED by the Educational and Methodological Council of NJSC "KazNRTU named after K.I.Satbayev" (minutes No. 2 dated 28.10 2021).

4 APPROVED by the decision of the Board of NJSC "KazNRTU named after K.I. Satbayev" dated "02" 12 2021 No 28

5 INTRODUCED instead of revision No.2, dated 27.03.2019

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1 General Regulations

1.1 This Regulation defines the main provisions of educational activities in the context of the introduction of credit education technology in higher education institutions.

1.2 The thesis (project) is a graduation work, which is done in electronic form at the final stage of training, if it is provided by the state compulsory standard of education and the curriculum of the specialty.

1.3 The purpose of the thesis (project) is: 1) systematization, consolidation and expansion of theoretical knowledge and practical skills in the specialty and their application in solving specific scientific, technical, economic and industrial problems, as well as cultural purposes; 2) development of skills for conducting independent work and mastering the methodology of scientific research and experimentation in solving the developed problems and issues; 3) finding out the readiness of the student for independent work in the conditions of modern production, science, technology, culture, as well as the level of his professional competence.

1.4 The thesis (project) is a summary of the results of independent study and research of the actual problem of a particular specialty in the relevant field of science.

1.5 The thesis (project) is carried out under the supervision of a supervisor and must meet one of the following requirements: 1) summarize the results of research, design decisions made by scientists, analysts, practitioners: engineers, designers, managers, economists; 2) contain scientifically substantiated theoretical conclusions on the object under study; 3) contain scientifically substantiated results, the use of which ensures the solution of a specific problem.

1.6 Students who have successfully mastered the theoretical undergraduate course in the amount of at least 240 academic credits are admitted to the thesis (project).

1.7 Students are fully responsible for the implementation of the thesis at all its stages. Students should plan for the execution of work, as well as set agendas for meetings and write records of discussions and agreements.

1.8 The student is required to familiarize himself with all relevant provisions and procedures presented in these Rules and other guidelines, and is obliged to apply them to his work.

1.9 The supervisor of the thesis (project) is a role model, which in turn obliges us to embody high personal and professional standards and ethical behavior.

1.10 The relationship between the student and the supervisor should be built on a professional level, at which the supervisor is responsible for:

- assistance to the student (group of students) in the development of the topic of the thesis, the work schedule for the entire period of implementation, indicating the tasks;

- recommendations to the student (a group of students) of the necessary basic literature, reference and archival materials, standard projects and other sources on

the topic;

- holding consultations, during which the current control of compliance by the student with the calendar schedule for the completion of the thesis is carried out;
- approval of the thesis for the final defense.

2 Normative references

- Law of the Republic of Kazakhstan “On Education”, with amendments and additions within the framework of legislative changes to increase the independence and autonomy of universities dated 04.07.18 No. 171-VI;
- Law of the Republic of Kazakhstan “On amendments and additions to certain legislative acts of the Republic of Kazakhstan on the issues of expanding the academic and managerial independence of higher educational institutions” dated 04.07.18 No. 171-VI;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 30.10.18. No. 595 “On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types”;
- State obligatory standard of higher education (Appendix 7 to the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604);
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20.01.15. No. 19 On approval of the Rules for the transfer and restoration of students by types of educational organizations with changes and additions by order of 10/31/18. No. 601;
- GOST 7.32-2017 System standard for information, librarianship and publishing (SIBID). Research report. Structure and rules of registration;
- GOST 3.1105-2011 Unified system of technological documentation (ESTD). Forms and rules for processing general-purpose documents;
- ST KazNRTU-09 General provisions for the construction, presentation, and content of textual and graphic material;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated January 30, 2017 No. 36 “On approval of the Model Rules for conducting ongoing monitoring of progress, intermediate and final attestation of students”;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated September 9, 2021 No. 282 "On approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types".

3 Abbreviations, terms and definitions

GPA	Grade Point Average
IC	Individual curriculum
SU, KazNRTU, University	NJSC "Kazakh National Research Technical University named after K.I. Satbayev", Satbayev University

MES RK	Ministry of Education and Science of the Republic of Kazakhstan
TS	Teaching staff
OR	Office of the Registrar
WCS	Working curriculum of the specialty
Academic Degree	The degree of mastering the relevant training program, awarded to a university graduate based on the results of the final state certificate.
Academic Calendar	Calendar of studying and control activities, professional practices during the academic year, indicating the days of rest (weekends and holidays).
Academic Transcript	A document of the established form containing a list of disciplines passed for the corresponding period of study, indicating the number of credits, grades and average score.
Appeal	A procedure carried out to identify and eliminate factors that contributed to a biased assessment of students' knowledge.
Baccalaureate	The level of higher professional education with the award of the academic degree "bachelor".
Bachelor	An academic degree awarded to individuals who have completed a bachelor's degree program.
Graduating Department	A department that trains and graduates specialists in their field.
Qualification Examination	The procedure is carried out in order to determine the degree of assimilation by the student of the program of the corresponding level of education, as a result of which a document on education of the state standard (diploma) is issued.
Competencies	The ability of students to apply the knowledge, skills and abilities acquired in the process of training in professional activities.
Credit Hour	A unified unit of measurement of the volume of educational work of a student/teacher. One credit is equal to 1 academic hour of the student's classroom contact work per week during the academic period. Each classroom hour is accompanied by 2 hours (100 minutes) of SIS.
Credit Education	Learning is based on the choice and independent planning by the student of the sequence of studying disciplines, using credit as a unified unit for measuring the volume of educational work of the student and teacher.
Student	Persons enrolled in a bachelor's degree program.
Graduate student	Persons from among the students who have successfully mastered the full theoretical course of study.

Undergraduate thesis	Graduate's final qualifying work (interchangeable definition). This document uses the thesis for consistency with previous generally accepted documents.
Research project	Scientific research work of a graduate on a given topic, the result of which is the implementation of the set goals and objectives using evidence-based methods and procedures.
Thesis project	Calculation research work of a graduate, and more often graduates, on a given topic, the result of which is the implementation of the set goal and objectives using modern calculation methods and procedures.
Independent study	Individual targeted work of a graduate aimed at providing a research or project report on a given topic.
Group work (project)	Graduation thesis (project) performed by a group of graduates on one given topic, which spells out the role, goals and objectives of each graduate of the group.
Individual work (project)	Graduation thesis (project), performed by one graduate on a given topic.
Scientific adviser	Persons from among the experienced teaching staff of the university, researchers of subsidiaries and / or representatives of the corporate sector with work experience, who are the head of a graduate or a group of graduates performing a thesis (project).
Curriculum	A document containing a complete list of academic disciplines of the mandatory component and the elective component, indicating the number of credits, the sequence of studying disciplines, types of training sessions and forms of control.

4 Requirements for the thesis (project) subject

4.1 The subject of the thesis (project) must be relevant and correspond to the current state and prospects for the development of science, technology and culture. When determining the topics of diploma works (projects), it is recommended to take into account the real tasks and problems of production, education, science and culture.

4.2 The themes of thesis (projects) must correspond to the training program, the direction of training and the profile of training of specialists, and may contain an interdisciplinary nature by no more than 30%.

4.3 The topics of thesis (projects) are developed by the graduating department, reviewed and approved by the Academic Council of the relevant institute.

4.4 Thesis on the research direction is the most recommended form of final attestation for graduates of a research university.

4.5 The remaining graduate students choose one of the following final certificate options:

4.5.1 Diploma project - individual or complex work of a group of graduates on the development and / or improvement and / or modernization of existing technological processes and equipment.

4.5.2 Independent research - project work, the result of which is an overview report on a given topic.

4.5.3 A comprehensive examination in the specialty without completing a thesis/project.

5 Requirements for the selection and execution of a thesis (project)

Calendar schedule

№	Activities	Deadlines
5.1	The student should have a general understanding of the topic of the thesis / research plan, and contact potential supervisors one year before the expected completion of the study.	January - March, 3rd year of study
5.2	In order to get acquainted with potential supervisors and speed up the choice of topics for the thesis (project) by students, a review meeting is held one year before the expected completion of studies. This meeting is for: <ul style="list-style-type: none"> - understanding by the student and supervisor of the requirements and expectations of the thesis, including the success of completing studies on time. - giving the learner the opportunity to express any questions, concerns that may arise, and seeking advice. - discussion of the necessary data for the completion of the thesis. 	April, 3rd year of study
5.3	The student undergoes an internship to collect the necessary data and study current tasks, methods and procedures on the topic of the thesis,	May-August, 3rd year of study
5.4	Upon completion of the internship, the student contacts the supervisor orally and reports on the results of the work, but no more than a week after the start of the 4th year of study.	August, 4th year of study
5.5	Graduating departments prior to the commencement of the thesis (project) must develop and provide students with methodological guidelines that establish the requirements for the thesis (project) in accordance with educational and professional programs and these rules. All materials (guidelines, schedule) must be posted on the supervisor's page on the educational portal.	Until September 01, 4th year of study
5.6	Within six weeks after the start of studies, the student and supervisor must discuss and decide on the type (research, project or independent study) and the topic of the thesis.	Until October 01, 4th year of study

5.7	After discussion with the supervisor, the student (a group of students) forms the Diploma Council (Thesis Committee), which, in addition to the supervisor, includes at least two members from among teachers, university researchers, as well as specialists from other organizations. The required form for the formation of the Council is signed by all members.	Until October 15, 4th year of study
5.8	At the first meeting of the Diploma Council (which may take place simultaneously with paragraph 5.7.), the student (a group of students) must (should) submit a work schedule for the entire period indicating the order of tasks. All meetings of the Diploma Council are recorded, and the appropriate form is provided by the department.	Until October 15, 4th year of study
5.9	The Diploma Council sets the deadlines for the periodic report of the graduate student on the completion of the thesis (project). During these terms, the student reports to the supervisor to monitor the degree of readiness of the thesis (project).	Until October 15, 4th year of study
5.10	The thesis (project) is carried out on the basis of the study of evidence-based literature on the topic of work (textbooks, manuals, monographs, periodicals, lecture courses, journals, including foreign languages, normative literature, etc.).	During the entire period
5.11	Each thesis (project) must have, in accordance with the task, the development of separate promising theoretical or practical issues. The main text of the thesis (project) should disclose the creative concept, the rationale for the research methods used, the accepted calculation methods and the calculations themselves, usually performed using computer technology, a description of the experiments, their analysis and conclusions on them, a feasibility study of options and, if necessary, be accompanied by illustrations, graphs, sketches, diagrams, diagrams, etc.	During the entire period
5.12	Work on a graduation project (work) is carried out by a student at a university, and, if necessary, with visits to businesses, scientific, design and other organizations.	During the spring semester
5.13	At the beginning of December, the second meeting of the Diploma Council is held, at which students (groups of students) present their current progress, are evaluated and a decision is made whether the student (group of students) should continue their research work or diploma project, or timely switch to independent work or a comprehensive exam. The decision of the Council on the continuation of the thesis by the student and / or on changing the topic and	Until December 15, 4th year of study

	type of work to another is submitted to the meeting of the department, and on the basis of the decision of the department, a corresponding proposal for a change in the order is made.	
5.14	The topic of the thesis (project) and the supervisor are assigned to the student or group of students and approved by order of the rector (vice rector for academic affairs) of the higher educational institution.	Until December 30, 4th year of study
5.15	Not later than six weeks before the official defense of the thesis, the third and final meeting of the Diploma Council is held, which is a preliminary defense. The student (a group of students) must submit at least 90% of the work, with the fulfillment of all the planned tasks. The Council decides on admission to the final defense.	Until April 1, 4th year of study

6 The content and structure of the thesis (project)

6.1 In terms of its content, a thesis (project) is a research work or design solution prepared by a graduate student of a higher educational institution independently or as part of a group in a specific field of activity in the form of a manuscript.

6.2 Registration of the thesis (project) is regulated by ST KazNRTU - 09 - 2017 General provisions for the construction, presentation, and content of text and graphic material:

<https://official.satbayev.university/ru/vnutrennie-normativnye-dokumenty/2-uroven-standardy-kaznitu>

6.3 The volume of the thesis (project) must be at least 30 pages of original text for individual work and at least 50 pages of original text for group work. Appendixes are not included in the specified volume of the thesis (project).

6.4 Abstract in Kazakh, Russian and English languages should contain: - information about the amount of work, the number of illustrations, tables, sources used; - a list of keywords characterizing the content of the final work; - goals and objectives of the work, the methods and equipment used, the results obtained and their practical use. The volume of the abstract should not exceed 1000 characters.

6.5 The content of the thesis (project) includes an introduction, serial numbers and titles of all sections, subsections, conclusion, list of references and titles of appendixes indicating the page numbers from which these elements of the thesis (project) begin.

6.6 The introduction should contain a rationale for the relevance of the topic of the thesis (project) and an assessment of the current state of the scientific or practical problem being solved, and the goal, objectives and object of the thesis (project) should also be given. The volume of the introduction cannot exceed 3 pages.

6.7 In the main part of the thesis (project), data is given that reflects the essence, content, methodology and main results of the work performed. The main part of the thesis (project), as a rule, is divided into sections and subsections (chapters and paragraphs).

6.8 The conclusion (conclusions) should contain brief conclusions on the results of the diploma research, an assessment of the completeness of the solutions to the tasks set, specific recommendations on the studied object of study. The volume of the conclusion cannot exceed 1 page.

6.9 The list of used literature is drawn up in accordance with the established requirements for scientific papers. https://allgosts.ru/01/140/gost_7.32-2017

6.10 The application includes materials related to the completion of the thesis research, which are not reflected in the main part.

6.11 For the accepted accuracy and objectivity of all data in the thesis (project), the responsibility lies on the student - the author of the thesis (project).

7 The procedure for submitting a thesis (project) for defense

7.1 Before the electronic signing of the thesis (project), the supervisor is obliged to make sure that the structural presentation and design of the work is correct, and also to request a certificate of borrowing of the work from the university database of the Anti-Plagiarism System. The student is obliged to submit the final version of the thesis for verification by the System no later than two weeks before the official defense. Without this certificate, the work cannot be signed by the supervisor.

7.2 Similarity reports should always be reviewed by the supervisor. Audited work should not be judged solely on the basis of (percentage) rates of Similarity Coefficient. The supervisor should check the contents of the document - whether the citations are correctly indicated, and whether they are borrowed from the documents listed in the bibliography. The system does not determine the priority of creating documents, i.e. which document was created earlier - analyzed or found by the System and accepted as a source. Thus, even in the case of uncertainty, the user cannot determine on the basis of the Similarity Report which document is the original and which is the copy. This conclusion can only be reached after a deeper analysis of the document.

7.3 Exceeding the set value in the Similarity Coefficient #1 means excessive use of borrowings, such as: “we must not forget that” or “we can say that”. Since all languages have commonly used phrases of five or more words, exceeding the set value of the Similarity Coefficient #1 only gives a general idea of the possibility of plagiarism and requires additional verification by the Supervisor. However, the value of these terms in the total volume of borrowings, as well as their influence on the percentage of the Similarity Coefficient #2, should not exceed 10 percent. The Similarity Coefficient #2 more accurately determines borrowings found in the checked document. Its value is calculated in the same way as for Similarity

Coefficient #1, but it identifies phrases of 25 words. Supervisors are encouraged to do a detailed analysis of all reports in which the Similarity Coefficient #2 exceeds 5 percent. Exceeding the set value of the Similarity Coefficient #2 is a reliable signal about the identification of unacceptable borrowings in the document. The presence of borrowings requires verification by the Supervisor, as this may be a fact of copying someone else's content (for example, the correct labeling of the quote).

7.4 Authors of papers that have not been verified using the System have the right to finalize and re-check them within the time limits set by the Supervisor, but no more than 5 calendar days.

7.5 Checking for plagiarism of one's work can be carried out no more than 3 times. The first check is at the expense of the university, and subsequent checks are at the expense of the author.

7.6 If a negative conclusion is received during the third check using the system, the work is not allowed for defense.

7.7 With a slight deviation from the established values (Similarity Coefficient No. 1 - from 51% to 60%, Similarity Coefficient No. 2 - from 6% to 10%), the final decision on admission to the defense of the work is made by the Supervisor and the head of the relevant department.

7.8 On the basis of the Similarity Report, the Supervisor and the Head of the Department draw up a "Protocol of the Analysis of the Similarity Report by the Supervisor" and, if necessary, a "Protocol of the Analysis of the Similarity Report of the Head of the Department", where a decision is made on the admission / non-admission of the final work for protection.

7.9 Protocols for the analysis of the Similarity Report of the Supervisor and the Head of the Department are issued in two copies, one of which is enclosed in the final work along with the Supervisor's review and general review, and the other is transferred to the Registrar's Office to be attached to the personal file of the Author.

7.10 In case of approval of the thesis (project) by the Diploma Council, the supervisor signs the work (project) with an electronic signature and, together with his opinion on admission to defense, submits it to the head of the department three weeks before the official defense.

7.11 In case of disapproval of the thesis (project), the Diploma Council and the supervisor write a reasonable electronic review and provide it no later than a week after the preliminary defense, and the supervisor does not sign the work (project).

7.12 Based on these materials, the head of the department makes the final decision on this thesis (project), making an appropriate entry on its title page. In the event that the Council and the supervisor do not consider it possible to allow the student to defend the thesis (project), this issue is considered at a meeting of the department with the obligatory participation of this student, the Diploma Council, including the supervisor.

7.13 The completed thesis (project), which has successfully passed the check for borrowings in the System, drawn up in accordance with the established requirements, signed by the supervisor and the head of the department, is sent for defense at the State Attestation Commission, and uploaded to a special portal of Diploma works no later than two weeks before official protection. The student (a group of students) must make an official announcement on the website about the defense of their work (project) - before May 1st, the 4th year of study.

7.14 Defense of the thesis (project) at the request of the student is carried out in Kazakh, Russian or English. The defense of the thesis (project) can be carried out using electronic resources in the form of multimedia presentations based on modern technical means and achievements in the field of information and communication technologies;

7.15 The thesis (project) is signed on the title page and stored at the department in electronic form.

8 The procedure of defending the thesis (project)

8.1 The procedure for defending a thesis (project) is determined by the Rules of the credit technology of education of KazNRTU. The thesis (project) is defended at an open meeting of the state attestation commission with the participation of at least half of its members. The defense of the thesis (project) is organized in a public form, with the presence of students, teachers of the graduating department and others. The supervisor, representatives of the organization on the basis of which the thesis research was conducted and other interested persons can be invited to the defense.

8.2 The duration of the defense of one individual thesis (project), as a rule, should not exceed 30 minutes and no more than 50 minutes for a group one.

8.3 To defend the thesis, the graduate makes a presentation to the state attestation commission and presents it for no more than 10 minutes.

8.4 All those present people can take part in the discussion of the thesis (project) in the form of questions or speeches.

8.5 After the discussion, the secretary of the commission reads out a review (if present, the supervisor can speak in person). If there are comments in the review, the student must give a reasoned explanation of their essence.

8.6 Based on the results of defending the thesis (project), an assessment is made according to the point-rating letter system.

8.7 When assessing a graduate (a group of graduates), the State Attestation Commission is guided by the following assessment criteria:

- General basic literacy of the graduate
- Professional competence of the graduate
- Accuracy and accuracy of the work (project)
- Completeness of the work (project)
- Originality and creativity in the execution of the work (project)

- Oratory and communication skills in the presentation of work
- The opinion of the supervisor.

8.8 Each member of the commission gives points for each evaluation criterion and sets the total final score in the statement in accordance with Appendix 3.

8.9 The final score of each member of the commission is set by the secretary of the commission with a general statement based on the results of which the final score of the commission is set.

8.10 The results of the thesis defense are documented in the minutes of the meeting of the state attestation commission individually for each student and are announced on the day of the defense.

8.11 The results of the final attestation and defense of theses (projects) issued by the decision of the State Attestation Commission are not subject to appeal.

8.12 In the event that a graduate admitted to the defense does not appear, another date for the defense may be assigned to him for defense by decision of the State Attestation Commission. In the event that a graduate admitted to the defense does not appear for defense during this period of the meeting of the State Attestation Commission, his defense can be held in another academic period according to the academic calendar on a paid basis.

8.13 If a graduate receives an F (unsatisfactory) grade in the final attestation and defense of the thesis (project), the procedure for preparing, writing and defending the thesis (project) must be carried out again in the next academic period on a new given topic of work. Working with the same supervisor is allowed.

9 The order of storage of the thesis (project)

9.1 The thesis/project is stored on the webpage of the department of the official website of the university in electronic format for at least 2 years. The department has the right to store in electronic format the most valuable works (for example, those with citations) for an unlimited time.

9.2 The student is obliged to transfer the final approved version of the thesis/project into an electronic PDF format. The file name in the original language is as follows: "Surname Initials. Topic. Year of protection.

9.3 The student must provide the electronic file of the thesis/project in the established format to the department before the date of defense.

9.4 The department places on the page of the department of the official website of the university the file of the thesis / project of the established format no later than 10 working days after the end of the defense.

9.5 Copyright to the results described in the thesis/project belongs to the author (student), and the thesis/project itself belongs to the university for 2 years from the moment of defense.

Appendix 1 Register of the member of the State Attestation Commission

REGISTER
of the member of the State Attestation Commission

Full name, academic degree

on final attestation and defense of theses (projects)
 graduates of KazNRTU named after K.I.Satbayev on the educational
 program _____ graduation of 201____

Students' full name	Evaluation by evaluation criteria						Final grade	Special marks
	General basic literacy of the graduate	Graduate professional competence выпускника	Accuracy and accuracy of the work (project)	Completeness of the work (project)	Originality and creativity in the execution of the work	Oratory and communication skills in the presentation of the work		

Member of the State Attestation Commission _____
 Full name, academic degree

Appendix 2

An example of a preliminary meeting between the student and the supervisor

**REVIEW MEETING
APRIL, YEAR 3**

PART A - TO BE COMPLETED BY THE STUDENT

Name: _____ Last name: _____
 e-mail address: _____ Phone number: _____
 Starting date of _____ Estimated end
 the program: _____ date of the
 program: _____

Summarize Research Area / Topic:

Have you decided on a scientific supervisor? Yes / No
 If yes, write the full name, position of the supervisor: _____
 How often do you meet with your supervisor? _____
 Last meeting date: _____

Please describe the progress (amount of work completed) achieved this semester:

Please list all core disciplines completed to date:

Code	Title	Credits	Scores
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If more space is required, please add information to this form.)

List the courses you intend to take in order to fulfill your requirements:

Code	Title	Credits	Scores
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please summarize your plans and goals for the coming academic year.

I certify that the above information and facts are correct to the best of my knowledge.

Student's name (Print)

Signature

Date

Please turn this completed report over to your supervisor to complete Part B.

PART B - TO BE COMPLETED BY THE STUDENT'S SCIENTIFIC SUPERVISOR

Please read the information provided in Part A and then complete Part B.

Supervisor's name: _____

Contact details: _____

Please describe the student's progress in their work:

Satisfactory / needs improvement / unsatisfactory

Provide justification below to your answer:

--

Comments of the program coordinator / head of the department:

--

Student's name (printed letters)

Signature

Date

Supervisor's name (printed
letters)

Signature

Date

Head of department's name
(printed letters)

Signature

Date

NOTE. Each student and supervisor should keep a copy of this progress report.

Appendix 3

An example of the form on the creation of the Diploma Council

FORM OF CREATING A DIPLOMA COUNCIL**STUDENT INFORMATION**

Name: _____	Last name: _____
e-mail address: _____	Phone number: _____
Starting date of the program: _____	Estimated end date of the program: _____

INFORMATION ABOUT BOARD AND SIGNATURES

Name of supervisor: _____	Department: _____
Supervisor's signature: _____	Date: _____
Name of Council Member: _____	Department: _____
Signature: _____	Date: _____
Name of Council Member: _____	Department: _____
Signature: _____	Date: _____

Student Name (printed letters)_____
Signature_____
Date_____
Name of head department
(printed letters)_____
Signature_____
Date

AMENDMENT RECORD SHEET _____

Sequential number of amendment	Reason (link to document)	Section, paragraph document	Type of change (replace, cancel, add)	Notification number and date	Amendment made	
					Date	Last name and initials, signature, position