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1. Purpose of the document

These Regulations establish the general requirements and procedure for: selecting the theme of diploma project (hereinafter referred to as DP), forming project teams, working with the supervisor of the diploma project, drawing up a DP, passing pre-defense stage, checking for plagiarism, passing normative control, defending DP.

2. Scope of the document

2.1. These Regulations are 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 these Regulations apply to all structural divisions of the University.

2.3. These Regulations are an internal regulatory document of the University and shall not be submitted to other persons, except for auditors of certification bodies (upon their request) during quality management system audits.

3. References

These Regulations have been developed based on the following regulatory documents:

- State Compulsory Standards of Higher and Postgraduate Education, approved by Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 20.07.2022, with amendments in Order No. 419 dated 27.08.2024;
- Model Rules for the Activities of Educational Organizations Implementing Educational Programs of Higher and/or Postgraduate Education, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated 30.10.2018, with amendments in Order No. 307 dated 24.06.2024;
- Rules for Organizing the Educational Process under the Credit-Based Learning System, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated 20.04.2011, with amendments in Order No. 203 dated 29.04.2024;
- Regulations on checking written works for plagiarism based on the Strike Plagiarism system, approved by the decision of the Academic Council of AlmaU on 25.05.2022, protocol No. 10;
- Rules for the Use of Artificial Intelligence in the Educational Process and Scientific Research at Almaty Management University, approved by the decision of the Academic Council of AlmaU on 24.04.2024, Protocol No. 9;
- Written assignment design rules, approved by the Rector of AlmaU on 10.02.2025.

4. Terms and abbreviations

The following terms and abbreviations will be used in this document:

AC – Attestation Commission

Academic calendar – calendar of educational and control events, professional practices during the academic year, indicating days off (vacations and holidays).


AI – Artificial Intelligence

AIS – automated information system

AlmaU – EI «Almaty Management University»

AQC – academic quality committee

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

Educational program (EP) – a single set of basic characteristics of education, including the goals, results and content of training, organization of the educational process, methods and techniques for their implementation, criteria for assessing learning outcomes.

EMD – Educational and Methodological Department

Final assessment of students – a procedure carried out to determine the degree of their mastery of 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.

IMS – Integrated Management System

Point-rating letter system – system for assessing the level of academic achievements in points, corresponding to the internationally accepted letter system with a digital equivalent, and allowing to establish the rating of students.

5. Responsibility

5.1 Deans, deputy deans, program leaders, administrative and managerial staff of the Schools/Centers, and faculty members are responsible for ensuring compliance with the specified criteria and requirements.

5.2 The Director of the EMD is responsible for updating the points of this Regulation in accordance with the requirements of regulatory legal acts in the field of education and the internal regulatory documents of the University.

5.3 Students of the University are responsible for fulfilling the points and criteria of these Regulations.

6. General provisions

6.1. The aim of the DP 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.

6.2. Writing a DP 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.

6.3. The DP 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.

6.4. The DP 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).

6.5. The DP 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.

7. Organization of the diploma project

7.1. Themes of diplomas projects and project groups

7.1.1. The themes of the DP 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.

7.1.2. Schools / Centers must ensure that the themes of the DP 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.

7.1.3. The themes of the DP should be updated annually, not less than 30%. The management of the School / Center together with the faculty members discuss and approve the themes of the DP and the proposed the supervisors of the DP by the protocol at the September meeting of the Council of the School / Center (Appendix 1).

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

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

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

7.1.7. 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.

7.1.8. Depending on the scale of the tasks set, project groups are formed from at least 2 but no more than 4 students. In this case, each student contributes to the solution of the tasks set in the diploma project.

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

7.1.10. In exceptional cases, upon completion of Pre-graduation internship (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.

7.1.11. When performing a DP (after the topic has been approved and assigned to a group), changing or replacing students within groups is strictly prohibited.

7.2. Supervisor of the diploma project

7.2.1. In order to provide students with methodological assistance during the preparation of the DP and control the process of its implementation, each group is assigned the supervisor of the DP, whose candidacy is approved by the decision of the Academic Council of the University.

7.2.2. The supervision of the DP is carried out by faculty members of the relevant specialization and (or) professionals working in the respective field with at least 10 (ten) years of work experience¹.

7.2.3. The DP supervisor must:

- assist students in choosing a DP theme and in developing a DP 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 University²;
- 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 diploma project;
- advise on the preparation of a presentation and a report for defense;
- sign the project when it is admitted for protection.

¹Qualification requirements for educational activities of organizations providing higher and (or) postgraduate education, and a list of documents confirming compliance with them: <https://adilet.zan.kz/rus/docs/V2400033892>

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

7.2.4. The choice of faculty members for the supervising the DP is carried out taking into account the specialization and experience of the faculty member on the project topic.

8. Organization of the diploma project implementation

8.1. Pre-graduation internship (practice)

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

- 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.

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

8.1.3. 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.

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

8.2. The procedure for writing a diploma project

8.2.1. 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 DP.

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

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

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

8.2.5. The use of AI in writing the DP is permitted subject to strict compliance with the requirements described in the Rules for the use of artificial intelligence in the educational process and scientific research of the EI «Almaty Management University».

8.3. The structure and content of the diploma project

8.3.1. The DP 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.

8.3.2. The volume of the DP is *40-50 pages* excluding the abstract and Appendices. At the same time, the number of pages in the Appendices is not limited.

8.3.3. Regardless of the objective and approach being solved, the structure of the DP should

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include the following elements (in the given sequence):

- title page (see sample in Appendix 2);
- abstract;
- contents (see sample in Appendix 3);
- introduction;
- main part;
- conclusion;
- list of references used (at least 15 sources);
- Appendices (if necessary).

8.3.4. Recommended Page volume of the DP:

- title page (1 page);
- abstract (2 pages - not included in the total volume of project);
- contents (1 page);
- introduction (2-3 pages);
- main part (34-41 pages);
- conclusion (1-2 pages);
- list of references used (1-2 pages).

8.3.5. *Abstract* must contain brief general information about the project in 2 other languages on separate pages (total – 2 pages): first in Kazakh (ТҮЙІНДЕМЕ), then in Russian (РЕЗЮМЕ) – for works defended in English; first in Russian, then in English – for works defended in Kazakh; first in Kazakh, then in English – for works defended in Russian. The Abstract is placed *before* the contents of the DP.

8.3.6. *Introduction* should contain:

- relevance of the DP theme,
- aim and objectives of the research,
- literature review (for the last 5-7 years);
- definition of the object of research,
- definition of the subject of research,
- research methodology,
- research problem;
- functional responsibilities of each project participant.

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

In the *first section* of the DP, 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 DP, 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 DP contains the constructive part of the DP, 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.

8.3.8. *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. Requirements for the content of the conclusion for individual EP may be established by the School AQC in accordance with the specifics of the EP.

8.3.9. *List of references used* should contain information about the sources that were used when writing the DP. The list of sources is drawn up in accordance with the established requirements specified in the document – Written assignment design rules.

8.3.10. *Appendix* is not a mandatory part of the diploma project. It may contain: materials, the use of which in the text overloads the diploma 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 diploma project.

8.4. Requirements for the diploma project

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

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

8.5.1. The DP, drawn up in accordance with the *Written assignment design rules*, is submitted no later than one month before the proposed defense to go through the pre-defense procedure and receive feedback from the supervisor of the DP.

8.5.2. The review of the supervisor of the DP 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».

8.5.3. Pre-defense of the DP is carried out if the student has the full text of the diploma project.

8.5.4. To conduct a pre-defense of the DP, by order of the Dean of the School, a commission is created in the amount of three faculty members. The pre-defense of the DP is documented in a protocol.

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

8.5.6. After successfully passing the pre-defense procedure, if there is a positive review from the supervisor of the DP with the conclusion "admitted to the defense", the DP is sent for checking for plagiarism in the «StrikePlagiarism» system, which is carried out in accordance with the University Regulation on checking written works for plagiarism based on the StrikePlagiarism system.

8.5.7. Checking the DP for plagiarism is carried out *2 weeks before* the submission of documents to the technical secretary of the Attestation Commission (hereinafter - AC). The supervisor of the DP sends the project in electronic form (in 2 formats: MS Word and PDF) to the technical secretary of the AC to check the work for plagiarism.

8.5.8. 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 DP 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 DP supervisor.

8.5.9. If the presence of plagiarism is confirmed by both similarity coefficient №1 and coefficient №2 or just by one of them, and/or textual and/or other manipulations are found in the document, the work is rejected and considered as an instance of academic dishonesty.

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


8.5.11. Prior to the defense, the DP must be checked by the normative controller for compliance with the requirements for the design of the DP.

8.5.12. After successfully passing the pre-defense procedure, in the presence of a positive review by the DP 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 DP in MS Word and PDF formats (both formats) to the normative controller by e-mail.

8.5.13. 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 diploma 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

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of the list of used sources.

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

8.5.15. Changes and corrections indicated by the normative controller are required to be included in the DP.

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

9. Organization of the diploma project defense

9.1. Organization order and the procedure of the diploma project defense

9.1.1. The DP 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/her on the basis of the decision of the AC no later than January 10 of the current academic year.

9.1.2. 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.

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

9.1.4. Students of the same DP, 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. Diploma 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 DP that passed through the normative control, and fasten it with the title page signed by all participants (students, the DP supervisor, scientific consultant - if applicable, program leader / director of the Center).

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

Scanned version (PDF) with the signature of the DP supervisor (and a scientific consultant, if applicable).

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

Scanned version (PDF) with the signature of the DP supervisor (and a scientific consultant, if applicable).

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

Scanned version (PDF) with the signature of the head of the organization and the official stamp of the enterprise.

Students of the DP are not allowed to defense if:

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

9.1.5. The presence and speech at the meeting of the Attestation Commission of the DP supervisor is mandatory. Defense without the DP supervisor is allowed for valid reasons.

9.1.6. The defense of the DP 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.

9.1.7. For the defense, students of the diploma project prepare a report that must correspond to the content of the project. The duration of the report is *no more than 15 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.

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

9.1.9. The DP 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.

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

- announcement by the technical secretary of the AC about the DP 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 DP 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.

9.1.11. The process of the DP defense and its results are documented in a protocol. The decision on the evaluation of the DP 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.

9.1.12. The grade for the diploma project is given depending on the contribution of each participant. In the introduction of the diploma project, as well as during the defense of the project, the contribution of each participant must be indicated.

9.1.13. The results of the DP defense are announced on the day of its holding. The assessment

for the DP defense is set in the relevant documents and is confirmed by the signatures of the AC members.

9.1.14. The assessment of the DP is carried out according to the following criteria:

DP Section	Evaluated criterion	Maximum score	Distribution of the scores by criterion
The whole DP	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 DP	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 DP	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 diploma project were identified; 5–9 points: there are shortcomings in the application of methods, interpretation of data, problematic issues on the theme of the diploma project are not clearly identified; 0–4 points: the analytical part is abstract.

The whole DP	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 DP	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 DP	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	

9.1.15. Students who publicly defended the DP 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.

9.1.16. Protocols for the DP 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.

9.2. Procedure for loading and storing the diploma projects in the Documentolog

9.2.1. The AC Technical Secretary collects the following signed documents in electronic form (scan - Pdf):

- *Diploma project with the title page signed.*


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

- *Review of the DP supervisor.*

Scanned version (PDF) with the signature of the DP supervisor (and a scientific consultant, if applicable).

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

Scanned version (PDF) with the signature of the DP supervisor (and a scientific consultant, if applicable).

 ALMA <small>ALMATY MANAGEMENT</small> UNIVERSITY	R-AKD-15	Regulations on the diploma project	Edition 1	Page 15 of 22
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– *Act or reference on the implementation of the results of the diploma project (if applicable).*
 Scanned version (PDF) with the signature of the head of the organization and the official seal of the enterprise.

9.2.2. *Within a month* after the DP defense, the technical secretary of the AC must upload all DPs to the Documentolog. Instructions for loading DP are presented in Appendix 6.

Appendix 1

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

Chairman _____
Name, surname of Dean/Director

Protocol № ____ dated « ____ » ____ 202__

THEMES OF THE DIPLOMA PROJECTS

for students of « _____ » EP
 for 202__ - 202__ academic year

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

EP program leader « _____ » _____
Initial of name. Surname

EI «Almaty Management University»**Permitted to defense**

EP program leader «_____»

_____ Initial of name. Surname

DIPLOMA PROJECT**on the theme: «_____»**

Students,

EP Code and name

Initial of name. Surname

Initial of name. Surname

Initial of name. Surname

Diploma project

Supervisor,
degree, rank

Initial of name. Surname

Almaty, 20__

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Appendix 4

REVIEW

for the diploma project _____
students' surnames, names, patronymics
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 diploma project _____
signature surname, name, patronymic

academic degree, title, position, place of work

« ____ » « _____ » 20____

Appendix 5

Reference
on the implementation of the results of the diploma project

the name of the project

Students' full name:

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

Head of the organization_____ **Initial of name. Surname**

signature

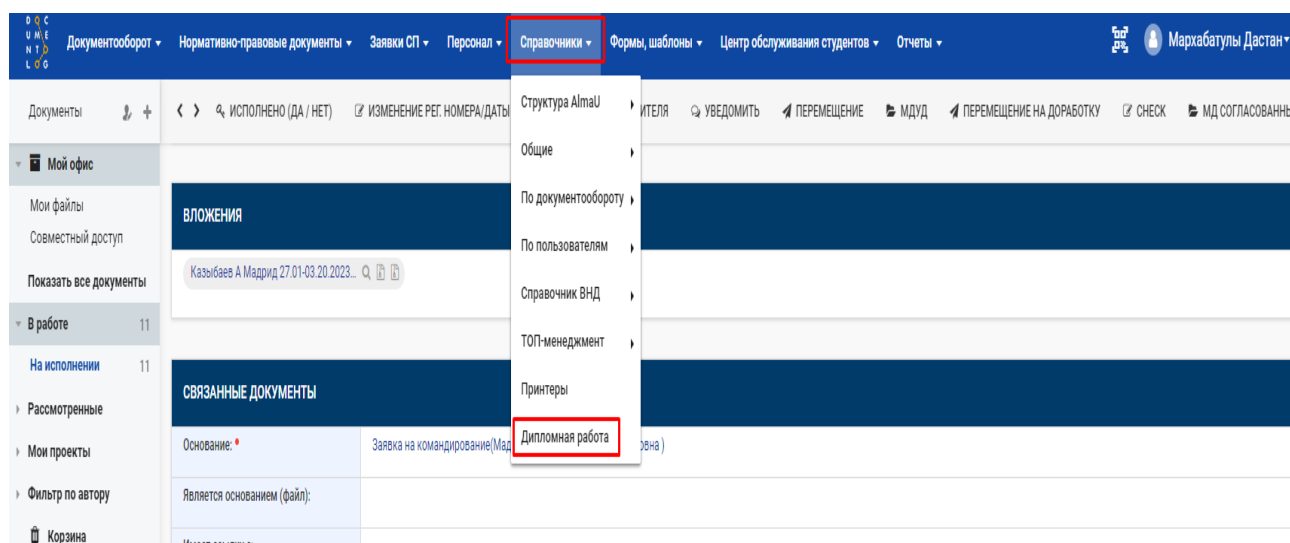
Stamp

Appendix 6 for the AC technical secretary

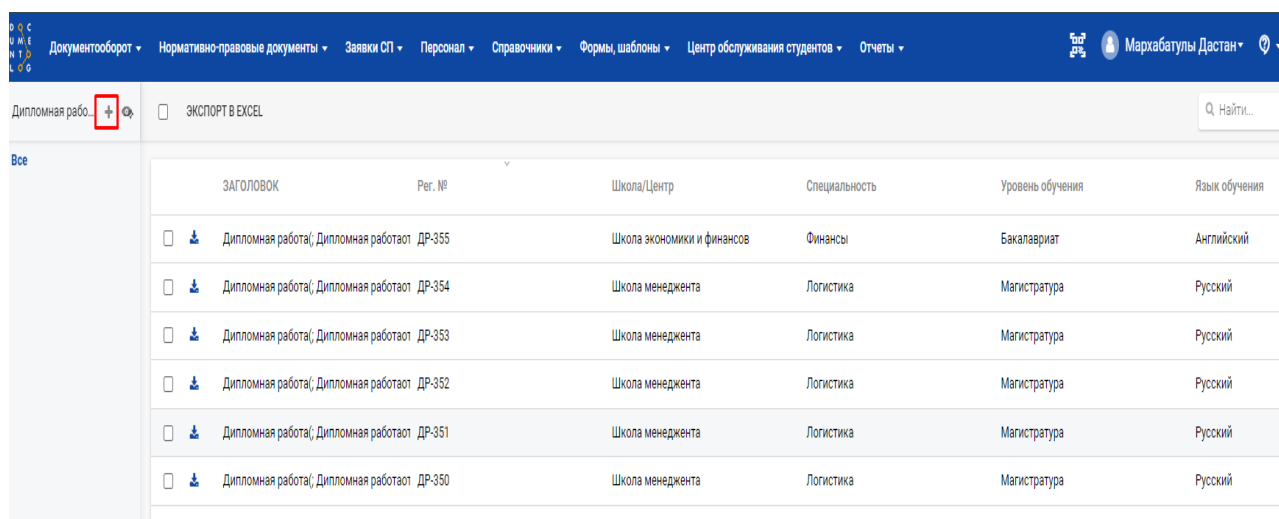
Instructions for uploading diploma projects to the Documentolog

Step 1. Go to the 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 (Diploma project).



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. Diploma project with the title page signed.
2. The supervisor's Review with the supervisor's signature (and a scientific adviser, if applicable) (Appendix 4).
3. Analysis protocol of the Similarity Report signed by the supervisor (and a scientific advisor, if applicable) from the StrikePlagiarism system.

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


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

Нормативно-правовые документы ▾ Заявки СП ▾ Персонал ▾ Справочники ▾ Формы, шаблоны ▾ Центр обслуживания студентов ▾ Отчеты ▾



☐ ЭКСПОРТ В EXCEL

Дипломная работа № от
Версия 1
1 2 3

РЕГИСТРАЦИОННЫЕ РЕКВИЗИТЫ

ФИО: *		←
Школа/Центр: *	Не выбрано ▾	←
Специальность: *	Не выбрано ▾	←
Уровень обучения: *	Не выбрано ▾	←
Язык обучения: *	Не выбрано ▾	←
Декан: *		←

ВЛОЖЕНИЕ

Прикрепить файл: *	 ЗАГРУЗИТЬ 
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