

**'MAQSUT NARIKBAYEV UNIVERSITY' JSC  
LAW SCHOOL**



**ACADEMIC POLICY**  
on writing Final theses of bachelor students

**Astana, 2023**

This academic policy is developed on the basis of the Law of the Republic of Kazakhstan 'On Education' dated July 27, 2007, the state general standard of higher education, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2, the Standard Rules for the activities of higher and postgraduate education organisations, approved by the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 9, 2021, No. 282, and includes the general requirements of Maqsut Narikbayev University for writing final qualifying theses of bachelor students.

Approved by the Committee on Science of the Law  
School of Maqsut Narikbayev University

Protocol No. \_\_\_\_ from \_\_\_\_\_, \_\_\_\_\_, 2023

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## **I. DIPLOMA PROJECT PREPARATION**

### **1. GENERAL PROVISIONS**

- 1.1. Final thesis is an independent original work of the student (graduate), which has a specific result, the achievement of which is determined by the customer and / or supervisor, to be presented for defence within the framework of the final state certification and to determine the degree of readiness of students to carry out practical activities.
- 1.2. The final thesis is carried out in the form of a diploma project. All research topics correspond to the Research Report, which is developed by the Scientific Schools based on current problems and trends in the development of a particular branch of law. Each Scientific School prepares a Research Report at the end of each academic year. This report(s) represents a holistic research on a particular topic. The Research Report for Master's degree students and Bachelor's degree students is prepared within one academic year, the Research Report for students of scientific-pedagogical direction is prepared within two years. One Research Report may contain several research topics, provided that there is a sufficient number of undergraduate and master's students assigned to it. Themes in different languages may not be duplicated. The Research Report topics are approved by the Law School Committee on Science. It is allowed to publish interim results of the research with a logical conclusion in the next academic period. Each Research Report is assigned a supervisor who supervises the work on the report, as well as forms the final text of the document.
- 1.3. Diploma Project is an individual research work (in exceptional cases - group work), which is a complete and original solution of an actual practical problem (group of homogeneous problems) or fulfilment of a specific task, set by the Scientific School within the framework of preparation of the Research Report for the current academic year.
- 1.4. Final thesis may be written in Kazakh, Russian or English languages.
- 1.5. The quality of final thesis is assured by the Quality Assurance system established by this Academic Policy and the Academic Integrity Guidelines.
- 1.6. Final thesis is recognised as an object of intellectual property Maqсут Narikbayev University.
- 1.7. Students who have successfully defended the interests of the University in the International Game Trials for the Philip Jessup Cup, Capstone Project, Bismuth or other international competitions of similar level, regardless of the course and year of study, on the basis of the order of the Director of the School, are exempted from the need to prepare a final thesis. In this case at the meeting of the State Attestation Commission (SAC) the results of the above mentioned competitions are presented.

### **2. PROCEDURE FOR ESTABLISHING A RESEARCH TOPIC**

- 2.1. The procedure for assigning a student to a supervisor and selecting a thesis topic is administered by the Law School's Science Committee.
- 2.2. Research Report topics are presented to students no later than 1 October. After the presentation of the topics, the students decide on the choice of the Scientific School to conduct the research and are selected for admission to write the Project within one Scientific School. After the formation of the pool of Master's and undergraduate students participating in the preparation of the Research Report, the Scientific Schools develop the content of the corresponding report with the distribution of specific issues and topics among Master's and undergraduate students. A supervisor is appointed for each Master's or undergraduate student.

- 2.3. The Deputy Director for Undergraduate Studies forms a submission on the approval of topics and scientific supervisors of theses (projects) and submits it for approval to the Committee on Science of the Law School and the Academic and Research Council of the University. Following the results of the approval, an Order on approval of topics and scientific supervisors of thesis projects is issued.
- 2.4. Highly qualified individuals from the University's faculty may be presented as thesis supervisors. A person who is included in the list of undesirable supervisors by the Committee on Science of the Law School or by the Dean's order, as well as a person who does not speak the language in which the Master's thesis (project) is supposed to be performed, cannot be appointed as a scientific supervisor.
- 2.5. Supervision over the preparation of the diploma project is entrusted to the supervisor. Work on the diploma project is carried out by the student together with the supervisor in individual consultations.
- 2.6. Responsibilities of the supervisor:
  - a) recommends relevant literature, administrative and judicial decisions, electronic bibliographic resources necessary for the preparation of the thesis project to the student, as well as provides assistance in obtaining them;
  - b) in accordance with the approved schedule, holds weekly consultations for students on the preparation of the diploma project, exercises constant control over the progress of project preparation;
  - c) systematically monitors the obtained results, makes the necessary recommendations and controls the process of amending and supplementing them;
  - d) checks the thesis project for illegal borrowings;
  - e) advises the student on the formatting of the thesis project in accordance with the requirements of this academic policy, as well as in the process of preparing the project for defence;
  - f) within the established deadlines, issues a reasoned, detailed feedback on the thesis project, containing an indication of the relevance and novelty of the chosen topic, originality, reliability and validity of the results obtained;
  - g) participates in the defence of the diploma project at the meeting of the graduation committee.
- 2.7. The Research Report Editor is responsible for supervising the work of supervisors with students. In case of systematic shortcomings of the supervisor, he/she may be temporarily or permanently suspended from supervising thesis projects on the basis of the decision of the Committee on Science.

### **3. QUALITY MANAGEMENT SYSTEM**

- 3.1. Quality Assurance is understood as a set of measures and requirements for quality assurance of preliminary defence, defence at the SAC meeting established by the present Academic Policy.
- 3.2. The diploma project shall be carried out in accordance with the principles of independence, internal unity, credibility and practical value. Diploma projects should make a real contribution to the preparation of the Research Report.
- 3.3. The student is obliged to comply with the principles of academic honesty in the preparation of the diploma project. The student is responsible for violating the requirements of this Academic Policy, as well as the Academic Integrity Guidelines and the facts of plagiarism in the process of final research. The qualifying final thesis must not contain a single percent (0%) of plagiarism, whether it be a paragraph, section, or project/work, as a whole.

- 3.4. The Diploma Project's originality is checked by the supervisor using the Turnitin system. The fact of detection of plagiarism in the diploma project is a reason for the student not to be admitted to the defence of the diploma project.
- 3.5. The coincidence of the names of normative legal acts and official documents, names of state and other official bodies and organisations, terms, definitions and concepts generally accepted for the relevant branch of science, texts of normative legal acts, texts of works under study is not plagiarism if the scope and nature of their use do not call into question the originality of the diploma project. It is not allowed to use technical means and methods in order to reduce or exclude the possibility of detecting plagiarism.

#### 4. DIPLOMA PROJECT CONTENT

- 4.1. The diploma project contains the following structural components:
  - a) Cover page (Annex 1);
  - b) Title page (Annex 2);
  - c) Table of contents;
  - d) List of abbreviations;
  - e) Introduction;
  - f) Main body;
  - g) Conclusion;
  - h) Bibliography;
  - i) Appendices (if any).
- 4.2. **The table of contents** includes the names of sections (chapters), subsections (subchapters) and subparagraphs of the diploma project with precise indication of the pages on which the information on specific stages of work is located.
- 4.3. **The introduction** of the diploma project describes in detail the aim and objectives of the diploma project; explains the application of research methods in relation to the achievement of specific results. The purpose of the diploma project should contain an indication of its result.
- 4.4. **The main body** of the diploma project, which may contain a different number of sections, contains a brief history of the problem under study; describes the author's interviews, observations, experiments, calculations, results obtained; analyses the collected factual material and literature; draws specific conclusions and recommendations for solving the selected problem. It may contain tables, graphs, charts. The content of this chapter is established based on the task set by the Scientific School within the framework of preparation of the Research Report. At the end of each section, the author summarises the conclusions. The work should be written in clear language, without repetitions, abbreviations, contradictions between individual provisions, consistently reveal the topic. The scope of the main part of the project is approved by the Scientific School depending on the specifics of the task at hand.
- 4.5. **The conclusion** in a concise form indicates the main provisions of theoretical and practical nature, which were achieved as a result of the diploma project. The conclusion fulfils the role of the ending, conditioned by the logic of the conducted research, which takes the form of synthesis of the of the scientific information accumulated in the main part.

#### 5. GENERAL REQUIREMENTS FOR THE FORMATTING OF FINAL THESES

- 5.1. Final thesis can be executed as a document in printed and electronic form in A5 format (148x210 mm) and in Microsoft Word format with .doc or .docx extension.
- 5.2. The main part of the text of the final thesis can be written using Arial font, 14-point font size, single line spacing, black font colour.

- 5.3. The footnotes in the text of the final thesis can be written in Arial font, font size - 9 points, line spacing - single line, font colour - black.
- 5.4. The final thesis must not contain any blots, corrections, stains, cracks and creases. The contours of letters and signs must be without halos and blurred paint. It is not allowed to draw letters.
- 5.5. The width of the margins of the main part of the final thesis should be: left - 2 mm., top - 2 mm., right - 2 mm., bottom - 2 mm.
- 5.6. Counting of numbering shall start from the title page, with the numbering starting from the third page. The Terms of Reference shall not be included in the numbering.
- 5.7. Appendices to the text of the final thesis can be made in the form of tables, charts, graphs, documents from practice.
- 5.8. The final thesis of students should be submitted in printed and stitched form, as well as in electronic form for the purpose of verification, including for the presence of plagiarism.
- 5.9. Footnotes are arranged as subscripts with end-to-end numbering in accordance with the requirements of the Oxford University Standard for the Citation of Legal Authorities (OSCOLA), 4th edition. Minor deviations from the OSCOLA requirements are allowed due to the objectives of the diploma project.
- 5.10. Footnotes can be used as a source of clarifying information. Example: 'Art. 2 p. 1 (1) (a) of the Vienna Convention on the Law of Treaties of 23 May 1969 defines 'international treaty' as follows: 'a treaty means an international agreement concluded between States in writing and governed by international law, whether such agreement is contained in a single instrument or in two or more related instruments, and despite its particular title'.

## **II. FINAL THESIS ASSESSMENT**

### **1. GENERAL PROVISIONS**

- 1.1. Assessment of the results of the final qualification thesis is carried out by the State Attestation Commission (SAC). The composition of the SAC is formed on the basis of the profile of the educational programme and the topics of final theses to be defended. The composition of the SAC is approved by the decision of the Academic Research Council.
- 1.2. The SAC for the defence of the final thesis consists of two parts: 1) evaluation of the final thesis; 2) evaluation of the oral defence of the final thesis. Evaluation of the final thesis is composed of: the final thesis itself and the oral presentation, totalling **100%**. The weighting coefficient is distributed as follows: preparation of the final thesis - **60%**, oral presentation - **40%**.
- 1.3. In case the supervisor gives a negative conclusion 'not eligible for defence', the final thesis is not subject to assessment and defence. A student who does not agree with the decision of the supervisor on 'not eligible for defence' may appeal in written form to the Committee on Science. The Committee on Science gives a reasoned conclusion to the appeal of the student.
- 1.4. The supervisor of the final thesis, who is a member of the SAC, is excluded from the assessment of the work.

### **2. FINAL THESIS ASSESSMENT**

- 2.1. Final theses that have successfully passed the preliminary defence procedure are sent by the academic supervisors to the secretary for assessment by the members three weeks prior to the SAC. In the process of SAC members' evaluation of the final thesis, it is recommended to adhere to the quality indicators reflected in Annex 3.

- 2.2. Reviewing members and the Chairperson of the SAC separately assign grades within 100 per cent for each student. The grade for the final thesis is formed from the arithmetic average of the grades of the inspecting members and the Chairperson of the SAC.
- 2.3. SAC members' evaluations are recorded in individual protocols.
- 2.4. If a student requests clarification, the committee must provide a detailed response on the grade awarded.
- 2.5. During the public defence, students present the purpose, the validity of the chosen problem, the necessity of its practical solution, and the results obtained. It is obligatory for the student to reflect the degree of inclusion of his/her work in the Research Report for the current academic period, which should be confirmed in the report of the Scientific School. Students are given up to 10 protocol for their presentation.
- 2.6. At the SAC meeting the review of the supervisor is announced directly by him/her, the conclusion of the Scientific School is announced directly by the representative of the Scientific School or the Secretary of the SAC. In the absence of the supervisor(s) at the SAC meeting, the final thesis is withdrawn from the public defence. In exceptional cases, due to special circumstances, it is allowed to hold a public defence of the final thesis in the absence of the supervisor, provided that there is a positive feedback from him/her.
- 2.7. The Secretary of the SAC announces the review of the external reviewer. The student is given an opportunity to comment on the main remarks in the review.
- 2.8. Students are admitted to the defence of the final thesis with both positive and negative conclusions of the Scientific School.
- 2.9. In the process of public defence of the final thesis, those present may ask questions, and students may give explanations, including the use of computer presentations, charts, tables, graphics and statistical information.
- 2.10. The Secretary of the SAC shall record in detail all questions asked by the members of the SAC to the students defending the final work, as well as the answers to them.
- 2.11. The decision on the successful defence of the final thesis is formalised in the protocol of the SAC meeting.
- 2.12. The defence of the final thesis ends with the defender giving a final speech in which he/she has the right to express his/her opinion on the remarks and recommendations made during the discussion of the work.
- 2.13. After the end of the defence of diploma projects/works, the SAC continues its work at the closed session. During the closed session members of the SAC: evaluate the results of the defence of each final thesis; evaluate the contribution of each student to the preparation of the work; make decisions on the issuance of diplomas of higher education and draw up the protocol.
- 2.14. In the process of assessment by SAC members, it is recommended to adhere to the quality indicators reflected in Annex 4.
- 2.15. The inspecting members and the Chairperson of the SAC shall separately assign grades within 100% for each student. The grade for the oral defence of the final thesis is formed from the arithmetic mean grade of the inspecting members and the Chairperson of the SAC.

### **3. FINAL ASSESSMENT RESULTS OF FINAL THESES**

- 3.1. The final grade of the SAC on the defence of the final thesis is formed from the grades: **preparation of the final thesis (60%) and oral defence of the final thesis (40%).**



- 3.2. The results of the defence of final theses, decisions on awarding qualifications, issuing diplomas on higher education are announced on the same day after the relevant protocol have been drawn up.
- 3.3. Repeated defence of the diploma project/thesis by those who have received an unsatisfactory grade is not allowed during this period of final attestation.
- 3.4. A student who has not passed the final certification shall submit an application to the Provost, one year later, but no later than two weeks before the start of the final attestation of the next academic year, for permission to be allowed to retake the final attestation.
- 3.5. Defended final theses are transferred for temporary storage to the University library for the next academic year. Storage of the diploma project/thesis is carried out by the University Archive. In cases of demand for the diploma project/thesis, permanent storage may be entrusted to the University library.
- 3.6. The results of the defence of the final thesis (evaluation of the final thesis and evaluation of the oral defence of the final thesis) can be appealed no later than the next working day after the defence. Only violations of the requirements of this Academic Policy may serve as grounds for appeal. To conduct an appeal, a commission consisting of at least 3 specialists in the given field of knowledge, who did not participate in the process of defending the final thesis, is created by the order of the Director of the School. In the process of conducting the appeal, the members of the commission check the grounds stated in the students' application and make a decision on satisfaction or refusal to satisfy the appeal. In case of satisfaction of the appeal, the protocol of the meeting of the appeal commission is drawn up again. In this case, the results of the first protocol are cancelled with the inscription: 'The grade is revised by the protocol No. \_\_\_ of \_\_\_\_\_ on page \_\_\_\_' and signed by all present members of the commission. Within the framework of the appeal commission meeting, the applicant(s) may give explanations and the commission members are obliged to listen to them.

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE REPUBLIC OF  
KAZAKHSTAN  
'MAQSUT NARIKBAYEV UNIVERSITY' JSC  
LAW SCHOOL**



**DIPLOMA PROJECT**  
on the topic of: ' \_\_\_\_\_ '

**Educational programme: 6B04201 Law**

**6B04202 International Law**

**6B04203 Law enforcement**

**Student's full name**

**Astana, 2025**

**‘APPROVED’**

**Head of Scientific  
School**

\_\_\_\_\_  
\_\_\_\_\_, ‘\_\_\_’, 2025

**‘APPROVE’**

**Director of the  
MNU Law School,  
PhD**

\_\_\_\_\_  
\_\_\_\_\_, ‘\_\_\_’, 2025 г. **O. Bektibayeva**

**DIPLOMA PROJECT**

**on the topic of: «\_\_\_\_\_»**

**Educational programme: 6B04201 Law**

**6B04202 International Law**

**6B04203 Law enforcement**

**Student's full name**

**Astana, 2025**

### CRITERIA FOR ASSESSMENT OF FINAL THESIS PREPARATION

No.	Criterion	Excellent (90-100)	Good (70-89)	Satisfactory(50-69)	Unsatisfactory (0-49)
1.	<b>Research and knowledge</b>	The student demonstrated excellent mastery of the material and understanding of the subject area. The student has conducted detailed and thorough research.	The student has shown a good understanding of the subject area. The student has conducted extensive research.	The student demonstrated a satisfactory understanding of the subject area. The student has conducted research within reasonable limits. Student's work may contain minor errors.	The student demonstrated a general knowledge of the material in a superficial manner. The student has done limited research. The student's work contains serious errors in accuracy.
2.	<b>Quality of argumentation</b>	The student demonstrated a very high level of relevance, critical thinking, and reasoning. The student's work demonstrates informed and independent thinking. The student makes convincing arguments in favour of the conclusions reached.	The student has demonstrated relevant and well-focused material. The student's work demonstrates a high level of critical analysis and independent thinking.	The student has used relevant material in the work. The work is characterised by a descriptive focus. The student's work demonstrates a satisfactory level of critical analysis of the material and relies on a narrow range of sources.	The work is written in a vague and descriptive manner. The student's work indicates a low level or lack of critical analysis.
3.	<b>Structure and coherence</b>	The structure of the work is excellent. The work demonstrates very clear and coherent reasoning. Strong introduction and conclusion.	The structure of the work is good. The work demonstrates the presence of coherent reasoning. Good introduction and conclusion.	The structure of the work contains some features of structuring and planning. The work does not demonstrate the presence of sequential reasoning.	Structuring and planning needs significant improvement. The work does not demonstrate the presence of coherent reasoning.
4.	<b>Presentation, grammar and style</b>	The grammar and presentation of the material is excellent. The work is written in clear and academically acceptable language.	Grammar and style are at a good level.	Grammar and presentation of material at a satisfactory level.	Poor presentation and grammar, spelling needs more attention.
5.	<b>References and bibliography</b>	References are correct and detailed. Bibliography is complete and properly organised.	References are accurate. The bibliography is mostly complete and properly organised.	The reference is generally correct. The bibliography is incomplete and needs some attention.	References are not properly formatted. The bibliography is inadequate in both content and accuracy.

**ASSESSMENT CRITERIA FOR THE ORAL DEFENCE**

No.	Criterion	Excellent (90-100)	Good (70-89)	Satisfactory(50-69)	Unsatisfactory (0-49)
1.	<b>Quality of performance</b>	Student is fluent in the topic, presents ideas clearly; maintains contact with the audience.	The student is fluent in the topic, while allowing for inaccuracies that nevertheless do not hinder understanding of the topic presented.	The student is not fluent enough in the topic, has difficulties in presenting the idea. Misuses referring to the text of the slide.	The student reads out the text, making mistakes.
2.	<b>Accuracy of the answer</b>	The answer that is correct in terms of the most generally accepted, recommended interpretation of legal norms	The answer possible under a permissible expansive or restrictive interpretation of the law	The answer possible under a permissible expansive or restrictive interpretation of the law	An answer that is not possible under a permissible interpretation of the law
3.	<b>Completeness of the answer</b>	Detailed answers to all questions asked	Lack of a detailed answer to at least one question	Detailed answers to more than half of the questions asked	Lack of detailed answers to more than half of the questions asked
4.	<b>Quality of argumentation</b>	Comprehensive reasoning on each issue with correct and consistent application of law, doctrine and case law	Reasoning on each issue with correct and consistent application of the law	Some inaccuracies in the application of legal norms, minor discrepancies in arguments on different issues	Inaccuracies in the application of legal norms in answers to more than half of the questions, discrepancies in argumentation leading to an ambiguous solution