



GUIDE

**For students of Master's degree programs in Postgraduate School of Law
MAQSUT NARIKBAYEV UNIVERSITY**

2024

This Guide includes general requirements for the study and preparation of master's theses and projects of students of postgraduate programs of the MAQSUT NARIKBAYEV UNIVERSITY Law School, as well as certain aspects of extracurricular workload.

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CONTENTS

Chapter 1	Scope of application	4
Chapter 2	General provisions	4
Chapter 3	Requirements and admission procedure	4
Chapter 4	Learning trajectories in the chosen areas	4
Chapter 5	Master's thesis and Master's project	5
Chapter 6	The procedure for assigning the research topic	5
Chapter 7	Organization of practice and internship	6
Chapter 8	Requirements for the preparation of a master's thesis (project)	9
Chapter 9	Requirements for the preparation of the publication	12
Chapter 10	Draft Research and Preliminary defense of the thesis (project)	12
Chapter 11	Evaluation of the thesis (project) and public defense	14
Chapter 12	Rules for using artificial intelligence in a master's thesis	17
	<i>Application 1 Cover of the Master's thesis (project)</i>	18
	<i>Application 2 Title page of the Master's thesis (project)</i>	19
	<i>Application 3 Master's student's calendar plan</i>	20
	<i>Application 4 Content of the Master's thesis (project)</i>	22
	<i>Application 5 Design of the bibliography</i>	24
	<i>Application 6 Review of the supervisor</i>	26
	<i>Application 7 Review of the Master's thesis (draft)</i>	27
	<i>Application 8 Cover of the Internship report</i>	28
	<i>Application 9 Requirements for the Research Proposal (defence of the relevance of the chosen research topic)</i>	29
	<i>Application 10 Requirements for the defence of Draft Research I</i>	30
	<i>Application 11 Requirements for the defence of Draft Research II</i>	31
	<i>Application 12 Criteria for evaluating the preparation of a thesis (project)</i>	32
	<i>Application 13 Criteria for evaluating the oral defense of a thesis (project)</i>	33

Chapter 1 **Scope of application**

This Guide sets out the requirements for the learning process and the conduct of research work of a postgraduate student in scientific, pedagogical and specialized areas and is applied by University departments responsible for the educational process within the framework of master's degree programs.

Chapter 2 **General provisions**

MAQSUT NARIKBAYEV UNIVERSITY (hereinafter – MNU) postgraduate studies at the Law School (LS) are based on the following principles:

- research in the latest areas of legal science developed with the participation of exclusive MNU employer partners;
- attracting the best teachers (including practitioners);
- application of a new approach to the preparations of masters in law;
- compliance with the principles of academic integrity;
- development of a unique program with a moderate classroom load;
- ensuring communication with the practice of law enforcement and obtaining the most up - to - date information on legal issues;
- integration of scientific research into the educational process;
- ensuring maximum of academic freedom of research.

Chapter 3 **Requirements and admission procedure**

The admission procedure to Master's degree programs is governed by the Admission Rules approved by the MNU Academic and Research Council, as well as the MNU Academic Policy.

Chapter 4 **Learning trajectories in the chosen areas**

Training in scientific, pedagogical and specialized areas of the master's degree includes theoretical classes, internship (research, pedagogical), writing a thesis (project).

<i>Scientific and pedagogical direction</i>	
Theoretical education (including internships)	84 ECTS
Research work of a postgraduate student	24 ECTS
Final certification	12 ECTS
<i>The total number of credits: 120 ECTS</i>	

Profile direction	
Theoretical education	35 ECTS
ERWS (experimental research work of a postgraduate student)	13 ECTS
Final certification	12 ECTS
The total number of credits:	60 ECTS

Chapter 5

Master's thesis and Master's project

The main purpose of studying for a master's degree is to prepare a thesis research.

Postgraduate of the scientific and pedagogical direction prepare a master's thesis. The thesis is a scientific work aimed at solving an urgent scientific problem determined by the relevant Scientific School (hereinafter referred to as the SS), reflects the skills of independent scientific research and should address practical problems.

Postgraduate of the profile direction prepare a master's project. The project is aimed at solving an existing practical problem, determined by the relevant SS, reflects the ability of the postgraduate to apply practical skills and can be closely related to the professional field of the undergraduate, the place of practice or commissioned by interested parties.

The research work is carried out under the direct supervision of a scientific supervisor from among the teachers of the relevant Department, assigned by the SS to each postgraduate student. The research topic is set by the SS. The responsibility for establishing contact with the supervisor and for the conscientious use of the right to receive consultations lies with the postgraduate student. All research topics correspond to the topic of the Research Report, which is developed by the SS, based on current problems and trends in the development of a particular branch of law.

Postgraduates who are members of the University's team to participate in recognized international Moot Courts on the basis of the decision of the head of the program, in agreement with the Science Committee, as a master's thesis (project), the work can be considered as part of participation in the project / competition can be counted.

Chapter 6

The procedure for assigning the research topic

The procedure for assigning a master's student to the SS is administered by the Deputy Dean of the LS. for Postgraduate studies, the procedure for choosing a research topic is administered by the tutor-manager for postgraduate studies at the LS.

Highly qualified persons from among the faculty of MNU can be represented as scientific supervisors of master's theses (projects). A postgraduate student may be assigned 2 scientific supervisors. A person who is included in the list of undesirable supervisors by the Committee on Science of the LS or by order of the Dean, as well as 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.

Each school prepares a Research Report at the end of each academic year. This report(s) is a holistic study on a specific topic. The Research Report for the master's degree of the profile direction and undergraduate students is formed within one academic year, the Research Report for students of the scientific and pedagogical direction is formed within two years. A single Research Report may contain several research topics, provided there are a sufficient number of postgraduate and undergraduate students being assigned. Topics in different languages may not be duplicated. Research Report is agreed with the Research

school, and further approved by the LS Science Committee. It is allowed to publish the interim results of the study with a logical conclusion in the next academic period. Supervisor is assigned each Research Report and oversees the work on the report, as well as forms the final text of the document.

Research Report topics are presented to students no later than October 1. After the presentation of the topics, postgraduates are determined with the choice of a Scientific school for conducting research and assigned to the appropriate school. After the formation of a contingent of postgraduates and students involved in the preparation of the Research Report, the SS develops the content of the relevant report with the distribution of specific issues and topics between postgraduates and students. A supervisor is appointed for each postgraduate or student.

As part of the research, postgraduates prepare a separate thesis/project, going through all stages of defense, but the work should be focused as much as possible on making a significant contribution to the preparation of the Research Report.

The tutor-manager forms a Project of Direct about the approval of topics and scientific supervisors of theses (projects) and submits them for approval to the Science Committee of the Law School and the Academic and Research Council of the University. The order on the approval of topics and scientific supervisors of theses (projects) is issued until October 31 of the current year.

Chapter 7 **Organization of practice and internship**

7.1. Internships

Internships are mandatory for postgraduates of profile and scientific-pedagogical directions. The internship is one of the credits mastered under the program. The purpose of the internship is to obtain the practical skills of a postgraduate student according to the training program. Postgraduates are sent for an internship at the organization in accordance with the training program. The internship takes place offline according to a schedule agreed upon with the internship supervisor at the enterprise, but no less than 12 hours per week. The master's student fills out an internship log, where the working hours are confirmed by the signature of the internship supervisor from the enterprise.

During the internship, the postgraduate studies the activities of the internship organization, performs the tasks of the internship supervisor, and gets acquainted with the relevant regulatory framework. Internship assignments are exclusively practical in nature and form the professional qualities and skills of a postgraduate student. Based on the results of internship, the postgraduate must form an idea of the trends in the development of the branch of law, prospects and main problems.

Upon completion of the internship, reports are defended. The recommended report size is 7-10 sheets, Arial font, 14, line spacing – 1.

The report contains:

- description of the types of work and tasks performed by the postgraduate during the internship;
- analysis of general trends in the work and development of the relevant branch of law;
- a characteristic of the head from the internship organization;
- an application in the form of an internship journal.

The defence of reports is carried out in a commission consisting of employees of the Office of Practice, Career and Employment, as well as the teaching staff of the Law School. The score is set by calculating the arithmetic mean of all the ratings of the commission members. The grades are announced to the postgraduates upon completion of hearing the reports of the current day.

Criteria for evaluating the defence of the internship report:

- the postgraduate student demonstrates the study of relevant areas of development of the professional environment according to the training program – 20%;
- the postgraduate demonstrates the acquisition of professional practical skills based on the results of the internship – 40%;
- the postgraduate student demonstrates the vision of the functioning and tasks of the internship organization – 20%;
- the report of the postgraduate is logically structured, contains a description of the content of the internship and the results of its passage, the design of the report meets the requirements (font, margins, spacing, links to used sources) – 20%

7.2. Pedagogical practice of postgraduates

Postgraduates of the scientific and pedagogical direction undergo pedagogical practice for 4 weeks (45 hours), of which 3 hours are active.¹ The remaining hours include: the postgraduate attending classes of the HSL teachers; participation in academic events of the HSL; fulfilling assignments from the head of the practice and/or the head of the educational program; developing a project for your own class in Canvas²; verification of control activities of students. All types of work are recorded by the postgraduate in the journal and are confirmed by the signature of the teacher, the head of the practice and / or the head of the educational program.

To defend the practice, postgraduates provide an internship report with an application of the practice journal, a characteristic from the head of the practice, and also demonstrates a model lesson.³ The report contains a description of the tasks of pedagogical practice, a description of the classes attended with an analysis of the studied teaching methods, a description of the active hours spent with accompanying analysis. The recommended report size is 4-6 pages, Arial font, 14, line spacing – 1.

The defence of reports is carried out in a commission consisting of employees of the Office of Practice, Career and Employment, as well as the teaching staff of the Law School. The score is set by calculating the arithmetic mean of all the ratings of the commission members. The grades are announced to the postgraduates upon completion of hearing the reports of the current day.

Criteria for evaluating the teaching practice of postgraduates:

- the postgraduate student demonstrates an understanding of the logical structure of the lesson – 20%
- the postgraduate student demonstrates the ability to apply 2 or more methods of conducting classes – 30%
- the report of the postgraduate is logically structured and contains an analysis of the teaching methods of two or more teachers, as well as a critical analysis of the classes attended – 20%
- the postgraduate demonstrates self-reflection skills regarding the active hours spent during the writing of the report and answering questions during the defense - 20%
- the postgraduate presents the materials logically, with the purity of speech and the

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1. Classes can be conducted as a teaching assistant, binary or independently. The result of the pedagogical practice will be the presentation of the lesson developed by the postgraduate, as well as a report on the lessons conducted.
 2. Course design, loading of materials, including presentations, control tasks, assessment criteria, syllabus project, etc.
 3. The main requirements for the presentation of the lesson model: -the duration of the presentation is 10 minutes; the lesson should contain a presentation of the material, a description of methods of interactive interaction with the audience; a control event is being developed on the topic of the presented lesson with the establishment of evaluation criteria; the content of the lesson itself, its plan, useful materials, control event, etc. should be uploaded to the Canvas of the postgraduate (only one lesson within one Module); the subject and content of the lesson should not duplicate the developments that were previously sent by postgraduates to the teacher in the framework of previously studied courses).

use of professional terminology – 10%.

7.3. Research practice of postgraduates

Research practice is a type of extracurricular work organized for postgraduates in the scientific and pedagogical field. For research practice, the main goal should be to carry out work on the topic of the master's study, the results of which make a significant contribution to the writing of the study. Postgraduates are sent to undergo a research internship in an organization (including at scientific schools of the University) in accordance with the topic of their thesis research. The postgraduate may be offered a research practice by the University, or the postgraduate student may propose an organization of his choice. A postgraduate student fills out a practice diary. Research practice takes place offline according to a schedule agreed upon with the practice supervisor at the enterprise, but no less than 20 hours per week.

Upon completion of the practice, reports are defended. The recommended report size is 7-10 sheets, Arial font, 14, line spacing – 1. The report contains a description of the types of work and assignments performed by the postgraduate during the practice, a description of the contribution of completed assignments to writing a thesis research, a characteristic of the supervisor from the practice organization, and a practice diary.

The defence of reports is carried out in a commission consisting of employees of the Office of Practice, Career and Employment, as well as the teaching staff of the Law School. The score is set by calculating the arithmetic mean of all the ratings of the commission members. The grades are announced to the postgraduates upon completion of hearing the reports of the current day.

Criteria for evaluating the research practice of postgraduates:

- the postgraduate student demonstrates a high level of study of theoretical materials on the topic of his thesis research – 25%;
- the postgraduate student demonstrates a sufficient level of study of practical materials on the topic of thesis research – 25%;
- the results of the research practice are substantially included in the ongoing research – 25%;
- the report of the postgraduate is logically structured, contains a description of the content of the practice and the results of its passage – 25%.

7.4. Work practice of postgraduates

Work practice is a type of extracurricular work organized for postgraduates to complete a specialized course. The purpose of the practice is to carry out work relevant to the master's research, which results in a significant contribution to the conduct of empirical research on the research topic. Postgraduates are sent to the organization for work practice in accordance with the topic of the thesis research. The postgraduate may be offered a place of practice by the University, or the postgraduate student may propose an organization of his choice. Work practice takes place offline according to a schedule agreed upon with the practice supervisor at the enterprise, but no less than 20 hours per week.

During the practice, the postgraduate studies the activities of the practice organization, performs the tasks of the head of the practice from the enterprise, gets acquainted with the relevant regulatory framework, works with the materials of the organization on the topic of his thesis research or close to it. The practice assignments are exclusively applied and form the basis for studying practice in the field under study, as well as aimed at making a significant contribution to the writing of a master's study.

Upon completion of the practice, reports are defended. The recommended report size is 7-10 sheets, Arial font, 14, line spacing – 1. The report contains a description of the types of work and tasks performed by the postgraduate during the practice, a description of the contribution of completed tasks to writing a thesis research, a characteristic of the head of

the practice organization, and a practice diary.

The defence of reports is carried out in a commission consisting of employees of the Office of Practice, Career and Employment, as well as the teaching staff of the Law School. The score is set by calculating the arithmetic mean of all the ratings of the commission members. The grades are announced to the undergraduates upon completion of hearing the reports of the current day.

Criteria for evaluating industrial practice:

- the postgraduate student presents the results of completing practice tasks related to the training program – 25%;
- the assignments completed by the postgraduate provide a contribution to the writing of the master's thesis – 25%;
- the postgraduate demonstrates the acquisition of professional practical skills at the end of the internship – 25%;
- the report of the postgraduate is logically structured, contains a description of the content of the practice and the results of its passage – 25%.

Chapter 8

Requirements for the preparation of a master's thesis (project)

The supervision of the preparation of the master's research is entrusted to the supervisor. The work on the thesis (project) is carried out in strict accordance with the plan of scientific research. The work on the thesis (project) is carried out by the postgraduate together with the supervisor in individual consultations.

Responsibilities of the scientific supervisor:

- prepares and issues the assignment for the master's thesis (project) within the prescribed period, submits for approval the calendar plan for the implementation of the master's thesis (project);
 - recommends to the postgraduate relevant literature, reference and archival materials, standard projects, administrative and judicial decisions, electronic bibliographic resources necessary for the preparation of a master's thesis (project), and also provides assistance in obtaining them;
 - constantly monitors postgraduates on the preparation of master's thesis (projects), constantly monitors the progress of project preparation;
 - systematically monitors the results obtained, makes the necessary recommendations and controls the process of making changes and additions to it;
 - checks each section of the master's thesis (project) for illegal borrowing;
 - provides postgraduate advice on the design of a master's thesis (project) in accordance with the requirements of this academic policy, as well as in the process of preparing the project for defense;
 - uploads the materials of the Master's thesis (project) into the system of Canvas and formulates his/her assessment of each of them before uploading. In case of absence of comments, the work is not allowed for further checking and evaluation
 - in due time, issues a motivated, detailed review of the master's thesis (project), containing an indication of the relevance and novelty of the chosen topic, originality, reliability and validity of the results obtained. As part of the feedback on the thesis, the supervisor is presented with one of two options: 1) to allow public defence; 2) not to allow public defence.;
 - Participates in the defense of a master's thesis (project) at a meeting of the SAC.
- In case of identification of systematic shortcomings on the part of the supervisor, he/she may be temporarily or permanently removed from the management of master's

theses and projects on the basis of a decision of the Science Committee.

The thesis is carried out in compliance with the principles of independence, internal unity, scientific novelty (for the scientific and pedagogical direction), reliability, practical value and academic honesty.

The principle of independence means that the thesis is written independently and testifies to the personal contribution of the author of the thesis to science.

The principle of internal unity means that the thesis has internal unity, all sections and provisions of the thesis are logically interrelated; the results and recommendations obtained must correspond to the goals and objectives set in the thesis.

The principle of scientific novelty means that the scientific results, provisions, recommendations and conclusions of the thesis are new and the thesis contains new scientifically based theoretical and (or) experimental results, the totality of which qualifies as a new scientific achievement or is important for the development of specific scientific areas.

The principle of reliability means that the results of the thesis work were obtained using modern research methods.

The principle of the practical value of a thesis means that a thesis with applied significance provides information on the practical use of the scientific results obtained by the author, and a thesis with theoretical significance provides recommendations on the use of scientific conclusions.

When preparing a master's thesis (project), students are required to comply with the principles of academic integrity. Students are responsible for violating the requirements of this Academic Policy, as well as the Guidelines for Ensuring Academic Integrity and the facts of plagiarism in the process of master's studies. The verification of the independence of the master's thesis (project) or a separate stage of research is carried out only (exclusively) by the supervisor using the Turnitin system. After checking the master's thesis (project) for illegal borrowing, an official report is generated by the supervisor. The level of originality of the text and citation is determined by the supervisor of the thesis (project). The fact of plagiarism detection in the master's thesis (project) is the basis for the postgraduate's non-admission to the defense of the thesis (project).

The principle of academic integrity means that the author of the thesis respects the rights and legitimate interests of other authors, the absence of:

- the use and (or) assignment of text, ideas, hypotheses, conclusions, methods, research results, graphs, codes, pictures or works by other authors without reference to the author and the source of borrowing, as well as the use of text by other authors with synonymous substitution of words and expressions without changing the meaning, including the use of text translated from another language (plagiarism);

- the facts of using one's own material, factual and digital data without reference to oneself and (or) to the source of one's own quotations (auto-plagiarism);

- links to non-existent sources, provision of unreliable data and (or) results, records or reports about them (fabrication);

- manipulation of research materials, equipment, images, illustrations or processes, as a result of which the research materials in the thesis are distorted (falsification).

The coincidence of the names of normative legal acts and official documents, names of state and other official bodies and organizations, terms, definitions and concepts generally accepted for the relevant branch of science, texts of normative legal acts, texts of the studied works is not plagiarism, if the volume and nature of their use do not call into question the independence of the completed thesis. It is not allowed to use technical means and techniques in order to reduce or exclude the possibility of plagiarism detection.

The dissertation may include the results of questionnaires, surveys and other types of empirical research. If the author of the dissertation plans to conduct a survey or questionnaire, he or she must submit the research format and list of questions, previously agreed with the academic supervisor, to the Science Committee of the Higher School of Law.

Approval by the Committee is a prerequisite for conducting such research.

The Master's thesis (project) consists of the following parts:

- an explanatory note;
- cover (application 1);
- title page (Application 2);
- calendar plan (Application 3);
- content (Application 4);
- introduction;
- the main part;
- conclusion;
- bibliography;
- applications.

The explanatory note explains the purpose and objectives of the Master's thesis (project); determines, reveals the novelty, significance and content of the problem; explains the application of research methods; reflects the main results obtained upon completion of the master's thesis (project); contribution and scope of inclusion of the research text in the Research Report of Scientific School. The explanatory note is a separate A4 document (210x297mm). The volume of the explanatory note should not exceed 700 words.

The cover and title page contain the information specified in Applications 1 and 2. The calendar plan contains the information specified in the Application 3. The content should include the name of Sections (chapters), Subsections (sub-chapters) and paragraphs of the master's thesis (project) with an exact indication of the pages on which they are located. Also, each subsection should be accompanied by its own conclusions, at the end of the Section the general conclusion of the chapter is reflected. If in the master's thesis (project) if uncommon abbreviations, new symbols, designations, etc. are used, then their list can be presented in the draft as a separate list. Such a list should be arranged in a column, in which abbreviations are given on the left (in alphabetical order), and its detailed explanation on the right.

The introduction to a master's thesis (project) details the relevance of the topic, the purpose and objectives of the research; provides an overview of the literature and empirical basis of the research; explains the application of research methods in relation to the achievement of specific results; indicates the theoretical (for a master's thesis) and practical significance, as well as the contribution and scope of inclusion of the research text in the Research Report of the Higher School; reveals scientific novelty (for a master's thesis) and contains provisions to be defended.

The main part of the master's thesis (project), which may contain a different number of sections, outlines a brief history of the problem under study; describes interviews conducted by the author, observations, experiments, calculations, results obtained, methods used; analyzes the collected factual material and literature; makes specific conclusions and recommendations for solving the chosen problem. It can contain tables, graphs, and diagrams.

In conclusion, the main theoretical and practical provisions that were achieved as a result of the master's research are indicated; specific recommendations are proposed for solving the problem, the determination of which served as the basis for the preparation of the thesis (project).

The bibliography contains a list of sources that were used by the author in the process of preparing a master's thesis (project), even if not directly cited by him. The bibliography is drawn up in accordance with Application 5.

The master's thesis is written in electronic format on standard A4 sheets. The main text is printed in Arial font, size 14, single line spacing; footnotes are formatted in the same

font, size 10, font colour - black. After passing the preliminary defence procedure, the master's thesis is sent to the printing house for printing. When printing, the master's student must specify that the print format is set to A4.

The master's thesis must be in electronic form in Microsoft Word format with the extension .doc or .docx. Theses submitted in a different format will not be accepted for defence.

The text of the thesis should be printed with the following margins: right – 20 mm, top – 20 mm, left – 30 mm and bottom – 20 mm.

It is permissible to use computer capabilities to emphasise certain terms, formulas, and theorems by applying different fonts. When writing a dissertation, it is necessary to maintain uniform density, contrast, and clarity of the image throughout the dissertation. The dissertation should have clear, non-blurred lines, letters, numbers and symbols.

Footnotes in the text of the dissertation should be prepared using Arial font, size 10, single spacing, font colour black. Footnotes are formatted as subscripts with consecutive numbering in accordance with the requirements of the Oxford University Standard for the Citation of Legal Authorities (OSCOLA), 4th edition.

Chapter 9

Requirements for the preparation of the publication

Postgraduates of scientific-pedagogical and profile directions prepare at least one publication on the topic of the thesis. The publication is a published research paper in the form of an article that tests the results of a thesis.

The text of an article by a postgraduate student in a profile direction should be at least 2000 words, not including the amount of information about the authors, abstract (abstract), keywords, list of sources used, footnotes (citations) and appendices.

The text of an article by a postgraduate student of scientific and pedagogical direction should be at least 3,000 words, not including the amount of information about the authors, abstract (abstract), keywords, list of sources used, footnotes (citations) and appendices.

The article can be published in peer-reviewed journals, in the collections of the series of scientific-practical conferences MNU Annual Legal Conference and information systems (Internet publications) in the field of law, adhering to the ethics of scientific research. In case of publication in an external scientific-practical conference outside the MNU Annual Legal Conference, it is necessary to submit a certificate of publication from the external scientific-practical conference and the text of the scientific paper to the Committee on Science of the Graduate School of Law. Before publication of the paper, the Master's student must submit a review from the supervisor and a review from a specialist in the field of the research topic. The reviews must be submitted to the Committee on Science during the formal preliminary defence of the thesis (project). Without two reviews, the published article will not be accepted and will not be evaluated.

Chapter 10

Draft Research and Preliminary defense of the thesis (project)

Postgraduates of the Law School educational programs undergo the defense procedures of the evaluated Research Proposal, Draft Research and the procedure of the official preliminary defense of the thesis (project) in order to demonstrate to the commission: 1) relevance of the chosen topic; 2) understanding of the chosen topic; 3) and the work done on the research topic. The official preliminary defense is conducted in order to make a decision by the Science Committee of the Law School on admission or non-admission of a graduate student to public defense.

10.1. Research Proposal and Draft Research

The evaluated Research Proposal and Draft Research are conducted by a commission consisting of the faculty of the Law School. The assessment for the Research Proposal and Draft Research is equivalent to the examination. At least one specialist in the field of preparation of the thesis (project) must be present in the composition of the committee on a mandatory basis. In case of receiving an F grade, the postgraduate has the right to retake this type of work in accordance with the established retake procedure.

Types of evaluated Research Proposal and Draft Research:

1. *Research Proposal.* Research Proposal is an academic work reflecting the relevance and availability of practical and scientific problems of the topic under study. The Research Proposal is prepared and verbally defended before the commission, in accordance with the requirements set out in Application 9.

2. *Draft Research I:* the report on the implementation of the ERWS. In this procedure, the undergraduate student presents and verbally defends the completed first section of the thesis (project) before the commission. The document for defence is prepared in accordance with the requirements set out in Application 10. At least one specialist in the field of preparation of the thesis (project) must be present in the composition of the committee on a mandatory basis.

3. *Draft Research II:* report on the implementation of research and development. In this procedure, the postgraduate submits and orally defends two completed sections of the thesis before the commission. The document for defence is prepared in accordance with the requirements set out in Application 11. At least one specialist in the field of preparation of the thesis (project) must be present in the composition of the committee on a mandatory basis.

Appeal. In the event of an appeal to the Scientific Committee against a posted grade in any of the above cases, the composition of the appeal committee will be determined by the Research Committee in conjunction with the Office of the Dean of the Graduate School of Education.

10.2. Official preliminary defence

The official preliminary defense takes place in the Science Committee of the Law School in order to make a decision on admission or non-admission of a postgraduate student to public defense. A postgraduate student with a GPA below 2.0 and academic debt cannot undergo the procedure of official preliminary defence.

The thesis (project) must be sent to the Secretary of the Science Committee of the Law School 10 working days before the start of the official preliminary defense procedure.

Criteria for admission of a thesis/project to public defense:

1) the thesis/project is completed independently, has a completed form and meets the requirements set out in Chapter 8;

2) the conclusions and proposals are reasoned, the author has proposed clear provisions for defence;

3) the supervisor applies for admission to public defense, reflecting this in the review;

4) the thesis (project) and the publication are checked by the supervisor for the presence of illegal borrowings.

5) The publication meets the requirements set out in Chapter 9.

The Master's thesis is uploaded to Canvas at least one week before the upcoming committee meeting. The thesis (project) can be uploaded to Canvas only by the supervisor. At least one specialist in the field of the thesis (project) must be present in the committee.

If the above deadline for submission of the thesis (project) to the official pre-defence

is missed, the work will be removed from consideration. The work is not allowed for defence also if the supervisor provides a negative review containing the conclusion 'the thesis (project) is not allowed for defence'.

If a Master's student fails to attend the official pre-defence without valid reasons, he (she) cannot undergo the official pre-defence in another committee.

Theses (projects) that have successfully passed the pre-defence procedure are sent by their supervisors to the secretary at least three weeks before the SAC.

Appeal. In the event of an appeal to the Scientific Committee against a posted grade in any of the above cases, the composition of the appeal committee will be determined by the Research Committee in conjunction with the Office of the Dean of the Graduate School of Education.

Chapter 11

Evaluation of the thesis (project) and public defense

The evaluation of the results of the thesis (project) is carried out by the State Attestation Commission (SAC). The composition of the SAC is formed based on the profile of the educational program and the topics of the theses (projects) proposed for defense. At least two specialists in the field of the thesis (project) preparation must be present in the composition of the SAC.

The SAC for the evaluation of theses (projects) consists of two parts: 1) evaluation of the thesis (project); 2) evaluation of the oral defense of the final work. The evaluation of the thesis (project) consists of: the thesis (project) itself and an oral presentation, totaling 100%. The weighting factor is distributed as follows: graduation preparation – 60%, oral presentation – 40%.

In case the supervisor gives a negative opinion 'not admitted to defence', the thesis (project) is not subject to evaluation and defence. A Master's student who does not agree with the decision of the supervisor on 'not admitted to defence' may appeal in writing to the Committee on Science. The Committee on Science gives a motivated opinion on the appeal of the Master student.

Public defence of the Master's thesis (project) is carried out in the presence of:

- positive feedback from the supervisor (Appendix 6);
- at least one publication that meets the requirements set out in Chapter 9;
- decision of the Committee for Science on the admission of the Master's student to the public defence of the thesis (project);
- one external reviewer whose qualification (academic or academic degree) corresponds to the profile of the defended work, which gives a comprehensive characterisation of the thesis (project) and a reasoned conclusion on the possibility of awarding an academic Master's degree in the relevant specialty (Appendix 7). The list of reviewers is approved by the Graduate School of Law on the recommendation of the head of the educational programme.

The Master's student also provides a copy of the thesis (project) on an electronic medium for uploading to the library system 'Electronic Catalogue'.

The public defence of the Master's thesis (project) is carried out at the meeting of the SAC.

In the course of the procedure of the official defence of the Master's thesis (project) the obligatory audio-video recording is carried out.

After the end of the oral part of the Master's thesis (project) defence, the SAC continues its work in a closed session. During the closed session the members of the SAC evaluate the results of the defence of each Master's thesis (project). The scientific supervisor of the thesis (project), who is a member of the SAC members, is excluded from the

evaluation of the work. In this case, an additional member of the SAC is involved to evaluate the final work / or the total score of the SAC members is multiplied by a coefficient.

In the process of SAC members' evaluation of the thesis, it is recommended to adhere to the quality indicators reflected in Appendix 12.

The total grade for the thesis (project) is formed from the arithmetic mean of the grades of the inspecting members and the Chairman of the SAC. SAC members' grades are recorded in individual protocols.

In case of a successful defence, the SAC decides on the awarding of the Master's degree in the relevant speciality.

During the announcement of grades for the thesis (project), one of the SAC members also explains the reasons for the grades in detail.

In case a Master's student applies for a revision of the assessment, a commission is formed, the report of the first commission, a specialist, as well as the supervisor is requested. The repeated commission should include specialists on the topic of the thesis.

- Theses (projects) that have successfully passed the preliminary defence procedure are sent by their supervisors to the secretary for evaluation by the members three weeks prior to the SAC. In the process of SAC members' grading of the graduation thesis, it is recommended to adhere to the quality indicators reflected in Appendix 12.

- The reviewing members and the SAC Chairperson separately give grades within 100% for each Master's student. The grade for the thesis (project) is formed from the arithmetic mean of the grades of the inspecting members and the Chairperson of the SAC. SAC members' grades are recorded in individual minutes.

- If the student requests clarification, the committee must provide a detailed answer on the evaluation.

The public defence of the Master's thesis (project) is carried out at the meeting of the SAC.

During the public defence, the author of the Master's thesis (project) within 10 minutes presents the purpose, objectives, relevance, novelty and main results of the conducted research, explains the methodology and the need to apply the obtained results in practice. At the SAC meeting, the review of the supervisor is read directly, the review is read directly by the reviewer or the secretary of the Commission. During the public defence of the Master's thesis (project), those present may ask questions, and the author may give explanations, including the use of computer presentations, schemes, tables, graphics and statistical information. The Secretary of the SAC announces the review of the external reviewer. The Master's student is given an opportunity to comment on the main remarks in the review.

The decision on the successful defence of the Master's thesis (project) is formalised by the minutes of the SAC meeting.

Appeal. In the event of an appeal to the Scientific Committee against a posted grade in any of the above cases, the composition of the appeal committee will be determined by the Research Committee in conjunction with the Office of the Dean of the Graduate School of Education.

Chapter 12

Rules for using artificial intelligence in a master's thesis

The preparation of a master's thesis allows the use of artificial intelligence (AI) technologies, but such use is only possible within the established principles of independence, academic integrity, reliability, and ethics. AI is considered solely as an auxiliary tool that can increase the efficiency of individual stages of research, but cannot replace the intellectual contribution of the author. The use of AI is only possible after prior agreement with the research supervisor.

The use of AI is permissible at the stage of preliminary preparation of materials, including the collection, categorisation and initial processing of data. AI technologies may also be used for statistical processing of information, modelling or enhancement of analytical tools, provided that the author independently forms conceptual positions, interpretations and scientific conclusions. At the stage of writing the text, AI may be used to improve readability, style and language, but not to create content fragments, formulate hypotheses, conclusions or justifications.

The use of AI requires full compliance with the principle of academic integrity. The author is obliged to disclose the use of AI in an open and transparent manner. The master's thesis must indicate the name of the tool used, the manufacturer, the version and date of use, as well as a description of the stages and manner in which AI was used. The author must also explain the methods used to verify the reliability of data obtained or processed using AI. The absence of such information confirms that AI was not used in the work.

It is unacceptable to use AI to generate scientific propositions, preliminary results, author's conclusions or other intellectual products that should be the result of the master's student's independent scientific work. It is prohibited to use AI to conceal plagiarism, syntactic changes to borrowed texts, fabrication or falsification of data, as well as in works containing restricted access information or classified information. Special restrictions apply when working with personal data, especially in research projects involving children under the age of 13.

The author is responsible for the accuracy and completeness of the information provided, as well as for ensuring that all participants in the process comply with the established standards. The author is obliged to ensure the reliability, validity and verifiability of all results, to present a transparent methodology for working with AI, and to prevent the violation of the rights and legitimate interests of third parties.

**Ministry of Science and Higher Education of the Republic of Kazakhstan
MAQSUT NARIKBAYEV UNIVERSITY**

ADAMYSHINA DANAGUL AITMAGANBETOVNA

**The legal regime for granting the right of subsurface use in the mining industry
of the Republic of Kazakhstan**

educational program 7M04201 - «Law»

Thesis for the academic degree of Master of Law

Astana, 2024

**Ministry of Science and Higher Education of the Republic of
Kazakhstan MAQSUT NARIKBAYEV UNIVERSITY**

«Admitted to the defense»
Program Manager/Coordinator

«__» _____ 20__ y.

MASTER'S DISSERTATION (PROJECT)

**On the topic: "The legal regime for granting the right of subsurface use in
the mining industry of the Republic of Kazakhstan"**

according to the educational program 7M04201 - «Law»

Author

D.A.Adamyshina

Scientific supervisor

к.ю.н. А.А.Аbdumanova

Astana, 2024

APPROVE
Program Manager/Coordinator

«__» _____ 20__ y.

The calendar plan for the preparation of a master's thesis (project)

Name of the project stages	Period	A note on the implementation of the project stages			
		Actual completion date	The degree of readiness of the completed stage of the project	Signature of the postgraduate (postgraduates)	Signature of the supervisor (supervisors)
Review of literature and practical materials					
Methodology development					
Data Collection And processing					
Analysis and interpretation of the results obtained					
Development of project recommendations					
Preparation of the introduction and conclusion					
Preparation of thesis (project): Preparation of the first section of the project					
Preparation of the II section of the project					
Preparation of the III section of the project					
Receiving feedback from the supervisor (scientific supervisors)					
Preparation of a report, visual aids and presentations					
Defense of the master's thesis (project)					

Scientific supervisor of the Master's thesis (project): _____
(Full name, position and signature)

The plan was accepted for execution: _____
(Full name and signature of the postgraduate)

CONTENT

List of abbreviations	4
Introduction	5
SECTION 1. The administrative and legal nature of public services	13
1.1. The Institute of Public Services in the system of administrative law	13
1.1.1. Building a legal system	13
1.1.2. The distinction between private and public law	15
1.1.3. Internal structure of administrative law	16
1.1.4. The place of the Institute of public services in the system of administrative law	18
1.1.5. Conclusions	20
1.2. The system of public services and subjects of their provision	21
1.2.1. Correlation of applicable concepts	22
1.2.2. Classification of public services	28
1.2.3. The system of entities authorized to provide public services	29
1.2.4. Conclusions	32
1.3. The current state and problems of legal regulation of the Institute of public services	32
1.3.1. Inaccuracy of terminology	34
1.3.2. Imperfection of the provision of public services on the principle of "one window"	36
1.3.3. Restriction of the exercise of the right of access to information	36
1.3.4. Subjective assessment of the quality of public services	37
1.3.5. Low level of professional qualifications and limitation of liability	41
1.3.6. Conclusions	43
SECTION 2. Procedures for the provision of public services	45
2.1. Initiation of an administrative procedure for the provision of public services	45
2.1.1. Definition of the administrative procedure and its relation to the procedure for the provision of public services	45
2.1.2. Problems of terminology	46
2.1.3. The concept of initiating an administrative procedure	48
2.1.4. Compliance with the principles of initiation of administrative procedure	50
2.1.5. Conclusions	53
2.2. Consideration and resolution of the administrative case on the provision of public services	53
2.2.1. Participants in the administrative procedure for the provision of public services	53
2.2.2. Implementation of the principle of the active role of the administrative body	55
2.2.3. Investigation of the administrative case	56
2.2.4. The right to participate in the administrative procedure	57
2.2.5. Administrative act as a final decision based on the results of the administrative procedure for the provision of public services	60
2.2.6. Classification of administrative acts	61

2.2.7. Conclusions	64
2.3. Ensuring the legality of the procedure for providing public services using the possibilities of administrative justice	64
2.3.1. Jurisdiction of courts in disputes arising from the provision of public services	66
2.3.2. Identification of the defendant and interested parties in the administrative process	68
2.3.3. Limitation of the subject of judicial control	71
2.3.4. Conclusions	73
Conclusions	74
List of used literature	80
Bibliography	99

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An example of the design of a review by a scientific supervisor

FEEDBACK

In the review of the head of the master's thesis, the following should be noted:

- the relevance of the problem of the master 's thesis;
- The degree of resolution of a deterministic problem;
- the ability of a graduate student to use special literature and practical materials;
- the degree of validity of the results obtained;
- the possibility of applying the results obtained in practice;
- the ability of a graduate student to practice;
- the possibility of assigning the appropriate qualification to a graduate student.

Scientific supervisor

_____ **Full name and signature of**

the postgraduate

REVIEW

The main focus in the review **should be on** the analysis of **each provision** submitted by the undergraduate for defense. The author of the review should strive to analyze the novelty and validity of the provisions submitted for defence, considering their weaknesses and strengths.

The review **may also include:**

- The relevance of the problem of the master's thesis(project);
- the degree of compliance of the master's thesis (project) with the stated goal;
- the logic of building a master's thesis (project); availability of a critical review of literature and practical materials on the problem of the master's thesis (project), its completeness and consistency of analysis;
- the completeness of the description of the calculation methodology or the research carried out, the presentation of their own calculated, theoretical and experimental results;
- assessment of the reliability of the expressions and data obtained; availability of reasoned conclusions based on the results of the master's thesis(project);
- the degree of originality of the results obtained;
- the practical significance of the master's thesis(project), the possibility of applying the results in practice;
- Disadvantages and weaknesses of the Master's thesis (project);
- comments on the design of the master's thesis (project) and the style of presentation of the material;
- evaluation of the master's thesis (project).

The reviewer

_____ **Full name and signature of**

the postgraduate

MAQSUT NARIKBAYEV UNIVERSITY

REPORT
on the passage of pedagogical (research, production) practice (internship)

The duration of the
practice _____ weeks
Postgraduate _____

signature,
date

The head of the practice

signature,
date

The decision of the commission based on the results of the practice

REQUIREMENTS FOR THE RESEARCH PROPOSAL (DEFENSE OF THE RELEVANCE OF THE CHOSEN RESEARCH TOPIC)

1. **AVAILABILITY OF A DISSERTATION RESEARCH PLAN – 20 points** In this section, postgraduates give a brief overview of the Chapter m of the thesis (what questions are posed in the sections, determine the goals of the sections, what will be studied).

2. PROPER WRITING OF THE INTRODUCTION – 20 points

- Background of the research question □
- Formulation of the problem and formulation of the research question
- The purpose of this study and what can the results of this study leads to

3. PROPER LITERATURE REVIEW – 50 points

In this section, postgraduates should show that they are familiar with the research conducted in this field. In particular, undergraduates show: basic theories; research methods; and discussions in this field. The literature review should not become a retelling of other works. Postgraduates need to analyze the work of other authors in the context of the chosen problem. In particular, postgraduates should: identify the main literature; compare several visions for a selected problem; compare opinions; identify shortcomings and/or gaps in an existing problem.

It is expected that in this section, postgraduates will analyze at least 10 textbooks, 20 scientific articles, 10 court cases (to confirm a particular position).

4. AVAILABILITY OF USED LITERATURE – 5 points

It is necessary to list all the sources used.

5. AVAILABILITY OF DEADLINES FOR WRITING A DISSERTATION – 5 points

In this section, postgraduates determine the specific deadlines for writing each section of the thesis.

REQUIREMENTS FOR DRAFT RESEARCH I

1. TITLE PAGE (5 points)

- Name of the university
- The topic of the thesis research
- Full name of the graduate student
- Full name of the scientific supervisor

2. DISSERTATION RESEARCH PLAN (5 points)

As a rule, a master's thesis consists of 2-3 sections.

3. INTRODUCTION (15 POINTS)

- The purpose and objectives of the master 's thesis
- The novelty of the Master 's research □
- Applied research methods
- Literature review (in this block, undergraduates reflect: the main theories and discussions in the field under study; the main literature; comparison of opinions; shortcomings and/or gaps in the field under study)
- This section should consist of at least 500 words

4. COMPLETED THE FIRST SECTION OF THE DISSERTATION (50 points)

- The section should consist of subsections and paragraphs (if necessary)
- This section must consist of at least 2000 words

5. BIBLIOGRAPHY (25 points)

It is necessary to list all the studied literature with an indication of the actually used one, and be ready to reveal the degree of influence of sources on the thesis research.

For the information of scientific supervisors: scientific supervisors must submit to the "Preliminary defense of the thesis" a report on illegal borrowing through Turnitin without saving the work in the Turnitin archive.

REQUIREMENTS FOR DRAFT RESEARCH II

1. TITLE PAGE

2. DISSERTATION RESEARCH PLAN

As a rule, a master's thesis consists of at least 2 sections.

3. INTRODUCTION (20 points)

- The purpose and objectives of the master 's thesis
- The novelty of the Master 's research
- Applied research methods (with description and justification)
- Literature review (in this block, postgraduates reflect: the main theories and discussions in the field under study; the main literature; comparison of opinions; shortcomings and/or gaps in the field under study)
- This section should consist of at least 500 words

4. COMPLETED THE FIRST SECTION OF THE DISSERTATION (30 points)

- The section should consist of subsections and paragraphs (if necessary)
- This section must consist of at least 2000 words

5. COMPLETED THE SECOND SECTION OF THE DISSERTATION (40 points)

- The section should consist of subsections and paragraphs (if necessary)
- This section must consist of at least 2000 words

6. BIBLIOGRAPHY (10 points)

It is necessary to list all the studied literature with an indication of the actually used one, and be ready to reveal the degree of influence of sources on the thesis research.

For the information of scientific supervisors: scientific supervisors must submit to the "Preliminary defense of the thesis" a report on illegal borrowing through Turnitin without saving the work in the Turnitin archive.

CRITERIA FOR EVALUATING THE PREPARATION OF A DISSERTATION (PROJECT)

<i>Nº</i>	Criteria	Excellent (90-100)	Good (70-89)	Satisfactory (50-69)	Unsatisfactory (0-49)
1.	Research and knowledge	The postgraduate student showed excellent command of the material and understanding of the subject area. The postgraduate conducted a detailed and thorough study	The postgraduate student showed a good understanding of the subject area. The postgraduate conducted extensive research.	The postgraduate student showed a satisfactory understanding of the subject area. The postgraduate conducted the research within reasonable limits. The student's work may contain minor errors.	The postgraduate showed a superficial assimilation of the material. The postgraduate conducted limited research. The student's work contains serious errors in accuracy.
2.	The quality of the argument	The postgraduate student showed a very high level of relevance, critical thinking and argumentation. The student's work indicates the presence of informed and independent thinking. The postgraduate provides convincing arguments in favor of the conclusions drawn.	The postgraduate student showed relevant and well-focused material. The student's work indicates a high level of critical analysis and independent thinking.	The postgraduate student used relevant material in his work. The work is characterized by a descriptive orientation. The student's work indicates a satisfactory level of critical analysis of the material, and is based on a narrow range of sources.	The work is written vaguely and descriptively. The student's work indicates the presence of a low level or lack of critical analysis.
3.	Structure and consistency	The work structure is excellent. The work demonstrates very clear and consistent reasoning. A strong introduction and conclusion.	The structure of the work is good. The work demonstrates the presence of consistent reasoning. A good introduction and conclusion.	The structure of the work contains some signs of structuring and planning. The work does not demonstrate consistent reasoning.	Structuring and planning needs significant improvement. The work does not demonstrate consistent reasoning.
4.	Presentation, grammar and style	The grammar and presentation of the material are excellent. The work is written in clear and academically acceptable language.	Grammar and style are at a good level.	Grammar and presentation of the material are at a satisfactory level.	Poor presentation and grammar, spelling requires more attention.
5.	References and bibliography	The links are correct and detailed. The bibliography is complete and properly designed.	The links are accurate. The bibliography is mostly complete and well-designed.	The link is generally correct. The bibliography is incomplete and requires some attention.	The links are designed incorrectly. The bibliography is inadequate both in terms of content and accuracy.

CRITERIA FOR EVALUATING THE ORAL DEFENSE OF A (PROJECT)

№	Criteria	Excellent (90-100)	Good (70-89)	Satisfactory (50-69)	Unsatisfactory (0-49)
1.	The quality of the performance	The postgraduate is fluent in the topic, clearly expresses ideas; maintains contact with the audience.	The postgraduate is fluent in the topic, while admitting inaccuracies, which, nevertheless, do not hinder the understanding of the topic being presented.	The postgraduate is not fluent enough in the topic, has difficulties in presenting the idea. Abuses the use of the slide text.	The postgraduate reads the text, making mistakes.
2.	The correctness of the answer	The answer is correct from the point of view of the most generally accepted, recommended interpretation of the law	The answer is possible with an acceptable broad or restrictive interpretation of the law	The answer is possible with an acceptable broad or restrictive interpretation of the law	An answer that is impossible with an acceptable interpretation of the law
3.	Completeness of the response	Detailed answers to all the questions posed	The lack of a detailed answer to at least one question	Detailed answers to more than half of the questions posed	The lack of detailed answers to more than half of the questions posed
4.	The quality of the argument	Comprehensive justification on each issue with the correct and consistent application of law, doctrine and precedents	Justification for each issue with the correct and consistent application of the rule of law	Some inaccuracies in the application of the rules of law, minor differences in argumentation on various issues	Inaccuracies in the application of legal norms in the answers to more than half of the questions, discrepancies in argumentation, leading to an ambiguous decision