***Appendix 2***

 ***To the Academic policy***

**Syllabus Template**

**Name of the Course**

*Here you can write a motivational quote*

**Autumn Semester/2022 – 2023 academic year**

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| 1. 1. General information
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| Institute / National School of Public Policy: |  |
| Educational Program (what programs are taught in): |  |
| Amount of Credits: |  |
| Language  |  |

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| 1. **About teacher**
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| **Name, degree** | **Contact information****(e-mail, phone)** | **Day, time and room** **(after approval of the class schedule)** | **Day, time for consultations (office hours):****(after approval of the lesson schedule)** |
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| 1. **Course description**
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| 1. **Course policy**
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| *In this section, please explain to students what they need to do in order to successfully complete your course.**Please note the importance of deadlines (show the connection between deadlines and lower grades), attendance policy, student responsibility, ethics of behavior, etc.)* |

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| 1. **Academic honesty**
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| *Please describe the importance of zero tolerance for plagiarism / indicate a link to the Academy Code of Ethics), indicate the acceptable borrowing percentage - for example, for an essay of 20%, for master projects - 25%, etc.**Indicate measures for academic dishonesty, etc.**\* Each educational institution, teacher or assignment may have a different amount of similar text, which is considered acceptable. When checking master's graduate works to unify the approach, the Academy adopted a ratio of 75% of originality (student’s own thoughts and text) to 25% of borrowings (references to normative documents, citations, common phrases, bibliography, etc.).*  |
| 1. **Citation rules**
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| *In Russian and Kazakh languages ​​- in accordance with GOST 7.0.-2018 “Bibliographic record. Bibliographic description. "**In English - in accordance with the international standard APA (American Psychological Association (APA) Style).* |

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| 1. **Learning outcomes**
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| 1. **Competencies**
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| *Given the competency-based approach of the Academy please indicate the development of which competencies the course is aimed at and through which tasks and assessment tools their growth is planned.**Competencies are listed in each educational program.* |

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| 1. **Thematic course outline**
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| **Week 1**  |
| **Topic** |  |
| **References** | 1.2. 3. |
| **Exerscise 1.**  |  |
| *Assessment criteria for the assignment, indicating all parameters and their weight during the assessment (as a basis, we can take the recommended assessment criteria at the Academy)* |

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| 1. **Evaluation policy (what makes up the final assessment)**
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| Type of control | Description | % | Term |
|  |  |  |  |
|  |  |  |  |
| Total | 100% |

**Recommended evaluation criteria at the Academy**

*(the teacher can use these recommendations, or based on the proposed ones, develop their own in relation to the tasks within the course)*

These evaluation criteria are compiled in order to ensure a unified approach to assessing the level of knowledge of students in the discipline, practice / internship, final certification (protection of master's projects).

Assessment is an important component of the Academy's educational process aimed at developing and demonstrating students' intellectual and competence potential.

Assessment gives students the opportunity to analyze their academic performance and determine the level of compliance with the standards necessary to achieve successful results in training in the relevant disciplines and the program.

**The Academy conducts an assessment in order to:**

* ensure a fair and impartial determination of students' academic performance, their knowledge and skills in relation to the planned learning outcomes in the discipline
* demonstration by students of their abilities to the studied disciplines

motivation and involvement of students in the learning process

* aiding students by providing timely and constructive feedback
* identification of ideas for the implementation of further research projects\*
* identification of the most significant projects for further implementation in the public administration system\*

organization of teamwork of students and teaching staff for the development of students' communication skills.

**Principles of evaluation.**

* The assessment is accurate and repeated, and the assessment process is clear and consistent.

The reliability of the assessment is ensured by appropriate procedures.

Assessment methods are aimed at compliance with the principles of academic integrity.

* The Academy adheres to the principle of exclusivity when giving an excellent score of 90-100%:

The tasks completed for evaluation A and A will be submitted to the Research Committee for consideration in order to be considered as recommendations to the relevant state body, also for the purpose of forming a research project.

Students are provided with timely, understandable, accurate and transparent information about grades and evaluation criteria for each assignment and this information should be available to all interested parties.

The assessment should correspond to the goals and results of the training program and disciplines. The evaluated tasks and the corresponding evaluation criteria serve as an effective tool for measuring student achievements, learning outcomes and attributes of an Academy graduate.

Feedback should be an integral part of the evaluation process. Students should be provided with comments on tasks performed within the framework of formative and final knowledge control.

Students should receive comments and ratings in a short time interval.

School/Institutes should review the evaluation procedure and criteria on an ongoing basis, considering the opinions of students and stakeholders.

The evaluation criteria cover all types of work performed by students in written, oral, and combined forms: essay, analytical note, case study development and defense, presentation defense, problem solving, research recommendations, group projects, oral exam, interview, individual work defense, internship/internship defense, master's project defense

* **Evaluation criteria for academic disciplines.**

It is recommended to use a certain template (Table 1) for the design of any type of task performed within the discipline. The volume of work should not exceed 2 pages of text, font – Times New Roman, size 14, margins: left – 30 mm, top – 20 mm, right – 10 mm and bottom – 25 mm, paragraph indentation -1 cm.

*Table 1. Template for the design of the work*

|  |  |
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| Project idea | Title |
| Problem situation (case) | Description |
| Existing solutions to this problem | Classification of existing approachesBenefitsdisadvantages |
| Proposed solution to this problem | Description of an alternative approach, procedure for its implementationOpportunitiesThe risks |
| Expected Result | Methods for measuring the effectiveness of an alternative approach, evaluating its implementation |
| References | List |

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| Table 2. Criteria for evaluating the written form of work |
| Literal score | Digital score | % Content | **Descriptors (score indicator)** |
| А | 4,0 | 95-100 | * **Knowledge of the subject. Original knowledge about the subject, exceeding expectations. Excellent thorough use of primary academic sources.**
* **Analytics. Excellent argumentation and evidence base. An original synthesis of ideas to solve the problem.**
* **Organization. A logically constructed text structure with a relevant and meaningful purpose. Paragraphs, transitions and markers demonstrate the exceptional integrity of ideas. Structured text, with a thoughtful and logical structure, with active use of terms.**
* **Clarity. The text is extremely simple and clear. The ideas are formulated very clearly, the information is perceived easily and makes it possible to evaluate the originality of the results obtained.**
* **Literacy. Absence of grammatical and stylistic errors. A high level of design of citations, links to sources.**
 |
| А- | 3,67 | 90-94 | * **Knowledge of the subject. Excellent understanding of the subject and its complexity. All components of the task are performed at a high level. Accurate and thorough use of literary sources.**
* **Analytics. The argument is developed at a sufficiently high level with a detailed critical analysis and evidence base. An excellent synthesis of ideas to solve the problem.**
* **Organization. A logically constructed text structure with a relevant and meaningful purpose. Paragraphs, transitions and markers demonstrate the exceptional integrity of ideas.**
* **Clarity. The text is extremely simple and clear. The ideas are formulated very clearly, the information is perceived easily and makes it possible to evaluate the originality of the results obtained.**
* **Literacy. Absence of grammatical and stylistic errors. Quotes and references to sources are well-designed.**
 |
| В+ | 3,33 | 85-89 | * **Knowledge of the subject. A clear understanding of the main concepts in the subject area. Performs all components of the task. Accurate and appropriate use of relevant sources**
* **Analytics. A strong argument with successful critical analysis and synthesis of ideas. A clear focus. The argument has very few flaws and generally strong evidentiary support.**
* **Organization. A clear organizational structure of the text with a specific purpose. Paragraphs or other markers demonstrate a logically constructed idea at a fairly good level.**
* **Clarity. The text is generally clear. Ideas are easy to follow and understand because of the good presentation style.**
* **Literacy. A small number of grammatical and stylistic errors. The style/format meets all the recommendations. Clear and correct links to sources with very few errors.**
 |
| В | 3,0 | 80-84 | * **Knowledge of the subject. A good understanding of the subject, but there are minor difficulties in understanding the basic concepts. Performs all components of the task at a good level. Good use of relevant sources.**
* **Analytics. A good argument with a critical analysis and a good evidence base, but there are small comments. Basically, a clear focus.**
* **Organization. Clear structure of the text presentation. Paragraphs or other markers demonstrate the integrity of the idea.**
* **Clarity. The text is mostly clear. Ideas are easy to follow and understand because of the good style and wording of the sentences.**
* **Literacy. Several grammatical and stylistic errors. The text format basically meets all the recommendations. Adequate citation with minor errors.**
 |
| В- | 2,67 | 75-79 | * **Knowledge of the subject. Basic understanding of subject concepts. Performs the components of the task at the basic level. Periodically uses the appropriate sources.**
* **Analytics. An adequate argument with some critical analysis, but with certain shortcomings and a weak evidence base. Fuzzy focus.**
* **Organization. A fairly structured text. Paragraphs or other markers organize ideas but can be improved. Some integrity of ideas.**
* **Clarity. The text is not clear and understandable enough. The idea is sometimes difficult to follow or understand because of the fuzzy style, weak wording of sentences or grammatical structure.**
* **Literacy. Several grammatical and stylistic errors. The format basically meets all the recommendations. Adequate citation with minor errors.**
 |
| С+ | 2,33 | 70-74 | * **Knowledge of the subject. Insufficient understanding of the main subject concepts. Performs the components of the task at a satisfactory level. Rare use of sources.**
* **Analytics. The main argument is with a little critical analysis and has some drawbacks. There is a lack of clear focus.**
* **Organization. Insufficiently structured text with a vague purpose. Lack of clear paragraphs or other markers to demonstrate ideas. Small integrity of ideas.**
* **Clarity. The text is clear in most cases. The idea is difficult to follow or understand because of the weak style, weak wording of sentences or grammatical structure**

**Literacy. Spelling, grammatical and structural errors are mostly common. The format does not meet the recommendations very well. Not a complete citation of sources.** |
| С | 2,0 | 65-69 | * **Knowledge of the subject. Poor understanding of core subject concepts**
* **Analytics. The main argument without critical analysis.**
* **Organization. Weak organizational structure of the text with an unclear purpose. Lack of clear paragraphs or other markers to showcase ideas.**
* **Clarity. The text in most cases is not clear.**
* **Literacy. Grammar and stylistic mistakes are common. The format does not match the recommendations. Bad citation of sources.**
 |
| С- | 1,67 | 60-64 | * **Knowledge of the subject. Incorrect understanding or lack of some components of the task. Extremely rare use of sources.**
* **Analytics. There is no clear focus. The argument has several drawbacks.**
* **Organization. There is no integrity of ideas.**
* **Clarity. The idea is difficult to follow or understand due to poor style, poor quality wording of sentences or grammatical structure.**
* **Literacy. Grammar and stylistic mistakes are common. The format does not meet regulatory requirements. Bad citation of sources.**
 |
| D+ | 1,33 | 55-59 | * **Knowledge of the subject. The main topics of the course are not reflected. Incorrect understanding or lack of central components of the task. No sources.**
* **Analytics. Insufficient critical analysis. Not enough focus. Superficial or incomplete argumentation.**
* **Organization. Insufficient critical analysis. Not enough focus. Superficial or incomplete argumentation.**
* **Clarity. The text is completely incomprehensible. The idea is difficult to follow or understand due to an extremely weak style, poorly formulated sentences or grammatical structure.**
* **Literacy. The level of grammar and style is very low. The format does not match the recommendations. Bad or absolute lack of citation of sources.**
 |
| D | 1,0 | 50-54 | * **Knowledge of the subject. The main topics of the course are not reflected. Incorrect understanding or lack of central components of the task. No sources.**
* **• Analytics. Insufficient critical analysis. Not enough focus. Superficial or incomplete argumentation.**
* **• Organization. Insufficient critical analysis. Not enough focus. Superficial or incomplete argumentation.**
* **• Clarity. The text is completely incomprehensible. The idea is difficult to follow or understand due to an extremely weak style, poorly formulated sentences or grammatical structure.**
* **Literacy. The level of grammar and style is very low. The format does not match the recommendations. Bad or absolute lack of citation of sources.**
 |
| FX | 0,5 | 25-49 | * **Knowledge of the subject. The main topics of the course are not reflected. Incorrect understanding or lack of central components of the task. No sources.**
* **• Analytics. Insufficient critical analysis. Not enough focus. Superficial or incomplete argumentation.**
* **• Organization. Insufficient critical analysis. Not enough focus. Superficial or incomplete argumentation.**
* **• Clarity. The text is completely incomprehensible. The idea is difficult to follow or understand due to an extremely weak style, poorly formulated sentences or grammatical structure.**
* **Literacy. The level of grammar and style is very low. The format does not match the recommendations. Bad or absolute lack of citation of sources.**
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| F | 0 | 0-24 | * No answers were received on the basic questions of the subject.
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| Table 3. Criteria for evaluating the oral form |
| **Letter Grade** | **Digital Equivalent points** | **% content** | **Descriptors (Score)** |
| А | 4,0 | 95-100 | * **Ability to operate on acquired scientific knowledge and subject terminology: an exhaustive, detailed answer, demonstrating the free handling of acquired scientific knowledge and subject terminology; when responding, the student makes references to sources;**
* **• Substance, argumentation and completeness of answers: the material is presented reasoned and clearly, demonstrated the ability to highlight cause-effect relationships;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: alternative and non-standard ways of solving the problem are proposed and used, a creative approach;**
* **The depth of theoretical knowledge and the ability to connect them with practice: integrating knowledge and skills from other areas of the curriculum to solve the task;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: in-depth knowledge and analysis of strategic and program documents are demonstrated**.
 |
| А- | 3,67 | 90-94 | * **Ability to operate on acquired scientific knowledge and subject terminology: a comprehensive, detailed answer demonstrating the free handling of acquired scientific knowledge and subject terminology;**
* **• Substance, argumentation and completeness of answers: the material is presented reasoned and clearly, demonstrated the ability to highlight cause-effect relationships;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: alternative and non-standard ways of solving the problem are proposed and used, a creative approach;**
* **The depth of theoretical knowledge and the ability to connect them with practice: integrating knowledge and skills from other areas of the curriculum to solve the task;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: a rather high level of knowledge of strategic and program documents is demonstrated.**
 |
| В+ | 3,33 | 85-89 | * **Ability to operate with acquired scientific knowledge and subject terminology: a detailed answer that demonstrates sufficiently deep scientific knowledge and knowledge of subject terminology (defects may be made in the definition of concepts, corrected by the student independently in the course of the answer);**
* **• Content, reasonedness and completeness of answers: the material is presented reasonably enough and clearly;**
* **• Ability to summarize and demonstrate critical thinking skills, the use of analytical skills: standard ways of solving the problem are proposed and used, at the same time, the ability to be creative and non-standard solutions is shown;**
* **The depth of theoretical knowledge and the ability to connect them with practice: basic knowledge and skills from other areas of the curriculum are demonstrated to solve the task;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan demonstrates awareness of strategic and program documents.**
 |
| В | 3,0 | 80-84 | * **Ability to operate on acquired scientific knowledge and subject terminology: a detailed answer demonstrating understanding of the subject and subject terminology (there may be some flaws in the definition of concepts corrected by the student using the examiner);**
* **• Content, reasonedness and completeness of answers: the material is presented reasonably enough and clearly;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: standard ways of solving the problem are proposed and used;**
* **The depth of theoretical knowledge and the ability to relate it to practice knowledge and skills from other areas of the curriculum are not fully demonstrated to solve the task;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: lack of awareness of strategic and program documents is demonstrated.**
 |
| В- | 2,67 | 75-79 | * **Ability to operate on acquired scientific knowledge and subject terminology: an insufficiently detailed answer, while demonstrating an understanding of the subject and subject terminology (there may be some flaws in the definition of concepts corrected by the student with the help of an examiner);**
* **• Content, reasonedness and completeness of answers: the material is stated quite clearly, while periodically there is no logical sequence and reasonedness;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: standard ways of solving the problem are proposed and used;**
* **The depth of theoretical knowledge and the ability to relate it to practice knowledge and skills from other areas of the curriculum are not fully demonstrated to solve the task;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: lack of awareness of strategic and program documents is demonstrated.**
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| С+ | 2,33 | 70-74 | * **Ability to operate on acquired scientific knowledge and subject terminology: an incomplete answer, while demonstrating a basic understanding of the subject and subject terminology (there may be some flaws in the definition of concepts corrected by the student using the examiner);**
* **• Substance, reasonedness and completeness of answers: the material is not presented clearly, the logic, sequence and reasonedness of the presentation have violations;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: standard ways of solving the problem are proposed and used;**
* **The depth of theoretical knowledge and the ability to relate it to practice knowledge and skills from other areas of the curriculum are not fully demonstrated to solve the task;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: when answering, there are no links to strategic and program documents.**
 |
| С | 2,0 | 65-69 | * **Ability to operate with acquired scientific knowledge and subject terminology: an incomplete answer demonstrating a low level of knowledge in the subject and subject terminology (errors were made in the definition of concepts that the student could not correct);**
* **• Substance, reasonedness and completeness of answers: the material is not presented clearly, the logic, sequence and reasonedness of the presentation have violations;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: standard ways of solving the problem are proposed and used;**
* **The depth of theoretical knowledge and the ability to relate it to practice: to solve the problem, knowledge and skills from other areas of the curriculum are not sufficiently demonstrated;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: when answering, there are no links to strategic and program documents.**
 |
| С- | 1,67 | 60-64 | * Ability to operate with acquired scientific knowledge and subject terminology: an incomplete answer demonstrating superficial knowledge of the subject and subject terminology (significant errors were made in the definition of concepts that the student could not correct);
* • Substance, reasonedness and completeness of answers: the material is not presented clearly, fragmentation, illogical presentation, speech design requires amendments, corrections;
* • Ability to summarize and demonstrate critical thinking skills, application of analytical skills: standard ways of solving the problem are proposed and used;
* **The depth of theoretical knowledge and the ability to relate it to practice: to solve the problem, knowledge and skills from other areas of the curriculum are very poorly demonstrated;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: when answering, there are no links to strategic and program documents**.
 |
| D+ | 1,33 | 55-59 | * **Ability to operate with acquired scientific knowledge and subject terminology: an incomplete answer demonstrating fragmentary knowledge of a subject, lack of knowledge or inability to correctly operate with subject terminology;**
* **• Substance, argumentation and completeness of answers: Substance, argumentation and completeness of answers: the material is not presented clearly, fragmentation, inconsistency of presentation, speech design requires amendments, corrections;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: additional and clarifying questions of the examiner do not lead to correction of the answer that is trained to the questions asked;**
* **The depth of theoretical knowledge and the ability to relate it to practice: to solve this problem, knowledge and skills from other areas of the curriculum are not demonstrated;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: when answering, there are no links to strategic and program documents.**
 |
| D | 1,0 | 50-54 | * **Ability to operate on acquired scientific knowledge and subject terminology: an incomplete answer demonstrating fragmentary knowledge of the subject**
* **• Content, reasonedness and completeness of answers: the material is not presented clearly, fragmentation, illogical presentation, speech is illiterate;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: additional and clarifying questions of the examiner do not lead to correction of the answer, which is trained not only to the question posed, but also to other questions on the subject;**
* **The depth of theoretical knowledge and the ability to relate it to practice: to solve this problem, knowledge and skills from other areas of the curriculum are not demonstrated;**
* **• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: when answering, there are no links to strategic and program documents.**
 |
| FX | 0,5 | 25-49 | * No **Ability to operate on acquired scientific knowledge and subject terminology: an incomplete answer demonstrating an absolute lack of knowledge of subject terminology;**
* **• Content, reasonedness and completeness of answers: the material is not presented clearly, fragmentation, illogical presentation, speech is illiterate;**
* **• Ability to summarize and demonstrate critical thinking skills, application of analytical skills: additional and clarifying questions of the examiner do not lead to correction of the answer, which is trained not only to the question posed, but also to other questions on the subject;**
* **The depth of theoretical knowledge and the ability to relate it to practice: to solve this problem, knowledge and skills from other areas of the curriculum are not demonstrated;**

**• Knowledge of strategic program documents and legal acts of the Republic of Kazakhstan: when answering, there are no links to strategic and program documents.** |
| F | 0 | 0-24 | No answers were received on the basic questions of the subject. |
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| Table 4. Evaluation criteria for presentation |
| **Letter grade** | **Digital rating** | **% content** | **Descriptors (Score)** |
| А | 4,0 | 95-100 | * **Content. The hypothesis of the study is formulated. The content of the presentation is presented in a logical sequence. The conclusions are reliable and reasoned. The results of the study correspond to the goal and objectives.**
* **Design. The presentation is in one format. The information is presented in a concise and readable form. Used modern technology for presentation design, the presence of infographics.**
* **Speech / time limit. Demonstrates a focus on results, a high level of analytical thinking and erudition. Performs in a fascinating manner, holding the attention of the audience. Clearly answers the questions posed. Accurately fits into the framework of the regulations**.
 |
| А- | 3,67 | 90-94 | * **Content. The hypothesis of the study is formulated. The content of the presentation is presented in a logical sequence. The conclusions are reliable or reasoned. The results of the study are more consistent with the goal and objectives. Attempts are being made to structure the material through infographics.**
* **Design. The presentation is in one format. The information is sometimes presented insufficiently concise, but in a readable form. Modern technologies for presentation design were used.**
* **Speech / time limit. Demonstrates a focus on results, a good level of analytical thinking and erudition. It has an interlocutor and makes a favorable impression. Answers the questions posed. Keeps within the framework of the regulations**.
 |
| В+ | 3,33 | 85-89 | * **Content. The hypothesis of the study is formulated. In general, the content of the presentation is presented in a logical sequence, but there are slight deviations. The conclusions are reliable or reasoned. The research results are consistent with the goal and objectives but require clarification.**
* **• Design. There are slight deviations from the presentation of the given format. The information is presented in a concise form and is fairly well readable. Used modern technologies for presentation design**.
* **Speech / time limit. Demonstrates a focus on results, a good level of analytical thinking. Has an interlocutor, makes a favorable impression. Answers the questions posed but has minor difficulties in arguing. Keeps within the framework of the regulations**.
 |
| В | 3,0 | 80-84 | * **Content. There is a research hypothesis, but there are slight deviations from the purpose and objectives of the study. In general, the content of the presentation is presented in a logical sequence. Not all conclusions are reliable; additional clarification is required. The results of the study do not fully confirm the hypothesis of the study.**
* **Design. There are slight deviations of the presentation from the specified format. The information is concise, but partially overloaded with information. Used modern technology for presentation design.**
* **Speech / time limit. Demonstrates a focus on results, a fairly good level of analytical thinking. Has an interlocutor, makes a favorable impression. Answers the questions posed, but at the same time has certain difficulties in reasoning. beyond the scope of the regulation.**
 |
| В- | 2,67 | 75-79 | * **Content. There is a research hypothesis, but it is not clearly expressed. The content of the presentation has minor errors in the presentation logic. Not all conclusions are reliable; additional clarification is required. The research results have certain deviations from the goal and objectives.**
* **• Design. There are deviations of the presentation from the specified format. Information is concise, but often overloaded with information. Used modern technology for presentation design.**
* **Speech / time limit. Demonstrates ability to identify research problem. He has a good level of analytical thinking but prefers to use the usual approaches. Able to clearly state his thoughts when answering questions, but additional questions are required to understand the point of view. Partially beyond the scope of the regulation.**
 |
| С+ | 2,33 | 70-74 | * **Content. There is a research hypothesis, but it is not clearly expressed. There are problems with the presentation logic, but not always. Conclusions to a greater extent require clarification and additional argumentation. The results of the study are more general in nature, there are no specific proposals.**
* **• Design. There are deviations of the presentation from the specified format. Information is not always concise and definitely overloaded with information. Underutilized modern technologies for presentation design.**
* **Speech / time limit. Demonstrates an understanding of the basic aspects of the subject but has difficulty in expressing his thoughts. The level of analytical thinking is satisfactory. It has minor difficulties in formulating the answer to the questions posed. Partially beyond the scope of the regulation.**
 |
| С | 2,0 | 65-69 | * **Content. There is a research hypothesis, but it is not clearly expressed. There are certain problems with the presentation logic. Conclusions require clarification and additional argumentation. The research results have certain deviations from the purpose and objectives of the study.**
* **• Design. There are deviations of the presentation from the specified format. Information is more concise and overloaded with information. Underused modern presentation technology**.
* **Speech / time limit. Demonstrates an understanding of the basic aspects of the subject, but without interconnection with the research topic. The level of analytical thinking is satisfactory. Answers to questions are incomplete, have certain deviations from a given topic. Time management is not respected.**
 |
| С- | 1,67 | 60-64 | * **Speech / time limit. Demonstrates an understanding of the basic aspects of the subject, but without interconnection with the research topic. The level of analytical thinking is satisfactory. Answers to questions are incomplete, have certain deviations from a given topic. Time management is not respected.**
* **Speech / time limit. Demonstrates template thinking, has difficulties in expressing his thoughts. The level of analytical thinking is satisfactory. Demonstrates a poor level of knowledge when formulating answers to questions. Time management not respected**.
 |
| D+ | 1,33 | 55-59 | * **Content. There is a weak hypothesis of research, without interconnection with the subject of research. There are problems with the presentation logic. Conclusions require clarification and additional argumentation. The results of the study are general in nature and there are no specific proposals for solving the problem.**
* **• Design. There are deviations of the presentation from the specified format. Information is not always concise. The presentation is overloaded with non-essential information. Not used modern technologies for presentation design.**
* **Speech / time limit. Has difficulty in expressing his thoughts. The level of analytical thinking is satisfactory. It has difficulties in formulating the answer to the questions posed. Time management is not respected.**
 |
| D | 1,0 | 50-54 | * **Content. The hypothesis of the study requires serious refinement, since it does not correspond to the object of study. There are problems with the presentation logic. Conclusions are not substantiated; verification of their validity is required. The results of the study are general in nature and there are no specific proposals for solving the problem.**
* **• Design. There are significant deviations of the presentation from the specified format. Information is not concise; presentation is overloaded with information. Not used modern technologies for presentation design.**
* **Speech / time limit. Has difficulty setting out the purpose of the study. The level of analytical thinking is very low. It has serious problems in formulating the answer to the questions posed. Time management is not respected.**
 |
| **FX** | **0,5** | **25-49** | * **Content. There is no research hypothesis. The conclusions are not reliable and not reasoned. The results of the study do not correspond to the goals and objectives of the study.**
* **• Design. There are deviations of the presentation from the specified format. Presentation is overloaded with information. Not used modern technologies for presentation design.**
* **Speech / time limit. It has difficulties in reporting the results of the study. The level of analytical thinking is unsatisfactory. Does not answer the questions. Time management is not respected.**
 |
| **F** | **0** | **0-24** | * **Absence of presentation**
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| Table 5. Evaluation criteria for the report on practice and internship |
| **Letter grade** | **Digital rating** | **% content** | **Descriptors (Score)** |
| А | 4,0 | 95-100 | * **Fulfillment of the tasks of the practice / internship manager. All tasks from the head of the practice were completed on time. The manager gave an appropriate assessment, the tasks were completed without comment.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. The hypothesis of the study is formulated. The content of the presentation is presented in a logical sequence. The conclusions are reliable and reasoned. The results of the study correspond to the goal and objectives.**
* **• Report / presentation design. The presentation is in one format. The information is presented in a concise and readable form. Modern technologies for presentation design were used.**
* **Reflection. Demonstrates a focus on results, a high level of analytical thinking and erudition. Performs in a fascinating manner, holding the attention of the audience. Accurately fits into the framework of the regulations.**
* **• Answers to questions from members of the commission. The student gives comprehensive answers to all the questions asked. The answers were supplemented by their findings on the question.**
 |
| А- | 3,67 | 90-94 | * **Fulfillment of the tasks of the practice / internship manager All tasks from the head of the practice were completed on time. The manager gave an appropriate assessment, the tasks were completed with some comments.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. The hypothesis of the study is formulated. The content of the presentation is presented in a logical sequence. The conclusions are reliable or reasoned. The results of the study are more consistent with the goal and objectives.**
* **Report / presentation design. The presentation is in one format. The information is sometimes presented insufficiently concise, but in a readable form. Modern technologies for presentation design were used.**
* **• Reflection. Demonstrates a focus on results, a good level of analytical thinking and erudition. It has an interlocutor and makes a favorable impression. Answers the questions posed. It fits into the framework of the regulation.**
* **• Answers to questions from members of the commission. The student gives complete answers to all questions asked. The answers were supplemented by some of their own conclusions on the question.**
 |
| В+ | 3,33 | 85-89 | * **Fulfillment of the tasks of the practice / internship manager. 25% of tasks from the head of practice were not completed on time. The manager gave an appropriate assessment, the tasks were completed with small comments.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. The hypothesis of the study is formulated. In general, the content of the presentation is presented in a logical sequence, but there are slight deviations. The conclusions are reliable or reasoned. The research results are consistent with the goal and objectives but require clarification.**
* **Report / presentation design. There are slight deviations of the presentation from the specified format. The information is presented in a concise form and is well readable. Used modern technology for presentation design.**
* **• Reflection. Demonstrates a focus on results, a good level of analytical thinking. Has an interlocutor, makes a favorable impression. Answers the questions posed but has minor difficulties in arguing. It fits into the framework of the regulation.**
* **• Answers to questions from members of the commission. The student does not give complete answers to all the questions asked. The answers were supplemented by some conclusions on the question.**
 |
| В | 3,0 | 80-84 | * **Fulfillment of the tasks of the practice / internship manager. 50% of the tasks from the head of practice were not completed on time. The manager gave an appropriate assessment, the tasks were completed with comments. Some comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There is a research hypothesis, but there are slight deviations from the purpose and objectives of the study. In general, the content of the presentation is presented in a logical sequence. Not all conclusions are reliable; additional clarification is required. The results of the study do not fully confirm the hypothesis of the study.**
* **Report / presentation design. There are slight deviations of the presentation from the specified format. The information is concise, but partially overloaded with information. Used modern technologies for presentation design.**
* **• Reflection. Demonstrates a focus on results, a fairly good level of analytical thinking. Has an interlocutor, makes a favorable impression. Answers the questions posed, but at the same time has certain difficulties in reasoning. beyond the scope of the regulation.**
* **• Answers to questions from members of the commission. The student does not give complete answers to all the questions asked. The answers are not supplemented by their own conclusions on the question.**
 |
| В- | 2,67 | 75-79 | * **Fulfillment of the tasks of the practice / internship manager. 75% of the tasks from the head of the practice were not completed on time. The manager gave an appropriate assessment, most of the tasks were completed with comments. 50% of the comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There is a research hypothesis, but it is not clearly expressed. The content of the presentation has minor errors in the presentation logic. Not all conclusions are reliable; additional clarification is required. The research results have certain deviations from the goal and objectives.**
* **Report / presentation design. There are deviations of the presentation from the specified format. Information is concise, but often overloaded with information. Used modern technology for presentation design.**
* **• Reflection. Demonstrates ability to identify research problem. He has a good level of analytical thinking but prefers to use the usual approaches. Able to clearly state his thoughts when answering questions, but additional questions are required to understand the point of view. Partially beyond the scope of the regulation.**
* **Answers to questions from members of the commission. The student finds it difficult to answer some of the questions asked. The answers are not supplemented by our own conclusions on all the questions asked.**
 |
| С+ | 2,33 | 70-74 | * **Fulfillment of the tasks of the practice / internship manager. All tasks from the head of the practice were not completed on time. The manager gave an appropriate assessment, most of the tasks were completed with comments. 75% of the comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There is a research hypothesis, but it is not clearly expressed. There are problems with the presentation logic, but not always. Conclusions to a greater extent require clarification and additional argumentation. The results of the study are more general in nature, there are no specific proposals.**
* **Report / presentation design. There are deviations of the presentation from the specified format. Information is not always concise and definitely overloaded with information. Underutilized modern technologies for presentation design.**
* **• Reflection. Demonstrates an understanding of the basic aspects of the subject but has difficulty in expressing his thoughts. The level of analytical thinking is satisfactory. It has minor difficulties in formulating the answer to the questions posed. Partially beyond the scope of the regulation.**
* **• Answers to questions from members of the commission. The student finds it difficult to answer the questions asked**.
 |
| С | 2,0 | 65-69 | * **Fulfillment of the tasks of the practice / internship manager Not all tasks of the leader are completed. Tasks completed on time. The manager gave an appropriate assessment. Comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There is a research hypothesis, but it is not clearly expressed. There are certain problems with the presentation logic. Conclusions require clarification and additional argumentation. The research results have certain deviations from the purpose and objectives of the study.**
* **Report / presentation design. There are deviations of the presentation from the specified format. Information is more concise and definitely overloaded with information. Underutilized modern technologies for presentation design.**
* **• Reflection. Demonstrates an understanding of the basic aspects of the subject, but without interconnection with the research topic. The level of analytical thinking is satisfactory. Answers to questions are incomplete, have certain deviations from a given topic. Time management is not respected.**
* **Answers to questions of members of the commission. The student finds it difficult to answer the questions asked**
 |
| С- | 1,67 | 60-64 | * **Fulfillment of the tasks of the practice / internship manager. 50% of the manager’s tasks are not fully completed. Tasks completed on time. The manager gave an appropriate assessment. Comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There is a weak hypothesis of research, without interconnection with the subject of research. The presentation has certain problems with the presentation logic. Conclusions to a greater extent require clarification and additional argumentation. The results of the study are general in nature and there are no specific proposals.**
* **Report / presentation design. There are deviations of the presentation from the specified format. Information is not always concise but overloaded with information. Not used modern technologies for presentation design.**
* **• Reflection. Demonstrates template thinking, has difficulties in expressing his thoughts. The level of analytical thinking is satisfactory. Demonstrates a poor level of knowledge when formulating answers to questions. Time management is not respected.**
* **• Answers to questions from members of the commission. The student finds it difficult to answer the questions asked.**
 |
| D+ | 1,33 | 55-59 | * **Fulfillment of the tasks of the practice / internship manager. 75% of the tasks of the leader are not fully completed. Tasks completed on time. The manager gave an appropriate assessment. Comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There is a weak hypothesis of research, without interconnection with the subject of research. There are problems with the presentation logic. Conclusions require clarification and additional argumentation. The results of the study are general in nature and there are no specific proposals for solving the problem.**
* **Report / presentation design. There are deviations of the presentation from the specified format. Information is not always concise. The presentation is overloaded with non-essential information. Not used modern technologies for presentation design.**
* **• Reflection. Has difficulty in expressing his thoughts. The level of analytical thinking is satisfactory. It has difficulties in formulating the answer to the questions posed. Time management is not respected.**
* **• Answers to questions from members of the commission. The student finds it difficult to answer the questions asked.**
 |
| D | 1,0 | 50-54 | * **Fulfillment of the tasks of the practice / internship manager 50% of the manager’s tasks are not completed. Tasks completed on time. The manager gave an appropriate assessment. Comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There are significant deviations of the presentation from the specified format. Information is not concise; presentation is overloaded with information. Not used modern technologies for presentation design.**
* **Report / presentation design. There are deviations of the presentation from the specified format. Information is not always concise. The presentation is overloaded with non-essential information. Not used modern technologies for presentation design.**
* **• Reflection. Has difficulty setting out the purpose of the study. The level of analytical thinking is very low. It has serious problems in formulating the answer to the questions posed. Time management is not respected.**
* **• Answers to questions from members of the commission. The student finds it difficult to answer the questions asked.**
 |
| F | 0 | 0-49 | * **Fulfillment of the tasks of the practice / internship manager the tasks of the head are not completed. The manager gave an appropriate assessment. Comments are not resolved.**
* **• Completeness of presentation of the material, disclosure of the purpose and objectives of the practice / internship. There is no research hypothesis. The conclusions are not reliable and not reasoned. The results of the study do not correspond to the goals and objectives of the study.**
* **Report / presentation design. There are deviations of the presentation from the specified format. Presentation is overloaded with information. Not used modern technologies for presentation design.**
* **• Reflection. It has difficulties in reporting the results of the study. The level of analytical thinking is unsatisfactory. Does not answer the questions. Time management is not respected.**
* **• Answers to questions from members of the commission. The student finds it difficult to answer the questions asked**.
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| Table 6. Evaluation criteria for the final certification of undergraduates (protection of master's projects) |
| **Letter Grade** | **Digital Equivalent points** | **% content** | **Descriptors (Score)** |
| А | 4,0 | 95-100 | * **The relevance of the topic and the degree of its disclosure. The relevance of the theme of the master's project is high, the chosen topic corresponds to the current state and prospects for the development of certain aspects of the problem being studied, the solution of the topic makes a concrete contribution to the development of public policy in the relevant field.**
* **• The content of the work. The work is a completed study combining theoretical and practical aspects, using scientific approaches to solve the problems.**
* **Conclusions and recommendations. Based on the results presented, conclusions and recommendations can be used in developing public policy issues in the relevant field and can be submitted to interested state bodies.**
* **• The reliability of the results. The formulated results are justified, the reliability was tested during the internship / practice, have both theoretical and practical value.**
* **Registration of work. The work is framed in accordance with the requirements, competent presentation, extensive graphic material is presented.**
* **• Presentation of the master's project. The results of the work are presented reasonably, the undergraduate skillfully leads the discussion, gives complete, detailed answers to the questions of the commission members, complies with the regulations.**
 |
| А- | 3,67 | 90-94 | * **The relevance of the topic and the degree of its disclosure. The relevance of the theme of the master's project is quite high, the topic is fully disclosed.**
* **• The content of the work. The structure of the work is logical and contributes to the consistent solution of tasks. The theoretical and applied aspects of the study are described in detail.**
* **• Conclusions and recommendations. Based on the presented results, conclusions and recommendations can be used in the development of public policy issues in the relevant field.**
* **The reliability of the results. The conclusions are based on specific data, the reliability was tested during the internship / practice, have both theoretical and practical value.**
* **• Registration of work. The work is framed in accordance with the requirements, the presentation is competent, without comment.**
* **• Presentation of the master's project. The presentation was compiled briefly, the presentation was concise in accordance with the regulations, all the main conclusions and the results are presented, full, detailed answers to the questions of the commission members are given.**
 |
| В+ | 3,33 | 85-89 | * **The relevance of the topic and the degree of its disclosure. The theme of the master's project is relevant, sufficiently disclosed.**
* **• The content of the work. The content of the work is structured in accordance with the tasks and is aimed at obtaining specific results.**
* **• Conclusions and recommendations. The conclusions are justified. The recommendations are theoretical.**
* **• The reliability of the results. The conclusions are based on specific data, reliable and justified using various research methods.**
* **Registration of work. The work is framed in accordance with the requirements, the presentation is competent.**
* **• Presentation of the master's project. A summary of the work, the results achieved. Full answers to the questions of the commission members are given.**
 |
| В | 3,0 | 80-84 | * **The relevance of the topic and the degree of its disclosure. The theme of the master's project is relevant, sufficiently disclosed.**
* **• The content of the work. The content of the work is structured in accordance with the tasks and reveals the purpose of the study.**
* **• Conclusions and recommendations. The conclusions are justified. The recommendations are theoretical.**
* **• The reliability of the results. The results are reasonable and reliable.**
* **Registration of work. The work is framed in accordance with the requirements, the presentation is competent.**
* **Presentation of the master's project. The presentation contains a brief description of the work, the findings of the study. Answers to questions of members of the commission are given.**
 |
| В- | 2,67 | 75-79 | * **The relevance of the topic and the degree of its disclosure. The theme of the master's project is relevant, sufficiently disclosed.**
* **• The content of the work. The content of the work is structured in accordance with the tasks and reveals the purpose of the study.**
* **• Conclusions and recommendations. The conclusions are justified. The recommendations are theoretical.**
* **The reliability of the results. The results are reasonable and reliable.**
* **• Registration of work. The work is framed in accordance with the requirements, the presentation is competent.**
* **• Presentation of the master's project. The presentation contains a brief description of the work, the findings of the study. Answers to questions of members of the commission are given.**
 |
| С+ | 2,33 | 70-74 | * **The relevance of the topic and the degree of its disclosure. The theme of the master's project is relevant, not fully disclosed.**
* **• The content of the work. The structure of the work does not fully solve the tasks.**
* **• Conclusions and recommendations. The conclusions are partially substantiated. The recommendations are theoretical.**
* **• The reliability of the results. The results are not well founded**.
* **Registration of work. The design of the work does not meet all the requirements, the presentation contains errors.**
* **• Presentation of the master's project. The presentation is overloaded or does not give a complete vision of problem solving. Incomplete answers were given to the questions of the commission members.**
 |
| С | 2,0 | 65-69 | * **The relevance of the topic and the degree of its disclosure. The theme of the master's project is relevant, but not fully disclosed.**
* **• The content of the work. The content of the work does not lead to the solution of all tasks.**
* **• Conclusions and recommendations. The conclusions are partially substantiated, there are no recommendations.**
* **• The reliability of the results. The results are not sufficiently substantiated.**
* **Registration of work. The design of the work does not meet all the requirements, the presentation contains errors.**
* **• Presentation of the master's project. The presentation is overloaded or does not give a complete vision of problem solving. Incomplete answers were given to the questions of the commission members.**
 |
| С- | 1,67 | 60-64 | * **The relevance of the topic and the degree of its disclosure. The relevance of the topic is not confirmed by the results, the topic is not fully disclosed.**
* **• The content of the work. There are questions on the structuring of work, a weak analysis of the source base.**
* **• Conclusions and recommendations. The conclusions are partially substantiated, there are no recommendations.**
* **The reliability of the results. The results are not sufficiently substantiated.**
* **• Registration of work. A lot of mistakes were made in the design of the work.**
* **• Presentation of the master's project. Failed to demonstrate research achievements. No answers were received to the questions of the commission members.**
 |
| D+ | 1,33 | 55-59 | * **The relevance of the topic and the degree of its disclosure. The relevance of the topic is not confirmed by the results, the topic is not fully disclosed.**
* **• The content of the work. There are questions on the structuring of work, a weak analysis of the source base.**
* **• Conclusions and recommendations. The conclusions are partially substantiated, there are no recommendations.**
* **The reliability of the results. The results are not sufficiently substantiated.**
* **• Registration of work. A lot of mistakes were made in the design of the work.**
* **• Presentation of the master's project. Failed to demonstrate research achievements. No answers were received to the questions of the commission members.**
 |
| D | 1,0 | 50-54 | * **The relevance of the topic and the degree of its disclosure. The relevance of the topic is not confirmed by the results, the topic is not disclosed.**
* **• The content of the work. The goal is not formulated correctly, the tasks set do not allow to reveal the topic.**
* **• Conclusions and recommendations. The conclusions are not substantiated, there are no recommendations.**
* **The reliability of the results. The results are not substantiated.**
* **• Registration of work. A lot of mistakes were made in the design of the work.**
* **• Presentation of the master's project. Failed to demonstrate the results of the work. No answers were received to the questions of the commission members.**
 |
| F | 0 | 0-49 | * **The relevance of the topic and the degree of its disclosure. The relevance of the topic is not confirmed by the results, the topic is not disclosed.**
* **• The content of the work. The content is unstructured, there are no clearly defined goals and objectives.**
* **• Conclusions and recommendations. The conclusions are not substantiated, there are no recommendations.**
* **• The reliability of the results. The results are not substantiated**
* **Registration of work. A lot of mistakes were made in the design of the work.**
* **• Presentation of the master's project. Failed to demonstrate the results of the work. No answers were received to the questions of the commission members.**
 |