



GUIDE **to writing a Master's thesis / project**

1. General provisions

1. In the Master's thesis / project based on knowledge obtained at the Academy, the student presents evidence-based arguments and proposals aimed at solving practical problems that are important in the field of public administration.

2. Writing a Master's thesis is mandatory for undergraduates of a two-year Master's degree. Undergraduates of one-year Master's degree have the right to choose the writing of a Master's project or a Master's thesis.

3. Master's thesis is an independent scientific research, containing theoretical and practical developments and recommendations for solving urgent problems in the field of public administration, based on knowledge gained at the Academy.

Master's project-a study based on knowledge gained at the Academy, containing theoretical and experimental results that allow to solve the applied problem of actual problems in the field of public administration.

4. The author of the Master's thesis / project is responsible for its content.

2. Theme of Master's thesis / project

1. At the time of submission of documents, each student of the Academy has state body referral, which reflects the order for a study on specific issues.

2. These research topics are discussed at the meetings of the Directorates of Institutes/NSPP with the purpose of their clarification, given the existing scientific potential of the Academy and subsequent statement at the meeting of Academic Council within two months from the date of enrollment.

3. Topics of Master's theses / projects should be relevant, consistent with the curriculum and the current level of development of scientific achievements.

3. Supervisor

1. Within two months from the date of admission, Academic Council will assign candidates for supervisors of Master's theses/projects.

2. The supervisor has a degree (doctor of science, candidate of science, doctor of philosophy (Ph.D), doctor by profile), or is a practitioner and is actively engaged in scientific research in the field of science (under the Master's degree program). If necessary, scientific supervisors for related branches of science may be appointed.

3. Supervisors:

- determine the stages of scientific research over the period of training and monitor their implementation;
- create all necessary conditions for the research work of the Master student (access to the necessary sources and resources; provision of assistance and advice in the process of research; provision of feedback on the materials submitted by master student);
- solve other emerging issues in the process of implementation of the educational program.



4. Requirements for the design of Master's thesis / project

1. Language of writing: the Master student has the right to choose the writing of the work in the national, Russian or English languages.

2. The Master's thesis must be written individually, the Master's project may be written in groups of 2-3 people.

3. The length of work: Master's thesis is 70-80 pages; Master's project is 30-40 pages.

4. Design and formatting standards: white A4 paper; one-sided printing; line spacing – single (the interval between the headings of the structural elements and the text is double); font-Times New Roman; size 14; margins: left-30 mm, top-20 mm, right-10 mm and bottom-25 mm, indentation -1 cm.

5. Requirements for the design of structural elements:

- Each section of a text document is recommended to start with a new page.

- Section (Chapter) headings should be centered with a capital letter, bold, without a dot at the end.

- Sub-section headings should start with a paragraph indent and print in uppercase, bold, without a dot at the end.

- Word breaks in headings / subheadings are not allowed. If the title/subtitle consists of two sentences, they are separated by a period.

- Sections, as well as subsections, may consist of one or more items. Each paragraph or sub-paragraph begins with a paragraph indent.

6. Numbering requirements:

- The numbering of all structural elements, pages, illustrations, etc. is indicated by Arabic numerals.

- Page numbering: end-to-end numbering at the bottom of the page, centered. The title page number is included in the overall page numbering, but is not numbered.

- The numbering of sections and subsections is indicated without a dot. Subsections should be numbered within each section. A subsection number consists of a section number and a subsection separated by a dot.

- Numbering of illustrations, tables, formulas, etc. – is sequentially throughout the work. Formulas and equations are numbered in parentheses.

- References of the sources used are numbered as they are used in the text in square brackets, indicating the number of the source in the list of references and pages in the source.

7. Illustrations (graphs, diagrams, photographs) are placed directly after mentioning them in the text. Illustrations are indicated by the words "Pic. 1-the name of the picture", placed under the picture following explanations to it. References to each illustration are required in the text.

8. Digital material is made in the form of tables. The table name should be placed above the table on the left, without indentation in one line with its number: "table 1. Table name».

9. Formulas and equations are separated from the text to a single line. At least one free line is left above and below the formula.



10. The total illustrative material (figures, graphs, tables) should not exceed 30% of the total work.

11. Bibliographic lists and references are made in accordance with GOST 7.1.-2003 "Bibliographic record. Bibliographic description. General requirements and rules of preparation". When using electronic resources (materials of Internet sites) it is necessary to make a link to the site (portal), specify the author, name and address of the source.

12. Each application should start with a new page with the word "Application" and its symbol in the middle of the page. The application must have a title that is written symmetrically on the text with a capital letter in a single line. Applications refer to the capital letters of the Russian alphabet.

5. Planning

1. The main steps of the Master's thesis / project include:

#	Type of work	Terms
1.	discussion and approval of topics and supervisors (1 year)	September 17– October 8
2.	coordination of the work plan with supervisor (study of requirements, literature on the problem, definition of goals, objectives and research methods)	till November 18
3.	preliminary hearing (1 and 2 year Master student)	November 19-30
4.	Plagiarism checking	June 3-6
5.	Direction for review	June 7-8
6.	Term of submission to completed and designed Master's thesis/ project	June 15
7.	Master's thesis/project defense	17-25 June

6. Presentation of Master's thesis / project for defense

1. Defense of Master's thesis / project is allowed in the presence of the following documents:

- positive feedback from the supervisor;
- at least one publication on the topic of dissertation in scientific journals or speech at an international or national scientific conference;
- the decision of the (Institute/NSPP) Directorate meeting on recommendation to defense (a statement from the Directorate meeting protocol);
- one review from the reviewer, whose qualification corresponds the profile of the work, which gives a comprehensive description of the thesis and a reasoned conclusion about the possibility of awarding a Master's degree in the relevant specialty.

2. Plagiarism checking (in Turnitin system).

In accordance with the terms established in the academic calendar, master student must submit master's thesis / project for plagiarism checking.



3. Supervisor review.

A fully prepared master's thesis / project is presented to the supervisor who reviews the work as a whole and provides written feedback. In his review, the supervisor gives a brief description of the work, notes its relevance, the level of theoretical study and practical significance, completeness, depth, originality of the task solution, also gives a recommendation on the readiness of the work for protection. The withdrawal indicates the degree of compliance with the requirements of the work. The seal of OUP certifies the signature of the supervisor.

In case of negative conclusion of the supervisor ("not allowed to defend" or "not recommended for defense") the Master student is not allowed to defend the Master's thesis/project.

4. Peer review.

An external reviewer is appointed by order of the rector of the Academy (not later than a month before) the number of persons, qualification or degree which corresponds to the profile of defended work; who were not reviewers on the graduate thesis of the students of the Academy during the last two years, and upon the recommendation of the (Institute/NSPP) Directorate. The reviewer should not be a member of the State Attestation Commission (hereinafter – the SAC), should not be a supervisor of a Master's degree student, an employee of the Academy.

Not later than five days before defense, the reviewer presents a review of the Master's thesis/project with coverage of the following issues: relevance, scientific novelty and practical significance of the topic, compliance of the topic with the profile of the assigned qualification, the independence of the study, the presence of empirical findings and recommendations, the degree of solving the problem and completeness of the study, shortcomings and gaps in the work. On the basis of the analysis of work the comprehensive characteristic of the dissertation/project and the reasoned conclusion about possibility (impossibility) of assignment to the master student a "Master" degree on the corresponding specialty is given.

Master's thesis / project can be submitted for defense and in case of negative review by an external reviewer. In this case, the presence of the reviewer in the defense of the thesis is required.

7. Thesis/project Defense Procedure

1. The examination is held at a public meeting of the SAC with the participation of at least 2/3 of its members.

Institute/NSPP provides SAC a list containing the following information:

- 1) Name and surname of the Master student;
- 2) Thesis/project topic;
- 3) Surname, degree and academic title of the supervisor;
- 4) Name, degree and academic title of the reviewer.

Master student makes a presentation, which should reflect the purpose and objectives of the work; its relevance and practical value; the main idea and the most important conclusions with a brief justification. The duration of the report is 7-10 minutes.

At the end of the report, the candidate answers questions from members of the SAC on the content of the presentation.

The review of the supervisor shall be heard. In case of its absence the review is



read out by the Secretary of SAC.

Review of the reviewer shall be read. In his absence, the content of the review is read out by the Secretary of the SAC.

Master student briefly answers the main questions or comments on the graduate work.

All those present in exam are entitled to participate in the ensuing discussion.

The final word provides by Master student.

According to the results of exam of each Master student, generalized assessment is formed by the results of the independent opinion of each member of the SAC, reflected in the electronic evaluation system. According to the results of electronic voting, the final assessment is automatically formed, based on the members of the SAC by open voting decide whether or not to assign a Master's degree in the relevant specialty.

Electronic evaluation system includes the following criteria:

- relevance of the topic and the degree of its disclosure, compliance with the current state and prospects of development of certain aspects of the problem, practical tasks and General objectives of the Master's thesis / project;
- ability to clearly define the object and subject of the study, to formulate the goal, objectives and working hypothesis;
- content side of the work: logic and consistency, completeness and representativeness of the proposed material, general literacy;
- ability to give a critical analysis of monographic and periodical literature on the topic of the final work, characteristic of the history of the problem and its current state;
- ability to analyze and summarize the results, make informed conclusions and give practical recommendations;
- reliability of the results obtained and the degree of their use and testing during the internship (practice);
- availability of scientific publications on Master's thesis / project, master student presentations at scientific conferences and seminars;
- external design according to accepted standards of the title page, the text of the work, bibliography and applications;
- defense of Master's thesis / project: ability to summarize its main content and show theoretical and practical value; ability to argue, defend their point of view, to lead a discussion.

2. No more than 12 works can be heard and accepted for protection during one meeting of the SAC.

The most interesting works with scientifically based solutions to the chosen problem can be recommended for publication in the open press and / or implementation in practice, the educational process of the Academy.

After defending, the graduate work in hard copy is transferred to the RITZ Academy under the regulations approved by the Director of the Institute/NSPP.

SAC meeting minutes are issued in accordance with established procedure according to Appendix 8 to this manual. SAC decisions are issued in the Protocol individually for each Master student.

The assessment of each member of SAC is confirmed by its signature in the Protocol.



Upon completion of the work of the SAC Chairman writes a report on the results of the final certification of Master students and presents it to AC in a two-week period.

5) Re-defense and transfer of defense of master's thesis / project

1. In case of a negative decision of the SAC on defense of the Master's thesis/project redefense may take place in the next academic year on a fee basis. At the same time, the work should be finalized according to the comments.
2. In case of absence of the Master student on defense for a good reason the decision on transfer of defense for later term (no more than for one year) is made by SAC.



The Academy of Public Administration under the President of the Republic of Kazakhstan

Institute/NSPP _____

As a manuscript

Full Name

TITLE OF THESIS

(Without the word "subject" and without quotes)

Educational program “ _____ ”
(Name of educational program)

Specialty “ _____ ”
(Code and name of specialty by classifier)

Master's thesis for master's degree

(Program name)

Supervisor: _____
(Signature) _____
(Full name, degree, academic title)

The thesis admitted to defend “ _____ ” _____ 20__

Директор Institute/NSPP:

(Signature) _____
(Full name, degree, academic title)

Astana, 20__



The Academy of Public Administration under the President of the Republic of Kazakhstan

Institute / NSPP _____

As a manuscript

Full Name

TITLE OF THE PROJECT
(Without the word "subject" and without quotes)

Educational program “ _____ ”
(Name of educational program)

Specialty “ _____ ”
(Code and name of specialty by classifier)

Master's project for master's degree

(Program name)

Supervisor: _____

(Signature)

(Full name, degree, academic title)

The thesis admitted to defend “ _____ ” _____ 20__

Директор Institute/NSPP:

(Signature)

(Full name, degree, academic title)

Astana, 20__



The content of the Master's thesis

Contents

Introduction	3
List of abbreviations, symbols and symbols (if necessary)	
Chapter 1	6
1.1	15
1.2	22
Chapter 2	30
2.1	42
2.2	49
2.3	58
Conclusion	70
List of sources used	71
Appendix A (If necessary).	72
Appendix Б (If necessary).	73



The content of the Master's project

Contents

Regulatory references

Symbols and abbreviations

Introduction (relevance and problem of research, the purpose and objectives of the project, research methods, hypothesis or expected results, practical significance)	2-3 pages
Literature review (literature review on the master's project)	3-5 pages
Research method (methods by which applied research was conducted to justify their choice)	3-5 pages
Analysis and results of the study (analysis of data on the research topic, the author's position of the undergraduate in relation to the results)	15-20 pages
Conclusion (the main conclusions of the study)	2-3 pages
List of sources used (list of sources used in the project)	2-3 pages

Appendices



List of sources used

- 1 Нұрышева Т.С. Мемлекеттік басқарудың теориясы және практикасы. Оқу құралы. – Астана: ҚР Президентінің жанындағы Мемлекеттік басқару академиясы, 2013. – 171 б.
- 2 Нуров К.И. Общая теория управления. – Алматы, 2017. – 460 с.
- 3 Дин М. Правительность: власть и правление в современных обществах. – М., 2016. – 592 с.
- 4 Бурдые П. О государстве: курс лекций в Коллеж де Франс (1989-1992). – М., 2016. – 720 с.
- 5 Андарова Р.К. Теория и стратегия экономического роста в условиях рынка: дис. ... д-ра экон. наук. – Алматы, 2002. – 300 с.
- 6 Ахметова Г.М. Инструменты денежно-кредитного регулирования в экономике Республики Казахстан: автореф. дис. ... канд. экон. наук. – Астана, 2001. – 23 с.
- 7 Понкин И.В. Общая теория публичного управления: Правовые основы, цели, принципы, инструменты, модели и концепты публичного управления: Лекционный курс / ИГСУ РАНХиГС при Президенте РФ. – М.: Буки-Веди, 2016. – 356 с.
- 8 Сурин А.В. Десять лет подготовки управленческих кадров в Московском университете: опыт и проблемы. – <http://e-journal.spa.msu.ru>. (27.04.2017)



Review

Master's thesis / project on the topic

_____, **done by**

(Full name)_____

Specialty/program (code and name)

General information about the structure and form of presentation of the material

Reflection of the research results in the graduate work

Comments and suggestions

Assessment_____

Reviewer (*Full name., degree, academic title, position*)

“ _____ ” _____ 20____

Signature_____ certified by HR



**SAC meeting minutes
PROTOCOL # ____**

(Filled in for each student)

“ ____ ” _____ 20__ from ____ hour ____ min. to ____ hour ____ min.

On consideration of the graduate work of the master student

(Full name, Specialty)

Topic name:

Presented:

Chairman:

(Full name)

Members:

(Full name)

Graduate work was done under scientific supervision

(Full name, academic title)

Consultant:

(Full name, academic title)

(Place of work, current position)

Reviewer

(Full name, academic title)

(place of work, current position)

The following materials are submitted to the State Attestation Commission:

- 1) Graduate work on _____ sheets;
- 2) Drawings, tables for the graduate work (project) on _____ sheets;



3) Review of the supervisor of the graduate work with the conclusion

(specify "admitted to defend")

4) Review of the graduate work with evaluation

(the reviewer's rating is specified)

5) The decision of the Directorate of the Institute/NSPP about recommendations to defend;

6) Informal feedback:

After reporting completed graduation work during _____ minutes master student was asked the following questions:

1.

(Surname, initials of the Commission member and the question asked)

2.

(Surname, initials of the Commission member and the question asked)

3.

(Surname, initials of the Commission member and the question asked)

General characteristics of the master student answers to the questions asked

During the defense of the graduate work, the master student showed

(What is the level of knowledge on General theoretical and special training)

Recognize that the master student has completed and defended the graduate work with the grade

(assessment on point-rating alphabetic system of assessment of knowledge)

Dissenting opinions of members of the Commission

Chairman _____ *(Signature)*



Commission Members _____ (Signature)

_____ (Signature)

Secretary

_____ (Signature)



**Decisions of the State Certification Commission for defense of graduate work
PROTOCOL # _____**

“ _____ ” _____ 20____ from _____ hour _____ min. to _____ hour _____ min.
on awarding the master's degree

Was attended by:
Chairman

(Full name)

Members:

(Full name)

Master student

(Full name, program)

Passed the complex exam and defended the graduate work with grades:

*(complex examination, graduate work, grade on point-rating letter system of assessment
of knowledge, examination date)*

—
Recognize that the master student has completed and defended the graduate work.

Award Master's degree to

(surname, initials)

Master's degree

degree/program

(code and name of specialty)

dissenting opinions of members of the Commission

Award a diploma of postgraduate education



Chairman _____ (Signature)

Commission Members _____ (Signature)

Secretary _____ (Signature)