Appendix 1

Guide to Write Masters Project

**Structure and execution requirements for a master's project/dissertation[[1]](#footnote-1)**

1. A master's student is given the right to choose the preparation of a master's project in the state, Russian or English languages.
2. The presentation when writing a master's project should be strictly substantiated, holistic and logical. Spelling, grammatical and punctuation errors are not allowed. The style of presentation of the text must be correct from a scientific point of view.
3. **The volume of work** - not less than 40 pages (attachments are not included in the total number of pages).
4. The master's project has the **following structure:**

* Title page
* Table of Content
* Normative references
* Symbols and abbreviations
* Introduction (Relevance, purpose and objectives of the study, object and subject of study, degree of study of the topic, scientific novelty, theoretical and methodological basis of the study)
* The main part
* Conclusion (main conclusions and recommendations for the study).
* List of Resources used
* Appendices, including an analytical note on the results of the work, including the main recommendations for the state body (Appendix 1.4.).

1. **Requirements for the structural elements of the master's project:**
   1. **The title page** is structured according to Appendix 1.1.
   2. **The content** of the master's project includes an introduction, serial numbers, and titles of all sections, subsections, points (if they have names), including a literature review, research methods, analysis and research results, conclusion, list of sources used, and titles of applications with page numbers, with which these project elements begin.  
      An example of the content is given in Appendix 1.2.
   3. The structural element "**Normative references**" contains a list of normative documents that are referenced in the text of the project.  
      The list of referenced standards begins with the words: "In this master's project, references to the following normative documents are used."
   4. 5.4. The structural element "**Designations and abbreviations**" contains a list of designations and abbreviations used in the project. The recording of designations and abbreviations is given in the order of bringing them in the text or alphabetical order with the necessary decoding and explanations.
   5. **The introduction** should include an evaluation of the existing status of the problem (task) being solved, the basis and initial data for the topic's development, and the explanation for the necessity for this particular research. The introduction should demonstrate the relevance and challenge of the study, the project's aim and objectives, the hypothesis or expected outcomes, and practical importance.
   6. **The main part** of the master's project provides a review of the literature on the topic of the master's project, data reflecting the essence, methodology, and main results of the work performed, data analysis on the research topic, the author's position concerning the results obtained.
   7. **The conclusion** should contain brief conclusions based on the research results; assessment of the completeness of solutions to the assigned tasks, recommendations and initial data on the specific use of the results, assessment of the effectiveness of implementation.
   8. **The list of references used** should contain information about the sources used in writing the master's project. The list is drawn up under Appendix 1.3.
   9. It is recommended that the **appendices** include materials related to the completed master's project, which for some reason cannot be included in the main part.
2. **Guidelines for registering a master's project:** 
   1. **General requirements**.
      1. The text presentation and design of the master's project are done in compliance with the standards of this Guide. The pages of the master's project's text, as well as the visuals and tables included in the project, must be in A4 format.
      2. The master's project must be done using a computer and a printer on one side of a sheet of A4 white paper in one spacing. The font color should be black, **Times New Roman**, normal, size 14. The text should be printed observing the following margins: right -10 mm, top - 20 mm, left - 30 mm, and bottom - 20 mm.  
         It is allowed to use computer capabilities to focus attention on certain terms, formulas, theorems, using fonts of different typefaces.
      3. Surnames, company names, product names, and other proper names in the project are given in the original language. It is allowed to transliterate proper names and give the names of organizations translated into the language of the master's project with the addition (at the first mention) of the original name.
   2. **Structure of master’s project**
      1. The names of the structural elements "Contents", "Normative references", "Designations and abbreviations", "Introduction", "Conclusion", "List of sources used", "Appendix" serve as headers of the structural elements of the master's project. Structural elements should be in bold.
      2. The main part of the project should be divided into sections, subsections, and paragraphs. Items, if necessary, can be divided into sub-items. When dividing the text of the draft into paragraphs and subparagraphs, each paragraph must contain complete information.
      3. Sections, subsections must-have titles. Paragraphs, as a rule, do not have headings. Headings should clearly and concisely reflect the content of sections, subsections.
      4. Headings of sections, subsections, and paragraphs should be typed with paragraph indentation with a capital letter without a period in the end, without underlining. If the title consists of two sentences, separate them with a period.
   3. **Work numbering**
      1. Pages should be numbered in Arabic numerals, observing sequential numbering throughout the text of the draft. The page number is put in the center of the bottom of the sheet without a dot.
      2. The general page numbering covers the title page. The title page does not have a page number.
      3. Artworks and tables located on separate sheets are included in the general page numbering of the master's project.
      4. Each structural element should be started on a new sheet (page).
      5. The numbering of pages of the master's project and applications should be continuous.
   4. **Figures and Artworks (Illustrations)** 
      1. Illustrations (drawings, maps, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the text of the master's project immediately after the text in which they are mentioned for the first time, or on the next page. Illustrations can be computer-generated, including color. All illustrations must be referenced in the master's project/dissertation.
      2. Illustrations, except for illustrations in the annexes, should be numbered with Arabic numerals sequentially. The word "Picture" and its name are placed in the middle of the line.
      3. Illustrations, if necessary, can have a name and explanatory data (figure text). The word "Figure" and its name are placed after the explanatory data and positioned as follows: Figure 1 - Details of the device.
      4. If the figure is located on more than one page, then the number and name of the figure are placed on the first sheet (page) with the designation of its 10th sheet, on the following pages, only the figure and sheet number are indicated. (Example: Figure 1 - Instrument parts, sheet 1; Figure 1, sheet 2)
      5. It is allowed to number illustrations within the section. In this case, the illustration number consists of the section number and the sequential number of the illustration, separated by a period. For example, Figure 1.1.
      6. The illustrations of each application are denoted by separate numbering in Arabic numerals with the addition of the designation of the application before the number. For example, Figure A.3. Illustrations are drawn up under Appendix B.
      7. When referring to illustrations, one should write “... according to Figure 2” with continuous numbering and “... according to Figure 1.2” with numbering within the section.
      8. The total volume of illustrative material (figures, graphs, tables) should not exceed 30% of the total volume of work.
   5. **Tables**
      1. Tables are used for better clarity and ease of comparison of indicators. The name of the table should reflect its content, be precise and concise. The name of the table should be placed above the table on the left, without indentation, in one line with its number separated by a dash.
      2. The table should be placed in the work immediately after the text in which it is mentioned for the first time, or on the next page.
      3. All tables should be referenced. When referring, you should write the word "table" with an indication of its number.
      4. A table with a large number of lines can be transferred to another sheet (page). When transferring a part of a table to another sheet (page), the word "Table", its number and name are indicated once on the left above the first part of the table, and above other parts on the left they also write the words "Continuation of the table" and indicate the number of the table, for example: "Continuation of table 1". ". When transferring a table to another sheet (page), the heading will only interfere with its first part. A table with a large number of columns can be divided into parts and placed one part under another within one page. If the rows and columns of the table go beyond the page format, then in the first case, the head is repeated in each part of the table, in the second case, the side. If the text repeated in different lines of the table column consists of one word, then after the first spelling it is allowed to replace it with quotes; if from two or more words, then at the first repetition it is replaced with the words "The same", and then with quotation marks. It is not allowed to put quotation marks instead of repeating numbers, marks, signs, mathematical and chemical symbols. If digital or other data is not given in any row of the table, then a dash is put in it. Column "No." in order, if necessary, is given, in other cases - absent.
      5. Digital material is usually presented in the form of tables.
      6. Tables, except for annex tables, should be numbered with Arabic numerals sequentially. It is allowed to number tables within a section. In this case, the table number consists of the section number and the sequence number of the table, separated by a dot. The tables of each annex are denoted by a separate numbering in Arabic numerals with the addition of the designation of the application before the digit, for example, "Table B.1" if it is given in Appendix B.
      7. The headings of the columns and rows of the table should be written with a capital letter in the singular, and the subheadings of the graph - with a lowercase letter if they make up one sentence with a heading, or with a capital letter if they have an independent meaning. At the end of the headings and subheadings of tables, periods are not put.
      8. Tables to the left, right, and bottom are delimited by lines. It is allowed to use a font size smaller in the table than in the text. It is not allowed to separate the headings and subheadings of the sidebar and the graph with diagonal lines. Horizontal and vertical lines delimiting the rows of the table may not be drawn if their absence does not complicate the use of the table. The headings of the graphs are written in parallel to the rows of the table. If necessary, the perpendicular arrangement of the headings of the columns is allowed. The head of the table should be separated by a line from the rest of the table.
   6. **Notes**
      1. The word "Note" should be capitalized from the paragraph and not underlined.
      2. Notes lead, if necessary, explanations or reference data to the content of a text, tables, or graphic material. Notes should not contain requirements.
      3. Notes should be placed immediately after the text, graphic material, or in the table to which these notes relate. If there is only one note, then a dash is placed after the word "Note" and the note is capitalized. One note is not numbered. Several notes are numbered sequentially in Arabic numerals without a period. A note to the table is placed at the end of the table above the line indicating the end of the table.  
         Example  
         Note - Do not print subscripts.  
         Several notes are numbered sequentially in Arabic numerals.  
         Example  
         Notes (edit)  
         1. Subscript is not printed;  
         2. Documents are notarized;  
         3. Approved by the head of the organization.
      4. If additional clarification is required in the draft, the note may be drawn up in the form of a footnote. The footnote sign is placed immediately after the word, number, symbol, sentence to which the explanation is given. The footnote sign is performed in superscript Arabic numerals with a parenthesis. It is allowed to use asterisks "\*" instead of numbers. The footnote is placed at the end of the page with paragraph indentation, separated from the text by a short horizontal line to the left. A footnote to the table is placed at the end of the table above the line indicating the end of the table.
   7. **References**
      1. In the master's project, references to data, rules, standards, specifications, and other documents are allowed, provided that they fully and unambiguously define the relevant requirements and do not cause difficulties in using the document.
      2. When referring to standards and specifications, only their designation is indicated, while it is allowed not to indicate the year of their approval, provided that the standard is fully described in the list of sources used.
      3. References to sources used should be given in square brackets. References are numbered in Arabic numerals in the order of references in the text of the master's project, regardless of the division of the project into sections.
      4. 6.7.4 In case of repeated reference to the same source, in square brackets, in addition to the ordinal number of the source, the corresponding page from the source is put down.
      5. A link to your publications is required.
      6. Links to Internet sources are required. It is necessary to link to the site (portal), indicate the author, name, and source address.
   8. **Definitions, symbols, and abbreviations**
      1. The list of definitions, symbols, and abbreviations should be in a column. On the left, in the order of mention or alphabetical order, abbreviations, conventions, symbols, units of physical quantities, and terms are given, on the right - their full decoding.
   9. Information about sources should be arranged in the order in which references to sources appear in the text of the master's project and should be numbered with Arabic numerals without a period and printed with a paragraph indentation.
   10. Applications are drawn up as a continuation of the master's project on its subsequent sheets
       1. All attachments should be referenced in the text of the project. Applications are arranged in the order of links to them in the text.
       2. Each application should start on a new page with the word "Application" and its designation indicated at the top in the middle of the page. The application must have a title that is written symmetrically relative to the capitalized text on a separate line.
       3. Applications are denoted with Arabic numerals. The word "Appendix" is followed by a number indicating its sequence in the text. If there is one attachment in a document, it is referred to as "Attachment 1".
       4. Applications are designated by Arabic numerals. The word "Appendix" is followed by a number indicating its sequence in the text. If there is one attachment in a document, it is referred to as "Attachment 1".
       5. The text of each appendix, if necessary, can be divided into sections, subsections, clauses, subclauses, which are numbered within each appendix. The number is preceded by the designation of this application.
       6. Applications should share sequential pagination with the rest of the project.
       7. The analytical note is drawn up under Appendix 1.4.

Appendix 1.1.

ACADEMY OF PUBLIC ADMINISTRATION

UNDER THE PRESIDENT OF THE REPUBLIC OF KAZAKHSTAN

**Institute of Diplomacy**

**as a manuscript**

**FULL NAME. undergraduate**

**(In the nominative case)**

**NAME OF THE THEME OF THE MASTER'S PROJECT**

**(Without the word "subject" and quotes)**

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Educational program "7M03111 - International Relations"

In the direction of training "7M031 Social Sciences"

Master's Degree Project  
Master of Arts in International Relations

Scientific supervisor (s) \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (full name, academic degree, academic title)

The project is approved for defense: "\_\_\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

Director of the Institute of Diplomacy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (full name, academic degree, academic title)

Nur-Sultan, 20\_\_

Appendix 1.2

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**Appendix 1.3.**

**References**

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Appendix 1.4.

|  |  |
| --- | --- |
| Project idea | Name |
| Problem situation (case) | Description |
| Available solutions to this problem | Classification of existing approaches  Advantages  Disadvantages |
| Suggested Solution to This Problem | Description of the alternative approach, the procedure for its implementation  Possibilities  Risks |
| Expected Result | Methods for measuring the effectiveness of an alternative approach, assessing its implementation |
| Literature | List |

1. Developed on the basis of the Rules for the design of a dissertation for the degree of Doctor of Philosophy (PhD), Doctor in the field, developed by JSC "National Center for Scientific and Technical Information", 2014. [↑](#footnote-ref-1)