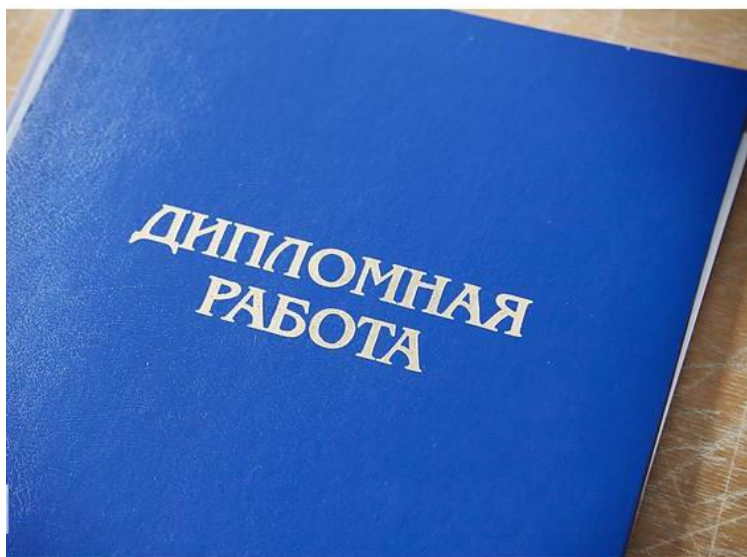


**MINISTRY OF CULTURE AND INFORMATION OF THE REPUBLIC
OF KAZAKHSTAN
KURMANGAZY KAZAKH NATIONAL CONSERVATORY**



**METHODOLOGICAL GUIDELINES FOR THE PREPARATION AND
FORMATTING OF THE GRADUATION THESIS/PROJECT (FOR ALL
EDUCATIONAL PROGRAMS)**



Almaty 2025

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These methodological guidelines for the preparation and formatting of the graduation thesis/project for all educational programs have been developed based on the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan No. 2 dated July 20, 2022, «On the Approval of the State Compulsory Standards of Higher and Postgraduate Education», as well as the State Educational Standard of the Republic of Kazakhstan (SES RK) 2009 «Rules for the Execution of Graduation Theses/Projects in Higher Educational Institutions», GOST R 7.0.5–2008 «Bibliographic Reference. General Requirements and Rules for Compilation», and the Interstate Standard 7.1–2003 «System of Standards on Information, Librarianship, and Publishing. Bibliographic Record. Bibliographic Description. General Requirements and Rules for Compilation» (Official Publication, Moscow, IPK Publishing House of Standards, 2004).

The guidelines establish general requirements for graduation theses/projects in all educational programs of the Conservatory.

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METHODOLOGICAL GUIDELINES FOR THE PREPARATION AND FORMATTING OF THE GRADUATION THESIS/PROJECT (FOR ALL EDUCATIONAL PROGRAMS)

1. General provisions

1. These methodological guidelines are developed based on the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022, No. 2 «On the Approval of the State Compulsory Standards of Higher and Postgraduate Education».

2. The guidelines establish general requirements for graduation theses and projects across all academic programs of the Conservatory.

3. A graduation thesis is a final academic work that summarizes the results of a student's independent study of a current issue relevant to their field of study;

4. A graduation project is a comprehensive, creative, and independent final work carried out by students in higher education institutions. It includes both a theoretical component (such as an explanatory note, analytical report, defense presentation, conclusions with justification of practical or economic relevance, handouts) and a practical component — a creative output (such as a performance, original composition, project presentation, concert, video, development of a technological process, website, etc.). The project is presented publicly during a meeting of the State Examination Board. It may be defended either within the institution or externally — in organizations and institutions for which the project's topic holds academic or practical relevance (e.g., theaters, colleges, studios, philharmonic societies, etc.).

5. For graduation projects within performance-based educational programs, a consultant may be appointed for the theoretical section if the project supervisor (typically a specialized instructor) does not meet the 7th or 8th level of the National Qualifications Framework.

6. The objectives of the graduation thesis/project are:

1) to consolidate, systematize, and expand theoretical knowledge and practical skills acquired through the academic program and to apply them in solving specific creative, scientific, pedagogical, professional, and culturally significant tasks;

2) to develop independent work skills and mastery of research methodology and experimentation when addressing academic problems;

3) to assess the student's readiness for independent professional activity in the context of contemporary musical life, science, and culture, as well as their level of professional competence.

4) to identify and evaluate the graduate's analytical and research abilities.

5) to assess the graduate's ability to define a range of practically relevant problems, develop methodological skills, and establish cause-effect relationships based on the project's central issue.

6) to evaluate the graduate's cognitive development, capacity to form universal learning skills, special musical and intellectual competencies, reflective thinking, and ability to objectively assess their work.

7. The thesis/project is carried out under the supervision of an academic advisor and must include scientifically grounded theoretical conclusions based on the subject of study.

2. Requirements for the topic of the graduation thesis/project

8. The topic of the graduation thesis/project must be relevant and reflect current trends and future developments in science and culture.

9. When selecting topics for graduation theses/projects, it is recommended to consider real-world challenges and issues in the fields of music education, science, and culture.

10. The topic must align with the academic program and the student's area of professional training.

11. In some cases, the topic of a graduation project may be proposed by an external client (such as an organization or company) as part of a specific practical assignment.

12. Graduation thesis/project topics are developed by the graduating department, reviewed, and approved by the faculty council.

13. The general list of approved thesis/project topics must be updated annually by at least 30%.

14. Students choose their graduation thesis/project topic from the list of approved topics.

15. A student also has the right to work on a topic not included in the approved list. In such cases, the student must submit a detailed justification for the proposed topic to the department, or provide a letter from an external organization requesting a commissioned project (**see Appendix 1**).

16. The topic of the graduation thesis/project is assigned to the student at the beginning of the final year of study and must be approved by the rector's order.

17. If necessary, the topic may be revised, clarified, or adjusted upon the recommendation of the graduating department.

3. Requirements for the procedure of writing the graduation thesis/project

18. Upon the recommendation of the department, each student is assigned a thesis/project supervisor to guide the preparation of their graduation work.

19. Supervision of graduation theses/projects is carried out by faculty members specializing in the relevant field and/or professionals working in the student's area of specialization with no less than 10 years of professional experience.

20. The academic supervisor of the thesis/project is responsible for:

1) issuing the official assignment for the thesis/project;

2) assisting the student in developing a work schedule for the entire duration of the project;

3) recommending essential literature, reference materials, archival sources, and other relevant resources;

4) setting a consultation schedule and monitoring the student's adherence to the approved timeline;

5) defining the scope of each section of the thesis/project and coordinating the student's work with any assigned consultants.

21. The thesis/project assignment includes a description of the initial materials and sources, a list of questions to be addressed by the student, a bibliography of recommended sources, and a detailed calendar plan for the entire writing process (**see Appendix 2**).

22. The assignment is approved by the head of the department and must include the final submission deadline. The approved assignment is to be bound into the final version of the thesis/project.

23. The work schedule must cover the entire project period, outlining the sequence of sections to be completed. It must be coordinated with the supervisor (**see Appendix 3**).

24. If necessary, and upon the recommendation of the academic supervisor, the department may appoint consultants for specific sections of the thesis/project. The consultant's work is carried out within the time allocated for academic supervision.

25. Consultants may include professors, associate professors, faculty members, and researchers from higher education institutions, as well as highly qualified experts and research staff from other organizations. Consultants review and sign off on the sections of the work they are responsible for.

26. The head of the department sets specific deadlines for periodic reporting on the progress of the thesis/project. On those dates, the student must report to their supervisor and the department head, who will assess and record the degree of project completion and notify the dean accordingly.

27. The thesis/project must be based on an in-depth study of relevant literature aligned with the academic program. This includes textbooks, manuals, monographs, scholarly journals, lecture notes, periodicals (including foreign-language sources), regulatory documents, and more.

28. The main body of the thesis/project should clearly convey the student's creative concept, justify the methods used in the research, and, where applicable, be supplemented with illustrations, charts, sketches, diagrams, graphs, or other visual materials.

4. Content and structure of the graduation thesis/project

29. The required length of the graduation thesis varies depending on the academic program. For students in performance-based programs and composition, the thesis must be at least 40 pages; for those in the «Art Management» program — no less than 50 pages; and for students specializing in «Musicology», the required

minimum is 60 pages. It is important to note that appendices are not included in this page count.

30. As for graduation projects, the minimum length is set at 20 pages for students in performance-based and «Composition» programs, and 30 pages for those in «Art Management». Students enrolled in the Musicology program do not prepare a graduation project due to the specific nature of their curriculum; instead, they are required to complete and defend a thesis. As with theses, appendices are excluded from the total page count of the project.

31. The structural elements of a graduation thesis/project include:

- cover page;
- title page;
- abstract/Annotation in three languages (**see Appendix 6**);
- table of contents (**see Appendices 7a and 7b**);
- introduction — for theses; or an Explanatory note — for projects, which should include: the objective and tasks of the work, its relevance, literature review, testing and validation, practical significance, research methods and methodology, and the structure of the work;
- main body. For theses: this includes two or three sections. For projects: this must include a **technological section**, which describes the project workflow, resources used or acquired, and how the author organized their work environment.

This section also includes a **technological map** — a table outlining the step-by-step process, the list of musical instruments, materials, equipment, techniques, and methods used. For performance program students, this section should include an analysis of the musical works presented in the project, their background, and other related information.

- conclusion — containing the final findings;

At this stage, the project includes an analysis of the work completed, reflection on whether the goals and objectives were met, and an evaluation of the strengths and weaknesses of the project.

The author assesses the cultural, economic, and social significance of the work and outlines possible future applications or developments.

- list of references (**see Appendix 8**);
- appendices — for theses; or project presentation materials — for projects.

32. The cover page must include the following information:

- name of the institution where the thesis/project was completed,
- full name of the student,
- title of the thesis/project,
- type of work — «Thesis» or «Project»,
- code and name of the academic program,
- city and year.

33. The title page is the first page of the thesis/project and serves as a key reference for cataloging and search purposes.

34. The title page must contain:

- name of the institution,
- name of the department where the work was completed;
- approval signature of the department head;
- type of work — «Thesis» or «Project»,
- full title of the thesis/project, introduced by the words «on the topic:»,
- code and title of the academic program,
- on the left: the word «Author», with the student's name and initials aligned to the right,
- on the line below: the phrase «Academic advisor», followed by the advisor's name, academic degree, title, and other credentials;
- city and year.

35. Examples of cover and title page formatting are provided in **Appendices 4 and 5**, respectively.

36. The table of contents should include the introduction, titles and sequence numbers of all chapters and subchapters, the conclusion, the list of references, and a list of appendices, along with page numbers indicating where each section begins.

37. The introduction must justify the relevance of the thesis/project topic, assess the current state of the scientific issue being addressed, and clearly define the objectives, tasks, research subject, theoretical and methodological foundations, and practical significance of the work.

38. The main body should present the essence, content, methodology, and key results of the work performed.

39. The main part of the thesis/project is typically divided into chapters and subchapters (sections and subsections).

40. The conclusion must include a summary of the findings, an evaluation of how fully the tasks were accomplished, and specific recommendations related to the research object.

41. The appendices should contain supplementary materials relevant to the thesis/project that are not included in the main body of the text.

5. Formatting rules for the graduation thesis/project

42. The graduation thesis must be prepared using a computer and printed on one side of standard A4 white paper. The text should be double-spaced, in Times New Roman font, size 14, aligned to both margins (justified), with a paragraph indent of 1.25 cm, and portrait page orientation.

43. Page margins should be set as follows: 3 cm on the left, 2 cm at the top, 1 cm on the right, and 2.5 cm at the bottom.

44. It is permissible to use available word processing features to emphasize key terms by applying different font styles or typefaces.

45. Regardless of how the thesis is prepared, the quality of the printed text, illustrations, tables, and any included visual materials must meet standards of clarity and legibility.

46. Typographical errors, minor mistakes, or graphical inaccuracies identified during the final preparation of the thesis may be corrected manually. This can be done either by erasing or covering the error with correction fluid, followed by inserting the corrected text (or graphical element) using a typewriter or by hand, in black ink or black technical pen.

47. Personal names, names of institutions, organizations, companies, product names, and other proper nouns should be given in their original language.

48. The titles of structural elements of the thesis — such as «Contents», «Symbols and Abbreviations», «Introduction», «Conclusion» and «List of References» — serve as section headings and must be clearly indicated in the final document.

6. Formatting of sections, subsections, items, and sub-items

49. The graduation thesis should be organized into sections and subsections (paragraphs). Each section and subsection must present complete and coherent information. The titles of the sections should collectively reflect the overall topic of the thesis, while the subsection titles should fully disclose the content of their respective sections.

50. Section and subsection headings must clearly and concisely represent their content. These titles should begin with a paragraph indent, use a capital letter at the beginning, and should not end with a period. They must not be underlined, and the text should be justified. Section and subsection titles should be formatted in bold.

51. Sections must be numbered sequentially throughout the thesis using Arabic numerals without a period and should be aligned with the paragraph indent, justified across the page width. Subsections are numbered within each section. The number of a subsection consists of the section number and the subsection number, separated by a period (e.g., 2.1, 2.2). No period is used at the end of the subsection number. A section may consist of two or more subsections.

52. Each new section should begin on a new page. After the section title, the body text should start on the second line (i.e., with one blank line after the title). Subsections within a section should be separated by two-line spacing: one blank line follows the previous text, then the subsection title appears, and after that, one more line is skipped before the subsection text begins. The same formatting applies to any subpoints or nested subsections: one line is skipped before the title, and the text begins directly after the title on the following line, without further spacing.

7. Numbering format

53. Pages of the graduation thesis should be numbered consecutively throughout the entire text using Arabic numerals. The page number is placed at the center of the bottom margin of each page without a period.

54. Page numbering begins with the title page, which is included in the total page count. However, the page number is not displayed on the title page itself. The font for page numbers should be Times New Roman, size 14, and centered horizontally.

8. Formatting of notes

55. Notes (footnotes or endnotes) are included in the thesis when explanations or reference information are needed for the text or illustrative material.

56. The word «Note» should be printed with a capital letter, starting from a new paragraph with spaced-out letters (tracking), and should not be underlined.

57. Notes should be placed immediately after the text, graphic material, or table to which they refer. If there is only one note, a dash follows the word «Note» and the note itself begins with a capital letter. A single note is not numbered. When there are multiple notes, they are numbered sequentially using Arabic numerals without a period. Notes related to tables are placed at the bottom of the table, above the line marking the end of the table.

9. Formatting of appendices

58. Appendices are formatted as a continuation of the thesis on the subsequent pages.

59. All appendices referenced in the text of the thesis must be properly indicated.

10. References, footnotes, and bibliographic description of sources

60. A wide range of sources is used when writing a thesis—such as monographs, journal and newspaper articles, conference materials, textbooks, and collections of works. The student is required to provide references to all such sources. Failure to include references is considered a violation of copyright. Incorrectly formatted references are treated as serious errors.

61. A bibliographic reference is an essential part of the thesis's supporting materials.

62. A bibliographic reference provides detailed information about a document that is cited, discussed, or mentioned in the text (either as a whole or in part).

63. References are required whenever the thesis uses quotations, numerical data, or discusses a specific document. This includes citations of structural components (such as tables or illustrations), as well as bibliographic sources.

64. All references should be formatted according to GOST R 7.0.5 – 2008, «Bibliographic reference. General requirements and rules for formatting. »

65. Bibliographic references can be categorized as in-text, footnotes, or endnotes. Repeated references to the same source are also used.

66. A standard bibliographic reference must include the following elements: author, title, place of publication, volume or issue number (if applicable), year of publication, and page numbers. Foreign-language sources should be cited in the original language.

67. In-text references are placed directly within the sentence after the relevant portion of text. These are enclosed in parentheses. The usual punctuation used in bibliographic references (e.g., period-dash . –) may be replaced by a period.

Example:

In the text: Fundamental works by T.S. Vyazgo exist in the field of musicology (Vyazgo T.S. Musical Instruments of Central Asia: Historical Essays. Moscow, 1980. – 190 p.), where the cultural unity of the region is emphasized.

68. Repeated references to the same source should be shortened.

Example:

Initial reference: 1. Daukeeva S. The Philosophy of Music by Abu Nasr Muhammad al-Farabi [Text]. – Almaty: Politizdat, 2002. – 270 p.

Repeated reference: Daukeeva S. The Philosophy of Music... – 270 p.

69. **Footnotes** are references placed at the bottom of the page, beneath the main text and separated by a horizontal line. To link footnotes to the main body of the text, superscript symbols such as numbers (in order), asterisks, or letters are used and are placed on the upper line of the font.

70. When numbering footnotes, a consistent system should be used throughout the entire document. This may include continuous numbering across the entire text, within each chapter or section, or per individual page.

Example:

In the text: Microtones in the diatonic scale system thus acquire the meaning of «coloring the same tone, the same scale degree».

Footnote (at the bottom of the page):

Kholopov, Y. N. Harmony: A Theoretical Course. Moscow, 1988. – 88 p.

71. **Endnotes** are references to cited sources that correspond to a numbered list of references placed at the end of the thesis. Reference numbers are enclosed in square brackets [] and use Arabic numerals.

Example:

In the text: They embodied in their work the «principle of universal totality» [10], which extended to their behavior.

Reference (at the end of the thesis):

10. Nurlanova, K. Sh. The Aesthetics of the Artistic Culture of the Kazakh People. Alma-Ata: Quzzholy, 1987. – 79 p.

72. When citing **quotations**, illustrations, or tables borrowed from literary sources, the reference should include not only the source number, but also the relevant page, illustration, or table numbers.

Example: [2? p/ 21], where 2 is the reference number in the bibliography, and 21 is the page number of the textbook or monograph.

Example:

Kuzembai, S. A. *Relevant Issues in National Musicology: Selected Studies and Articles (dedicated to the 75th anniversary)*. – Almaty: Quzzhol, 2012. – 424 p.

73. When citing the same source multiple times on a single page, repeat references can be marked with terms such as *Ibid.* (for the same source) or *Op. cit.* (for the previously cited work).

74. If a quotation is not taken from the original source but from another document, the reference must begin with «Cited in: » or «Quoted from: », followed by the secondary source.

Example:

Cited in: Musical Aesthetics of Eastern Countries, general ed. and introduction by V. P. Shestakov. – Moscow: Nauka, 1967. – pp. 278–279.

75. Reference numbers in the main text must correspond to the numbering in **the final bibliography**. Each source should have a unique number.

76. The bibliography must be titled «List of References». The author may choose one of two formatting options: (1) list the sources in alphabetical order by the authors' last names and/or by the titles of the works related to the thesis topic, or (2) arrange the sources in the order in which they appear in the text. The choice between these two formats is left to the discretion of the author.

77. Foreign-language sources should be listed in their original language. A thesis must contain no fewer than 30 bibliographic sources.

11. Bibliographic references to electronic resources

78. Electronic resources with both local and remote access are also valid sources for bibliographic references. References may be made either to entire electronic resources (such as electronic documents, databases, portals, websites, etc.) or to specific parts of those resources (such as sections or subsections of electronic documents, portals, websites, articles in online journals, forum posts, etc.).

79. When referencing an electronic resource, the designation [*electronic resource*] and access mode are omitted. Instead, the abbreviation URL (UNIFORMResourcelocator) is used, followed by the direct link to the webpage.

80. Information about the access date must be provided in parentheses after the URL. This includes the phrase “accessed on” followed by the day, month, and year.

In-text citation example::

(*Extended Techniques for Cello Performance in the 20th Century: A Systematization Attempt. URL:<http://nv/mosconsv.ru/rasshirennyie-tehniki-igryi-na-violoncheli-v-xx-veke-opvit-sistematizatsii/>*)

Footnote example::

² ***Musical Review: electronic version, issue No. 6, 2015. URL:***

<http://muzobozrenie.ru/svazhij-nomer/>(accessed on July 2, 2019).

End-of-text reference example:

1. «Astana Opera» Opens Chamber Hall Season on Music Day. *Kazakhstanskaya Pravda*, 2015. URL:<http://www.kazpravda.kz/rubric/kultura/astana-opera-otkrivaet-sezon-kamernogo-zala-v-den-muziki/>(accessed on September 18, 2019).

12. Use of abbreviations

81. For the sake of saving space and time, students often use abbreviations when referencing printed works: they may omit full article titles, incorrectly abbreviate individual words, or shorten the names of journals and newspapers.

82. Words should not be abbreviated in cases where doing so may distort or obscure the meaning of the text. Authors' surnames and the titles of documents must not be abbreviated.

83. Abbreviating individual words in bibliographic descriptions is acceptable, but only in accordance with established rules outlined in the GOST standard: **GOST R 7.0.12-2008** «System of standards on information, librarianship, and publishing. Bibliographic record. Abbreviations of words and word combinations in the Russian language. General requirements and rules».

13. Formatting the bibliography of sources used

84. **The Bibliographic List of References Used** must be compiled in accordance with:

- **GOST 7.1-2003** «*Bibliographic record. Bibliographic description. General requirements and rules for compilation*»;
- **GOST 7.12-77** «*Abbreviation of Russian words and word combinations in bibliographic descriptions*».

85. The recommended order for compiling the bibliography is as follows:

- literature in Kazakh
- literature in Russian
- literature in foreign languages.

86. Each source is listed only once, regardless of how many times it is cited in the main text.

87. Mandatory elements of a bibliographic description:

1. Author(s).
2. Title of the document.
3. General designation of the material — [Text], [Sheet music], [Electronic resource], etc.
4. Volume and issue number.
5. Statement of responsibility.
6. Place of publication (*City names are abbreviated only in three cases: Moscow – M., Saint Petersburg – SPb., and Leningrad – L. All other city names are written in full*)
7. Publishing house.
8. Year of publication.
9. Total number of pages.

88. The listed sources should be grouped by type of publication (official documents, monographs, textbooks, teaching aids, etc.; (**see the list structure below**)), and within each group — in alphabetical order (by author or title). The entries must follow this order:

1. Regulatory and legal acts (official documents) must appear first in the list, following a specific order:

- Constitution of the Republic of Kazakhstan
- Laws
- Codes
- Decrees and Orders of the President
- Resolutions and Orders of the Government
- Other normative acts issued by executive authorities (ministries, state committees, inspectorates, etc.), including regional legal acts.

Within each group, documents should be arranged in chronological order. When citing normative and official documents, it is mandatory to include the title of the document, type of document, issuing authority, date of adoption, number, and source of publication (e.g., *Bulletin of the Parliament of the Republic of Kazakhstan*). Additionally, any amendments and supplements adopted by government authorities must also be indicated.

Normative legal acts should be formatted as follows: type of legal act, date of adoption, number, title of the legal act, and full citation of the official source of publication (title, year, issue number, and page).

References to official websites are allowed, such as <http://www.akorda.kz> (President of the Republic of Kazakhstan). In this case, the link to the official website must be provided, with the update status of the legal act indicated in parentheses.

2. Scientific and educational literature on the topic (including textbooks, monographs, journal articles, conference proceedings, abstracts, dissertations, statistical collections, etc.). Documents in this category must be arranged in alphabetical order.

3. Reference publications (including encyclopedias, dictionaries, handbooks).

4. Foreign-language literature. Literature in foreign languages is placed at the end of the list, following Russian-language sources, and is arranged in alphabetical order in the original language.

5. Electronic resources. Electronic resources are included in the general bibliographic list along with other types of sources.

14. Examples of bibliographic descriptions of documents

1) Normative and legal acts (official documents)

Republic of Kazakhstan. Constitution (1995). The Constitution of the Republic of Kazakhstan [Text]: official text: [adopted by national referendum on August 30, 1995]. – Almaty, 1998. – 40 p.

2) Scientific and academic literature

Sample Format for Bibliographic Description of Books

1–3 authors

Last name(s), Initials of the author(s). Title [Text] / Statement of responsibility. – Place of publication (city): Publisher, Year. – Number of pages.

Kutunov, B.S., Lebedev, I.B., Pogodin, S.M. The Department of Choral Conducting of the Alma-Ata State Conservatory named after Kurmangazy (1944–1989) [Text] // Methodological materials. – Alma-Ata: KNK named after Kurmangazy, 1989. – 30 p.

Books by a single author:

Karakulov, B.I. Symmetry of the Musical System (On Melody) [Text] / B.I. Karakulov. – Alma-Ata: Nauka, Kazakh SSR, 1989. – 132 p.

Books by two or three authors:

Kuzembay, S.A. Qazaq Operalary [Text] / S.A. Kuzembay, G.Zh. Musagulova, Z.M. Kasymova. – Almaty: Zhibek Zholy, 2010. – 296 p.

Books by four or more authors:

Books by four or more authors are cited under the title. In the statement of responsibility, only the last name of the first author is indicated.

History of Choreography in Kazakhstan [Text]: textbook / T. Kishkashbayev et al. – Almaty: Izdat-Market, 2005. – 272 p.

If a book is written by a collective of authors and editors or compilers are indicated on the title page (or its reverse), the book is cited as follows:

History of the Gnecsin Musical Institutions [Text] / under general editorship of M.E. Rittikh. – Moscow: Muzyka, 1981. – 211 p.

Multi-volume publications:

Gruber, R.I. History of Musical Culture [Text]. In 2 vols. Vol. 2, Part 1 / R.I. Gruber. – Moscow: Muzgiz, 1953. – 413 p.

Author's abstract of a dissertation:

Yemtsova, O.M. Venetian Opera of the 1640s–1970s: Poetics of the Genre [Text]: author's abstract of dissertation ... Candidate of Art Criticism: specialty 17.00.02 / O.M. Yemtsova. – Moscow, 2005. – 26 p.

Sheet music publications:

Eshpai, A.Ya. Quartet for Two Violins, Viola, and Cello [Sheet music] / Andrei Eshpai. – Full score and parts. – Moscow: Compositor, 2001. – 34 p.

3) Articles from collections, journals, newspapers

Before the title of a source article, a double slash (//) is always placed, and the pages indicated correspond to those on which the article appears, not the entire journal or collection. The publisher is not indicated when citing articles from collections.

Newspaper article:

Akhmetova, A. Classics Are Always Modern [Text] / A. Akhmetova // Kazakhstanskaya Pravda. – 2015. – August 8. (Page numbers in newspaper articles are not required.)

Journal article:

Braginskaya, N.A. Igor Stravinsky – Richard Strauss: On the Problem of the Dialogue of Cultures in 20th Century Music [Text] / N.A. Braginskaya // Musicology. – 2015. – No. 5. – pp. 3–7.

Article from a collection:

Karakulov, B.I. On the Current State of Musical Turkology and Prospects for Its Development [Text] // The Role of the Turkic World and the Dialogue of Civilizations: Proceedings of the International Scientific Symposium. – Almaty, 2009. – pp. 25–29.

4) Reference publications (encyclopedias, dictionaries, reference books)

Example,

Music: The Great Encyclopedic Dictionary [Text] / Chief editor G.V. Keldysh. – Moscow: Great Russian Encyclopedia, 1998. – 672 p.

Kobyz [Text] // Music: The Great Encyclopedic Dictionary / Chief editor G.V. Keldysh. – Moscow, 1998. – p. 256.

5) Electronic resources

Mandatory elements for the description of electronic resources are:

1. Main title.
2. Information related to the title.
3. Statement of responsibility.
4. Resource designation – [Electronic resource] (in English: [Electronic resource]).
5. Place of publication.
6. Date.
7. Extent (volume).
8. Specific material designation – Access mode (URL).

6) Sample scheme of bibliographic description for publications on physical media (CD-ROM, floppy disk, etc.)

Last name(s), Initials of the author(s). Main title [Electronic resource] / information related to the title. – Place of publication (country): Publisher, date. – Extent. – Specific material designation.

Example,

Folk Musical Creativity: Anthology with Audio Supplement [Text] / chief editor O.A. Pashina. – St. Petersburg: Kompozitor, 2012. – 336 p. – 1 electronic optical disc (CD-ROM).

Methodology by E. Klimov «Determining the Future Profession» [Electronic resource], [Accessed: 15.02.2019], <https://schelcol.ru/svedens/doc>.

7) Sample formatting of figures in the thesis/project (examples)

In a thesis, the term «figure» encompasses a fairly wide range of meanings. Figures include graphs and diagrams, drawings and schematics, photographic materials, and others. Their proper formatting is governed by documents such as the state standards of the Unified System for Design Documentation (ESKD), GOST 7.32–2001, as well as relevant methodological guidelines. Overall, it should be noted that the formatting of figures in a thesis is similar to that of tabular materials.

1. Placement in the Text

Any illustrative material (schemes, drawings, graphs, diagrams, photographs, etc.) should be placed after its mention in the text. If the illustration is large, it is acceptable to place it on a new page. It should be noted that no chapter, section, or subsection should end with an illustrative material without subsequent analysis or explanation.

2. Numbering of Figures

Figures placed within the text are numbered consecutively using Arabic numerals. Table materials have their own numbering, separate from figures. The numbering of figures in appendices also differs. It is possible to number figures according to the sections and subsections, in which case the figure number consists of two digits separated by a period: the section number and the figure's sequential number within that section. Only two-digit numbers should be used for figure numbering. Also, very small figures embedded in the text, which the author does not refer to, may be left unnumbered.

Examples

a) Figure 1, 2, 3, 4...n;

б) Figure 3.7, where 3 is the section number and 7 is the figure's sequential number in that section;

в) In appendices, figure numbering will look like this: Figure B.7, where B denotes the appendix and 7 is the figure number;

г) If there is only one illustration in the text, it is simply labeled Figure 1.

How to Caption a Figure

The word «Figure» and its title are placed immediately below the drawing, scheme, diagram, etc. The word “Figure” is used without abbreviation and is centered on the line. If the illustration is complex and requires further explanation, the author may add additional clarifications and comments, which are placed below the figure. A hyphen is placed between the figure number and its title, and no period is placed after the title.

Examples

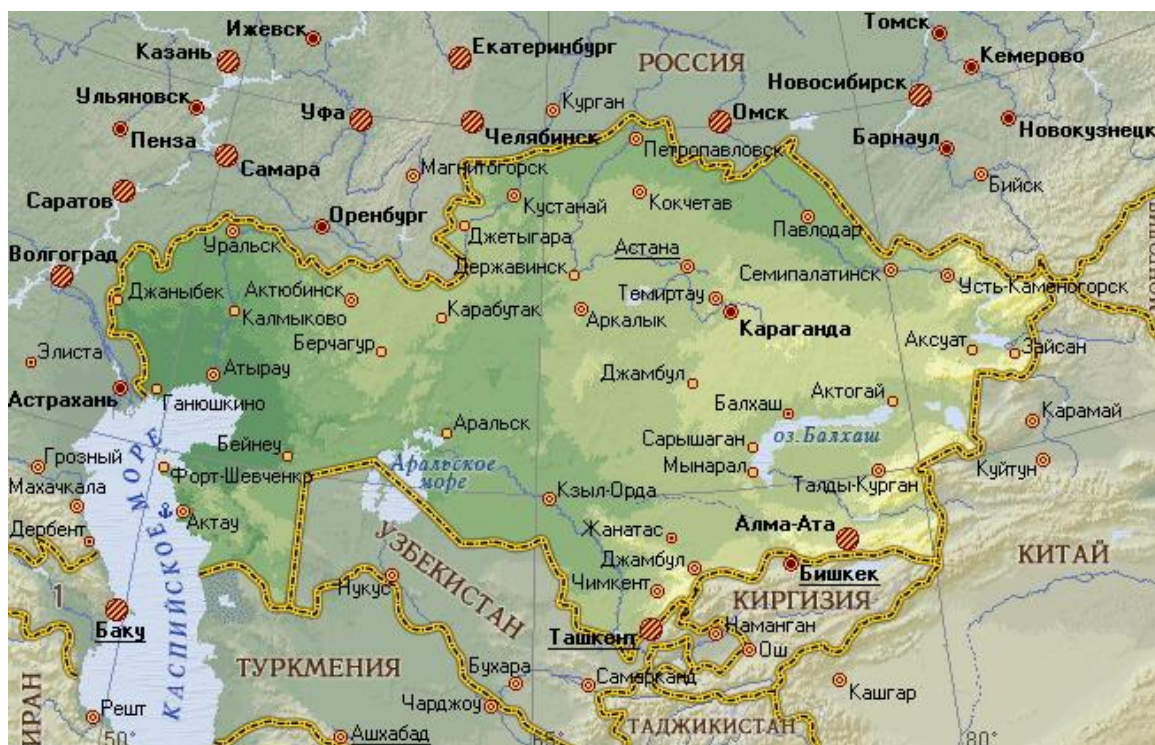


Figure 5 – Map of the Republic of Kazakhstan

Placement of Large Illustrations

When using large illustrations that may span more than one sheet, the figure title is placed on the first sheet, while comments and explanations (captions) are included on each subsequent sheet. After the explanatory notes, the following should be indicated: Figure n, Sheet n1, where n is the sequential number of the illustration, and n1 is the sheet number.

Formatting of References

References to illustrative material may appear as follows:

- a) in accordance with Figure 5
- b) in accordance with Figure 4.5 (when referring to an illustration from a specific section)
- c) (Figure 6)

Appendix 1
*Sample Application Letter from a Student for the Selection of a
Thesis/Graduation Project Topic*

To: Head of the Department _____
Mr./Ms. _____
From: 4th-year student of the educational program _____

Full name of the student

Contact Information:
e-mail _____
Home phone _____
Mobile phone _____

Application

I kindly request that the following topic be assigned to me for my
thesis/graduation project

« _____

_____ »

and that the following scientific advisor be appointed:

Full name of the instructor, academic/ honorary degree, academic title

Signature of the student
Date

Sample Assignment for Diploma Thesis
Ministry of Culture and Information of the Republic of Kazakhstan
Kurmangazy Kazakh National Conservatory
Department _____

Educational Program

APPROVED

Head of Department _____

Full name

(signature)

«_____» _____ 20__

ASSIGNMENT
for completion of diploma thesis/project

Student _____

1. Topic/Program of the Diploma Thesis/Project

approved by the Conservatory order No. _____ dated _____ 20__.

2. Deadline for submission of the completed work by the student: _____
20__.

3. List of issues to be developed:

4. _____

5. Recommended main literature:

Date of assignment issuance _____ 20__

Scientific Advisor

(signature) (Full name)

Assignment received and accepted by student _____

(signature) (Full name)

SCHEDULE
for completion of the diploma thesis/project on the topic

_____ by _____ student _____ full
 name _____
 _____ year of study, educational Program _____
 _____ (code _____ title)

№	Stage description	Deadline	Completion status
1	Organizational meeting of students and academic advisors. Approval of thesis topics. Issuance of diploma assignment.	Week 1	
2	Collection and analysis of historiography on the topic. Introduction.	Week 2	
3	Familiarization with the pre-graduation internship site and consultants. Issuance of internship tasks.	Week 3	
4	Collection and analytical processing of documents and statistical data for Chapter 1.	Weeks 4-5	
5	Collection and analytical processing of documents and statistical data for Chapter 2.	Weeks 6-7	
6	Analysis of materials collected during the internship. Preparation and defense of internship report, including completion of the practice diary.	Week 8	
7	Finalization of Chapter 1. Main content, analysis, and conclusions.	Weeks 9-10	
8	Analytical work on documents and statistics for Chapters 2 and 3. Conclusion, analysis, and final observations.	Weeks 11-12	
9	Pre-defense of diploma thesis.	Week 13	
10	Submission of thesis for review and feedback.	Week 14	
11	Defense of diploma thesis and submission of documents according to the schedule set by the Dean's Office.	Week 15	

Scientific advisor _____

Student _____
 (Full name) (signature) date

Example of Diploma Thesis Cover Page

Ministry of Culture and Information of the Republic of Kazakhstan

Kurmangazy Kazakh National Conservatory

Ivanov I.I.

**On the Role of Number in the Organization of a Musical Composition
Issues of History and Theory**

DIPLOMA THESIS / PROJECT

Educational Program 6B02101 – «Musicology»

Almaty 2025

Ministry of Culture and Information of the Republic of Kazakhstan

**Kurmangazy Kazakh National Conservatory
Department of Musicology and Composition**

«Approved for Defense»

_____ **Dean**

_____ **(Date)**

GRADUATION THESIS / PROJECT

**Title: «On the Role of Numbers in the Organization of a Musical Composition:
Issues of History and Theory»**

Educational Program: 6B02114 – «Musicology»

Completed by

Full name

Date, signature

Scientific Advisor

Full name *academic title, position*

Date, signature

Standards Compliance Check

Full name

Date, signature

Almaty 2025

Appendix 6

Appendix on the Formatting of the Abstract for the Diploma Thesis / Diploma Project

Ministry of Culture and Information of the Republic of Kazakhstan

Kurmangazy Kazakh National Conservatory

Faculty: (name) _____

Department: (name) _____

Educational Program: (name) _____

Topic _____

АНДАПТА

АННОТАЦИЯ

ANNOTATION

« ____ » _____ 20____ (signature) (Full name of the graduating student)

Scientific advisor _____

Formatting the Table of Contents of the Thesis

Contents

INTRODUCTION.....3

Section I.....8

1.1 9

1.2 12

1.3 16

Section II

2.1 24

2.2 33

2.3 40

Section III

3.1 46

3.2 52

3.3 58

CONCLUSION 60

LIST OF REFERENCES 62

APPENDICES

Formatting the Contents of the Diploma Project

CONTENTS

PROJECT RATIONALE	3
Technological Stage / Analysis of the Performance Program	8
1.1	9
1.2	12
1.3	13
Technological Map / History of the Creation of Musical Works	20
2.1	24
2.2	33
2.3	40
For performance-based educational programs, the project is not written on paper, since it is performed on an instrument. A recording of the performance on a disc should be attached to the project.	
3.1	46
3.2	52
3.3	58
CONCLUSION	60
LIST OF REFERENCES	62
APPENDICES	

LIST OF REFERENCES

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OF KAZAKHSTAN
KURMANGAZY KAZAKH NATIONAL CONSERVATORY**

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