

**Ministry of Science, Higher Education, and Innovation of the Kyrgyz
Republic**

Scientific and Educational Production Complex

“Jalal-Abad State University named after B. Osmonov”

The Regulation was reviewed and
submitted for approval
by the Academic Council of Jalal-Abad
State University.

Protocol № 5
“31” 01 2025

Approved

Rector of Jalal-Abad State University

named after B. Osmonov,

Doctor of Technical Sciences,

Professor

K. Usenov

“03” 02 2025



**Regulation on writing and defense of final
qualification works**

1. General Provisions

1.1. The Regulation on Writing and Defense of Final Qualification Works (hereinafter referred to as the Regulation) has been developed in accordance with the Law of the Kyrgyz Republic “On Education”, the Regulation on the State Attestation of Graduates of Higher Educational Institutions (approved by the Resolution of the Government of the Kyrgyz Republic No. 258 of May 22, 2024), and the Charter of Jalal-Abad State University named after B. Osmonov (hereinafter — JASU).

1.2. The preparation and defense of the final qualification work represent the written form of the final state attestation of a JASU graduate.

1.3. For obtaining the qualification of bachelor or specialist, the final qualification work is performed in the form of an independent research study. By defending the final qualification work, the student demonstrates not only the theoretical knowledge acquired during the educational process but also the ability to apply it in practice — in professional and production environments, such as institutions, organizations, and enterprises.

2. Implementation of Final Qualification Works

2.1. Objectives and Tasks of Performing the Final Qualification Work

The main objective of performing the final qualification work for a bachelor's or specialist's degree is to systematize, consolidate, and develop the student's theoretical and practical knowledge in their field of study, and to demonstrate the ability to apply it in real-life situations.

The main tasks in completing the final qualification work include:

- developing an independent and critical view of professional issues, forming the ability to generalize and evaluate them objectively;
- preparing a research plan, analyzing and interpreting collected data, and demonstrating readiness to conduct practical research activities;
- proposing specific recommendations and conclusions for solving relevant and new research problems based on the conducted study;
- developing independence, analytical and research skills required for professional activity; mastering modern research and computer technologies, and learning to identify effective ways to achieve set goals.

2.2. Requirements for Final Qualification Works

- substantiation of the relevance, theoretical and practical significance of the chosen topic; demonstration of the student's independence and systematic approach in studying a specific issue; ability to use the laws and regulatory acts of the Kyrgyz Republic, government resolutions, provisions, instructions, and scientific research related to the chosen field;
- formation of a well-reasoned position on the issues studied in the final qualification work and comprehensive analysis of the research results;
- clear and logical presentation of research findings, as well as competent and correct formatting of the work.

Unified requirements for the completion of the work do not limit initiative and creative activity.

The completed final qualification work must undergo plagiarism screening through a designated anti-plagiarism software program.

The procedure for such verification is determined by a separate regulation.

3. Selection and Approval of the Final Qualification Work Topic

3.1. The correct choice of topic for the final qualification work is a key and responsible step that determines the success of the entire project.

The topic is selected by the student from the list of topics developed by the respective department or may be proposed independently by the student.

When approving topics for the academic year, it must be ensured that the selected topic has not been repeated within the last five years.

The student has the right, in accordance with university regulations, to choose a topic or to propose their own, providing justification for its relevance and feasibility.

A scientific advisor (supervisor) is appointed to each student by official order of the university. Bachelor's qualification works are generally based on previously completed course papers and projects, and are prepared for defense at the end of theoretical training.

If a student proposes their own topic or requests to change the title of an approved one, they must submit a formal application to the Rector of JASU.

3.2. When selecting the topic of the final qualification work, the following should be considered:

- compliance of the research topic with the needs of the practical (industrial) base;
- availability of materials from the practical base for use in the research;
- alignment of the topic with the student's prior academic and research work (reports, articles, course papers, etc.).

The final qualification work may also be carried out within the framework of a previously approved research project.

3.3. The topic of the final qualification work, along with the appointed scientific advisor and reviewers, is approved by order of the Rector of Jalal-Abad State University named after B. Osmonov upon recommendation from the Head of Department and with the Dean's endorsement.

3.4. If a student has completed the full educational program but, for valid reasons, has not participated in or has failed the state examinations and was therefore expelled without the right to defend the final qualification work, then upon reinstatement to the university, the student's application must include a statement from the Head of Department specifying the topic, advisor, and reviewers.

Based on this, a new order confirming the approval of the topic is issued, and the student is granted the right to defend the final qualification work.

4. Procedure, Structure, and Content of the Final Qualification Work

4.1. After the topic has been approved, the student reviews relevant literature, prepares an independent plan, and agrees upon it with the scientific advisor.

Based on the preliminary plan, the main goals and objectives of the study are defined, and methods for achieving them are determined.

4.2. The structure of the final qualification work includes:

a title page, introduction, main body (comprising several chapters), conclusion, list of references (at least 12 sources), and appendices.

The total volume of the qualification work (except for the field of Informatics and Computing Technology) must be at least 30 printed pages (font size 14, 1.5 spacing) or 60–70 handwritten pages for bachelor and specialist programs.

For students of secondary vocational education, the work must contain 40–60 handwritten pages or not less than 20 printed pages.

The language of instruction must strictly be observed when writing the work.

The introduction analyzes the relevance and degree of study of the topic, and defines the specific goals and objectives of the research.

Recommended length: 3–4 pages (2 pages for secondary vocational level).

The main body consists of chapters, paragraphs, and subsections presented in logical sequence.

The number of chapters and subsections is not fixed and depends on the specifics of the research problem.

The first chapter is theoretical in nature and provides an overview of existing literature, the evolution of the research problem, and prior scientific findings.

Based on this analysis, the student formulates and substantiates their own viewpoint.

The subsequent chapters are analytical, examining the current state of the issue on a specific example. Practical experience is analyzed and evaluated using primary documents and statistical data, revealing development trends and the relationship between theory and practice.

The conclusion summarizes the main results, provides practical recommendations and proposals. It should be presented concisely in the form of 3–4 pages of theses, with conclusions being well-argued and practically significant.

The list of references should include only the sources actually used in the research.

Appendices serve as supplementary material (intermediate calculations, tables, figures, numerical data, formulas, illustrations).

During the writing process, the student must regularly consult with the scientific advisor within the deadlines set by the department.

4.3. For educational programs in pedagogical fields, the final qualification work must focus on teaching methodology, and one of the chapters must include methods for applying research findings in school or vocational education programs.

5. Formatting Requirements for the Final Qualification Work

- The qualification work (in handwritten or computer-typed form, as determined by the department) must be written correctly, observing the language of instruction (state, official, etc.).
- Words in titles and headings should not be hyphenated or split; no periods are placed at the end of headings; titles of sections, diagrams, and tables should not appear at the bottom of a page.
- Terms may be abbreviated in the text, but the full form must be given at the first mention.
- The text is written on one side of A4 paper (210×297 mm) with the following margins: left — at least 30 mm, right — 10 mm, top and bottom — 20 mm.
- The introduction, each chapter, conclusion, and list of references start on a new page.
- The space between the heading and the following text must be 12 mm (three intervals); between the last line of a section and the next heading — 16 mm (four intervals).
- Logical coherence must be maintained throughout the text; titles of sections should fully reflect the content.
- For numbering elements and points, hyphens, numbers, or letters are used.
- Tables, illustrations, and formulas are numbered within each chapter using Arabic numerals.

The title page is the first page of the qualification work. The table of contents follows the title page and is prepared after the completion of the text. It includes the titles of chapters and sections with corresponding page numbers. Page numbering begins from the title page (without printing the number on it).

Illustrations, formulas, and drawings are placed on separate pages and included in general pagination. Large-format materials are placed in appendices.

Before each table, an explanatory paragraph should be given. Each table must have a precise, thematic title and the word “Table” with its number in the upper right corner. All tables must be referenced in the text and placed immediately after the first mention.

If a table is continued on another page, its columns are numbered with Arabic numerals and repeated on the next page.

Illustrations are placed immediately after the first mention in the text, must be clear and visually accurate, and are labeled as “Figure”, numbered by chapter (e.g., Figure 3.1 — first figure of Chapter 3). If there is only one illustration, it is not numbered.

Formulas are centered in the line. Their meaning, symbols, and numerical coefficients are explained below, each from a new line. If a formula does not fit on one line, it may be divided after an operation symbol.

Citations must follow the standard GOST R 7.0.5–2008 “Bibliographic Reference: General Requirements and Rules of Compilation.”

On the last page, after the main text, the author’s signature and date of completion are indicated. The finished qualification work must be bound and placed in a special folder.

6. Defense and Archiving of the Final Qualification Work

The qualification work, signed by the author, is submitted to the scientific advisor. After reviewing and approving the work, the scientific advisor provides a written review and submits it to the Head of the Department.

The review must include an evaluation of the student's level of preparation, theoretical and practical competence, and degree of independence demonstrated during the research process.

The Head of the Department and a commission composed of faculty members of the corresponding specialty conduct a pre-defense of the final qualification work according to an approved schedule.

During the pre-defense, the following are evaluated:

- correspondence between the goals and objectives of the topic and the content of the work,
- the presence or absence of plagiarism,
- the validity of conclusions and recommendations, and other quality indicators.

The results of the pre-defense are recorded in a protocol, certified by the signature of the Head of the Department, after which the work is admitted to defense.

The final qualification work that has passed pre-defense is then sent for review (external evaluation).

Reviewers are appointed from among highly qualified specialists of enterprises, scientific institutions, and university faculty.

The review is conducted using a five-point grading system, prepared on the reviewer's organization letterhead or certified by the organization's official seal.

Once reviewed, no changes may be made to the text of the qualification work.

At least two days before the defense, the student must be acquainted with the review and the advisor's written opinion.

During the defense, the presence of both the reviewer and the scientific advisor is required.

The total duration of the defense procedure is 30 minutes, of which 15 minutes are allocated to the student's oral presentation, which should summarize the content of the work and its key recommendations.

After the presentation, members of the State Attestation Commission (SAC) may ask questions within the scope of the topic, to which the student should give concise and substantiated answers.

After the defense, the SAC holds a closed meeting, during which the results are discussed. By a majority vote, the Commission assigns an evaluation on a five-point scale and adopts a final decision on the award of qualification to the graduate.

Records of the submission and defense of the final qualification work, as well as the SAC's decision to confer a qualification, are entered into the examination register by the technical secretary and certified by the signatures of the Chairperson and members of the Commission.

After the completion of all defenses, the final qualification works are transferred to the JASU archive based on an act of transfer, prepared by the technical secretary or the Head of the graduating department, within 15 calendar days.

One copy of the act is submitted to the Academic Affairs Department.

Structure of the Final Qualification Work

for Bachelor's and Secondary Vocational Engineering and Technical Specialties at JASU

1. Introduction
2. Architectural and Construction Section
3. Structural and Calculative Section
4. Technology and Organization of Production
5. Occupational Safety and Technical Security (Civil Defense)
6. Environmental Protection
7. Economics
8. Research Section
9. Conclusion
10. List of References

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_____department

FINAL QUALIFICATION WORK

Topic_____

Performed by _____
Student of group _____ (Full name of student)

Scientific Advisor _____
(Place of work, academic degree or position) _____ (Full name of advisor)

Reviewer _____
(Place of work, academic degree or position) _____ (Full name of reviewer)

Approved for defense by
the Head of Department

“ _____ ” _____ 2025

(Approved with the seal of the organization)
Review Form

Review of the final qualification work of student

(Full name of student)

Topic: _____

In the review prepared by the reviewer, the following points must be covered,
each presented in a separate paragraph:

1. Relevance of the topic.
2. Completeness and depth of analysis of the issues raised in the topic.
3. Achievements and recommendations presented in the qualification work.
4. Quality of the work's design and formatting.
5. Evaluation of the work.

Reviewer: _____
(Position, place of work)

(Full name)
“ _____ ” _____ 2025