

TASHKENT STATE UNIVERSITY OF ORIENTAL STUDIES



FINAL PROJECT GUIDELINES AND REGULATIONS **(For Bachelor's Students)**

Tashkent-2026

1. General Provisions

These guidelines are developed based on the Law of the Republic of Uzbekistan “On Education”, the Decree of the Cabinet of Ministers of the Republic of Uzbekistan “On measures of organization of final state certification of graduates of higher and professional educational organizations” approved by the Resolution of the Cabinet of Ministers of the Republic of Uzbekistan dated December 13, 2024 No. 836 “On the procedure for the final state certification of graduates of higher educational organizations” and approved by the Tashkent State University of Oriental Studies defines the procedure for writing and defending the qualification works of bachelors in the areas of education.

In accordance with the requirements of the above Regulations, students applying for a bachelor’s degree write their final qualification work in their direction and defend it.

2. Purpose and objectives of completing the final qualification work

Purpose of completing the final qualification work:

- consolidation and expansion of theoretical and practical knowledge in the fields of education, and application of the knowledge acquired at the Institute.
- search for the necessary information, identify the most suitable methods and tools;
- effective use of information sources;
- work with traditional educational and scientific literature and regulatory documents;
- developing a sense of responsibility for creative work, starting from the process of solving the developed problem (problem) and making decisions on its full implementation;
- substantiation of a developed solution, project or idea and defense in a circle of specialists.

Based on the defense of the final qualification work and the successful passing of the final state attestation tests in the specified subjects, the graduate is awarded a bachelor's degree based on the decision of the State Attestation Commission.

A graduation qualification paper is research carried out independently by an undergraduate student, focused on the problems of a particular area. The content of work should reflect the graduate’s maturity, independent thinking, and ability to actively participate in solving the problems of his field.

3. Formation and attachment of the topic of final qualification works

Based on the goals and objectives of the final qualification work, the final qualification work should be an independent study showing the degree to which the student is able to apply the knowledge gained during the bachelor's degree to practice, the degree of scientific research, and the level of creative and scientific thinking.

The theme of the final qualification works should reflect the current state of the problem and the development of the economy, production, technology, social spheres, science, and education.

The topic of final qualification works is developed by the department, taking into account the achievements of new science and technology, as well as the requirements of the customer, and is approved by the University Council (Educational and Methodological Council). The list of topics is updated and revised every academic year. Topics are compared with the topics of three-year FQWs before they are approved, and the Department Chair is responsible for the non-repetition of the topics. The topic of qualification and graduation work should have theoretical, practical, and research orientation.

The student is assigned a final qualification work topic, as a rule, at the beginning of the final course. Students are given the right to choose the topics of their qualifying work. The topic of the qualification work and the appointment of the supervisor are approved by the rector upon the recommendation of the department.

4. Organization of the execution of the final qualification work

Final qualification work is carried out in the fourth year of study in general and specialized subjects, as well as during the time period allotted for implementation in the curriculum.

Consultative meetings of the student with the supervisor are carried out according to the established schedule.

The deadlines for the completion of the final qualification work must be carried out in strict compliance with the task established by the supervisor and approved by the head of the department.

The terms of reporting of the student on the completion of the final qualification work are supervised by the dean's office. The dean reports on the implementation of the student's qualification work before the supervisor and the head of the department. The head of the department determines the readiness of qualification work. To this end, the department organizes monitoring of the performance of final qualification works in the section of each graduate, the progress of which is determined as a percentage based on weekly reports of the manager.

In case of detection of delays in the stages of final qualification work, appropriate measures to eliminate them are determined by the head of the department.

The supervisor and the student are personally responsible for the accuracy of the data, the accuracy of recommendations and conclusions, the achievement of the research work performed, and the absence of plagiarism in the qualification work.

5. Supervision and monitoring of the bachelor's graduation paper

Supervisors of graduation papers shall be appointed by the Rector's order from among the Institute's professors and associate professors, research fellows of institutions affiliated with the Academy of Sciences of Uzbekistan, or highly qualified specialists from other organizations and enterprises.

The supervisor of the graduation qualification paper shall:

- provide the student with the paper assignment;
- develop and approve a schedule for the completion of the thesis;

- recommend key literature, Internet resources, statistical data, archival materials, and other relevant sources related to the research topic;
- conduct regular consultations with the student;
- monitor the progress of the paper preparation;
- assume responsibility for the quality and originality of the paper and ensure that duplication or plagiarism of topics and content is prevented.

At the recommendation of the thesis supervisor, the department may appoint consultants for specific sections of the thesis within the designated supervision time.

Consultants for particular sections of the thesis may be appointed from among the Institute's professors and associate professors, research staff of research institutions, and highly qualified specialists from other organizations and enterprises.

The consultants shall review the relevant sections of the thesis completed by the student and bear responsibility for the quality of those sections.

The graduation qualification paper shall be completed independently by the student in accordance with the assigned task.

6. The structure and content of the graduation qualification paper

Title page. The title page is the first page of the work. The title page is signed by the author, the supervisor (if necessary, advisor), the head of the department, and the dean of the faculty (see Appendix No. 0).

Table of Contents. The introduction, chapters, paragraphs, conclusion, list of references, and appendices are presented in sequence (see Appendix 2).

Introduction. This part of the work reflects the relevance of the chosen topic, the goals and objectives of the work, the level of study, the object and subject of the research, the scientific novelty and practical significance of the work, as well as the proposed recommendations. The introduction should also include assignments received from the supervisor.

The main content of the work. In this part of the qualification work, according to the plan, the content of the topic is highlighted in logical sequence. The graduation qualification paper consists of at least two chapters. In the first chapter, the theoretical basis of the topic and the research methods used in the second chapter are discussed, practical data are analyzed, and existing problems are identified. The third chapter covers ways to overcome existing problems and develops recommendations for topic research.

General statement of the problem in the work, method of research, study, and generalization of theoretical and practical materials, conclusions, and recommendations are the main part.

It is desirable to use the methods of statistical and comparative analysis of the data, presenting information on the topic in the form of tables, drawings, graphs, and diagrams. Based on the above, it is important to be able to explain, critically analyze, draw conclusions, and reveal the correlation between various indicators and identify the causes of existing shortcomings.

Conclusion and recommendations. On the basis of a critical analysis in this part of the final qualification work, the author sets out his main conclusions and proposals on the topic.

List of used literature. This list reflects the Constitution of the Republic of Uzbekistan, laws, works of the President of the Republic of Uzbekistan, general and special literature, scientific works, statistical collections, starting with normative legal acts.

First of all, the laws are cited, then the decrees, decrees, government decrees, resolutions of local bodies and other legal acts.

Then the list of references is continued, in descending order of the years of publication, the names of authors of the literature are placed in alphabetical order, and a serial number is put (see Appendix No. 3).

If some ancillary information in the text causes confusion, it is advisable to provide such data in the appendices section of the work and then refer to it.

Presentation materials in electronic form can be included in the composition of final qualifying works depending on the theme, goals and objectives of the graduation qualification paper.

7. Formatting of the final qualification work

The explanatory part of the final qualification work must contain at least 10-15 thousand words. At the same time, the size of the A4 page size should be 210 x 297 mm.

The graduation qualification paper, executed in accordance with the established procedure, is presented by the student to the supervisor (completed on a computer with its electronic version). The text of the qualifying work is written on one side of the paper and left with the following margins: 30 mm from the left, 15 mm from the right, 20 mm from the top, and 20 mm from the bottom.

All normative documents, opinions, data, and figures received from the literature are referred to in the prescribed manner. The reference should be made as follows:

In implementing the important principle “From a strong state to a strong civil society, we rely primarily on the strength and capabilities of these social institutions”¹.

The graduation qualification paper is submitted to the dean of the faculty for defense in the State Attestation Commission with the signature of the head of the department, together with the conclusions of the external reviewer and supervisor, assignment, annotation, and preliminary defense protocol (see appendices 4-6) at least one week before the day of defense.

On the recommendation of the department, the graduation qualification paper can be completed in one of the foreign languages. Work in a foreign language is accompanied by an annotation in the state language, and translation is provided in the case of protection in the State Attestation Commission.

8. Description of the submission and defense of the final qualification work

The graduation qualification paper, executed in accordance with the established procedure, is submitted by the student to the supervisor. After ascertaining that the

¹ Мирзиёев Ш.М. Эркин ва фаровон, демократик Ўзбекистон давлатини биргаликда барпо этамиз. – Т.: “Ўзбекистон”, 2016.- 11 б.

qualification work has been completed at the required level, the supervisor submits the work together with his conclusions to the head of the department. The conclusion presents the student's activity, innovations in the decisions made, and other positive aspects of the graduation qualification paper. If the conclusion of the supervisor does not look positive, it can be included in the defense at the head of the department.

The head of the department, on the basis of the materials submitted, decides on including the graduation qualification paper for the defense of the student in the State Attestation Board. If the head of the department considers that it is impossible to include the qualification work of the student in the defense, the issue is discussed at a meeting of the department in the presence of the supervisor. The protocol of the meeting of the department is submitted to the rector for approval by the dean of the faculty.

The graduation qualification paper included in the defense is sent for external review.

The reviewers are selected from among the employers. Professors and teachers from other higher education institutions can also be involved as reviewers.

The dean of the faculty submits the graduation qualification paper to the jury of the final state attestation for defense, together with all other documents.

Defense of the graduation qualification paper is held in open meetings of the State Attestation Board with the participation of two-thirds of the members.

A student must thoroughly prepare for the defense of their qualifying work. To do this, he must prepare presentation materials, slides, and lecture text on the main content of the work. During the defense, the student talks about the purpose, tasks, structure, conclusions, and proposals of the research work, and defends the work in front of the members and participants of the SAC for the allotted 15 minutes. Then, questions asked by SAC members and participants about the work will be answered in response to the conclusions of the supervisor and reviewer. A decision is made to award a bachelor's degree to a graduating student based on the outcome of the defense by the members of the SAC.

9. Evaluation procedure and criteria

The level, skills, and competencies of students in the field of defense of final qualification work are expressed in points based on the rating system and the maximum points a student can score is **5 points**, and the student who **receives an "unsatisfactory"** score is academic failure.

Points distribution (evaluation criteria based on mastery indicators):

No	Grade	Evaluation criteria
1	"Unsatisfactory" rating (score of 60% or lower)	The goals and objectives of the final qualification work are not clearly stated; only some of the research results were presented with gross errors. The structure of the case is inconsistent with the issue at hand. The practical information presented in the study is not complete and accurate. In this case, the defense of graduation qualification work is not allowed.

2	“Satisfactory” rating (61-70%)	The purpose of the final qualification work, its tasks, and the relevance of the research are sufficiently covered. The structure of the case is consistent with the issue at hand. The main goal of the research has been achieved; however, not all issues of the research are fully implemented, the principle of logical sequence and precision in the presentation of the research results is not achieved, and the practical data are not analyzed completely. The student struggles to explain the relevance of the topic, the goals, and the objectives of the work. The student does not fully answer the questions asked by the members of the jury on the topic of the research. In the process of formalizing the work, spelling errors were made.
3	“Good” rating (71-89%)	The final qualification provides sufficient coverage of such facets as the purpose, tasks, and relevance of the research. The structure of the case is consistent with the issue at hand. The quality of the case data cited in the study is good, and the results are logically presented.
		It is based on the principle of sequencing, but the accuracy in some of the findings of the study is inadequate. The student will fully answer the questions of the jury members on the research topic. The final qualification work is logically correctly documented, and the data presented is sufficiently analyzed. However, some spelling mistakes are not serious at work. The list of references makes sufficient use of the Laws of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, educational literature, monographs, scientific articles, and Internet sites.
4	“Excellent” rating (90-100%)	The final qualification work is performed at a high level, the topic has a scientific, methodological and practical character, the author uses modern methods and methods for solving the problem, as well as in-depth analyzes are carried out. The structure of the case is consistent with the issue posed and is based on a logical sequence. The relevance of the topic is highly substantiated, the goals and objectives of the work are clear, the practical data are presented completely, and the research results are based on the principle of continuous sequence and logic. Conclusions and proposals are clear, substantiated, serve as practical recommendations in solving the problem and promising future works. The student will answer all questions asked by the jury members on the research topic completely, accurately and reasonably. The final qualification work is executed correctly, free of spelling errors, the data presented is complete and analyzed. The list of references is made full of laws of the Republic of Uzbekistan, Decrees of the President of the Republic of Uzbekistan, resolutions of the Cabinet of Ministers, educational literature, monographs, scientific articles and websites.

Students who have scored points below the qualifying score for the defense of the final qualification work are postponed to the next academic year.

THE REPUBLIC OF UZBEKISTAN
MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION
TASHKENT STATE UNIVERSITY OF ORIENTAL STUDIES

_____ INSTITUTE/ FACULTY

FINAL QUALIFICATION WORK

Topic: _____

Done:

Student of the Bachelor's degree Program

“ _____ ”

(first name)

(Signed)

Supervisor: “ _____ ”

Department of _____ ”

(Academic Title and Degree)

(first name)

(Signed)

Tashkent-20_____

The graduation qualification paper was recommended for defense

The dean of the faculty:

the head of the department

“ ” _____ 20__

“ ” _____ 20__

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The list of used literature.....	
The appendixes.....	

Citations of the used literature
ORDER

The list of used literature

1. Constitution of the Republic of Uzbekistan
2. Laws of the Republic of Uzbekistan
3. Decrees of the President of the Republic of Uzbekistan
4. Resolutions of the Cabinet of Ministers of the Republic of Uzbekistan
5. Works of the President of the Republic of Uzbekistan

6. Textbooks
 - 6.1. Published in the Republic of Uzbekistan
 6. 2. Published in foreign countries

7. Manuals
 - 7.1. Published in the Republic of Uzbekistan
 - 7.2. Published in foreign countries

8. Scientific monographs, articles, and other works
 - 8.1. Published in the Republic of Uzbekistan
 - 8.2. Published in foreign countries

9. Doctoral, candidate, and master's theses
 - 9.1. Published in the Republic of Uzbekistan
 - 9.2. Publications

10. Collections of lectures of scientific and practical conferences
11. Newspapers and magazines
12. Statistical data collection
13. INTERNET CITES
14. Virtual library, electronic textbooks and teaching aids
15. The graduation qualification papers (for bachelors)

TASHKENT STATE UNIVERSITY OF ORIENTAL STUDIES

"APPROVED BY"

The head of the department _____

Signature

Full Name

« ____ » _____ 20 ____

ASSIGNMENT FOR THE GRADUATION QUALIFICATION PAPERStudent _____
(Full name)

Field of education _____

1. Subject of the final qualification work _____

_____2. Supervisor _____
(Full name, scientific degree and title)3. Scientific consultant _____
(Full name, scientific degree and title)

3. Purpose of the work _____

4. Former Table of Contents (Plan)

Chapter1 _____

Chapter2 _____

Chapter3 _____

Completion Deadline:

“ ____ ” _____ 20 ____ -y.

“ ____ ” _____ 20 ____ -y.

“ ____ ” _____ 20 ____ -y.

5. Materials necessary to perform the work:

a) Sources of literature: _____

b) Legal acts _____

c) Statistical and other legal data: _____

7. Illustrative material:

8. Deadlines for submitting work “ _____ ” _____ 20____ -y.

Supervisor _____
(signature)

Scientific adviser _____
(signature)

I got it to complete the assignment _____
(Student's signature)

Date of assignment “ _____ ” _____ 20____ -y.

Faculty of _____

The department of _____

_____ educational program

Preliminary defense of the graduation qualification paper of the student of the
_____ group of the 4th year

STATEMENT No. _____

“ _____ ” _____ 20____ -y.

Tashkent

Student _____

Subject of the final qualification work _____

Supervisor _____

Results of final qualification work:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Special attention should be paid to the following requirements:

Has the topic of the Graduation Qualification Paper changed compared to previous years?

Has GQP's plan changed compared to previous years?

Completeness of literature; Degree of use of foreign literature.

That GQP has links to literature on each page.

Practice.

Implementation into the educational process.

The main disadvantage of the final qualifying work:

1. _____
2. _____
3. _____

The graduation qualification papers allowed for the defense by the head of the department are submitted together with the following documents:

1. Scientific supervisor's conclusion.
2. External reviewer.
3. Assignment for the final qualification work.
4. Preliminary defense protocol of the final qualification work conducted by the department.
5. Annotation of the graduation qualification paper.
6. A paper copy of GQP.
7. An electronic copy of GQP recorded on CD-ROM.