AL-FARABI KAZAKH NATIONAL UNIVERSITY

Higher School of Economics and business Department of Finance and accounting

The program and methodological recommendations for conducting the final exam On the discipline **(AP7201) Academic writing**

on the educational program **“8D041 Finance”**

Almaty 2021

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The program and methodological recommendations for conducting the final exam were considered and presented at the meeting of the Department

Meeting’s proceeding’s no. 1 as of September 3td 2021

# Introduction

Based on the results of training in 15 weeks, the final exam is conducted in the form of a written exam. The exam is designed to test students' knowledge of the course, analytical skills and judgment on difficult issues and problem solving.

The process of passing a written exam for PhD student involves the automatic creation of an examination card, to which PhD student must give a written answer. Video recording is required for the written exam.

The exam is conducted in the form of a written exam on the ZOOM platform.

Tickets are generated automatically.

The number of questions in the tickets - 1 (evaluation criteria: argumentation of relevance - 25 points, confirmation by data - 25 points, novelty of the idea - 25 points, consistency of conclusions - 25 points).

Highest score - 100

The exam lasts 1 hour.

Exam schedule according to the schedule in the University system.

Exam control. Teacher or examination board:

- makes a video recording of the exam,

- saves a video recording of the exam for 3 months from the end of the session. The subject should show the video camera:

- an identity document (due passport or ID-card. IT IS FORBIDDEN to take the exam on a student card issued by the university);

- in the examiner's office there should be no extraneous or additional sources of information.

# The following topics are included in the final exam questions:

* 1. Features of academic writing. Types or forms of scientific writing
	2. Plagiarism and paraphrasing. Citations and references
	3. The Anti-Plagiarism
	4. Academic texts. Types and the structure of the Academic texts.
	5. Academic essay
	6. Finding suitable sources. Combining sources
	7. Visualization. Figures. Graphs. Tables. Diagrams.
	8. Writing a manuscript for publication
	9. Bringing topicality to a research. The research aim and objectives

10.Critical literature review

11 CMS Style. MLA Style. APA Style.

12 Search tools and accumulation of scientific information

13 Unity and Coherence

14 Conclusion

15.Managing results section

# The Program questions of the exam

1. Types of texts
2. Using library catalogues.
3. Combining sources.
4. Planning, time management or the ways of fighting against procrastination
5. Local requirements on structuring the dissertation / the research thesis
6. CMS Style.
7. MLA Style.
8. APA Style.
9. Hypothesis and argumentation for conducting a research 10.Plagiarism and paraphrasing.

11 Search tools and accumulation of scientific information

12 Formation of research results

# The mandatory and recommended literature for preparation to final exam are following:

1. Natilene Bowker. Academic Writing: A Guide to Tertiary Level Writing. Massey University press. 2007.
2. Stephen Bailey. Academic Writing. A Handbook for International Students. Third edition. Taylor & Francis e-Library, 2011.