**AL-FARABI KAZAKH NATIONAL UNIVERSITY**

**Higher School of Economy and Business**

**Department of Management**

**METHODOLOGICAL RECOMMENDATIONS FOR**

**RUNNING OF THE SELF WORK OF MASTER STUDENTS**

**Discipline "Organization and planning of scientific research"**

I. Independent work is a self-made student and submitted in writing to the development of one of the problems of the course "Organization and planning of scientific research"

     The aim is to promote independent work independent, focused and in-depth study of the topic chosen for the deepening and strengthening of the theoretical knowledge of the organization off scientific research.

     Range of problems in the performance of independent work can be summarized as follows:

- Systematization of fixed theoretical knowledge of the student;

- Ability to work independently with the literature;

- Analysis and synthesis of theoretical and practical material on the chosen topic;

- The ability to present a synthesis in a certain sequence and formulate practical conclusions and suggestions.

     Successful development and writing of individual work largely depends on how the student clearly imagine the basic requirements for independent work and the rules of their execution.

Requirements for independent work:

1. Necessary to competently and coherently explain the material analyzed. Done on the basis of the material studied scientifically sound conclusions and to offer a way out of the problem under investigation;

2. Correctly to issue a list of references and in compliance with the scope of independent work.

II. Preparation and writing INDEPENDENT WORK

     In the process of preparation and writing of independent work students studying in depth the special and periodical literature, statistical materials, learn to creatively apply the theoretical material, comprehensively analyze the accumulated digital material from existing practices and draw conclusions on the issues. It helps them to acquire the skills of research and synthesis as well as self-presentation content of the chosen topic.

     Subject independent work independently chosen by the student. When choosing a topic to be considered the following factors:

- With an interest in a particular issue;

- Availability touched on this issue;

- The possibility of forming practical material in one of the host. subjects;

- Other objective and subjective moments allowing qualitatively generalize and systematize the information data.

III. CONTENT AND STRUCTURE OF INDEPENDENT WORK

     A well-designed plan is to some extent the result of student understanding of the theme as a whole and its individual parts. Topics plan needs to been sustained internal links between such issues, their logic and argumentation.

     The structure of self-study consists of the following parts:

- Title page

- Content

- Introduction

- The bulk of

- Conclusion

- List of references

- Application (charts, tables, graphs, etc.).

     When making independent work need to check its components:

     The title page is the first page of work and serves as a source of information.

     Table of Contents (TOC) includes an introduction, the main part of the name, indicating the material sub sections (subsections and paragraphs) Finally, a list of references and applications.

     The introduction should include a justification relevance of scientific research (study subject), the purpose of self-study, a list of tasks to achieve this goal, a brief history of the problem and the expected result, the characteristics of the literature sources. Overview of literature sources used must be made on a thematic or substantive principle, contain an assessment (perhaps critical) of the author, his attitude about the literature read. Approximate amount of administration of 3 - 6 pages.

     The main part of the independent work of the student must comply with the chosen theme.

     In conclusion summarizes the study, summarized the findings on the main issues, outlines the prospects for further development of the topic. In conclusion, the results may be driven assessment of the economic efficiency of implementation of the recommendations, and if it is impossible to calculate the economic impact should be informed by scientific or social work tenacity. Approximate amount to enter into 3-5 pages.

     List of references and literature sources and includes literature used in the preparation of student writing and independent work, and contains at least 8 titles.

IV. SELECTION OF LITERATURE

     The selection of literature should be in libraries in alphabetical and systematic catalogs of books and journal articles.

     Information about the new printed works published in periodicals reference books Kazakhstan Agency for Statistics and the Book Chamber of the Republic of Kazakhstan, on the books - "Book Annals", "In the world of books", "Book Review." Another source of new journal articles are the latest issues of the journals in the previous year. They contain a complete list published in the journal during the year articles, notes, letters, consultations and other materials.

V. TOTAL AND ORDER OF INDEPENDENT WORK

     The total amount of independent work must be at least 5 pages of handwritten text or 20 pages of computer typesetting. When placing text on a sheet must be maintained: left - 3 cm, right - 1.5 cm, top - 2 cm and bottom - 2 cm

**Types and periods of SDSW**

|  |  |  |  |
| --- | --- | --- | --- |
| № | Topic | Format | Period |
|  | SWMS 1 -2 Research Line: relevance, goal, tasks, an object and subject, hypotheses on the research field of Master’s students | Essay. Presentation of the scientific work and answers to the questions. | 5 week |
|  | SWMS 3-5 Presentation of scientific findings and results. Application of quantitative methods in research | Article. Presentation of the scientific work and answers to the questions | 10 week |
|  | SWMS 6-7 Presentation of scientific findings and results. Article | Presentation and review of the scientific work | 15 week |

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