

Al-Farabi Kazakh National University
Faculty of Philology
Department of Turkology and Language Theory

CONFIRMED by

Dean of the faculty

_____ Zholdasbekova B.

Protocol № ____, September ____, 2023

RULES FOR CONDUCTING THE SUMMATIVE ASSESSMENT

AP 7201 «Academic writing»

Specialties: “8D02304 – Literary Study”, 8D01701 – Kazakh Language and Literature, 8D01705 – Foreign Language: Two Foreign Languages, “8D01704 – Russian Language and Literature”, 8D02208 – Turkology, “8D02306 – Foreign Philology (Western Languages)”, 8D02302 – Translation (Western Languages), 8D02303 – Linguistics, 8D02307 – Kazakh Philology

PhD program

Course – 1

Semester – 1

Number of credits – 1

Almaty, 2023

Based on the working curriculum on the specialty 8D01705 – Foreign languages:
two foreign languages

Considered and recommended at the meeting of the department of Turkology and
Language Theory

Protocol № 1__September __, 2023

Head of department _____ R.A. Avakova

Recommended by methodical bureau of the faculty
Protocol № 3__September __, 2023

Thematic Program

1. Scientific writing. Features of academic writing. General requirements for scientific work. Types of academic texts. Style of presentation. Errors in written scientific papers.
2. Getting started. Forming a plan. Choosing a journal. Uniform requirements. Instructions to authors. Standardized reporting guidelines. Authorship
3. Modern language Association (MLA) citation system. System of citation. Writing your paper. Abstract. Introduction. Methods
4. Structuring and preparing for writing a scientific text. Drawing up a structural and logical scheme of the article. Writing your paper. Results. Discussion. Summary guidelines
5. Scientific databases: rules for creating a search query, search by keywords. Finishing your paper. Title. References and citations. Peer review. Processing feedback. Submitting your paper.
6. Structure of the academic community: research centers, publishing houses, and journals. Orientation in the modern academic space. Review and editorial processes
7. Abstract as a brief description of the content of a printed work or manuscript. The structure of the summary. Review and editorial processes Releasing results to the press. Becoming a reviewer. Writing review comments. Becoming an editor
8. Types of reports. Preparation of an oral report. Features of preparing a poster report. Publishing. Reporting results from large studies. Policies for data sharing. E-journals and e-letters. Citation index. Impact factors
9. Other types of documents. Letters. Editorials. Narrative reviews. Systematic reviews and Cochrane reviews. Case reports. Post-graduate theses
10. Plain English. Topic sentences. Word order. Creating flow. Tight writing. Parallel structures. Style matters
11. Review as a special genre of scientific discourse. Types of reviews (for scientific research, scientific review of an art publication), review structure
12. Topic about a scientific event (conference, round table, discussion).
13. Abstract as a special genre of scientific information. Types of abstracts. Structure of the abstract. The volume of various types of abstracts, rules for creating links.
14. Accuracy in writing. Abbreviations. Academic vocabulary. Types of writing.
15. Support systems. Searching the internet. Writers' groups. Avoiding writer's block. Mentoring

COMBINED EXAM №1:

Written draft followed by oral defense. The exam format is hybrid

EXAM PROCEDURE

Duration - two weeks.

The exam consists of two stages:

– The written part of the project is carried out within the timeframe assigned by the lecturer in the Moodle LMS. Deadline - 24 hours before the start of the oral part of the exam.

– The oral part of the exam will be held at the time specified in the exam schedule.

Themes of projects or creative assignments:

Projects are done individually.

Example of student report content:

1. Introductory part

– list of the group, with the highlighting of the full name of the author of a specific uploaded document;

– short description of the task - exactly the task at hand, you do not need to copy the entire 54 lecturer's document.

2. Main part:

– description of the achieved results of the project (directly solving the task in the form of a report, images, links to videos, diagrams, graphs, etc., depending on the task);

– description of the progress of the project assignment;

– description of the deviations and difficulties encountered in the course of the project, as well as the ways used to overcome them.

3. Conclusion. Conclusions on the work done.

4. References.

• list of used literature;

• a description of the methods and technologies used in the project for solving the assigned tasks (programs, tools, links to key regulatory documents, methods).

ATTENTION. EACH student in his report must write the introductory and main parts, conclusion, literature.

Time for scoring in the attestation paper for an exam conducted in the format of a project task - up to 48 hours.

STAGE 2. ORAL DEFENSE OF PROJECT

The oral defense is carried out in accordance with the rules for the oral defense of the “Case Assignments”. The oral stage of the exam is held at the time specified in the exam schedule using cloud services:

– Microsoft Teams corporate connection is recommended;

– Recommended service BigBlueButton in LMS Moodle,

– in case of technical problems, external resources ZOOM, Skype, and others, by video recording of joint work.

Exam control 1. Lecturer or examination board plans a conference / meeting on one of the selected services (MS Teams, Zoom, Skype) and publishes links to connect to the conference in the appropriate section of IS Univer.

Methodological guidelines for final control

Final Control Task: **write a research proposal for PhD internship (based on doctorate students' dissertation topic)**

What's in a Research Proposal?

Research proposals are usually between 1,500 and 3,000 words long (about 4 to 7 pages), and contain all of the elements of an actual research paper with some extra information. Research proposals that involve human or animal subjects will also require a compliance plan demonstrating awareness of and planning to deal with any potential ethical issues.

Writing a Research proposal involves several steps to ensure a well-structured and comprehensive document. Here is an explanation of each step:

1. Title and Abstract

- Choose a concise and descriptive title that reflects the essence of your research.
- Write an abstract summarizing your research question, objectives, methodology, and expected outcomes. It should provide a brief overview of your proposal.

2. Introduction:

- Provide an introduction to your research topic, highlighting its significance and relevance.
- Clearly state the research problem or question you aim to address.
- Discuss the background and context of the study, including previous research in the field.

3. Research Objectives

- Outline the specific objectives or aims of your research. These objectives should be clear, achievable, and aligned with the research problem.

4. Literature Review:

- Conduct a comprehensive review of relevant literature and studies related to your research topic.
- Summarize key findings, identify gaps, and highlight how your research will contribute to the existing knowledge.

5. Methodology:

- Describe the research design and methodology you plan to employ to address your research objectives.
- Explain the data collection methods, instruments, and analysis techniques you will use.
- Justify why the chosen methods are appropriate and suitable for your research.

6. Timeline:

- Create a timeline or schedule that outlines the major milestones and activities of your research project.
- Break down the research process into smaller tasks and estimate the time required for each task.

7. Resources:

- Identify the resources needed for your research, such as access to specific databases, equipment, or funding.
- Explain how you will acquire or utilize these resources to carry out your research effectively.

8. Ethical Considerations:

- Discuss any ethical issues that may arise during your research and explain how you plan to address them.
- If your research involves human subjects, explain how you will ensure their informed consent and privacy.

9. Expected Outcomes and Significance:

- Clearly state the expected outcomes or results of your research.
- Highlight the potential impact and significance of your research in advancing knowledge or addressing practical issues.

10. References:

- Provide a list of all the references cited in your proposal, following a consistent citation style (e.g., APA, MLA).

11. Appendices:

- Include any additional supporting materials, such as survey questionnaires, interview guides, or data analysis plans.

Discipline: Academic writing. **Form:** LMS Moodle. **Platform:** SDO Moodle

CRITERIA-BASED ASSESSMENT RUBRICATOR
(for all forms except standard oral/written testing)

№	Score Criteria	DESCRIPTORS				
		«Excellent»	«Good»	«Satisfactory»	«Unsatisfactory»	
		90-100 %	70-89 %	50-69 %	25-49 %	0-24 %
1.	1. Task Achievement 2. Coherence 3. Cohesion 4. Lexical Resource 5. Grammatical Range 6. Accuracy	All the requirements of the task are fully and appropriately satisfied. There may be extremely rare lapses in content.	The response covers all the requirements of the task appropriately, relevantly and sufficiently. (Academic) Key features are skilfully selected, and clearly presented, highlighted and illustrated. (General Training) All bullet points are clearly presented, and appropriately illustrated or extended. There may be occasional omissions or lapses in content.	The response covers the requirements of the task. The content is relevant and accurate – there may be a few omissions or lapses. The format is appropriate. (Academic) Key features which are selected are covered and clearly highlighted but could be more fully or more appropriately illustrated or extended. (Academic) It presents a clear overview, the data are appropriately categorised, and main trends or differences are identified. (General Training) All bullet points are covered and clearly highlighted but could be more fully or more appropriately illustrated or extended. It presents a clear purpose. The tone is consistent and appropriate to the task. Any lapses are minimal.	The response focuses on the requirements of the task and an appropriate format is used. (Academic) Key features which are selected are covered and adequately highlighted. A relevant overview is attempted. Information is appropriately selected and supported using figures/data. (General Training) All bullet points are covered and adequately highlighted. The purpose is generally clear. There may be minor inconsistencies in tone. Some irrelevant, inappropriate or inaccurate information may occur in areas of detail or when illustrating or extending the main points. Some details may be missing (or excessive) and further extension or illustration may be needed.	The response generally addresses the requirements of the task. The format may be inappropriate in places. (Academic) Key features which are selected are not adequately covered. The recounting of detail is mainly mechanical. There may be no data to support the description. (General Training) All bullet points are presented but one or more may not be adequately covered. The purpose may be unclear at times. The tone may be variable and sometimes inappropriate. There may be a tendency to focus on details (without referring to the bigger picture). The inclusion of irrelevant, inappropriate or inaccurate material in key areas detracts from the task achievement. There is limited detail when extending and illustrating the main points.

Formula for calculating the final grade:

Final grade (FI) = (%1+%2+%3+%4+%5+%6, etc.) / K, where % is the level of task completion by criterion, K is the total number of criteria.

Example of calculating the final score

№	Score	«Excellent»	«Good»	«Satisfactory»	«Unsatisfactory»	
		90-100 %	70-89%	50-69%	25-49%	0-24%
1.	Criteria 1	100				
2.	Criteria 2		75			
3.	Criteria 3			60		
4.	Criteria 4				45	
5.	Criteria 5	100				
6.	Criteria 6				49	
	Final %	200	75	60	94	200+ 75 + 60 + 94 = 429 429 / 6 criteria= 71,5 Final score, as % = 72

Based on percentage obtained during the calculation, we can compare the score with the rating scale.

72 points range from 70 points to 89 points, which corresponds to the “Good” category according to the grading scale.

Thus, with this calculation, the project will be rated **72 points “Good”** in accordance with the point-rating letter system for assessing educational achievements

students with their transfer to the traditional grading scale and ECTS.

References

1. Jenifer Peat. Scientific writing. Easy when you know how. BMJ Books. - 2002/
2. David Lindsay. Scientific writing. Thinking in words. – 2011.
3. Academic Literacy: A Statement of Competencies Expected of Students Entering California's Public Colleges and Universities. – ICAS, 2002.
4. Bailey. S., Academic Writing : A Handbook for International Students. – London and New York : Routledge, 2001.
5. Stephen. Academic Writing. A Handbook for International Students. Second edition. Taylor&Francis e-library, 2009
6. Tamzen Armer. Cambridge English for Scientists/Cambridge University Press, 2011.
- Bazerman C. Shaping Written Knowledge: the Genre and Activity of the Experimental Article in Science. – Madison: University of Wisconsin Press, 1988.
7. Berkenkotter C., Huckin T. Genre Knowledge in Disciplinary Communication. – Hillsdale, NJ: Lawrence Erlbaum, 1995.
8. Craswell, G., Writing for Academic Success. – London:Sage Publications, 2004. – 288 p