

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION OF THE
REPUBLIC OF UZBEKISTAN**

UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY

"APPROVED"

Rector of Uzbekistan State World
Languages University, Chairman of
the Academic Council

_____I.Tuxtasinov

Appendix 2 to Protocol No. 7 of the
University Academic Council
Meeting

METHODOLOGICAL GUIDELINES

for writing and defending the final qualification work

TASHKENT – 2026

These methodological guidelines were developed based on the Law of the Republic of Uzbekistan "On Education", the "National Programme for Personnel Training", and the relevant orders and Regulations of the Ministry of Higher and Secondary Specialized Education.

The methodological guidelines are intended for final-year students, heads of specialisation departments, and academic supervisors of thesis works, and outline the requirements for the preparation and formatting of final qualifying theses.

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The methodological guidelines were discussed and approved at the meeting of the Academic Council of Uzbekistan State World Languages University (Protocol No. 7 dated 27 February 2026).

INTRODUCTION

These methodological guidelines were developed pursuant to Resolution No. 836 of the Cabinet of Ministers of the Republic of Uzbekistan dated 13 December 2024, "On Measures to Organise the Final State Attestation of Graduates of Higher and Vocational Education Institutions", and the requirements for the completion of the final qualification work by bachelor's students of higher educational institutions, approved by Order No. 225 of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan dated 9 June 2010.

The "Final qualification work" (FQT) is a scientific work prepared by bachelor's students of higher educational institutions with the purpose of consolidating and expanding theoretical and practical knowledge acquired over four years of study in their educational field, as well as solving specific problems in the scientific, technical, economic, production, social, and cultural spheres through the knowledge gained and its application in practice.

The topics of the final qualification work are approved by the decision of the Academic Council of the higher educational institution before the beginning of the final semester.

STRUCTURE AND CONTENT OF THE FINAL QUALIFICATION WORK

Students complete the final qualification work during the final year of study. The FQT is a qualifying activity and serves as an important factor in determining the degree to which a student has mastered theoretical and practical knowledge, as well as the level of professional preparation. In the process of completing the FQT, the student must:

- justify the relevance of the chosen scientific topic;
- clarify the research objectives and the tasks that must be solved to achieve them;
- identify and describe the subject and object of the research;
- carry out analysis and processing of the research results;
- draw conclusions, evaluate the results obtained, and make proposals on the scientific research.

Structure of the qualifying thesis

- title page;
- table of contents;
- introduction;
- main body (detailed exposition of the topic);
- conclusion;
- list of references and sources used;
- appendices related to the FQT.

The title page is the first page of the final qualification work and is formatted in the prescribed form (Appendix 4 of these methodological guidelines).

After the title page comes the table of contents. The table of contents section lists the chapters, paragraphs, and clauses of the FQT. The names of chapters, paragraphs, and clauses of the FQT are not abbreviated and must correspond to the headings in the main text. (Appendix 5)

After the table of contents comes the introduction. The introduction must contain the following:

- relevance and significance of the FQT topic;
- the goal of the topic and the tasks arising from it;

- the degree to which the topic has been studied;
- the object and subject of the research;
- the scientific novelty of the research;
- the structural composition of the research;
- sources of published articles and theses on the research (this clause applies only to those who have published articles).

The total volume of the introduction on A4 format sheets may be a minimum of 3 and a maximum of 6 pages.

In the main body, the theoretical and practical aspects of the topic under study are set out in chapters and paragraphs. The order for presenting the text of the FQT is set out in a separate section. After the main body comes the conclusion section.

In the conclusion, the student, having studied the theoretical and practical conditions related to the chosen topic, briefly, clearly, and concisely sets out their opinion on resolving existing problems and further activating the process. The volume of the conclusion of the FQT on A4 format sheets may be a minimum of 3 and a maximum of 6 pages. After the conclusion, the list of references is given.

The list of references and sources consists of all official documents, scientific sources, statistical and analytical materials, as well as scientific articles and collections of theses used by the author of the FQT. The order of presentation of literature and its use is set out in a separate section.

The appendices contain data, tables, graphs, copies of official documents, and diagrams that are not fully used to illuminate the topic, and are numbered sequentially in the established order.

REQUIREMENTS FOR THE PREPARATION OF THE FINAL QUALIFICATION WORK

The following criteria are observed when preparing and formatting the FQT:

- the content of the chapters and sections of the FQT must correspond to the main goal and requirements of the FQT;
- the FQT text is typed on a computer;
- the FQT is bound according to the generally accepted standard;
- the volume of the FQT is not strictly limited; however, it is recommended that the volume of the computer text be approximately 65–70 pages;
- the FQT is printed on one side of a white A4 (210×297 mm) format sheet with 1.5 line spacing and font size 14, and the following margin sizes must be observed:
 - left margin – 3 cm;
 - right margin – 1 cm;
 - top margin – 2 cm;
 - bottom margin – 2.5 cm.
- the names of all tables, graphs, drawings, figures, diagrams, forms, and other items included in the FQT are clearly written above them and numbered;
- printed and handwritten letters, superscript and subscript characters must be clear;
- tables, figures, drawings, graphs, and photographs must be on standard sheets (A4 format) both within the FQT and in the appendices. Figures are inserted into the required location in the text using a scanner.

- in the process of writing the FQT text, the author must cite and reference all quotations, tables, graphs, drawings, figures, diagrams, forms, other information, and visual aids included in the work directly at the relevant location. When presenting tables, graphs, drawings, figures, diagrams, forms, and other information and visual aids in the text, their sequential number must be indicated with an explanatory note. For example, the use of phrases such as «according to the data given in Table 5, Figure 3, Drawing 4, or Diagram 2» is recommended.

The following order must be observed when compiling the list of references and sources:

- normative documents are given in chronological order: first the Laws of the Republic of Uzbekistan, then Decrees and Resolutions of the President of the Republic of Uzbekistan, then Resolutions and Orders of the Cabinet of Ministers of the Republic of Uzbekistan, and finally Resolutions and regulations of the Ministries and Committees of the Republic of Uzbekistan;
- works and speeches of the President of the Republic of Uzbekistan are listed;
- scientific-methodological and theoretical sources relevant to the topic are listed;
- dissertations and abstracts relevant to the topic are listed;
- scientific articles from journals are listed;
- theses from collections of scientific works and conference proceedings are listed;
- statistical collections and analytical materials published by official bodies of the Republic of Uzbekistan are listed;
- statistical collections and analytical materials published by official bodies of international organisations and foreign countries are listed;
- if foreign-language scientific sources are used in the FQT, they may be separated as a section of foreign-language literature and listed after the literature in the state language, organised by language. For example: a) sources in Russian; b) sources in English; and so on;
- when citing books (scientific-methodological and theoretical sources, as well as statistical and analytical materials), the following order must be observed:

author's surname (in full), initials, full stop, title of the book, full stop, dash, city of publication, colon, name of the publisher, comma, year of publication, full stop, dash, page(s) with "citation or reference".

For example: G'oziev E.G^y. Umumiy psixologiya. – Toshkent: Ma'naviyat, 2010. – P.30-31.

- when citing journals and collections as a source of literature, the following order must be observed:
surname of the article's author (in full), initials, full stop, full title of the article, parallel sign, name of the journal/collection without quotation marks, full stop, city of publication, colon, name of the publisher or organisation, full stop, year of publication, full stop, dash, volume number, full stop, dash, pages on which the article or thesis is printed;
- if the number of authors of the source used in writing the FQT is three or more, the first two authors are formatted according to the requirement given above, and instead of the remaining authors, «et al.» is written;
- the names of sources in the FQT are not translated and the spelling is not changed, i.e., sources in Latin script must be given in Latin script.

FINAL STAGE OF FORMATTING THE FINAL QUALIFICATION WORK

The qualifying thesis formatted in the prescribed manner is submitted by the student to the academic supervisor. After the supervisor is satisfied that the qualifying thesis has been completed to the required standard, they submit it to the head of the department along with the 'Academic Supervisor's Report'. The 'Academic Supervisor's Report' describes the student's activity, the novelty of decisions made, and other positive aspects of the qualifying thesis.

In particular, the academic supervisor's report must reflect:

- the relevance of the FQT topic;
- the connection of the research conducted with the scientific direction of the department;
- the novelty of the research work;
- a brief description of the student's approach to scientific work and their capabilities;
- the quality of the conclusions;
- compliance of the FQT with the requirements set.

The head of the department determines the state of readiness of the qualifying thesis in the established manner and, on the basis of the materials submitted, ensures that the issue of admitting the FQT to defence is discussed at a department meeting, with the appropriate decision being taken.

The FQT admitted for defence is sent for external review to specialists in the established manner, signed by the dean of the faculty.

The external review must reflect:

- the relevance of the topic;
- the substantiation of the novelty of the research;
- the scientific and practical significance of the research;
- critical observations on the content and degree of completeness of the FQT;
- compliance of the FQT with the requirements set.

Reviews may be obtained from consumer enterprises and organisations, industry specialists, as well as from the academic staff of related departments of other higher educational institutions and from scientific employees of relevant research centres.

The dean of the faculty submits the FQT together with the 'Review', 'Academic Supervisor's Report', and 'Assignment' to the Final State Attestation Commission for defence.

Plagiarism is not permitted in the FQT. If such a fact is discovered, the attestation commission gives the graduate an unsatisfactory grade for the FQT or cancels a previously awarded positive grade.

The FQT is checked by an anti-plagiarism system two weeks before the defence, and if plagiarism is discovered, one repeat check is permitted. It is also recommended that the proportion of use of artificial intelligence programmes does not exceed 30%. If the established threshold is exceeded, the FQT is returned to the student for revision, and one repeat check is permitted.

If cases of plagiarism are not eliminated upon the second check, the attestation is deferred to the following year.

If the FQT submitted by the student is not completed to the level of the established standards, the work is discussed at a department meeting with the participation of the academic supervisor. The minutes of the department meeting are approved by the dean of the faculty and submitted to the rector of the university for the purpose of taking the appropriate decision.

The student is required to submit the following documents to the department where the FQT was completed, 7 days before the date of defence:

1. The FQT formatted and submitted in the prescribed manner.

2. The academic supervisor's report.
3. The external review.
4. An extract from the minutes of the FQT discussion at the department and the recommendation for defence at the Final State Attestation Commission meeting.
5. An annotation of 5–7 pages typed on a computer regarding the FQT, submitted to the department in 6 copies.
6. The conclusion and review must be 1.5–2 pages in length.
7. Anti-plagiarism report.
8. The academic supervisor's report, external review, assignment, and extract from the minutes of the FQT discussion at the department and recommendation for defence at the Final State Attestation Commission meeting are placed in an envelope and sealed to the inside of the FQT cover.

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION OF THE
REPUBLIC OF UZBEKISTAN
UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY**

Faculty _____

Department _____

Field of study _____

«Approved»

Head of the Department of English
Language Teaching Methodology No. 2

(Full name, academic degree and title)

«_____» _____ 202__

ASSIGNMENT

for the completion of the final qualification work

(student's surname, first name and patronymic in full)

1. 1.FQT topic _____
2. The FQT topic was approved by university order No. _____ dated «__» _____ 202__.
3. Deadline for submission of completed work: «__» _____ 202__.
4. Instructions for writing the final qualification work:
 - a. initial data for the work _____
 - b. content of the work: _____
 - c. total volume of the work: _____ pages
 - d. appendix to the work: _____
 - e. the work plan-schedule must be submitted by «__» _____ 202__;
 - f. formatting of the work in accordance with normative requirements «__» _____ 202__.
5. Date of assignment _____

Graduate: _____ (signature)

Academic supervisor: _____

(Full name, position, title)

Appendix No. 2**Guidance on tasks to be completed in each chapter and section of the final qualification work**

No.	Names of FQT chapters and sections	Full name of academic supervisor	Date, signature of assignment receipt – Assigned	Completed
1.				
2.				
3.				

Appendix No. 3**Schedule for completing the final qualification work**

No.	Names of FQT chapters and sections	Completion deadline	Academic supervisor's signature confirming completion
1.			
2.			
3.			

Note: the tables given in Appendices 2–3 are maintained at the graduating department, and the timely issuance of assignments and their completion by students are monitored by the head of the department.

**MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION OF THE
REPUBLIC OF UZBEKISTAN
UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY
DEPARTMENT OF ENGLISH LANGUAGE TEACHING METHODOLOGY NO. 2**

Karimova Salima Anvarovna

**ON THE TOPIC: SEMANTIC TRANSFORMATION IN TRANSLATING ENGLISH
IDIOMS WITH FRUIT AND VEGETABLE COMPONENTS INTO UZBEK**

**60111800 – for obtaining a bachelor’s degree in the field of Foreign Languages and Literature
(English)**

FINAL QUALIFICATION WORK

«RECOMMENDED FOR DEFENCE»

Head of “English Language Teaching
Methodology No. 2” Department

_____ PhD, Assoc. Prof.

T.A.Madraximov

202__ «__» _____

ACADEMIC SUPERVISOR:

_____ PhD, Assoc. Prof. S.Salimov

202__ «__» _____

Tashkent – 202__

TABLE OF CONTENTS

	Title	Pages
	Introduction	
Chapter One		
	1.1	
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Chapter Two		
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	2.2	
	2.3	
	2.4.....	
Chapter Three		
	3.1	
	3.2	
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	3.4	
Chapter Four		
	4.1.....	
	4.2	
	4.3	
	4.4.....	
	Conclusion	
List of references and sources used		
Appendices (if any)		

Schedule for the preparation, formatting, and recommendation for defense of the final qualification work

No.	Stages of preparing the final qualification work	Completion deadline
1	Selection of FQT topics	Second half of October
2	Assignment of academic supervisors to students by FQT topics	First half of November
3	Submission to the department of the FQT plan and brief summary of the work, approved by the academic supervisor	Second half of November
4	Student's work with their academic supervisor (at each department meeting, a report on the progress of FQT writing is submitted; the degree of FQT completion is recorded as a percentage)	December, January, February
5	First pre-defence of the FQT	First half of April
6	Supplementing the theoretical part of the FQT with practical materials and enriching the work with practical data	Last ten days of April
7	Second pre-defence of the FQT	First half of May
8	Formatting the FQT in accordance with the established normative requirements (tables, slides, reviews)	End of May
9	Holding the FQT defence	Starting from the second ten days of June

CRITERIA FOR EVALUATING THE STUDENT'S FINAL QUALIFICATION WORK

The graduate delivers a presentation of 10–15 minutes before the Final State Attestation Commission (FSAC), covering the goals, objectives, content of the FQT, as well as their own recommendations and proposals. The student then answers questions from commission members within the scope of the FQT topic.

The FQT is assessed by the commission using a 100-point system based on the conclusions of the academic supervisor and reviewer, and the graduate's responses, according to the following criteria, and is then converted to a 5-point system in accordance with the 'Regulation on the System of Monitoring and Assessing Students' Knowledge in Higher Educational Institutions', approved by Order No. 19-2018 of the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan dated 9 August 2018.

CRITERIA	Score distribution	Graduate's full name
Substantiation of topic relevance, goals and tasks	6–10 points	
Scientific substantiation of the topic	6–10 points	
Speech culture and logical presentation of the problem	8–15 points	
Scientific novelty of the main conclusions	10–20 points	
Author's scientific-practical recommendations	8–15 points	
Formatting of the FQT in accordance with all requirements (scientific apparatus)	6–10 points	
Use of technical and electronic means (tables, slides, etc.) during defence	6–10 points	
Full and well-reasoned answers to questions	6–10 points	
Total score	60–100 points	

When evaluating the FQT, account is also taken of the student's average academic performance over four years of study at the university, their discipline, conduct, and active participation in public affairs, as well as published scientific articles and theses, participation in subject olympiads, and success achieved therein.