

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

UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY

“APPROVED”

Rector of the Uzbekistan State World Languages University, Chairman of the Council
_____ I. Tuxtasinov

Annex 2 to Item 8.6, Minutes No. 7 of the University Council meeting of 27 February 2026

**METHODOLOGICAL GUIDELINES
for writing and defending the final qualification paper**

TASHKENT – 2026

In compiling these methodological guidelines, use was made of 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 specialist departments and academic supervisors of final qualification papers (FQP); they set out the requirements for the preparation and formalization of final qualification papers.

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The methodological guidelines were discussed and approved by the Council of the Uzbekistan State World Languages University (Minutes No. 7 of 27 February 2026).

INTRODUCTION

These guidelines were developed on the basis of Resolution No. 836 of the Cabinet of Ministers of the Republic of Uzbekistan of 13 December 2024 “On measures for organizing the final state attestation of graduates of higher and professional education organizations” and the “Requirements for the performance of the final qualification paper by Bachelor’s students at higher education institutions” annexed to Order No. 225 of the Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan of 9 June 2010.

The “final qualification paper” (FQP) is a piece of scholarly work prepared by students at the Bachelor’s level of higher education institutions with the aim of consolidating and expanding the theoretical and practical knowledge acquired over 4 years of study in their field of education and, by means of the knowledge they have mastered, solving specific problems in the scientific, technical, economic, production, social and cultural spheres and applying their knowledge in practice.

The topics of final qualification papers are approved by decision of the Council of the higher education organization before the beginning of the graduation semester.

STRUCTURE AND CONTENT OF THE FINAL QUALIFICATION PAPER

Students write the FQP in the course of the final year of study. The FQP is a qualification activity and constitutes an important factor in determining the extent to which the student has mastered theoretical and practical knowledge, as well as his or her level of professional preparation. In the course of performing the FQP, the student must:

- substantiate the relevance (topicality) of the chosen research topic;
- specify the aim of the research and the tasks that must be solved in carrying it out;
- identify and describe the subject and the object of the research;
- analyse the research results and carry out their processing;
- draw conclusions, evaluate the results obtained and make proposals concerning his or her research.

The structural composition of the qualification paper comprises:

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

The title page is the first page of the FQP and is formalized in the established form (Annex 4 to these guidelines). The table of contents follows the title page.

The table of contents lists the chapters, paragraphs and items of the FQP. The names of the chapters, paragraphs and items of the FQP are not abbreviated and must be given in accordance with the headings in the main text (Annex 5). The introduction of the paper follows the table of contents.

The introduction must include the following:

- the relevance and significance of the FQP topic;
- the aim set for 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;
- the sources of the articles and conference abstracts published on the research (this item applies only to those who have published articles).

The total length of the introduction may be no less than 3 and no more than 6 pages of A4 format.

In the main part, the theoretical and practical aspects of the topic under study are set out, divided into chapters and paragraphs. The procedure for setting out the text of the FQP is given as a separate part. The conclusion of the paper follows the main part.

In the conclusion, the student, having studied the theoretical and practical conditions relating to the chosen topic, states in a short, precise and concise form his or her view on eliminating the existing problems and further activating the process. In the FQP, the length of the conclusion may be no less than 3 and no more than 6 pages of A4 format. The list of references used follows the conclusion.

The list of references and sources used consists of all the official documents, scholarly sources, statistical and analytical materials, as well as collections of scientific articles and conference abstracts, used by the author of the FQP. The literature and the procedure for its use are set out in a separate part.

The annexes contain information, tables, graphs, copies of official documents and diagrams that are not used in full for covering the topic; they are numbered sequentially in the established order.

REQUIREMENTS FOR THE PREPARATION OF THE FINAL QUALIFICATION PAPER

The following criteria are observed in preparing and formalizing the FQP:

- the content of the chapters and sections of the FQP must correspond to its main aim and meet its requirements;
- the text of the FQP is typed on a computer;
- the FQP is bound in accordance with the generally accepted standard;
- the volume of the FQP is not strictly limited; however, it is recommended that its computer-typed text amount to approximately 65–70 pages;
- the FQP is written on one side of a white sheet of A4 (210×297 mm) format, at 1.5 line spacing, in 14-point font, and in writing it the following margin sizes must be observed:
 - left – 3 cm;
 - right – 1 cm;
 - top – 2 cm;

bottom – 2.5 cm.

- the names of all tables, graphs, drawings, figures, diagrams, forms and the like given in the FQP are written clearly above them and numbered;
- printed and handwritten letters, and superscript and subscript symbols, must be clear;
- tables, figures, drawings, graphs and photographs, both within the FQP and in the annexes, must be on standard sheets (A4 format). Figures are inserted at the required place in the text with the aid of a scanner;
- in the course of writing the text of the FQP, the author must cite (quote) and footnote all quotations, tables, graphs, drawings, figures, diagrams, forms, other data and visual aids given in the paper at the very place to which they relate. Likewise, when presenting tables, graphs, drawings, figures, diagrams, forms and other data and visual aids, their sequence number must be indicated and explained in the text. For example, the use of expressions 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 in compiling the list of references and sources:

- normative documents are given in chronological sequence by year: first the Laws of the Republic of Uzbekistan, then the Decrees and Resolutions of the President of the Republic of Uzbekistan, after that the Resolutions and Ordinances of the Cabinet of Ministers of the Republic of Uzbekistan, and finally the Resolutions and regulations of the Ministries and Committees of the Republic of Uzbekistan;
- the works and addresses of the President of the Republic of Uzbekistan are given;
- scientific-methodological and theoretical sources relevant to the topic are given;
- dissertations and dissertation abstracts (avtoreferat) relevant to the topic are given;
- scientific articles in journals are given;
- collections of scientific works and conference proceedings (abstracts) are given;
- statistical collections and analytical materials published by the official bodies of the Republic of Uzbekistan are given;
- statistical collections and analytical materials published by international organizations and the official bodies of foreign countries are given;
- if scholarly sources in foreign languages are used in the FQP, they may be set apart as a separate item of foreign-language literature and given, by language, after the literature cited in the state language. For example: a) sources in Russian; b) sources in English; and so on;
- when books — that is, scientific-methodological and theoretical sources as well as statistical and analytical materials — are cited, the following order must be observed:

the 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, the page of the book from which the quotation or reference is taken

For example: G'oziev E.G. Umumiy psixologiya. – Toshkent: Ma'naviyat, 2010. – B. 30–31.

- when journals and collections are cited as a source of literature, the following order must be observed:

the article author's surname (in full), initials, full stop, full title of the article, parallel sign (/), name of the journal or collection without quotation marks, full stop, city of publication, colon, name of the publisher or organization, full stop, year of publication, full stop, dash, volume (issue) number, full stop, dash, the pages on which the article or abstract is printed;

- if a work of literature used in writing the FQP has three or more authors, the first two authors are formalized in accordance with the requirement set out above, and for the remaining authors “et al.” (“va boshqalar”) is written;
- the titles of the literature used in the FQP are not translated and their orthography is not changed; that is, sources in Latin script must be given in Latin script.

FINAL STAGE OF THE FORMALIZATION OF THE FINAL QUALIFICATION PAPER

The qualification paper, formalized in accordance with the established procedure, is submitted by the student to the academic supervisor. The supervisor, having satisfied himself or herself that the qualification paper has been performed to the required standard, submits it, together with the “Academic supervisor’s conclusion”, to the head of the department. The “Academic supervisor’s conclusion” describes the student’s diligence, the novelty of the decisions adopted, and the other positive aspects of the qualification paper.

In particular, the academic supervisor’s conclusion must reflect the following:

- the relevance of the FQP topic;
- the connection between the research conducted and the department’s research area;
- the novelty of the research work;
- a brief characterization of the student’s approach to, and aptitude for, scholarly work;
- the quality of the conclusions;
- conformity to the requirements imposed on the FQP.

The head of the department determines, in accordance with the established procedure, the state of readiness of the qualification paper and, on the basis of the materials submitted, ensures that the question of admitting the FQP to defense is discussed at a meeting of the department and that the appropriate decision is adopted.

An FQP admitted to defense is sent, over the signature of the dean of the faculty and in accordance with the established procedure, to specialists for review.

The external review must reflect the following:

- 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 of the FQP and its degree of completion;
- conformity to the requirements imposed on the FQP.

Reviews may be obtained from consumer enterprises and organizations and from specialists in the field, as well as from the professors and teachers of kindred departments of other higher education institutions and the research staff of research centers relevant to the field.

The dean of the faculty submits the FQP, together with the “Review”, the “Academic supervisor’s conclusion” and the “Assignment”, to the Final State Attestation Commission for defense.

Plagiarism is not permitted in the final qualification paper. Where such a case is identified, the attestation commission gives the graduate an unsatisfactory grade for the FQP, or the positive grade already given is annulled.

The FQP is checked by means of anti-plagiarism software two weeks before the defense; if plagiarism is found, permission is given for one repeat check. Likewise, it is recommended that the share of use of artificial intelligence programs not exceed 30%. If it exceeds the established norm, the FQP is returned to the student for revision, and permission is given for one repeat check.

If the instances of plagiarism have not been eliminated on the second occasion either, the attestation is postponed to the following year.

If the FQP submitted by the student has not been performed at the level of the established norms, the paper is discussed at a meeting of the department 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 adoption of the appropriate decision.

Seven days before the day of the defense, the student must submit the following documents to the department at which the final qualification paper was performed:

1. The FQP itself, formalized in the established manner.
2. The academic supervisor’s conclusion.
3. The external review.
4. An extract from the minutes confirming that the FQP has been discussed at the department and recommended for defense at the meeting of the Final State Attestation Commission.
5. The student writes an annotation of the FQP, 5–7 pages in length, on a computer and submits it to the department in 6 copies.
6. The conclusion and the review must each amount to 1.5–2 pages.
7. The anti-plagiarism report.
8. The academic supervisor’s conclusion, the external review, the assignment and the extract from the minutes confirming that the FQP has been discussed at the department and recommended for defense at the meeting of the Final State Attestation Commission are placed in an envelope which is glued to the inside of the FQP cover.

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UZBEKISTAN STATE WORLD LANGUAGES UNIVERSITY

Faculty _____

Department _____

Field of study _____

“Approved”

Head of the English Language Teaching Methodology Department No. 2

(full name, academic degree and title)

“ _____ ” _____ 202 _____

ASSIGNMENT

for the performance of the final qualification paper

(student's surname and full name)

1. FQP topic _____

2. The FQP topic was approved by University Order No. _____ of “ _____ ” _____ 202 _____.

3. Deadline for the submission of the completed paper: “ _____ ” _____ 202 _____

4. Guidance on writing the final qualification paper:

a) initial data for the paper _____

b) composition of the paper: _____

c) total volume of the paper: _____ pages

d) annexes to the paper: _____

e) submission of the schedule for writing the paper by “ _____ ” _____ 202 _____;

f) formalization of the paper in accordance with the normative requirements: “ _____ ” _____ 202 _____.

6. Date of issue of the assignment _____

Graduate: _____
(signature)

Academic supervisor: _____
(full name, position, title)

Annex 2

Recommendations on the work to be performed in each chapter and section of the final qualification paper

[illegible]

Annex 3

Schedule for the performance of the final qualification paper

[illegible]

Note: The tables in Annexes 2 and 3 are maintained at the specialist department, and the head of the department monitors that the assignments are issued on time and completed by the student within the set deadlines.

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

Karimova Salima Anvarovna

**SEMANTIC TRANSFORMATION IN TRANSLATING ENGLISH IDIOMS WITH
FRUIT AND VEGETABLE COMPONENTS INTO UZBEK**

submitted for the Bachelor's degree in the field of study
60111800 – Foreign Language and Literature (English)

FINAL QUALIFICATION PAPER

“RECOMMENDED FOR DEFENSE”

Head of the English Language Teaching
Methodology Department No. 2

Cand. Philol. Sci., Assoc. Prof.
T.A. Madraximov
202__ “__” _____

ACADEMIC SUPERVISOR:

Cand. Philol. Sci., Assoc. Prof.
S. Salimov
202__ “__” _____

Tashkent – 202__

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	Conclusion.....	
	List of references and sources used.....	
	Annexes (if any).....	

Schedule for preparing and formalizing the final qualification paper and recommending it for defense

No.	Stages of the preparation of the final qualification paper	Deadline
1	Selection of FQP topics	Second half of October
2	Assignment of academic supervisors to students according to FQP topics	First half of November
3	Submission to the department of the FQP plan approved by the academic supervisor, together with a brief summary of the paper	Second half of November
4	The student's work with his or her academic supervisor (the academic supervisor reports on the state of the writing of the FQP at every department meeting; the performance of the FQP is calculated in percentage terms)	December, January, February
5	First (preliminary) defense of the FQP	First half of April
6	Linking the material given in the theoretical part of the FQP with practice and enriching it with practical data	Last ten days of April
7	Second (preliminary) defense of the FQP	First half of May
8	Formalization of the FQP on the basis of the established normative requirements (tables, slides, reviews)	End of May
9	Conduct of the defense of FQPs	From the second ten days of June

CRITERIA for the evaluation of the student's final qualification paper

The graduate gives a 10–15-minute presentation before the Final State Attestation Commission (FSAC) on the aim, tasks and content of his or her final qualification paper, as well as his or her own recommendations and proposals. The student then answers the questions of the members of the commission within the scope of the FQP topic.

The final qualification paper is evaluated by the commission on a 100-point system, on the basis of the conclusions of the academic supervisor and the reviewer and the graduate's answers, in accordance with the criteria below, and is converted into a 5-point system in accordance with the "Regulation on the system for monitoring and evaluating students' knowledge at higher education institutions" approved by Order No. 19-2018 of the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan of 9 August 2018.

CRITERIA	Distribution of points	Graduate's full name
Relevance of the topic; substantiation of the aim and tasks	6–10 points	
Scientific substantiation of the topic	6–10 points	
Culture of speech and logic of the presentation of the problem	8–15 points	
Scientific novelty of the main conclusions	10–20 points	
The author's scientific and practical recommendations	8–15 points	
Formalization of the FQP in conformity with all the established requirements (scholarly apparatus)	6–10 points	
Use of technical and electronic aids (tables, slides, etc.) during the defense	6–10 points	
Giving complete and substantiated answers to the questions	6–10 points	
Total points scored	60–100 points	

In evaluating the FQP, account is also taken of such factors as the average level of academic performance shown by the student over the 4 years of study at the university, his or her discipline, conduct and active participation in public activities, as well as the scientific articles and conference abstracts he or she has published, and his or her participation and success in subject Olympiads.