

Educational Establishment "Polessky State University"

(name of establishment of higher education)

Department of Marketing and International Management

MASTER'S THESIS METHODOICAL GUIDELINES

1 - 26 80 05

(specialty code)

Marketing

(name of specialty)

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(protocol 8 from 11.01.2021);

by the Scientific and Educational Establishment "Polessky State Methodological Council University"

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1 PURPOSE AND OBJECTIVES OF THE MASTER'S THESIS

The Master's Thesis is an independent, logically completed work, related to the development of scientific-production, scientific-pedagogical and scientific-research tasks of an applicable nature and creative problems determined by the specific nature of the training direction and indicative of the level of vocational training of the student. According to the level of its implementation and the results of the defense, the State Examination Commission determines the possibility of awarding the graduate with the Master's degree.

The purpose of the Master's Thesis is to demonstrate the Master's degree student ability and professional readiness to conduct scientific research in accordance with the chosen specialty, which is the basis for awarding him an academic Master's degree.

In order to achieve the purpose of the Master's Thesis, the Master's degree student must achieve the following objectives:

- to carry out a theoretical justification of the essence of the phenomenon or process under study on the basis of a critical analysis of normative legal acts and publications by domestic and foreign authors on the topic of the research;

- to research the phenomenon or process under study, and to identify trends and patterns of its development, on the basis of a compilation and analysis of the factual information of a particular organization (a number of organizations) on the topic of work in accordance with the specialty and specialization, acquired by the Master's degree student during the study;

- to develop concrete proposals for improving and developing the phenomenon or process under study.

The Master's degree can be confirmed to the practical significance of the research carried out by means of acts and certificates on the implementation of their results in the activities of the organization, in the educational process, in research topics, etc.

2 PREPARATION FOR THE MASTER'S THESIS

The preparatory phase of the Master's Thesis in marketing consists of the following:

- selection of topic;
- considering of the topic at the Department meeting and recommendation by the Department for approval by the Rector of the University;
- developing a research plan, the stages of completion of the Master's Thesis by the Master's degree student, which are agreed with the Scientific supervisor. This information is recorded in the Master's individual work plan and approved at the Department meeting;
- drawing up of the assignment for the Thesis work (Annex A).

The topic of the Master's Thesis must meet the following requirements:

- be relevant;
- reflect the problem under research;
- be well articulated;
- correspond to the current state and prospects of science, technology and the economy;
- be of practical interest to enterprises, organizations and institutions;
- provide for the solution of a specific problem or task, the development and improvement of the studied process or phenomenon;
- provide for the increment of scientific knowledge in this field.

In selecting the topic of the Master's Thesis, it is advisable to take into account:

- The degree of development and visibility of the problem in the literature.
- The Master's scientific background.
- The possibility of obtaining the necessary theoretical and practical data for carrying out Thesis work.
- The interest and needs of the organization where the work is carried out.

The Master's degree student can choose a topic from a list or suggest a topic.

The title of the Thesis should be short, define the area of research, reflect its purpose and correspond to the content of the Thesis.

A highly qualified employee of the Department of Management and Marketing is appointed as the Scientific supervisor, usually with an academic degree (academic rank) by the profile of the Master's degree program, as well as scientific staff and highly qualified specialists of the University and other enterprises (institutions, organizations).

The Supervisor of the Master's Thesis must:

- to assist in the defining the topic of the Master's Thesis;
- to assist in the development of an approximate Thesis structure;
- to determine the scope of the scientific research required;

- to prepare an individual work plan for the Master;
- to assist the Master in the development of a calendar schedule for the implementation of his Master's Thesis;
- to recommend to the Master the necessary basic literature, reference and other sources on the topic of the Thesis;
- hold consultations as scheduled;
- to monitor the implementation of the Master's Thesis;
- to check the text of the work as the individual sections are written, to make comments and to point out deficiencies for the Master's timely elimination;
- prepare a review of the Master's Thesis.

When performing the Thesis work, the Master's degree student is obliged:

- to justify the choice of the topic of work;
- to submit an application to the Department from the organization requesting permission to perform a Master's Thesis on a selected topic;
- together with the supervisor, to draw up a task for a Master's Thesis;
- to draw up an individual plan to reflect the stages of work on the Master's Thesis, as well as the preparation of articles, talking points and reports of speeches at scientific and practical conferences;
- to comply with the calendar schedule for the implementation of the Master's Thesis, which was drawn up jointly with the Scientific Supervisor;
- to provide the text of the work as the individual sections are written to the Scientific Supervisor for verification;
- to modify and adjust the content of the Master's Thesis in accordance with the requirements and observations of the Scientific Supervisor in order to improve its quality;
- to carry out the Master's Thesis in accordance with the requirements of the educational standard and these recommendations within the prescribed period;
- be responsible for the decisions, conclusions and reliability of all data and calculations that are justified in the Thesis work;
- to submit the Master's Thesis to the supervisor on time;
- to confirm the practical and scientific significance of the results of the research by means of certificates and acts;
- to prepare a speech and presentation for the defense of the Master's Thesis at a meeting of the State Examination Commission (SEC).

Monitoring of students' implementation of individual plans and stages of Master's theses is carried out twice a semester at meetings of the Department of Marketing and International Management.

3 REQUIREMENTS FOR THE MASTER'S THESIS

The Master's Thesis must meet the following requirements:

- be implemented on a relevant topic;
- match the logic;
- contain elements of scientific novelty;
- be of practical significance;
- have a clear structure and logical sequence;
- carried out on the basis of concrete evidence using modern research techniques;
- contain convincing arguments supported by digital data in the form of graphical and other material;
- have clearly defined provisions reflecting the practical significance and scientific novelty of which the Master's degree student makes arguments during the defense;
- be completed with evidentiary conclusions and economically sound proposals and recommendations.

According to the content of the Master's Thesis and in the process of its defense are determined by:

- Graduates' ability to work with normative legal acts and literary sources, analyze and generalize theoretical positions in the relevant field of knowledge.
- Willingness to carry out analytical and managerial activities in accordance with the respective competencies of the middle and/or senior management.
- Ability to organize and synthesize factual material independently and to draw conclusions.
- The existence of well-founded concrete practical proposals, recommendations, projects and management decisions that can be introduced into the work of the organization and have a significant economic, social, environmental or other impact.
- Availability of scientific, practical, social relevance.

4 MASTER'S THESIS STRUCTURE AND REQUIREMENTS FOR ITS ELEMENTS

The Master's Thesis includes:

- cover sheet;
- table of contents;
- list of symbols (if necessary);
- introduction;
- general description of the work;
- main part divided into chapters;
- conclusion;
- references;
- annexes (if necessary).

The cover sheet is the first page of the Thesis and is prepared in accordance with Annex B. The cover sheet is included in the overall numbering of the Master's Thesis. There is no page number on the cover sheet.

After the cover sheet follows a **task for a Master's Thesis**, which is drawn up on a standard form, signed by the Master's degree student, the Scientific Supervisor and approved by the Head of the Department. The form is not included in the total number of pages and the page number is not included.

A table of contents is given at the beginning of the Master's Thesis and includes the titles of its structural parts ("List of symbols", "Introduction", "General description of the work", the titles of all chapters, sections and subsections, "Conclusion", "List of cited references", "Annexes").

List of symbols. Rarely used abbreviations, notation keys, symbols, units and specific terms adopted in the Master's Thesis can be presented as a separate list if necessary.

The **Introduction** discusses the significance of the selected topic and the issues addressed in the work, provides justification for the relevance and importance of the topic, formulates the purpose and objectives of the research, the methods of analysis used and the main literary sources are listed. The rationale for the range of issues that need to be further explored on the scientific issues related to the topic of the Master's Thesis is given, its relevance is justified, the need for research on the topic to address the specific problem(s) is demonstrated, the development of specific fields in the relevant branch of science is reflected in the position of the Master's Thesis among other studies in this field.

To this end, the author briefly describes the current state of theoretical research on the selected topic, indicating the names of leading scientists and researchers in the field, and formulates solved and unresolved theoretical and methodological problems. The objectives of the research are described; the main problem and purpose of the

research are formulated; the objectives and issues to be solved in order to achieve the stated goal; the structural construction of the Master's Thesis; and the definition of the object of the research (country, region, industry, enterprise), methods of topic development, sources of information.

Introduction is usually a short section of up to 6 pages.

The general description of the work are as follows:

1. "Link of work to major scientific programs (projects) and topics" (if available);
2. "Purpose and objectives of the research" (mandatory);
3. "Provisions to be defended " (mandatory);
4. "Approbation of the Master's Thesis results and information on the use of its results" (mandatory);
5. "Publication of Master's Thesis results" (mandatory);
6. "Structure and scope of the Master's Thesis" (mandatory).

The title of each subsection shall be placed in a separate subtitle.

The subsection "Link of work to major scientific programs (projects) and topics" should reflect, if available:

- inclusion of the topic of the Master's Thesis in the approved scientific work plans of the organization in which it is performed;
- conformity of the Thesis topic with priority areas of fundamental and applied scientific research or with priority areas of scientific and technical activity;
- by tasks, which programs (projects) and topics, work was carried out with their titles, bodies that approved them, State registration numbers, and execution time.

The subsection "Purpose and objectives of the research" sets out the objective of the work and the tasks to be performed in order to achieve it. A purpose should not be formulated as "Research... ", "Study... ", as these words indicate a process of achieving a purpose rather than, an end in itself.

In the same subsection, the object and subject of the research are indicated and the reasons for their choice are given.

In the subsection "Provisions to be defended ", the Master formulates the results of the Master's research in a succinct form. The provisions for defense should be formulated clearly, concretely and reflect the nature and novelty of the scientific results obtained.

The wording of the provisions to be defended should contain distinctive features of new scientific and practical results and reflect their social, economic, scientific and practical significance. They should contain not only a summary of the substance of the new results but also a comparative assessment of their scientific and practical relevance.

The subsection "Approbation of the Master's Thesis results and information on the use of its results" indicates at which scientific/practical congresses, conferences,

symposiums and other meetings the Master reported the research results included in the Master's Thesis.

In the subsection "Publication of Master's Thesis results", the number of publications on the topic of Master's Thesis, copyright certificates, patents, certificates and acts of implementation, etc. is given.

The subsection "Structure and scope of the Master's Thesis" summarizes the structure of the work and explains the logic of its construction. The full scope of the Thesis in the pages, the scope of the illustrations, the tables, the annexes (indicating their number), as well as the number of bibliographic used sources (including the Master's own publications).

The main part of the Master's Thesis usually contains three chapters, each of which includes at least two sections. The order in which the material is presented in the Thesis must be consistent with the purpose of the research as formulated by the author. When the text is divided into paragraphs and subparagraphs, it is necessary that each paragraph contains the completed information.

The main part of the Thesis presents the material in the chapters, which provide:

- an analytical review of the literature on the topic, a detailed rationale for the choice of research area and a general concept of work;
- a description of the objects of the research; methods and equipment used in the research;
- the essence and main results of theoretical and (or) experimental researches carried out in the work.

In the Analytical literature review, the Master's degree student provides an overview of the main stages in the development of the scientific understanding of the problem, including a comparative analysis of the methodological (methodic) approaches and level of research development in the relevant field of knowledge in the Republic and abroad. Based on an analysis of earlier work by other researchers, the Master identifies the issues that have remained unresolved and, on that basis, identifies the subject and objectives of his Thesis studies, indicating their place in the development of this problem.

The Master's Thesis, which is of an applied nature, must contain information on the practical use of the scientific results obtained by the author, and the Master's Thesis, which is of a theoretical nature, must contain recommendations on the use of scientific findings.

When writing Thesis, Master's degree student make references to the sources from which he borrows materials or individual results. It is not allowed to retell the text of other authors without references to them, as well as to quote without using quotation marks.

When describing the objects of research, the methods and equipment used in the research, the Master's degree student describes the basic approaches to solving the

tasks, the theoretical and (or) experimental methods used and the rationale for their use, as well as the instrumentation used, are described. Assessment of measurement error, justification for the selection of research subjects and description of their properties are mandatory.

When describing his own research, the Master's degree student must highlight what he brings to the development of the problem(s) or specific directions in the relevant branch of science. The Master's degree student should assess the validity of the results obtained, compare them with similar results of domestic and foreign researchers.

Each chapter of the Thesis should be completed with brief conclusions, that summarize the results of the research stages and on which the formulation of the main scientific results and practical recommendations of the Thesis research as a whole, presented under the title "Conclusion", is based.

The results of the research carried out, recommendations and prospects for further development of the Thesis topic are presented in the section "**Conclusion**". The section "Conclusion" should contain two subsections: "Main scientific results of the Master's Thesis" and "Recommendations on the practical use of the results".

The subsection "Main scientific results of the Master's Thesis" summarizes the essence of the scientific results of the Master's Thesis, the main results having scientific novelty and other results further characterizing the qualification of the Master. In this subsection, the formulation of the distinguishing features of new scientific results can be presented in more detail than in the provisions for the defense of the Master's Thesis.

Under the title "Recommendations for the practical use of results", questions are raised as to whether the results can be applied in practice. This subsection may also set out the prospects for the further development of this scientific field. If there are materials on the use (implementation) of the results obtained, materials confirming the author's right to the results of the intellectual activity, references to these materials are given in the relevant paragraphs of this subsection.

The list of references should include laws and regulations on the object and subject of the research, textbooks, training aids, monographs and articles of domestic and foreign authors, including in foreign languages, as well as published articles and abstracts of the author of the Master's Thesis.

The annexes contain auxiliary and additional material used in the execution of the Master's Thesis. This section is formed when the research content and results need to be more fully disclosed and their scientific and practical relevance assessed.

5 SUBMISSION REQUIREMENTS OF THE MASTER'S THESIS TEXT

The Master's Thesis is printed using a computer and printer on one side of a sheet of A4 white paper (210x297 mm). It is permitted to present tables and illustrations on A3 format (297x420 mm) sheets. The Master's Thesis shall have a hard cover.

The typing of Thesis work text is carried out using the Word text editor. It is recommended to use fonts of type Times New Roman size 14 points using an interline spacing of 18 points (one interline spacing) in the format of a docx document with the text aligned on the width of the sheet.

The dimensions of the fields are: top and bottom – 20 mm, left – 25 mm, right – 10 mm.

The Master's Thesis should not exceed 100 pages. However, a 15 per cent increase in the length of the Master's Thesis is allowed.

The print font shall be straight, light-numbered, clear, black and equal throughout the entire scope of the Thesis. It is allowed to use computer-based features to focus on definitions, terms, theorems, important features, applying different font styles: italic, bold, italic, bold, selection with frames, spacing, underlined.

Titles of the structural parts "Table of contents", "List of conventions, symbols and terms", "General description of the work", "Introduction", "Chapter", "Conclusion", "List of cited references", print in the middle of the page without a dot at the end, using a bold 16-point font. If the title consists of two or more sentences, they are separated by a point(s).

Chapter titles are also printed. "Annexes" are printed in capital letters in the upper right corner of the page using a 16-point bold font. The chapter title is printed with a new line following the chapter number. The titles of sections, subsections, paragraphs are inserted after their numbers through a space.

The section titles are printed in lowercase letters (except the first capital letter) with a paragraph indentation in bold 16-point font.

The subsection titles are printed with paragraph indentation in lowercase letters (except the first capital) in semi-bold type size of the main text font.

There is no point at the end of the titles of chapters, sections and subsections. If the title consists of two or more sentences, they are separated by a point(s).

Titles are separated from the text at the top and bottom by three spaces.

Each structural part of the Thesis should be started with a new sheet.

The numbering of the Thesis pages is given in Arabic numerals at the middle of the top field of the page.

The numbering of the chapters, sections, subsections, figures, tables, formulas, equations is given in Arabic numbers without the sign "№".

The chapter number is inserted after the word "Chapter". The structural parts of "Table of contents", "List of symbols", "Introduction", "Abstract", "Conclusion", "List of cited references", "Annexes" have no numbers.

The sections are numbered within each chapter. The section number consists of the chapter number and the section sequence number separated by a point.

For example: 2.3 (third section of the second chapter).

The subsections are numbered within each section. The subsection number consists of the sequence numbers of the chapter, section, subsection, separated by points.

For example: 1.3.2 (second subsection of the third section of the first chapter).

There is no point at the end of the numbering of chapters, sections, subsections.

6 SUBMISSION REQUIREMENTS FOR ILLUSTRATIONS

Illustrations (photographs, drawings, diagrams, graphs, maps, etc.) and tables are used to visualize in the Thesis work the characteristics of the research objects, the theoretical and (or) experimental data obtained and the detected patterns. It is not permitted to present the same results in the form of an illustration and a table.

Illustrations should be placed in the Master's Thesis work directly on the page with the text after the paragraph where they are mentioned for the first time, or separately on the next page.

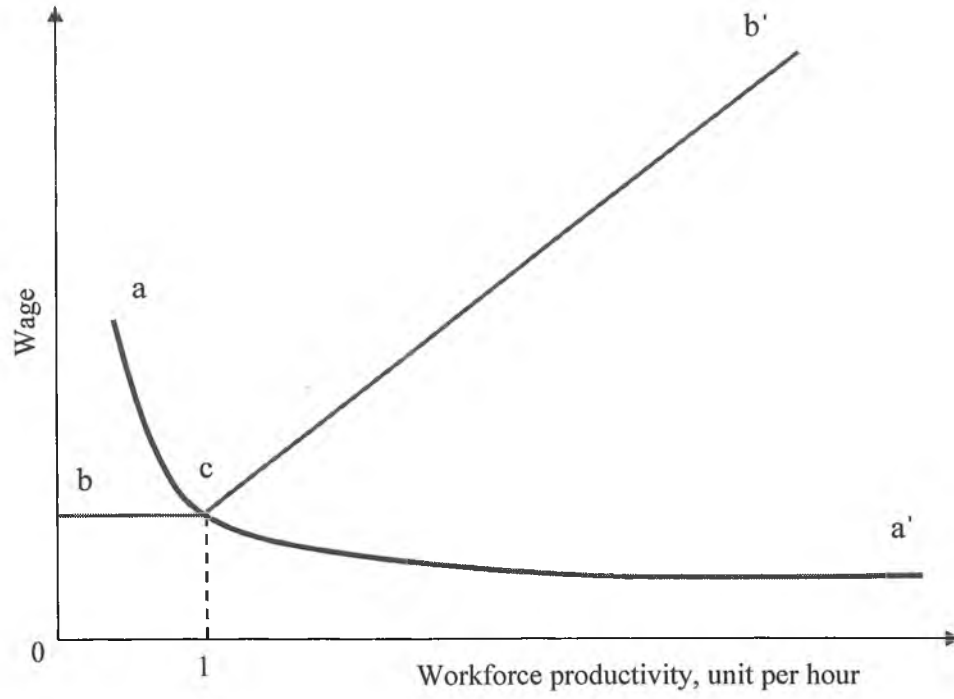
The illustrations are denoted respectively by the word "Figure" and are numbered sequentially within each chapter in Arabic numerals. All tables and illustrations should be referenced in the text of the Thesis. The word "Figure" is not abbreviated in the captions to the figure, table and in the references to them.

The illustration or table number shall consist of a chapter number and a sequence number of illustration or table, separated by a point.

For example: Figure 1.2 (second figure of the first chapter).

Illustrations should have a name and explanatory data (caption text) centered on the page. The explanatory data shall be placed under the illustration and the word "Figure" shall be followed by the number and the name of the illustration, separating the number from the name by a dash mark. The word "Figure", its number and the name of the illustration, as well as the explanatory data to the figure, are printed in bold 12-point font.

For example:



aa' – employee's wage per unit of production;

bc'b' – employee's wage per hour

Figure 1.2. – F. Halsey's wage system: a principle diagram

7 SUBMISSION REQUIREMENTS FOR TABLES

The digital material of the Master's Thesis work is drawn up in the form of tables. Each table should have a short title consisting of the word "Table", its sequence number and a name separated from the number by a dash mark. The title should be placed above the table on the left, without paragraph indentation. The table title is printed in a regular 12-point font. The table number must consist of the chapter number and the table sequence number separated by a point.

For example:

Table 1.2. – F. Halsey's wage system

Number of hours to perform the "lesson"		Basic wage of an employee, currency units (column 2 * hourly wage ¹⁾)	Bonus pay, currency units $\{(column\ 1 - column\ 2) \times 60^{1)} \times 0,25^{2)}\}$	Employee's wage for "lesson", currency units (column 3 + column 4)	Hourly wage of employee, currency units (column 5 : column 2)
planned	actual				
1	2	3	4	5	6
100	100	6000	0	6000	60
100	90	5400	150	5550	62
100	80	4800	300	5100	64

Continuation of table 1.2

1	2	3	4	5	6
100	70	4200	450	4650	66
100	60	3600	600	4200	70
100	50	3000	750	3750	75
100	40	2400	900	3300	83
100	30	1800	1050	2850	95
100	20	1200	1200	2400	120
100	10	600	1350	1950	195
100	1	60	1485	1545	1545

¹⁾ The hourly wage in this example is 60 currency units.

²⁾ In this example, the bonus pay is calculated as a percentage of the hourly wage rate of 25 per cent (i.e., 0.25) according to the time saved.

Note – Source: developed by the author based on the enterprise data.

The following rules shall govern to the presentation of the tables:

- it is allowed to use a 12-point font in the table;
- the table with large number of lines can be transferred to the next sheet. When transferring a part of the table to another sheet, its title is indicated once above the first part, and the word "Continuation" is written on the left above the other parts. If there are

several tables in the Master's Thesis work, the number of the table shall be indicated after the word "Continuation", for example: Continuation of table 1.2;

- the titles of the columns and the lines should be written with a capital letter in the singular number, and the subtitles of the columns should be written with a lowercase if they constitute a single sentence with a title, and with a capital if they have an independent value. Columns may be numbered in Arabic numerals if it is necessary to refer to them in the text of the Thesis;

- the titles of a column are usually written in parallel to the lines of a table. If necessary, it is allowed to place the column titles parallel to the table columns;

- the table title is separated by a line from the rest of the table. The table is also bounded by lines on the left, right and bottom. Horizontal and vertical lines dividing lines and table columns may be omitted if reading the table is not difficult;

- it is not permitted to separate the titles and subtitles of the side head and the columns by diagonal lines;

- if the table is interrupted and part of it is moved to the next page at the end of the first part of the table, the bottom line limiting it shall not be carried out.

8 SUBMISSION REQUIREMENTS FOR FORMULAS AND EQUATIONS

The following rules shall be observed when formulating formulas and equations:

- formulas and equations should be separated from the text into a separate line. One free line should be kept above and below each formula and equation;
- if the formula or equation does not fit into a single line, they must be moved after the equal sign (=) or after the plus (+), minus (–), multiplication (×) and division (:). In this case, the sign is repeated at the beginning of the next line;
- references to formulas in the text of the Master’s Thesis work are given in brackets;
- the explanation of the values of symbols and numerical coefficients in the formula or equation should be given directly below the formula or equation in the order in which they are given in the formula (equation). The value of each symbol and numerical coefficient should be given on a new line. If these symbols are used any further, their explanation is not required. The first line of the explanation begins with the word ”where“ without the colon;
- formulas and equations (if more than one) are numbered within a chapter by Arabic numerals. The number of the formula (equation) consists of the chapter number and the sequence number of the formula (equation) in a chapter separated by a point. The numbers of the formulas (equations) are written in parentheses on the right-hand side of the sheet at the formula (equation) level.

For example:

$$\Theta = a \times \frac{\bar{x}}{\bar{y}}, \quad (3.1)$$

where a – variable regression coefficient x ;

\bar{x} – average value of the factor x ;

\bar{y} – average value of the result-oriented feature at a given level of the factor feature.

9 SUBMISSION REQUIREMENTS FOR NOTES

If necessary, explanations or reference data should be given to the content of the illustration, table or text directly in the form of notes, which are immediately below. If there is only one note, a dash shall be inserted after the word "Note" from the paragraph indentation and the note shall be written with the capital letter. In the case of several notes, each is printed from a new paragraph indentation line and numbered in Arabic numerals.

The word "Notes" and its contents are printed in 12-point font.

10 SUBMISSION REQUIREMENTS FOR REFERENCES

The Master's degree student is obliged to provide references to the sources, materials or individual results, from which extracts (quotes) are given in his Master's Thesis work or on the ideas and conclusions of which problems, tasks and topics are developed, the research of which is devoted to the Master's Thesis.

References to sources in the text of the Master's Thesis work are carried out by bringing the number according to the list of cited references. The source number is enclosed in square brackets with the page number according to the list.

Information on sources used in the Master's Thesis work are described in the section "References". It is allowed to cite the same source in the list only once.

The list of references is compiled in the order of appearance of references in the text of the Master's Thesis paper, either in alphabetical order of the surnames of the first authors and (or) titles, or in chronological order.

In the list of references, the source information is numbered in Arabic numerals.

The content of information about cited references should correspond to the examples in accordance with Annex D.

When formed in alphabetical order, the list of cited references is presented in three parts. The first part contains bibliographical sources in which the Cyrillic alphabet is used, the second part contains the Latin alphabet, and the third part contains a different graphics (hieroglyphics, Arabic letters). If different graphics are used to describe the data, an English translation is given in parentheses after the original bibliographic data.

11 SUBMISSION REQUIREMENTS FOR ANNEXES

The "Annexes" section is completed at the end of the work. Annexes are placed in the order in which references to them appear in the text of the work. Materials not referenced in the text of the work may not be included in the annex.

Each annex should start on a new sheet with the word "ANNEX" in capital letters in the upper right corner. The annex should have a meaningful title which is placed from a new line to the center of the sheet with a capital letter.

Annexes are designated by the capital letters of the English alphabet beginning with A, except for letters I and O, such as "ANNEX A", "ANNEX B".

If the annex is located on several pages, the word "continuation" are placed in the following pages in parentheses, with the new line in the center of the sheet, printed in lower case letters of the normal drawing.

For example:

ANNEX A

(continuation)

12 REVIEW OF THE MASTER'S THESIS

The completed Master's Thesis, signed by the Master's degree student and the Scientific Supervisor, with the written review of the Scientific Supervisor, is submitted to the graduating Department, where its preliminary defense is organized.

Admission to the defense of the Master's Thesis is carried out at the meeting of the graduating Department and approved by the head of the graduating Department. After that, the work is sent for review.

In case of a negative opinion of the Preliminary Defense Commission on the readiness of the Master's Thesis, the question of the possibility of its being admitted to the defense is considered at a Department meeting with the participation of the Scientific Supervisor of the Master's Thesis. If the opinion is negative, the minutes of the Department meeting through the dean of the faculty are submitted to the rector for approval, after which the Master is informed of the non-admission to the defense of the Master's Thesis work.

The Master's Thesis is reviewed by external reviewers:

1. By specialists of the organization (enterprise, institutions) on whose materials the Master's Thesis has been performed.
2. By employees of other establishments of higher education, research organizations, public administration and other establishments.
3. By university staff not working in the in the Department for which the Master's Thesis is performed.

The composition of the reviewers is approved by the dean of the faculty on the proposal of the head of the Department no later than one month before the defense of the Master's Thesis. The reviewer is given up to 10 days to get acquainted with the work and prepare the review.

The review should be signed by the reviewer. The signature of an external reviewer who is not a university employee shall be certified by the organization at his place of work in accordance with the established procedure. The signature of the reviewer, who is a university employee, is not certified.

Two to three days before defending the Master's Thesis, the master must familiarize himself with the content of the review and prepare answers to the reviewer's comments. The Master's answers to the reviewer's comments are heard at the State Examination Commission (SEC) meeting during the defense of the Master's Thesis.

13 DEFENSE ORGANIZATION OF THE MASTER'S THESIS

The completed Master's degree work, signed by the Master's degree student and the Scientific Supervisor, shall be submitted not later than 30 days before the approved date of its defense.

A Master's Thesis with the review and signature of the Scientific Supervisor is submitted for review.

The defense of the Master's Thesis is conducted at a public meeting of the State Commission (SEC) with the participation of at least 3/4 of its members. The defense of a Master's Thesis must be in the nature of a discussion and must be carried out with a highly demanding, principled and preservation of common ethics.

The procedure and regulations for the defense of the Master's Thesis are established by the Chairman of the SEC and shall include the report of the student who is mastering the content of the Higher Education Program of Stage II (using information technology, 15 minutes), the reading of the Scientific Supervisor review (statement) and review of the Master's Thesis, the questions of the commission members and the student's answers. If the reviewer has any comments, the student must answer them. The defense ends with the provision of the final word to the student who is mastering the content of the Higher Education Program of Stage II, in which he or she is entitled to express his or her opinion on the comments and recommendations made in the process of defending his or her Master's Thesis.

The defense of the Master's Thesis is assessed by 10-point system.

The decision of the State Commission for the Defense of the Master's Thesis is considered accepted if more than half of the present members of the Commission voted in favour for this decision. The results of the defense of the Master's Thesis are announced to the Master on the same day after the minutes of the State Commission are drawn up.

The Master who has defended his Master's Thesis work is awarded a Master's degree and a Master's degree diploma of the established standard.

In the case when the Master's Thesis is considered not defended by the decision of the State Commission, the Master's is expelled from the Master's degree program. The re-defense is carried out according to the schedule of work of the SEC in the following academic years.

Master, who did not defend his Master's Thesis for a valid reason (illness, family circumstances, natural disasters, etc.), documented by the head of the establishment of higher education, on the basis of the Master's application and the submission of the Dean of the Faculty, is extended the training for a period determined in accordance with the reason for not passing the final assessment.

ANNEXES

**Assignment form for Master's Thesis
Educational Establishment
"POLESSKY STATE UNIVERSITY"**

Faculty _____

APPROVED

Specialty _____

Head of the Department

Department _____

_____ 20__

ASSIGNMENT

for the implementation of a Master's Thesis for Master's degree students

1. Topic of the Master's Thesis _____

Scientific Supervisor _____

(approved by the University Order № ____ from _____ 20__)

2. Time frame for the completion of the Master's degree student's Master's Thesis
_____ 20__

3. Baseline information for the Master's Thesis _____

4. Content of the Explanatory Note (list of issues to be developed)

5. Master's Thesis Research Consultants (including relevant sections of work)

6. Date of assignment _____

Supervisor _____

(signature)

Accepted for assignment _____

(student signature)

_____ 20__

Master's Thesis cover sheet form

MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS
EDUCATIONAL ESTABLISHMENT "POLESSKY STATE UNIVERSITY"

Department _____

(name of the department)

Approved for defense

Head of the Department

_____ Initials and surname

_____ 20__

MASTER'S THESIS

on the topic: " _____ " " "

Master

(specialty, course, group)_____
(signature)

name, patronymic and surname

_____ 20__

Scientific Supervisor

(post, degree, academic rank)_____
(signature)

name, patronymic and surname

_____ 20__

PINSK 20__

Sample design of Master's Thesis table of contents

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EXAMPLES OF REFERENCES FOR MASTER'S THESIS

Types	Example of a bibliographic description
Publications with one, two and three authors	Rips, L. J. Lines of thought: central concepts in cognitive psychology / L. J. Rips. – New York ; Oxford : Oxford Univ. Press, 2011. – XXII, 441 p.
	Rüthers, B. Rechtstheorie: Begriff, Geltung und Anwendung des Rechts / B. Rüthers, Ch. Fischer. – 5. Aufl. – München : Beck, 2010. – 665 p.
Publications with four or more authors	Elternbasierte Sprachförderung im Vorschulalter / F. Petermann [et al.]. – Göttingen [etc.] : Hogrefe, 2009. – 150 p.
	Language, society and power: an introduction / L. Thomas [et al.] ; ed.: I. Singh, J. S. Peccei. – 2nd ed. – London : Routledge, 2004. – XXIV, 239 p.
Publications with a collective author	Encyclopedia of social work : in 4 vol. / ed.: L. E. Davis, T. Mizrahi. – Oxford : Oxford Univ. Press, 2011. – Vol. 4. – 564 p.
Part of book	Nedobega, Y. Conflicts of interests of companies and regional governments in Ukraine / Y. Nedobega // Confligo: Conflict in a Society in Transition: monography / [Edited by Doris A.Segal and Istvan Andras]. – Hungary: Dunaujvaros College Press, 2011. – P. 183-199.
	Vemić, M. Reflections on the EU innovation experiences: concepts and proposals for Belarus as an EU'S eastern partnership country / M. Vemić, O. Hrechyshkina, M. Samakhavets // Strukturne promene i razvoj : monografija / Univerzite "Union-Nikola Tesla" u Beogradu, Fakultet za poslovne studije i pravo; urednik Branko Tešanović. - Beograd: NNK Internacional, 2021. - [Одељак 3]. - P. 65-103.
Collected papers	Political philosophy in the twenty-first century : essential essays / ed.: S. M. Cahn, R. B. Talisse. – Boulder : Westview Press, 2013. – VII, 291 p.
Conference papers	Personal papers in history : papers from the 3rd Intern. conf. on the history of rec. a. arch., Boston, 27–29 Sept. 2007 / Univ. of Texas ; ed.: B. L. Craig [et al.]. – Austin : Univ. of Texas, 2009. – 155 p.
	Nedobiega, O. Conflict of interests and balance of interests are integral components of Ukrainian tax system // Towards Understanding Conflicts, Aggression, Violence and Peace: XXXVI CICA Conference: Program and abstracts, Heviz, 23-26 June 2013 év. / Edited by J. Martin Ramirez, Camilla Pagani. – Hungary, 2013. – P. 41-43.
	Hrechyshkina, O. Assessment of Foreign Trade Development of the Republic of Belarus / O. Hrechyshkina // Modern management - directions, challenges and changes : 1st Inter Science-International Conference on Social Sciences, 29-30 November 2019 / Faculty of Management. - Lodz : University of Lodz, 2019.
Article	Hrechyshkina, O. Merchandise trade in the EAEU integrating environment / O. Hrechyshkina, M. Samakhavets // Quaestiones Geographicae : The journal of Adam Mickiewicz university. – 2019. – Vol. 38, is. 4. – P. 163–174.
	Samakhavets, M. Main characteristics of the foreign investment development of Belarus / M. Samakhavets, O. Hrechyshkina // Bulletin of Geography. Socio-economic Series. - 2020. - № 48. - S. 129-139.
	Opportunities of Digital Technologies in Leveling Financial and Socio-economic Exclusion Problems / V. Druzhynina [et al.] // Tem journal: Technology, Education, Management, Informatics: the scientific journal. - 2021. - Volume 10, Issue 1 . - P. 113-120.

<p>Electronic resources of remote access</p>	<p>Reforming the United Nations for peace and security [Electronic resource] : proc. of a workshop to analyze the rep. of the High-level Panel on Threats, Challenges, a. Change / Yale Center for the Study of Globalization. – New Haven : Yale Center for the Study of Globalization, 2005. – Mode of access: http://www.ycsg.yale.edu/core/forms/Reforming_un.pdf. – Date of access: 20.02.2014.</p>
	<p>Cryer, R. Prosecuting international crimes : selectivity and the international criminal law regime / R. Cryer // Peace Palace Library [Electronic resource]. – The Hague, 2003–2005. – Mode of access : http://catalogue.ppl.nl/DB=1/SET=3/TTL=11/SHW?FRST=12. – Date of access : 04.01.2006.</p>
	<p>UNBISnet [Electronic resource] : UN Bibliogr. Inform. System. – Mode of access: http://unbisnet.un.org. – Date of access: 24.06.2016.</p>