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# **GUIDELINES ON THE PREPARATION AND DEFENSE OF QUALIFICATION WORK**

*for students of the educational and scientific program*  
*International Management*  
*second (master's) level of higher education*  
*specialty 073 Management*  
*field of knowledge 07 Management and administration*

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## INTRODUCTION

Completion and protection of the qualification work of the second (master's) level applicants is the final stage of training and one of the main types of certification at the Western Ukrainian National University, the purpose of which is to establish the compliance of the level and volume of knowledge, skills, and other competencies acquired by the applicants of higher education with the requirements of higher education standards.

The qualification work must meet the established requirements and be performed by the author independently on the basis of the developed latest theoretical, regulatory, statistical and practical material, contain his own developments, conclusions and proposals, be properly structured and technically designed. Works mechanically transcribed from literary sources, regulatory documents, unprocessed and incorrectly formatted, as well as made by compiling and verbatim use of the text and ideas of other authors without reference to the sources used (plagiarism) are not allowed for protection. **The minimum necessary part of the uniqueness of the text is 75%.**

At the end of the work, place the "Declaration of Integrity" (Appendix O) on a separate page.

The topic of the qualification work should be characterized by relevance, adequacy of the use of both general scientific and special methods of scientific knowledge, the legitimacy and expediency of their application should be comprehensively substantiated in each specific case.

It is worth remembering that the qualification work is the result of creative activity, in the process of which the graduate student, on the basis of the acquired theoretical and practical knowledge, skills, accumulated experience of carrying out his own research, is obliged to develop a set of measures or practical recommendations aimed at fulfilling the current scientific applied problem.

Based on the study of the completed qualification work and the protection of its main provisions, the Attestation Commission Board (hereinafter - AB) assesses the level of theoretical and practical training of the graduate and makes a decision on

awarding the applicant with a degree of higher education - a master's degree and a qualification in the relevant specialty.

Qualified professors and faculty staff (hereinafter - PFS) have the right to manage qualification work. The head of the graduation department organizes and controls the process of preparation and defense of these works. The topic of qualification works is adjusted annually, taking into account the development of the relevant field of science, the field of professional activity, the needs of the region and customers of scientific research or practical developments, the experience gained by the department, the wishes of employers and the recommendations of the Academy of Sciences.

The basis of the recommendations are the requirements of the Law of Ukraine "On Higher Education" (with relevant amendments), the rules for drafting dissertations, requirements for drafting reports in the field of science and technology, which are approved by the State Standard of Ukraine DSTU 3008-95 "Documentation. Reports in the field of science and technology. Structure and design rules", as well as current information, library and publishing standards, current requirements for the design of bibliographic descriptions of used sources and other normative documents issued by the Ministry of Education and Culture of Ukraine and WUNU.

# 1. GENERAL REQUIREMENTS FOR THE STRUCTURE AND CONTENT OF THE MASTER'S THESIS

## 1.1. Purpose and Objectives of the Qualification work (Master's Thesis)

In accordance with the educational plans for the training of specialists with higher education, the qualification work is one of the forms of certification for graduates of the master's educational level. Through the preparation and defense of the qualification work, the graduate confirms the level of their qualifications, their ability to conduct scientific research, and independently solve scientific and practical tasks.

*The qualification work* is an independent and comprehensive scientific study. Based on the study of professionally oriented disciplines and practical work performed by the student in their field of specialization, scientific provisions with elements of new knowledge (scientific novelty) are formulated and substantiated. These provisions characterize the internal unity of the obtained results, conclusions drawn, and developed recommendations, which are proposed for practical implementation and public defense. They demonstrate the ability to perform specific innovative managerial, scientific-theoretical, and applied tasks considering the specifics of various fields of science and professional activities in the profile of the graduate's preparation for the master's educational degree.

*The purpose of the qualification work* is the systematization, generalization, consolidation, and expansion of theoretical knowledge, their effective application for solving scientific-applied tasks through in-depth study of the chosen topic and methods of independent research, demonstration of skills in logically presenting research material, as well as practical application of theoretical knowledge to perform tasks according to the requirements of educational-professional and educational-scientific programs in a certain field of knowledge and specialty.

*To achieve the goal, the following tasks are performed in the paper:*

- Study, systematization, generalization, and deepening of theoretical knowledge in the context of solving specific practical tasks.

- Formulation of a specific applied problem that has not been sufficiently covered in scientific sources and requires innovative approaches to developing a set of related proposals for its solution.
- Scientific substantiation of the toolkit (methods, techniques, and means) for solving the defined problem.
- Modeling internal and external relationships between phenomena and processes that are essential for solving a specific scientific-applied task.
- Formulation of reasoned and balanced conclusions, recommendations, and proposals based on the results of scientific research.

### **1.2. Structure of the Qualification work**

The approximate structure of the qualification work includes:

- Title page;
- Assignment for the execution of the qualification work;
- Order for the execution of the qualification work (if available);
- External review (by an external expert in the relevant field of science and professional activity);
- Implementation report (if available);
- Supervisor's feedback;
- Annotation;
- Summary;
- Table of contents;
- List of conditional designations, symbols, units, abbreviations, and terms (if necessary);
- Introduction;
- Chapters of the main part;
- Conclusions to individual chapters;
- Conclusions;
- List of used sources;
- Appendices (if necessary).

*The title page* of the qualification work contains (Appendix J):

- information about the ministry to which the higher education institution is subordinate,
- the name of the higher education institution,
- faculty (institute), and department where the qualification work was performed,
- the name, surname, and patronymic of the student,
- the title of the qualification work, the code and name of the specialty, educational degree,
- group code, signature, and initials of the student,
- the academic degree,
- academic rank, surname, initials, and signature of the supervisor, as well as the consultant (if available),
- indication of admission to defense, date, surname, initials, and signature of the head of the graduating department,
- city, year.

***The content*** is presented at the beginning of the work, listing the names of its components - chapters, subchapters, points, subpoints (if they have separate headings), appendices, and page numbers where the material of the corresponding structural parts of the work begins.

***The annotation*** is written in Ukrainian and English. It contains information about the volume and structure of the work, the number of tables and figures used, sources, appendices, the purpose of the qualification work, the object and subject of research, the conclusions made, their novelty, as well as keywords (Appendix F).

***The summary*** is composed in Ukrainian and English. It includes information about the volume and structure of the work, the number of tables and figures used, sources, appendices, the purpose of the qualification work, the object and subject of research, the conclusions drawn, and their novelty, as well as keywords (Appendix E).

***List of conventions, symbols, units, abbreviations and terms.*** All rarely used conventions, symbols, units, abbreviations, and terms are explained in a list immediately following the table of contents, starting on a new page. Despite the



presence of the list, the first time these elements appear in the text of the work, their decoding is given in parentheses.

The list is printed in two columns, with, for example, abbreviations on the left in alphabetical order and their detailed decoding on the right (Appendix M). If special terms, abbreviations, symbols, designations, etc. are repeated less than three times in the work, the list is not compiled, and their decoding is given in the text at the first mention.

***The introduction to the qualification work*** is an integral part, which briefly presents their own assessment of the current state of the problem, pointing to practically completed/uncompleted tasks, scientific approaches already used in this area of research, the achievements of leading scientists and specialists, global trends and innovative foreign experience in fulfilling the tasks, and justification of the feasibility of conducting research. The introduction should state the relevance of the chosen topic, the purpose and objectives of the research, the object and subject of the research, the chosen research methods, scientific novelty, practical significance of the results, information on the approbation of the results of the work and own publications. The approximate length of the introduction is 2.5-4 pages of printed text.

***The main part of the work is its main component***, which contains a statement of modern information and ideas about the object (subject) of research or a description of developments (developments) that are necessary and sufficient to disclose the content of the scientific research and results obtained (description of the research methodology, characteristics and/or properties of the object (subject) of research, basic fundamental decisions and mechanisms that ensure their implementation and ensure the comprehensive fulfillment of the tasks assigned to the researcher). The main part consists of sections, subsections, paragraphs, and subparagraphs. The sections describe in detail the methodology, methodology, tools and techniques of the research, and summarize its results.

The main part should contain three sections, each of which has at least two subsections. The content of the sections should exactly correspond to the topic of the work, its purpose and objectives. Each section of the main part is concluded with

conclusions in the form of a brief summary of the research results (up to one page). The approximate volume of the main part of the master's thesis under the educational and scientific program is 60-70 pages. The recommended ratio of the volume of individual sections: the first section is 30% of the total volume of the main part of the qualification work, the second - 40%, the third - 30%.

**Conclusions** to the qualification work are generally placed immediately after its main part, starting on a new page. They present the main scientific results obtained by the author, which reveal the degree of achievement of the goal and fulfillment of the tasks of the qualification work, their scientific and theoretical value and practical significance, reflect the positive and negative aspects of the proposed solutions and developments, compare them with previous scientific achievements, solutions (developments), and formulate recommendations for the scientific and practical use of the results obtained. For better perception, it is advisable to divide the text of the conclusions into paragraphs and place them in a certain logical sequence (first, the latest scientific and theoretical results, and then the results of a practical nature). The conclusions should take approximately 3-5 pages.

**The list of references** contains a list of sources from which certain materials are used in the paper and which must be referenced in the text. This list should be started on a new page, presenting bibliographic descriptions in the order in which they are first mentioned in the text or in alphabetical order with their through numbering. Bibliographic descriptions of sources in the list are given in accordance with the current standards for library and publishing (Appendix K). The number of sources used in the master's thesis is 60-80 titles, of which 50% should be published (made public) in the last 3-5 years, it is also desirable to use sources published abroad and posted on foreign websites.

**Appendices** should contain material that:

a) is necessary for the full coverage of the research topic, but its inclusion in the main part of the qualification work may cause its overload with information that is not directly related to the chosen topic, as well as disrupt the orderliness and logic of the text of the work;

b) cannot be consistently placed in the main part of the qualification work due to excessive volume or methods of reproduction, which may lead to a violation of the established requirements for its total volume;

c) confirms the testing and implementation of research results.

Thus, it is advisable to place auxiliary illustrations or tables, as well as materials that cannot be included in the main part of the paper due to their large volume, specificity of presentation, or form of presentation (original photographs, intermediate mathematical proofs, formulas, calculations, instructions, methods, descriptions of computer programs, primary documents or copies thereof, etc.)

## **2. ORGANIZATION OF WORK ON THE QUALIFICATION WORK**

### **2.1. Choosing the topic of the qualification work**

Preparation for writing a qualification work begins with the choice of topic. Timely and reasonable choice of the topic of the qualification work largely determines the process of acquiring knowledge and skills for further effective work.

The student independently chooses any of the list of research topics offered by the graduating department. It is advisable to take into account the relevance and familiarity of the author with the topic, the future specialty and level of training of the student; the availability of a sufficient scientific, theoretical and information and factual base; the possibility of obtaining effective results in various fields of science and areas of practically oriented professional activity; personal preferences, scientific interests of the author, etc.

The list of topics in the educational and research program should be wide enough to allow each applicant to satisfy his or her research request. Therefore, when choosing a research topic, it is necessary to avoid a situation in which they would be repeated for two or more performers. Duplication is possible only in exceptional cases, when it is necessary to ensure the comprehensive fulfillment of certain scientific and practical tasks that cannot be covered by a separate study. The authors of qualification works on similar topics should clarify the main aspects of their research, apply various innovative approaches, principles and methods of scientific research to fulfill the tasks.

Additionally, a student can propose his or her own topic for a qualification work. When choosing a topic, it is worth remembering that research on complex (abstract) topics is often superficial and not sufficiently independent. Instead, a narrowly specialized topic is studied in more detail and thoroughly.

An important factor in the successful choice of a topic for a student is a deep understanding of the research problem, its comprehension and justification. In this case, the applicant should distinguish three stages when choosing a problem: its formulation and outlining the expected result; detailed structuring of the problem, i.e., the selection of subtopics and research questions within the topic; determination of the relevance and significance of the problem for science and practice.

The correctness of the problem formulation largely determines its solution and, accordingly, the result of writing a qualification work. An important prerequisite for obtaining the latter is the correct formulation of the problem with the definition of its relevance, degree of development, available scientific, regulatory, information and factual sources.

The wording of the topic should be concise and relevant to the chosen specialty, revealing the essence of the actual scientific problem.

For the sake of concretization, it is sometimes appropriate to add a small (4-6 words) clarifying subheading to the title, separated by a colon or in parentheses. In particular, this applies to papers that cover highly specialized topics. The wording of the topic of such papers should be specific and reasoned.

Having decided on the topic of the qualification work, the higher education applicant submits an application to the head of the graduating department, which indicates: the chosen topic of the qualification research; a brief justification for the choice of topic; wishes for the appointment of a scientific adviser ("please appoint as a scientific adviser ...") (Appendix A).

The head of the graduating department, in accordance with the submitted applications, distributes the topics and performers among the supervisors, taking into account the wishes of the students to appoint a supervisor, the specialty and scientific interests of the teaching staff of the relevant department. After that, the performers of

qualification works clarify and agree with the supervisors the final version of the work topic, research plan and their justification. Duly prepared materials are submitted to the department for discussion and approval. After the comments are eliminated and positive reviews are received, the topic and research plan are approved at a meeting of the department.

After approving the topic and plan, the supervisor gives the student an assignment in the prescribed form. The assignment contains a list of stages and the sequence of research with an indication of the deadlines for submitting materials to the supervisor. Each performer of the qualification work is obliged to strictly adhere to the phased schedule of its implementation in accordance with the assignment (Appendix C).

## **2.2. Selection of information material**

One of the main keys to successful writing of a qualification work is a well-thought-out, properly carried out preparatory work. Having chosen a topic, the student must clearly define the purpose of his/her work, the sequence of its writing, select relevant scientific and educational literature, electronic sources of information resources and empirical material. Based on the chosen topic, the applicant independently selects the necessary information material.

The information base of the research consists of the laws of Ukraine, resolutions of the Cabinet of Ministers, decrees of the President of Ukraine and other regulatory documents. These codified materials are regularly published in the official printed publications of the state legislative bodies (weekly regulatory bulletin *Vidomosti Verkhovnoi Rady*, newspaper *Holos Ukrainy*) and central executive authorities (newspaper *Uriadovyi Kurier*), in the collections of legislative acts *Ofitsiyni Visnyk Ukrainy / Official Herald of Ukraine*, and are placed in legal information and search systems (the most common ones include: *Liga: Zakon* at <http://www.ligazakon.ua>; professional legal system MEGA-NAU, the main products of which can be found at <http://nau.ur>; information search system on the official web portal of the Verkhovna Rada of Ukraine at <http://www.rada.gov.ua>, etc.).

In addition, the student should study in detail the materials on the research problem in monographs, collections of scientific papers, deposited scientific reports, articles in periodicals of scientific professional Ukrainian and foreign publications, including electronic Internet publications, modern textbooks and manuals, with special attention to publications for the last 3-5 years.

In order to study various global trends and processes, as well as those taking place in individual foreign countries and their associations, it is advisable to use factual and statistical data of previous years, which are collected and processed by international organizations, think tanks and statistical services of other states, etc. These institutes regularly publish statistical yearbooks, reference books, quarterly and monthly bulletins, and weekly publications. In addition, they also publish materials of individual studies. For example, the International Monetary Fund publishes an annual statistical handbook, International Financial Statistics, which contains information on several international organizations and 68 countries separately.

In the process of conducting research at the macro (national) and meso (regional) levels in Ukraine, statistical information can be used, in particular, on official websites and in such statistical yearbooks and reference books as the Statistical Annual, Ukraine in Figures, annual Addresses of the President of Ukraine to the Verkhovna Rada of Ukraine, regular and thematic statistical reports.

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In the process of research on micro-level issues (business entities, non-profit organizations, budgetary institutions, etc.), empirical and factual material posted on the websites of relevant institutions, data from official statistical (including financial) and

internal reporting, analytical notes, case studies, expert surveys, financial and management accounting registers, etc. can be used.

It is not allowed to perform qualification work exclusively on the basis of materials from educational and methodological publications (without studying publications and research of scientists and practitioners). Since the qualification work is a creative scientific research, the main sources for its writing should be modern scientific publications, creatively processed by the author.

To search for the necessary material, it is also advisable for the student to use electronic files and subject catalogs of public Ukrainian and foreign libraries, well-known higher education institutions, including the Scientific Library named after L. Kanishchenko Scientific Library of WUNU.

### **2.3. Processing information sources**

The study and processing of information sources on the chosen topic should begin with general fundamental works to get an idea of the main issues related to the research topic, and then gradually narrow the search by selecting new editions of specialized literature and publications devoted exclusively to the research issue.

At the first stage, you should cover as many sources as possible, and then gradually “weed out” unnecessary publications. However, a more productive methodology is one that deliberately limits the range of sources from the very beginning.

When starting work, you should first familiarize yourself with the selected sources. The method of reading scientific literature is somewhat different from that of fiction. There is a distinction between “fast” (a cursory review of the content of an information source) and “slow” reading (a thorough (scrupulous) study of the text). A cursory review of the content allows the researcher to familiarize himself or herself with the publication in general terms to understand that it contains the necessary information to get only a general idea of the material presented.

The text should not only be read, but also studied on the researcher's own copy or a photocopy of the article, monograph, textbook, or analytical report. A printout of an electronic publication may contain margin notes.

A clear focus of the author on the research topic and its main issues (sections and subsections) will help to speed up the targeted selection and study of information sources.

Of course, reading is about stimulating ideas. A careful reading of any text should evoke certain thoughts, hypotheses that correspond to your own view of the phenomena and processes under study.

The stages of studying scientific sources of information include the following:

- general familiarization with possible approaches and ways to solve a scientific problem;
- a cursory review of the selected sources and systematization of their text in accordance with the content of the work and the established order of study and processing;
- reading the material in the sequence of its presentation in the work;
- selective reading of individual parts;
- writing out the necessary material to form the text of the research paper;
- Critical evaluation of what has been written down, editing and finalizing it as a fragment of the text of a research paper (article, monograph, term paper, dissertation, etc.).

The card index form of recording the main points, ideas, and quotations has great advantages, when each entry is made on a separate card of high-density paper or cardboard. Each such card is used for records on one issue and is considered as a unit that has its own place in a scientific work. The cards can be easily organized in any order and inserted into the text of the manuscript. When processing sources, it is advisable to select only scientific facts.

**A scientific fact** is an element that underlies scientific knowledge and reflects the objective properties of processes and phenomena: novelty, accuracy, objectivity, and



reliability. You should select the most authoritative sources that contain the latest data, and indicate exactly where the material was taken from.

In order to avoid mistakes in the process of analyzing sources, it is necessary to carefully systematize the views of scientists and practitioners in the following order: the essence of the phenomenon or process under study (the position of several authors coincides in a certain aspect); how the process or phenomenon in question takes place (its components, chains, stages, stages of development); the views of scientists on ways to solve a particular problem in practice (who offers what); what difficulties have arisen in previous studies and what are the practical challenges; what factors and conditions for effective development, ways to modernize the process or phenomenon under study are proposed by scientists and practitioners.

The review of information sources makes it possible to identify the researcher's professional competence and personal contribution to the development of the topic in comparison with already known studies. The study of information on paper and electronic media is carried out not to borrow material, but to reflect on the information found and develop your own concept, which can become an independent publication, idea, or proposal of the author.

#### **2.4. Work on a research plan**

The plan is a mandatory and important attribute of the future qualification work. It should reveal the content and justify the directions of solving the tasks. Preparation for the plan begins when you familiarize yourself with the main sources on the research topic.

The plan is drawn up after studying the scientific and educational literature, agreed with the supervisor, corrected if necessary, and approved.

When drawing up the work plan, the applicant must think carefully about the titles of each section and subsection so that the material of the qualification work is interconnected and placed in a logical sequence. A well-designed qualification work plan contributes to the correct and purposeful study of information sources, search and processing of empirical and factual material.

The work plan must include an introduction, chapter titles, and conclusions. Within each section, subsections must be identified.

This completes the preparatory stage of the qualification work and you can proceed to the main stage - writing its text.

## **2.5. Preparing the text of the qualification work**

Any qualification work has its own characteristics due to the originality of the topic, object and subject of research, the structure of the work, the completeness of information sources, the thoroughness of the performer's knowledge, skills and abilities to cover theoretical and practical issues. At the same time, each qualification work should be built according to a typical (standard) scheme based on uniform methodological recommendations that reflect the current level of requirements for the final stage of specialist training.

The main content of the qualification work is to systematize, consolidate and deepen theoretical knowledge and practical skills, to form the ability to apply this knowledge in solving professional problems (engineering problems), to understand the essence of scientific categories and concepts, phenomena and processes under study, the methodology of their organization in modern conditions, to analyze the efficiency of functioning and directions for improving these phenomena and processes in accordance with the requirements of the reforms and changes being implemented. In order to achieve this goal, it must comply with established standards and certain principles. Among them are the following:

***Scientific level of qualification research.*** On the basis of a thorough study of a sufficient number of scientific sources, detailed analysis and critical assessment of different views of scientists and practitioners on the problem under study, the applicant must demonstrate his ability to track and reveal the economic essence of the studied categories and concepts, features and trends in the development of phenomena and processes of social life. At the same time, it is necessary to comply with the requirements for the formation of a list of references and to reflect the scientific

apparatus used in the text (refer to sources) during theoretical discussions and empirical research.

*Analytical level.* The factual and statistical material collected, systematized, analyzed by the author should be presented in the text of the paper in the form of analytical tables, diagrams, graphs, or in the appendices to the qualification work .

**The presentation** of the research results is carried out in the form of a speech during the public defense at the SAC using slides and handouts, answering questions and participating in the discussion. Preparation for the public defense of the qualification work is carried out a month before the date. The collected material should be presented in a logical sequence, moving from simple (single) to complex (general). A characteristic feature of a scientific text is its integrity, completeness, and logical sequence of presentation.

Possible functional and syntactic means of expressing logical connections in a qualification work are

- means of indicating sequence (first of all, first, therefore, first, second, etc;)
- means of transition from one thought to another (before, it is advisable to find out, dwell on, it is advisable to consider, move on to, etc;)
- means of causation (in addition, thus, therefore, in accordance with this, etc.)
- means of negation (while, despite, despite, however, however, but, etc.);
- means of summarizing, summarizing (summarizing, therefore, thus, the above gives grounds, it is worth noting, etc.

An essential requirement for a qualification work is its compliance with the peculiarities of the scientific style of text presentation. The material is presented in the third person (the author believes, in the author's opinion), the pronoun "I" in phrases is replaced by the pronoun "we" (we believe, we are convinced, from our point of view, in our opinion, on When building tables, it is necessary to collect empirical and factual material and statistical data for a sufficiently long period of time (3-5 years or more). Digital material should be systematized based on its chronology. When forming tables and diagrams, the applicant must demonstrate the acquired skills in applying various

methods of analysis, diagnostics, modeling, optimization, planning, comparison and forecasting of various processes, identifying positive and negative trends, the ability to assess effects and risks, etc. The empirical material should be related to the text, analyzed, with relevant comments by the author. The design of tables, figures, other illustrative material, and appendices must comply with the established standard requirements.

***Illustrative level.*** The author of the qualification research must demonstrate the ability to systematize the results of theoretical research, present them in the form of diagrams, use a graphical method of visual display of the results of empirical research.

***Professional level.*** The conducted research must comply with the specialty passport, demonstrate a high level of professional knowledge and skills of the author, mastery of special professional terminology, knowledge of the legal and regulatory framework, ability to analyze phenomena and processes, identify problems and argue proposals for their solution.

***Novelty and validity of proposals.*** The level of qualification work is assessed by the novelty, number and validity of the author's proposals for solving problems and tasks set in the work.

***Testing of research results.*** An important requirement for qualification works is the testing of the results of the study. Testing of the results of the qualification research of applicants is carried out through their participation in scientific conferences, round tables, competitions of student research papers, scientific conferences, in the form of speeches at meetings of the scientific circle, preparation of scientific reports and notes, implementation of proposals by basic enterprises, institutions, organizations, publication of research materials in scientific collections and publications.

### **3. REGISTRATION OF QUALIFICATION WORK**

#### **3.1. General requirements**

A qualification work is a manuscript that must be formatted in accordance with the established standards and applicable requirements. The qualification work is

prepared on A4 sheets (210 x 297 mm). If necessary, A3 sheets (297 x 420 mm) may be used. Printing is carried out using computer equipment on one side of a sheet of white paper at the rate of no more than ZO lines per page, provided that it is evenly filled and with a height of letters and numbers of at least 1.8 mm. The text of the work should be typed using the MS Word text editor (Times New Roman font, font size 14 with a line spacing of 1.5).

The text of the paper should be printed with the following border sizes: left - 25 mm, top and bottom - 20 mm, right - 15 mm. Uniform density, contrast, and clarity of the image must be maintained, and all lines, letters, numbers, and signs must be uniformly black throughout the work. Separate words, formulas, and signs that are inserted into the printed text should be black, and the density of the inserted text should be as close as possible to the density of the main image. Errors, typos and graphic inaccuracies may be corrected by cleaning or painting over with a proofreader and applying a corrected image by hand in the same place or between the lines. Corrections shall be made in black. The main technical requirements for the qualification work are given in Appendix O.

Surnames, names of institutions, organizations, firms and other proper names in the work are given in the original language. It is allowed to transliterate proper names and cite the names of organizations in the Ukrainian translation, adding (at the first mention) the original name.

Such structural units as “CONTENTS”, “ANNOTTION”, “SUMMARY”, “LIST OF KEYS, SYMBOLS, UNITS, ABBREVIATIONS AND TERMS”, “INTRODUCTION”, “CONCLUSIONS”, “LIST OF REFERENCES” do not have page numbers, their names serve as the headings of the structural elements. Each structural element and section starts on a new page, and there is no period at the end of their names

Chapters and paragraphs must have headings, but they are not required for paragraphs and subparagraphs. The titles of sections and other structural elements of the paper should be placed in the middle of the line and printed in bold, capital letters without underlining and a period at the end.

*Example:*

**CHAPTER 1**  
**THEORETICAL AND METHODOLOGICAL FOUNDATIONS OF**  
**ACCOUNTING AND ANALYSIS OF CURRENT MATERIAL**  
**RESOURCES**

The titles of paragraphs and subparagraphs should be indented and printed in bold, lowercase letters, except for the first capital letter, without emphasis, without a period at the end.

*Example:*

**1.1. Economic characteristics, composition and classification of current material resources**

If the heading consists of two or more sentences, they are separated by a period. No hyphenation of words is allowed in section headings. The distance between the heading and the following or previous text should be at least two lines. The distance between the bases of the heading lines, as well as between two headings, should be the same as in the text. It is not allowed to place the title of a section, subsection, paragraph, and subparagraph at the bottom of the page if it is followed by only one line of text.

The paragraph indentation should be the same throughout the text of the paper and equal to five characters (1.25 mm).

The pages of the paper should be numbered in Arabic numerals using through numbering throughout the text. The page number is placed in the upper right corner without a period at the end. The title page should be included in the general page numbering of the paper. The page number on the title page is not put. The table of contents is on page 2.

The introduction of the paper begins on page 3. Between the second and third pages are all supporting documents (assignment, feedback, review, etc.).

Illustrations and tables placed on separate pages are included in the overall page numbering.

Sections, subsections, paragraphs, subparagraphs of the paper should be numbered with Arabic numerals. Sections should be numbered ordinarily within the work and indicated by Arabic numerals without a period, for example, 1, 2, 3, etc. Subsections should be numbered consecutively within each section. The subsection number consists of the section number and the serial number of the subsection, separated by a period. The subsection number is followed by a period, for example, 1.1., 1.2., etc. Paragraphs must be numbered consecutively within each section or subsection. The number of the paragraph consists of the section number and the serial number of the paragraph or the section number, the serial number of the subsection and the serial number of the paragraph, separated by a dot. The paragraph number is followed by a full stop, for example, 1.1., 1.2., or 1.1.1., 1.1.2., etc. The subparagraph number consists of the section number, subsection number, paragraph number and subparagraph number, separated by a dot, for example, 1.1.1.1., 1.1.1.2., 1.1.1.3., etc. The subparagraph number is followed by a period.

### **3.2. Design of text material**

The textual material of a qualification work is presented in various forms. It includes (in addition to the elements discussed above) complex numerals, letter designations, quotations, references, enumerations, etc., i.e., anything that requires knowledge of special technical and spelling rules. As a rule, the work uses digital and verbal-digital forms of recording information.

Simple quantitative numerals, if they do not have units of measurement, are written in words (five cases, five enterprises). Compound numerals are written in numbers, except for those that begin a paragraph. Numbers with abbreviated designations of units of measurement are written in numbers (24 kg, 125 UAH).

When listing homogeneous numbers (quantities, ratios), the abbreviated name of the units of measurement is placed after the last digit. Numerals that are part of compound words are written with a digit in scientific texts (for example, percentage volume).

In qualification works, abbreviations are often used: letter abbreviations, compound words, conditional abbreviations by initial letters of words, conditional abbreviations by parts of words and initial letters.

Another type of abbreviation is compound words, which consist of truncated and full words (e.g., trade union, district state administration, etc.).

Here are some commonly used conventional abbreviations used in qualification works:

- a) after the list (etc., etc., etc.)
- b) in references (see - see, cf. - compare);
- c) when referring to centuries and years by numbers (cent., p., pp.).

Alphabetic notation is very common in scientific texts and formulas. The work should create a system where one letter designation corresponds to one value, and vice versa, each value is represented by one letter designation.

When completing the qualification work, generally accepted lexical means should be used to perform the functions of communication between sentences (Appendix N).

### **3.3. Figures Presentation**

Illustrations (drawings, figures, graphs, charts, diagrams, photographs) should be placed in the paper immediately after the text where they are first mentioned or on the next page. All illustrations should be referenced in the text. If the illustrations were not created by the author of the work, then when using them, you should comply with the requirements of the current copyright law, i.e., refer to the source.

Illustrations may have a title placed below it. If necessary, explanatory data (sub-figure text or explication) should be placed under the illustration. The illustration is denoted by the word "figure", which, together with the number and title of the



illustration, is placed after the explanatory data, for example: "Fig. 3.1. Diagram of the relationship between analytical and synthetic accounting".

Illustrations should be numbered with Arabic numerals, observing the through numbering within the section, except for the illustrations provided in the appendices. The number of the illustration consists of the section number and the ordinal number of the illustration, separated by a dot, for example: Fig. 3.2. is the second illustration in the third section.

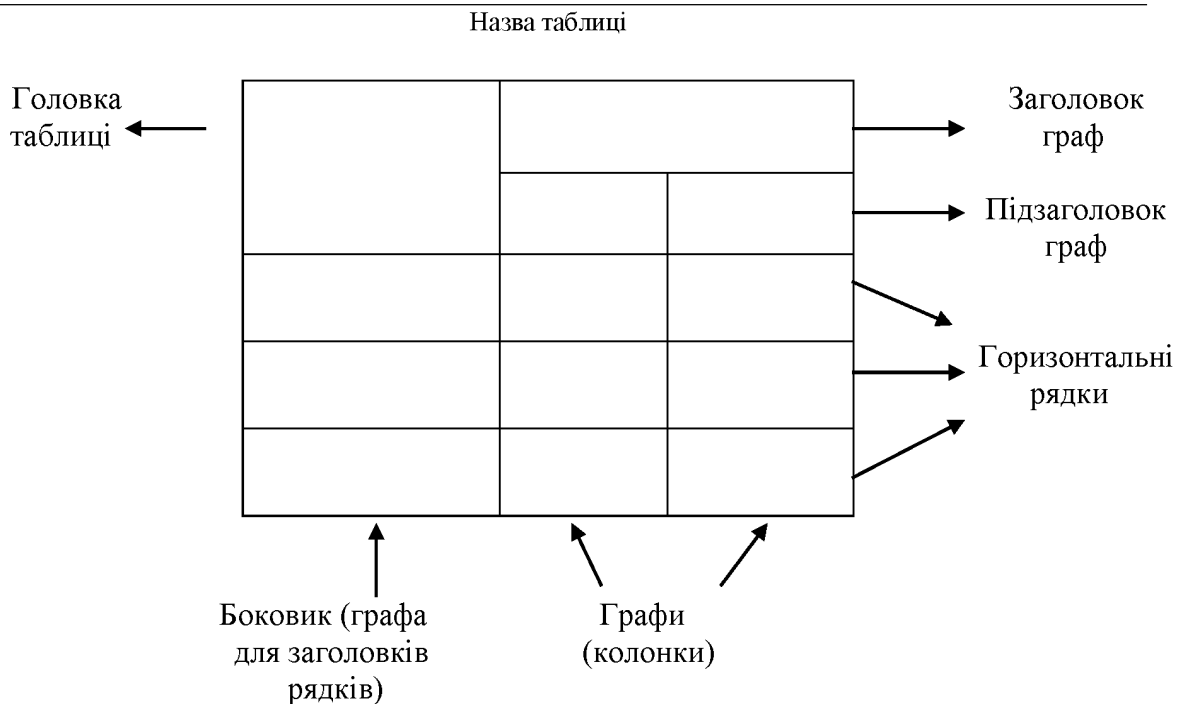
If an illustration does not fit on one page, it can be moved to other pages, with the title of the illustration on the first page and explanatory data on each page. Under them indicate: "Figure \_\_, page \_\_". If necessary, illustrations can be given in the table of contents with their numbers, titles, and page numbers on which they are placed. The most commonly used types of illustrations are diagrams, graphs, and charts (Appendix M). To perform them, it is necessary to use computer equipment and standard computer programs, for example, MS Office, Adobe Photoshop, Corel Draw, etc.

### **3.4. Tables Presentation**

Digital material is usually organized in the form of tables. Tables can be divided into analytical and non-analytical according to their content. Analytical tables are the result of processing and analyzing digital indicators. As a rule, such tables are followed by a generalization about new (derived) knowledge, which is described in the text with the words «the table makes it possible to conclude that...», «the table shows that...», etc. Non-analytical tables mostly contain numerical data that are needed only to present information or state a certain state of affairs.

The table should be placed immediately after the text in which it is first mentioned or on the next page. All tables should be referenced in the text of the paper.

Horizontal and vertical lines separating the rows of a table, as well as lines on the left, right, and bottom that border the table, may be omitted if their absence does not make it difficult to use the table.



Tables should be numbered in Arabic numerals, following the numbering through the chapter, except for tables in the appendices. The table number consists of the section number and the table number separated by a period, for example: Table 2.1 is the first table in the second section.

A table may have a title, which is printed in lowercase letters (except for the first capital letter) and placed above the table. The title should be concise and reflect the content of the table.

If the rows or columns of a table go beyond the page format, divide the table into parts by placing them one below the other, next to each other, or by moving the part of the table to the next page. In each part of the table, duplicate section and column headings. When dividing a table into parts, you can replace the names of its rows or columns with numbers. For numbering, use Arabic numerals in the first part of the table. The word "Table" is printed once on the right above the table title, and above the other parts: "Continuation of the table" with the table number.

Table column headings are capitalized, and subheadings are lowercase if they form one sentence with the heading. Subheadings that have independent meaning are capitalized. No periods are placed at the end of headings and subheadings of tables. Column headings and subheadings are given in the singular.

In qualification works, you can use simplified tables that contain side headings and one or two columns, for example:

	<b>bln, UAH</b>
Cost of materials.....	4,5
Salary .....	1,8
Амортизація .....	2,0
Other expenses .....	0,3
Total.....	8,6

If necessary, information about the tables may be provided in the table of contents with their numbers, titles (if any) and page numbers on which they are placed.

### **3.5. Listings Presentation**

In the text of the paper, use lists consisting of both complete and incomplete phrases. Incomplete phrases are capitalized and numbered with Arabic numerals or lowercase letters with a closing semicircular bracket.

The first option: the list consists of individual words (or small phrases without punctuation) that are written on the same line as the rest of the text and separated from each other by semicolons. For example: "Agricultural products include: 1) crop production; 2) livestock production".

The second option: the list consists of extended phrases that have their own punctuation marks. In this case, it is advisable to write its elements on a new line and separate them from each other with a semicolon, denoting them with a lowercase letter with a round bracket or a dash "-".

For example:

"Total household resources include:

- a) cash income;
- b) the cost of consumed products obtained from personal subsidiary plots;
- c) privileges and subsidies for housing and communal services, for the purchase of liquefied gas, solid and liquid fuels;
- d) benefits for payment for sanatorium vouchers, services, intercity transportation, and communications;
- e) other revenues".

When the elements of the list are complete phrases, they are indented, capitalized, and separated from each other by a period.

For example:

"The system unit contains all the main components of the computer:

1. Electronic circuits that control the operation of the computer (microprocessor, RAM, device controllers, etc.).
2. A power supply unit that converts the mains power supply into a low-voltage direct current that is supplied to the computer's electronic circuits.
3. Flexible magnetic disk drives (disk drives) used for reading and writing to flexible magnetic disks.
4. A hard magnetic disk drive designed to read and write to a non-removable hard magnetic disk (hard disk drive).

The text of all elements of the list is grammatically subordinated to the main introductory phrase. It is not recommended to interrupt it with a preposition or conjunction (to, from, to, that)."

The second level is used to further detail the list. When numbering its elements, use Arabic numerals with a parenthesis.

Example:

- “a) cell shape and size;
- b) living composition of cells;
  - 1) parts of cells;
  - 2) non-living inclusions of protoplasts;
- c) tissue formation”.

Lists of the first level of detail are printed in lowercase letters with a paragraph indent, the second level - with an indent relative to the location of the lists of the first level.

### **3.6. Notes**

Footnotes are used when you need to explain the meaning of the main text, table, or illustration. Notes are placed immediately after the text, table, or illustration to which they relate. If there is only one note in the text, it is not numbered. The word "Note" is capitalized and separated from the paragraph. No underlining is used. The word "Note" is followed by a full stop and the text of the note is capitalized on the same line. It should be typed in a 12-point font with single spacing.

*Example:*

Footnote. Calculated by the author using [3,125].

If there are several notes, they are numbered consecutively in Arabic numerals with a period. A colon is placed after the word "Notes" and the text of the note is capitalized on a new line in the paragraph after the number of the note.

*Example:*

Footnotes:

1. According to the State Committee of Statistics.
2. As of 1.01.2018.

### **3.7. Conclusion**

Explanations of certain data in the text or tables can be provided in the form of footnotes. Footnotes are indicated by superscripts in the form of Arabic numerals (serial numbers). Footnotes are numbered separately for each page. Footnote marks are placed immediately after the word, number, symbol, or sentence to which an explanation is given and before the text of the explanation.

The text of the footnote is placed under the table or at the end of the page and is separated from the table or text by a 30-40 mm line drawn on the left side of the page.

The text of the footnote should be indented and typed in a 12-point font with a minimum line spacing.

*Example:*

Text: «It is based on the use of intuitive forecasting using the Delphi method<sup>1</sup>».

---

<sup>1</sup>In the ancient city of Delphi, priests competed in predicting the future. The method, which is named after this city, was originally used to “divine” the time of the predicted event. It does not allow direct contact between experts.

### **3.8. Formatting equations and formulas**

Formulas and equations are placed in the middle of the page immediately after the text in which they are mentioned. Leave one line of space above and below each formula or equation. Formulas or equations are typed using a formula editor.

The formulas and equations in the paper (except for formulas and equations in the appendices) are numbered through the section. The number of a formula or equation consists of the section number and the ordinal number of the formula or equation, separated by a dot, for example: formula 1.3 is the third formula in the first section. The number of the formula or equation is indicated in parentheses at the end of the same line as the formula.

Explanations of the meanings of the symbols and numerical coefficients included in the formula or equation should be given directly below the formula in the sequence in which they appear in the formula or equation. The explanation of the meaning of each symbol and numerical coefficient should be given on a new line. Start the first line of the explanation with the word "where" without a colon.

*Example:*

It is known that

$$Z = \frac{M_1 + M_2}{\sqrt{V_1^2 + V_2^2}} \quad (1.1)$$

where

$M_1, M_2$  – mathematical expectation;

$V_1, V_2$  – standard deviation of strength and load.

Transferring a part of a formula or equation to the next line is allowed only at the boundary of the signs of the operations performed. The operation sign is repeated at the beginning of the next line.

When a multiplication formula or equation has a multiplication sign at the boundary of the portion, it is indicated by an "X". Formulas that follow each other and are not separated by text are separated by a comma.

*Example:*

$$f1(x, y) = S1 \text{ i } S1 < -51 \text{ max}, \quad (1.2)$$

$$f2(x, y) = 52 \text{ i } 52 < -52 \text{ max}. \quad (1.3)$$

To save space, several short formulas of the same type, separated from the text, can be written on the same line instead of one below the other. Write small and simple intermediate formulas in the middle of lines of text.

### **3.9. Formatting citations and references**

The qualifying work is also evaluated by the level of use of bibliographic sources by the author. Citations should be used to support your own arguments by referring to an authoritative source or to critically analyze a published work. Scientific etiquette requires an accurate reproduction of the quoted text, since the slightest reduction of the latter can distort the meaning intended by the author. In addition to the text, citations include borrowed tables, charts, diagrams, formulas, etc.

### General requirements for citation:

1.The text of the quotation begins and ends with quotation marks, and is given verbatim, i.e. in the grammatical form in which it is presented in the source, preserving the peculiarities of the author's spelling.

2.Direct quotation should be complete, without arbitrary reduction of the author's text and paraphrasing of the author's thoughts. It is permitted to omit words and sentences in the quotation, but without changing the author's text. In place of the omitted fragments of the text of the quotation, put an ellipsis.

3.Each quote must be accompanied by a reference to the source.

4.When quoting indirectly (retelling the thoughts of other authors in your own words), you should be as accurate and correct as possible and cite the source.

References to the cited sources in the text of the paper should be indicated by the serial number in the list of references, highlighted in square brackets, for example: "in works [1 - 7]". When citing or using digital data or other material in a reference, in addition to the serial number of the source, the page [7,18] should be indicated separated by a comma. When referring to several sources, a semicolon is placed between their numbers [15,145-146; 34,321].

References to sources may be given in footnotes. In this case, the bibliographic description of the cited source should correspond to the bibliographic description given in the list of references. Before the bibliographic description of the work cited, its serial number in the list of references is indicated in square brackets.

#### *Example:*

Text: "...the share of information work in the total amount of working time exceeds 70% [6]."

Footnote:

---

<sup>1</sup> [6] Automation of work in institutions // ТИЕП. 1983. №4. С.66-76.



In references to sections, subsections, paragraphs, subparagraphs, illustrations, tables, formulas, equations, and appendices, their numbers shall be indicated. The following verbal formulas are used in such references: "...in Section 4...", "...see 2.1...", "...according to 3.3.4...", "...in accordance with 2.3.4.1...", "...in Fig. 1.3...", or "...in Figure 1.3...", "...in Table 3.2...", "... (see Table 3.2)...", "...by formula (3.1)...", "...in equations (1.23) - (1.25)...", "...in Appendix C...".

### **3.10. Formatting of appendices**

Appendices, as a continuation of the work, are drawn up on its following pages or in the form of a separate part, placing the appendices in the order of appearance of references to them in the text. Each application must start on a new page. The title of the application is placed in the upper part of the sheet symmetrically to the text of the page. It is written with a capital letter. On the right above the title, the word "Appendix" and a capital letter denoting the number of the appendix are printed in small letters from the first capital letter, for example: "Appendix A". If the appendix (appendices) are drawn up as a separate part of the work, it must have a title page similar to the work itself (Appendix J). Appendices should be marked consecutively with capital letters of the English alphabet, for example, appendix A, appendix B, etc. One appendix is designated as appendix A. Appendices should have the same page numbering as the previous text.

If necessary, the text of the annexes can be divided into sections, subsections, clauses and subsections, which should be numbered within each annex in accordance with the requirements. In this case, each number is preceded by a designation of the appendix (letter) and a period, for example: A.2 - the second section of appendix A; D.3.1 - subsection 3.1 of Appendix D; D.4.1.2 - clause 4.1.2 of Appendix D; Zh. 1.3.3.4 - subsection 1.3.3.4 of Appendix Zh.

Illustrations, tables, formulas and equations contained in the text of the appendix should be numbered within each appendix, for example: figure G.Z - the third figure of appendix D; table A.2 - the second table of appendix A; formula (A.1) - the first formula of appendix A. If the appendix contains one illustration, one table, one

formula, one equation, they are also numbered, for example: figure A. 1, table A. 1, formula (B. 1 ).

In references to illustrations, tables, formulas, equations, it is recommended to write in the text of the appendix: "...on figure A.2...", "...on figure A.1..." - if there is only one figure in appendix A ; "...in table B.Z..." or "...in table B.Z..."; "...by formula (B.1)...", "...in equation D.2...".

Lists, notes and footnotes in the text of the appendix are designed and numbered in accordance with the requirements for the design of the text of the work. Sources cited only in appendices should be considered independently of those cited in the main body of the work. The former should be listed at the end of each appendix.

The form of citation, the rules for compiling the list of references and footnotes must be similar to those formulated in the main part of the work. Before the citation number and the corresponding number in the list of references and footnotes, the designation of the appendix is placed.

If a document is used as an appendix in the work, which has an independent value and is issued in accordance with the requirements for a document of this type, then its copy is included in the work without changes. A sheet is placed before the copy of the document,

on which the word "Appendix" and its name (if available) are printed in the middle, the serial number of the page is placed on the right in the upper corner of the sheet. The pages of the copy of the document are numbered, continuing the end-to-end numbering of the pages of the work (the numbering of the pages in the document is preserved).

Appendix C-J provide samples of documents that are submitted when defending a qualification work :

Appendix C - contains a sample assignment for qualification work;

Appendix C - a sample order for the performance of qualification work;

Appendix I - a sample certificate on the implementation of individual recommendations of the qualification work;

Appendix G - a sample of the supervisor's feedback;

Appendix H - sample review;

Appendix E - sample resume;  
Appendix F - a sample of the abstract.

#### **4. PRESENTATION AND ASSESSMENT OF QUALIFICATION WORK**

##### **S**

**4.1. The preliminary defense of the qualification work** allows you to objectively assess the level of its preparation by the applicant. For this purpose, the head of the department appoints a commission consisting of 2-3 employees of the department. The date of the preliminary defense is set by the department.

At the time of the defense, the applicant must have completed the qualification work and started collecting supporting documents.

In order to be admitted to the defense of a master's degree in an educational and scientific program, it is necessary to publish the abstracts of two speeches at scientific conferences and an article in scientific publications.

For the preliminary defense, the student needs to submit the text of the finished chapters and prepare a report, which should clearly reflect:

- research tasks and how they are solved;
- obtained results;
- formulation of the novelty and practical significance of the work;
- research tasks that have not yet been resolved;
- how these tasks are planned to be solved;
- what predictable results can be obtained as a result of solving these tasks?

The key points of the report should be reflected in the presentation material presented to the commission members.

After a detailed review of the progress of the qualification work, the commission makes a conclusion about the quality of the student's work, comments on the revision and makes appropriate recommendations. The report of the commission is considered at the meeting of the department, during which a decision is made regarding applicants who did not pass or did not appear for the preliminary defense.

**4.2. The presentation of the qualification work** is carried out at an open meeting of the AC in the terms determined by the educational plans and according to the schedule approved by the rector of the university.

During the defense, the student must demonstrate his qualification and professional level, the methods of logical and statistical analysis of the problems under investigation, the ability to do independent scientific work, the ability to present conclusions in a clear and accessible manner.

*Before defending the paper*, the applicant must prepare a report, designed for 10-12 minutes, a presentation created in MS Power Point (approximately 12 slides).

#### **Structure of the presentation**

The first slide presents the topic of the qualification work, the student's full name, full name, academic degree and academic title of the qualification work supervisor.

The second slide should contain an outline of the presentation, numbered with three or more digits.

The third slide presents the purpose, objectives, object, subject, and base of the research

The following slides consistently reveal the content of the qualification work, mainly in tables, figures, and formulas with minimal use of text. When creating the presentation, the main focus is on the justification of the submitted proposals.

Tables and figures should be prepared in accordance with the general rules, and the handouts should be numbered through (Table 1, 2, 5, etc., Fig. 1, 2, 5).

Each slide must be numbered.

In the report, the applicant highlights the relevance, purpose and objectives of the qualification work, briefly describes its main content, methodology and results of the research, announces conclusions and suggestions. Reading the report during the defense is not recommended. The applicant should freely express his/her thoughts, only occasionally using printed text.

After the student's report, the members of the examination committee ask questions in accordance with the topic of the qualification work presented for defense.

### **4.3. Assessment of qualification work**

The attestation commission evaluates each qualification work during a closed meeting.

*Assessment of the quality level* of the candidate's training and higher education obtained by him is carried out by the members of the examination commission based on the principles of objectivity, individuality, complexity, ethics, differentiated and competence approach, according to the evaluation criteria of the acquired general and professional competencies and the evaluation scale, using diagnostic forms and methods.

The object of assessment is a set of knowledge, abilities and skills, acquired competences, reproduced in the process of performance and defense of qualification work.

**The qualification work as an object of assessment must demonstrate the ability to:**

- work with information sources (legislative and normative documents, scientific literature, including those published in foreign languages, Internet materials and statistical and financial reporting data);
- present the material in a logical and reasoned manner;
- use statistical and mathematical methods of analysis of the investigated problem;
- apply modern scientific methods for conducting empirical research;
- use the acquired knowledge to express proposals and substantiate recommendations regarding the subject of research;
- formulate scientific novelty (for the master's level) and the practical value of the work;
- summarize the results, draw conclusions and formulate recommendations for conducting further research.

#### **Assessment criteria for qualification work .**

In the process of determining the assessment, a number of important indicators of the quality of the qualification work are taken into account:

- relevance of the chosen topic;
- clarity of formulation of the goal and tasks of the research;
- the structure and logic of building the content of the qualification work;
- scientific novelty and practical significance of the work;
- quality and depth of theoretical, methodological and practical analysis of research issues;
- availability of a critical review of literary sources and scientific polemics;
- relevance and validity of the proposed solutions;
- compliance with the requirements for registration of qualification work;
- availability and informational content of illustrative materials for the defense of qualification work;
- content of the master's student's report on the main results of the research;
- correctness and clarity of answers to the questions of members of the SAB;
- comments and suggestions contained in the external review and in the feedback of the scientific supervisor;
- availability of publications and their quality level.

*Qualification work* with signs of plagiarism is not considered by the decision of the examination board, it is given an unsatisfactory grade.

*When evaluating the qualification work*, the attestation commission takes into account scientific novelty, practical significance, compliance of the design with the established requirements, the ability to present the formulated provisions and conclusions at the meeting of the AB.

The main requirements for obtaining grades:

**Excellent** (90-100 points). The qualifying work is impeccable in all respects:

- contains elements of scientific novelty, confirmed by publications in specialized publications in the specialty;
- has a practical value, confirmed by a certificate on the implementation of the results;
- the report is logical and concise, pronounced freely with knowledge of the matter;
- feedback and reviews are positive;
- the answers to the questions of the AB members are correct.

**Good** (75-89 points). The topic of the qualification work has been disclosed, but there are certain shortcomings of a non-principled nature:

- sources are superficially analyzed in the theoretical part;
- existing elements of novelty and practical importance, which are published in professional publications by specialty;
- the practical value of the work is confirmed by a certificate of implementation;
- insufficiently used informational materials of the organization, there are separate remarks in the review and feedback;
- the report is logical, delivered freely;
- answers to the questions of AB members are mostly correct;
- the qualification work is designed in accordance with the requirements.

**Satisfactory** (60-74 points). The topic of the qualification work is mainly disclosed, and there are deficiencies of a substantive nature:

- vaguely formulated goal of qualification work;
- the theoretical section does not contain a critical analysis of approaches to solving the scientific and applied problem covered by the topic, it is descriptive in nature;
- there is an excess of descriptive elements in the analytical part;
- elements of scientific novelty and practical significance are not sufficiently clearly disclosed;
- available certificate on implementation of work results and documents on approbation of work at scientific seminars and conferences;
- the selection of information materials (tables, graphs, diagrams) is not always justified;
- the author's conclusions and proposals are unconvincingly substantiated;
- review and feedback contain separate remarks;
- the report is read according to the text;
- not all the answers to the questions of the DAC members are correct or complete;
- there are comments regarding the design of the qualification work.

**Unsatisfactory.** The topic of the qualification work is revealed superficially. They have place the following disadvantages:

- vaguely formulated goal of qualification work;
- sections are not sufficiently interconnected;
- there is no critical review of modern literary sources;
- the analysis is performed superficially, descriptiveness prevails to the detriment of systematicity and thoroughness;
- there are no documents on approval of work results and publications on the topic of work;
- the proposed analysis measures are inconclusive, the economic justification is incomplete.

In addition, there are shortcomings in the design of the qualification work. There are no illustrations for protection. The report was read according to the prepared text. Answers to the questions of members of the SAB are inaccurate or incomplete.

The decision on the final assessment is made by the majority of the members of the AB based on the results of the public defense, taking into account the conclusions of the academic supervisors and the average score during the study. In case of an equal number of votes, in case of a disputed assessment, preference is given to the assessment advocated by the head of the AB.

The assessment issued and announced by the AB is final and is not subject to appeal.

If the final grade of the defense of the qualifying master's thesis is less than 60 points, the grade "unsatisfactory" is given.

According to the ECTS scale, the following gradation of grades is used at the Western Ukrainian National University:

Grade	National scale	<i>Excellent</i>	<i>Good</i>		<i>Satisfactory</i>	
	Required % of knowledge	<i>90-100</i>	<i>85-89</i>	<i>75-84</i>	<i>65-74</i>	<i>60-64</i>
	ECTS	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>

The supervisor's assessment of the qualification work is given in his/her feedback.



The average grade of the student's performance is given by the methodologists of the dean's office.

The grade for the defense of the qualification work is the grade assigned and announced by the AB based on the results of its defense.

Based on the results of the successful defense of the qualification work, the examination AB decides to award the qualification of "master" in the relevant specialty and to issue a state diploma of the relevant educational degree to the graduate. The AB may also decide to recommend certain applicants for admission to postgraduate studies and issue a "diploma with honors".

In cases where the defense of a qualification work is found to be unsatisfactory, the AB decides whether the student can resubmit the same work after revision and elimination of deficiencies or whether he or she needs to work on a different topic.

## APPENDICES

### Appendix A

#### Statement Sample

Head of the Department of  
International Economic  
Relations  
Prof. Roman ZVARYCH  
Student of group \_\_\_\_\_  
\_\_\_\_\_

#### STATEMENT

I am kindly asking you to allow me to write a qualification Master's degree paper  
on: «\_\_\_\_\_»

I am kindly asking to support Oksana Myhal as my scientific supervisor.

(date)

(signature)

Approved:  
Scientific supervisor

**Західноукраїнський національний університет**

**Факультет** \_\_\_\_\_

Кафедра \_\_\_\_\_

Освітній ступінь \_\_\_\_\_

спеціальність \_\_\_\_\_

освітньо-професійна (наукова) програма \_\_\_\_\_

**ЗАТВЕРДЖУЮ**

Завідувач кафедри

“ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_ р.

**ЗАВДАННЯ  
НА КВАЛІФІКАЦІЙНУ РОБОТУ**

\_\_\_\_\_ (прізвище, ім'я, по батькові)

1. **Тема кваліфікаційної роботи** \_\_\_\_\_

**керівник роботи** \_\_\_\_\_

затверджені наказом по університету від \_\_\_\_\_ 20\_\_ р. № \_\_\_\_\_

2. **Строк подання здобувачем закінченої кваліфікаційної роботи**

\_\_\_\_\_ 20\_\_ р.

3. **Вихідні дані до роботи** \_\_\_\_\_

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4. **Зміст розрахунково-пояснювальної записки (перелік питань, які потрібно розробити)** \_\_\_\_\_

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5. **Перелік графічного матеріалу (з точним зазначенням обов'язкових креслень)** \_\_\_\_\_

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(letterhead)

WUNU Rector  
prof. Oksana DESIATNIUK

### **Order**

Innovative Management Technologies LLC orders the completion of a qualification work for the master's degree on the topic: " \_\_\_\_\_ " for a student of the Western Ukrainian National University, who is studying under the educational and scientific program of master's degree in specialty 073 Management, Palamar Petro Ivanovych.

Head of Innovative Management Technologies LLC

\_\_\_\_\_

**Ministry of Education and Science of Ukraine  
West Ukrainian National University  
Bohdan Havrylyshyn Education and Research  
Institute of International Relations**

**Department of International Economic Relations**

**PALAMAR Petro Ivanovych**

**BUSINESS PLANNING FOR THE COMPANY'S ENTRY INTO THE  
THE INTERNATIONAL HANDMADE MARKET**

specialty 073 Management  
Educational and Scientific Program  
International Management  
Master's Degree Qualification work

Student

group \_\_\_\_\_

Palamar P.I.

\_\_\_\_\_

signature

Scientific supervisor: candidate  
of Economic Sciences, Associate

Professor

Myhal O.F.

\_\_\_\_\_

signature

The paper approved for Presentation

«\_\_» \_\_\_\_\_ 20\_\_ p.

Head of the Department

\_\_\_\_\_

signature

Ternopil – 20\_\_

***RESUME***

**Thesis contains** 80 pages, 13 tables, 3 figure, a list of sources with 70 titles, 5 appendices.

**The aim of the thesis** is to develop theoretical and methodological provisions regarding the formation of a system of accounting and management of production costs, as well as to improve the method of calculation of cost, which will make it possible to simplify the procedure for recording operating costs of production

**Object** is the current state of accounting for production costs at LLC Romnygazbud.

**The subject of research** s the methodology and the current practice of accounting for operating expenses of the enterprise.

**The results/ conclusions and novelty:** the development of theoretical and methodological and practical recommendations for improving the organization and methodology of accounting and analysis of costs of the enterprise, namely: the scheme of coding the account 91 "General production costs", which will create favorable conditions for optimal choice of methods and bases distribution.

**Keywords:** costs, organization, methodology, costing, classification, cost, liquidity, profitability, solvency.

### ANNOTATION

Palamar P.I. Accounting and analysis of operating expenses of the enterprise - Manuscript.

Research and obtaining a master's degree in the specialty \_\_\_\_\_, educational and scientific program - West Ukrainian National University, Ternopil, 20\_\_.

The definition of the economic substance of production costs is given in the article; the nature of operating costs is disclosed; the features of accounting on the investigated enterprise are highlighted; directions of perfection of accounting and calculation of cost of production are offered. The method of analysis of the efficiency of operating expenses of production and operational control of their value is specified.



**Scientific Supervisor's Review (SAMPLE)**

**Західноукраїнський національний університет**

**Факультет \_\_\_\_\_**

**Кафедра \_\_\_\_\_**

**ВІДГУК**

наукового керівника \_\_\_\_\_

на кваліфікаційну роботу студента (ки) групи \_\_\_\_\_

\_\_\_\_\_

(прізвище, ім'я, по батькові)

на тему: \_\_\_\_\_

\_\_\_\_\_

**Актуальність теми:** \_\_\_\_\_

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**Самостійні розробки і пропозиції автора:** \_\_\_\_\_

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**Практичне значення роботи:** \_\_\_\_\_

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**Недоліки:** \_\_\_\_\_

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**Загальний висновок:** \_\_\_\_\_

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**Науковий керівник** \_\_\_\_\_

(прізвище, ініціали)

(підпис)

“ \_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_ р.

РЕЦЕНЗІЯ  
на кваліфікаційну роботу студента (ки) групи \_\_\_\_\_

\_\_\_\_\_ (прізвище, ім'я, по батькові)

на тему: \_\_\_\_\_

Виконану на матеріалах: \_\_\_\_\_

Актуальність теми: \_\_\_\_\_

Самостійні розробки і пропозиції автора: \_\_\_\_\_

Практичне значення роботи: \_\_\_\_\_

Недоліки: \_\_\_\_\_

Загальний висновок: \_\_\_\_\_

Рецензент: \_\_\_\_\_

\_\_\_\_\_ (посада, місце роботи, вчене звання, науковий ступінь)

\_\_\_\_\_ (прізвище, ім'я, по батькові)

МП

\_\_\_\_\_ (підпис)

«\_\_\_» \_\_\_\_\_ 20\_\_ р.

(letterhead)

WUNU Rector  
prof. Oksana DESIATNIUK

### **CERTIFICATE OF IMPLEMENTATION**

The qualification work on the topic " \_\_\_\_\_", performed by the student of the B. Havrylyshyn Institute of International Relations of the Western Ukrainian National University, Palamar Petro Ivanovych, corresponds to the order of Innovative Management Technologies LLC, has a certain practical significance and is planned to be implemented in the activities of the LLC. In particular, the following deserves attention (the main provisions of the qualification work, which will be implemented in the company's activities, are given below)

Head of  
Innovative Management Technologies LLC

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**Ministry of Education and Science of Ukraine  
West Ukrainian National University  
Bohdan Havrylyshyn Education and Research  
Institute of International Relations**

**Department of International Economic Relations**

**PALAMAR Petro Ivanovych**

**BUSINESS PLANNING FOR THE COMPANY'S ENTRY INTO THE  
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International Management  
Master's Degree Qualification work

Part 2

APPENDICES

Ternopil – 20\_\_

**Examples of the list of references in accordance with the National Standard of Ukraine DSTU 8302:2015 In Ukraine, on July 1, 2016, DSTU 8302:2015 “Information and Documentation. Bibliographic references. General Requirements and Rules of Compilation”, which establishes the types of bibliographic references, rules and peculiarities of their compilation and placement in documents.**

Samples of different categories of sources and information resources, used in writing a paper are given below.

<b>BOOKS</b>	
<b>Examples</b>	<i>Single-Volume Editions</i>
<b>One author</b>	<p>Битяк Ю. П. Державна служба в Україні: організаційно-правові засади: монографія. Харків: Право, 2005. 304 с.</p> <p>Краснова М. В. Договори в екологічному праві України: навч. посіб. / Київ. нац. ун-т ім. Тараса Шевченка. Київ: Алерта, 2012. 216 с.</p> <p>Кузніченко С. О. Закон України "Про правовий режим надзвичайного стану": наук.-практ. комент. / Одес. держ. ун-т внутр. справ. Харків: Право, 2015. 164 с.</p> <p>Тертишник В. М. Науково-практичний коментар Кримінального процесуального кодексу України: із змін. та допов. на 12 берез. 2016 р. 12-те вид., допов. і переробл. Київ: Правова єдність, 2016. 810 с.</p> <p>Johnson L. K. Bombs, bugs, drugs and thugs: intelligence and America's quest for security. New York; London: New York University Press, 2000. 326 p.</p>
<b>Two authors</b>	<p>Васильєв С. В., Ніколенко Л. М. Доказування та докази у господарському процесі України: монографія. Харків: Еспада, 2004. 192 с.</p> <p>Каткова Т. В., Каткова А. Г. Закінчення досудового слідства у кримінальних справах: практич. посіб. Харків: Право, 2011. 136 с.</p> <p>Петришина М. О., Петришин О. А. Міжнародно-правові стандарти у сфері місцевого самоврядування: наук. доп. / Нац. акад. прав. наук України, НДІ держ. буд-ва та місц. самоврядування. Харків: Право, 2016. 44 с. (Серія "Наукові доповіді").</p> <p>Сташис В. В., Бажанов М. И. Преступления против личности в УК УССР и судебной практике. Изд. 2-е, испр. и доп. Харьков: Вища шк., 1987. 216 с.</p>
<b>Three authors</b>	<p>Комаров В. В., Світлична Г. О., Удальцова І. В. Окреме провадження: монографія / за ред. В. В. Комарова. Харків: Право, 2011. 312 с.</p> <p>Сичевський В. В., Харитонов Є. І., Олейніков Д. О. Науково-практичний коментар до розділу I Особливої частини Кримінального кодексу України (Злочини проти основ національної безпеки України) / Служба безпеки України. Харків: Право, 2016. 232 с. (Бібліотека слідчого).</p> <p>Helfer M. E., Kempe R. S., Krugman R. D. The battered child. 5th ed. Chicago, IL: University of Chicago Press, 1997. 700 p.</p>

<p><b>Four authors or more</b></p>	<p>Прилипко С. М., Ярошенко О. М., Мороз С. В., Малиновська К. А. Укладення трудового договору: теоретико-прикладне дослідження: монографія. Харків: Юрайт, 2013. 288 с.</p> <p>Коллективні політичні права і свободи людини та громадянина в Україні: проблеми теорії та практики: монографія / Є. І. Григоренко та ін.; Харків. нац. ун-т ім. В. Н. Каразіна. Харків: [б. в.], 2013. 352 с.</p> <p>Постклассическая онтология права: монографія / С. И. Максимов и др.; С.-Петербур. гос. ун-т; общ. ред. И. Л. Честнов. Санкт-Петербург: Алетей, 2016. 688 с. (Толкование источников права).</p> <p>The mutual fund industry: Competition and investor welfare / R. G. Hubbard et. al. New York, NY: Columbia University Press, 2010. 256 p.</p>
<p><b>Author(s) and editor(s)/compiler(s)</b></p>	<p>Гель А. П., Семаков Г. С., Яковець І. С. Кримінально-виконавче право України: навч. посіб. / ред. А. Х. Степанюк. Київ: Юрінком Інтер, 2008. 624 с.</p> <p>Грошевий Ю. М. Вибрані праці / упоряд.: О. В. Капліна, В. І. Маринів. Харків: Право, 2011. 656 с.</p> <p>Петрик О. І. Шлях до цінової стабільності: світовий досвід і перспективи для України: монографія / відп. ред. В. М. Геєць. Київ: УБС НБУ, 2008. 369 с.</p> <p>Plath S. The unabridged journals / ed. K. V. Kukil. New York, NY: Anchor, 2000. 680 p.</p>
<p><b>Author (s) and translator(s)</b></p>	<p>Беккариа Ч. О преступлениях и наказаниях / вступ. ст. Н. И. Панова; пер. с итал. М. М. Исаев. Киев: Ин Юре, 2014. 240 с. (Памятники правовой мысли).</p> <p>Питерс Т., Уотермен Р. В поисках эффективного управления (опыт лучших компаний) / ред. Л. И. Евенко; пер.: Д. Васильев, В. Зотов. Москва: Прогресс, 1986. 424 с.</p> <p>Laplace P. S. A philosophical essay on probabilities / trans.: F. W. Truscott, F. L. Emory. Original work published 1814. New York, NY: Dover, 1951. 196 p.</p>
<p><b>No author</b></p>	<p>Галузева економічна політика держави: проблеми правового забезпечення: колект. моногр. / за наук. ред. Д. В. Задихайла. Харків: Юрайт, 2013. 520 с. (Серія "Наукові праці кафедри господарського права Національного університету "Юридична академія України імені Ярослава Мудрого"; т. 1).</p> <p>Конституція України: наук.-практ. комент. / редкол.: В. Я. Тацій (голова) та ін. 2-ге вид., переробл. і допов. Харків: Право, 2012. 1128 с.</p> <p>Настільна книга детектива, прокурора, судді: коментар антикорупційного законодавства / ред. М. І. Хавронюк. Київ: Дакор, 2016. 496 с.</p> <p>Політологічний енциклопедичний словник / упоряд. В. П. Горбатенко. 2-ге вид., переробл. і допов. Київ: Генеза, 2004. 736 с.</p> <p>Правове виховання в сучасній Україні: монографія / за заг. ред.: В. Я. Тацій, А. П. Гетьман, О. Г. Данильян. 2-ге вид., переробл. і допов. Харків: Право, 2013. 440 с.</p> <p>Протидія терористичній діяльності: міжнародний досвід і його актуальність для України: матеріали міжнар. наук.-практ. конф., 30 верес. 2016 р. Київ: Нац. акад. прокуратури України. 2016. 432 с.</p> <p>Twenty-four hours a day. Miami, FL: BN Publishing, 2010. 400 p.</p>

<i>Examples</i>	<i>Multi-volume editions</i>
	<p>Велика українська юридична енциклопедія: у 20 т. / Нац. акад. прав. наук України, Ін-т держави і права ім. В. М. Корецького НАН України, Нац. юрид. ун-т ім. Ярослава Мудрого. Харків: Право, 2016. Т. 1: Історія держави і права України. 848 с.</p> <p>Енциклопедія історії України: у 10 т. / НАН України, Ін-т історії України. Київ: Наук. думка, 2005. Т. 9. 944 с.</p> <p>Кримінальне право України. Загальна частина: підручник: у 2 т. / за ред.: В. В. Сташис, В. Я. Тацій. 4-те вид., переробл. і допов. Харків: Право, 2010. Т. 1. 456 с.</p>
	<p>Кучерявенко Н. П. Курс податкового права: в 6 т. Харків: Право, 2007. Т. 4: Особенная часть. Косвенные налоги. 536 с.</p> <p>Науково-практичний коментар Кримінального процесуального кодексу України: у 4 т. / ред. О. В. Стовба. Харків: Апостиль, 2015. Т. 2. 329 с.</p> <p>Правова система України: історія, стан та перспективи: у 5 т. / Акад. прав. наук України. Харків: Право, 2009. Т. 2: Конституційні засади правової системи України і проблеми її вдосконалення / заг. ред. Ю. П. Битяк. 576 с.</p>
<b>OTHER EDITIONS</b>	
<b>Dissertations and their Abstracts</b>	<p>Кравчук В. М. Припинення корпоративних правовідносин в господарських товариствах: автореф. дис. ... д-ра юрид. наук: 12.00.03 / Нац. юрид. акад. України ім. Ярослава Мудрого. Харків, 2010. 36 с.</p> <p>Лісов О. С. Новітня вітчизняна історіографія створення та діяльності розвідки і контррозвідки України у 1917–1991 роках: автореф. дис. ... канд. іст. наук: 20.02.22 / Нац. ун-т оборони України ім. Івана Черняхівського. Київ, 2017. 20 с.</p>
<b>Dissertations</b>	<p>Сокурєнко В. В. Публічне адміністрування сферою оборони в Україні: дис д-ра юрид. наук: 12.00.07 / Нац. акад. внутр. справ. Київ, 2016. 573 с.</p> <p>Костєнко В. О. Економіко-правове забезпечення використання та охорони земель: дис. ... канд. юрид. наук: 12.00.06 / Нац. юрид. ун-т ім. Ярослава Мудрого. Харків, 2015. 183 с.</p> <p>Bryant B. D. A sequentially articulated experiment to compare two instructional software input infrastructures: Doctoral dissertation / University at Albany. Albany, NY, 1998. 150 p.</p>
<b>archival documents</b>	<p>Лист Голови Спільки «Чорнобиль» Г. Ф. Лєпіна на ім'я Голови Ради Міністрів УРСР В. А. Масола щодо реєстрації Статуту Спільки та сторінки Статуту. 14 грудня 1989 р. ЦДАГО України (Центр. держ. архів громад. об'єднань України). Ф. 1. Оп. 32. Спр. 2612. Арк. 63, 64, 64 зв., 71.</p> <p>Матеріали Ради Народних комісарів Української Народної Республіки. ЦДАВО України (Центр. держ. архів вищ. органів влади та упр. України). Ф. 1061. Оп. 1. Спр. 8–12. Копія; Ф. 1063. Оп. 3. Спр. 1–3.</p> <p>Наукове товариство ім. Шевченка. Львів. наук. б-ка ім. В. Стефаніка НАН України. Ф. 1. Оп. 1. Спр. 78. Арк. 1–7.</p>

<b>patents</b>	<p>Люмінісцентний матеріал: пат. 25742 Україна: МПК6 C09K11/00, G01T1/28, G 21H3/00. № 200701472; заявл. 12.02.07; опубл. 27.08.07, Бюл. № 13. 4 с.</p> <p>Спосіб лікування синдрому дефіциту уваги та гіперактивності у дітей: пат. 76509 Україна. № 2004042416; заявл. 01.04.2004; опубл. 01.08.2006, Бюл. № 8 (кн. 1). 120 с.</p>
<b>preprints</b>	<p>Панасюк М. І., Скорбун А. Д., Сплошной Б. М. Про точність визначення активності твердих радіоактивних відходів гамма-методами. Чорнобиль: Ін-т з проблем безпеки АЕС НАН України, 2006. 7, [1] с. (Препринт / НАН України, Ін-т проблем безпеки АЕС; 06-1).</p> <p>Шиляев Б. А., Воеводин В. Н. Расчеты параметров радиационного повреждения материалов нейтронами источника ННЦ ХФТИ / ANL USA с подкритической сборкой, управляемой ускорителем электронов. Харьков: ННЦ ХФТИ, 2006. 19 с.: ил., табл. (Препринт / НАН Украины, Нац. науч. центр «Харьк. физ.-техн. ин-т»; ХФТИ 2006-4).</p>
<b>standards</b>	<p>ДСТУ 7152:2010. Видання. Оформлення публікацій у журналах і збірниках. [Чинний від 2010-02-18]. Вид. офіц. Київ, 2010. 16 с. (Інформація та документація).</p> <p>ДСТУ ISO 6107-1:2004. Якість води. Словник термінів. Частина 1 (ISO 6107-1:1996, IDT). [Чинний від 2005-04-01]. Вид. офіц. Київ: Держспоживстандарт України, 2006. 181 с.</p> <p>ДСТУ 3582:2013. Бібліографічний опис. Скорочення слів і словосполучень українською мовою. Загальні вимоги та правила (ISO 4:1984, NEQ; ISO 832:1994, NEQ). [На заміну ДСТУ 3582-97; чинний від 2013-08-22]. Вид. офіц. Київ: Мінекономрозвитку України, 2014. 15 с. (Інформація та документація).</p>
<b>Bibliographic indexes</b>	<p>Володимир Володимирович Сташис: (до 85-річчя від дня народж. та 60-річчя наук.-пед. і громад. діяльності) / Нац. акад. прав. наук України; упоряд.: В. І. Борисов, В. І. Тютюгін, Л. М. Демидова. Харків: Право, 2010. 108 с. (Біографія і бібліографія вчених-правознавців).</p> <p>Лисодед О. В. Бібліографічний довідник з кримінології (1992–2002) / ред. О. Г. Кальман. Харків: Одиссей, 2003. 128 с.</p> <p>Систематизований покажчик матеріалів з питань адміністративної реформи, опублікованих у Віснику Національної академії державного управління за 1997– 2005 роки / Нац. акад. держ. упр. при Президентові України; уклад.: О. О. Бабінова, О. Г. Белінська. Київ: Вид-во НАДУ, 2006. 11 с.</p>
<b>catalogues</b>	<p>Горницкая И. П. Каталог растений для работ по фитодизайну / Донец. ботан. сад НАН Украины. Донецк: Лебедь, 2005. 228 с.</p> <p>Історико-правова спадщина України: кат. вист. / Харків. держ. наук. б-ка ім. В. Г. Короленка; уклад.: Л. І. Романова, О. В. Земляніщина. Харків, 1996. 64 с.</p> <p>Пам'ятки історії та мистецтва Львівської області: кат.-довід. / авт.-упоряд.: М. Зобків та ін.; Упр. культури Львів. облдержадмін., Львів. іст. музей. Львів: Новий час, 2003. 160 с.</p>
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<p><b>book chapter</b></p>	<p>Борисова В. И. Право частной собственности в системе социально-экономических прав и свобод граждан и пути его реализации. <i>Харьковская цивилистическая школа: право собственности: монография</i> / ред. И. В. Спасибо-Фатеева. Харьков: Право, 2012. Разд. 3, гл. 1. С. 87–99.</p> <p>Даньшин І. М. Злочини проти громадського порядку та моральності. <i>Кримінологія. Загальна та Особлива частини: підручник</i> / ред. В. В. Голіна. 2-ге вид., переробл. і допов. Харків: Право, 2009. Розд. 15. С. 138–145.</p> <p>Тацій В. Я. Повертаючись до питання боротьби зі злочинами у сфері приватизації. <i>Тацій В. Я. Вибрані статті, виступи, інтерв'ю</i>. Харків: Право, 2010. С. 221–229.</p> <p>Хряпінський П. Кримінально-правові засоби заохочення у публічному праві України. <i>Правовий вплив на неправомірну поведінку: актуальні грані: монографія</i> / за ред.: О. В. Козаченко, Є. Л. Стрельцов. Миколаїв: Іліон, 2016. С. 87–109.</p> <p>O'Neil J. M., Egan J. Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. <i>Gender issues across the life cycle</i> / Ed. V. R. Wainrib. New York, NY: Springer, 1992. P. 107–123.</p>
<p><b>abstracts, report</b></p>	<p>Боднар Т. В. Договір про закупівлю: особливості укладання і забезпечення. <i>Актуальні проблеми приватного права: договір як правова форма регулювання приватних відносин: матеріали наук.-практ. конф., присвяч. 95-й річниці з дня народж. В. П. Маслова</i> (Харків, 17 лют. 2017 р.). Харків: Право, 2017. С. 7–9.</p> <p>Данильян О. Г., Дьобань О. П. Досвід удосконалення органів державної влади в європейських країнах та можливості його використання в Україні. <i>Проблеми розбудови державності та народовладдя в Україні: матеріали ХХІІ Харків. політолог. читань</i> (м. Харків, 21 трав. 2009 р.). Харків, 2009. С. 47–49.</p> <p>Шаповал В. Свобода та "природні права" людини як основа людського виміру права. <i>Антропология права: філософський та юридичний виміри (стан, проблеми, перспективи): матеріали першого всеукр. круглого столу, м. Львів, 16–17 верес. 2005 р.</i> Львів: Край, 2006. С. 286–295.</p> <p>Wu C. K., Makhlof M. M. Predicting the response of Aluminium casting alloys to heat treatment. <i>Light Metals 2011: Proceedings of the technical sessions presented by the TMS Aluminium Committee at the TMS 2011 Annual Meeting &amp; Exhibition, San Diego, California, USA, 27 February – 3 March, 2011</i>. Hoboken, NJ: Wiley, 2011. P. 834–836.</p>
<p><b>article from a reference publication</b></p>	<p>Баулін Ю. В. Обставини, що виключають злочинність діяння. <i>Великий енциклопедичний юридичний словник</i> / ред. Ю. С. Шемшученко. Київ: Юрид. думка, 2007. С. 550.</p> <p>Гончаренко В. Д. Повне зібрання законів Російської імперії. <i>Велика українська юридична енциклопедія</i>. Харків: Право, 2016. Т. 1: Історія держави і права України. С. 573–574.</p> <p>Ріяка В. О. Декларація митна. <i>Юридична енциклопедія</i>. Київ: Укр. енцикл., 1998. Т. 2. С. 29.</p> <p>Bergmann P. G. Relativity. <i>The New Encyclopedia Britannica</i>. Chicago, IL: Encyclopedia Britannica, 1993. Vol. 26. P. 501–508.</p>

<p><b>article from a continuing publication</b></p>	<p>Гетьман А. П., Лозо В. І. Державно-правові проблеми подолання екологічної кризи в епоху глобалізації. <i>Проблеми законності</i>. Харків, 2013. Вип. 123. С. 65–77.</p> <p>Данильян О. Г., Петришин О. В. Проблема взаємовпливу правового виховання державотворчого процесу: українські реалії. <i>Вісник Національної академії правових наук України</i>. Харків, 2010. № 2. С. 28–39.</p> <p>Семенюк О. Г. Заходи безпеки в системі охорони державної таємниці. <i>Держава і право. Юридичні науки</i>. Київ, 2016. Вип. 72. С. 152–166.</p>
<p><b>an article (magazine, newspaper)</b></p>	<p>Кулак Н. В. Актуальні питання правового статусу добровільних формувань в Україні. <i>Часопис Київського університету права</i>. 2016. № 4. С. 84–88.</p> <p>Петришин О., Сergyоїна С. Змішана республіканська форма державного правління: питання теорії та практики. <i>Право України</i>. 2009. № 10. С. 57–60.</p> <p>Benjamin A. C. The ethics of scholarship: A discussion of problems that arise in its application. <i>Journal of Higher Education</i>. 1960. Vol. 31, No. 9. P. 471–480.</p> <p>Середа М. Мирні зібрання: практика адмін. судів 2015 р. <i>Юридичний вісник України</i>. 2016. 12–18 лют. (№ 6). С. 5.</p> <p>Тацій В. Я., Тютюгін В. І., Пономаренко Ю. А. Виклики сучасності і кримінальне право. <i>Голос України</i>. 2016. 29 січ. (№ 16). С. 6–7.</p> <p>Itzkoff D. A touch for funny bones and earlobes. <i>New York Times</i>. 2010. March 31. P. C1.</p>
<p><b>reviews</b></p>	<p>Биков О. Нагальність оптимального міжнародно-правового врегулювання глобальних біоетичних проблем сучасності. <i>Віче</i>. 2016. № 1/2. С. 20–21. Рец. на кн.: Третьякова В. Г. Міжнародно-правове регулювання глобальних біоетичних проблем: монографія. Київ: Кондор, 2013. 407 с.</p> <p>Драч О. О. [Рецензія]. <i>Український історичний журнал</i>, 2016. № 1. С. 217–219. Рец. на кн.: Темченко А. І. Традиційні мантичні практики: архаїка знакової системи. Черкаси: ІнтралігаТОР, 2015. 112 с.</p> <p>Csikos R., Garcia E., Worley R. Book Reviews. <i>Journal of Criminal Justice Education</i>. 2010. Vol. 21, No. 1. P. 93–99. Review of the book: Beck E., Britto S., Andrews A. <i>In the shadow of death: Restorative justice and death row families</i>. Oxford, NY: Oxford University Press, 2007. 336 p.</p>

## INTERNET RESOURCES

<b>Examples</b>	<p>Аналіз стану здійснення судочинства в 2015 році (за даними судової статистики). URL: <a href="http://www.scourt.gov.ua/clients/vsu/vsu.nsf/(documents)/D7F9F72E78DA88ECC2257F730036F282">http://www.scourt.gov.ua/clients/vsu/vsu.nsf/(documents)/D7F9F72E78DA88ECC2257F730036F282</a> (дата звернення: 17.03.2017).</p> <p>Гетьман Є. А. Підзаконні нормативно-правові акти органів виконавчої влади України та іноземних держав: порівняльна характеристика. <i>Теорія і практика правознавства</i>: електрон. наук. фахове вид. 2016. Вип. 1 (9). URL: <a href="http://tlaw.nlu.edu.ua/article/view/66302">http://tlaw.nlu.edu.ua/article/view/66302</a> (дата звернення: 17.06.2016).</p> <p>Карнаух Б. П. Тлумачення договору: короткий нарис із наднаціональної і транснаціональної точок зору. <i>Проблеми законності</i>. 2016. Вип. 135. С. 39–51. DOI: <a href="http://dx.doi.org/10.21564/2414-990x.135.83852">http://dx.doi.org/10.21564/2414-990x.135.83852</a>.</p> <p>Оболенцев В. Ф. Базові засади системного аналізу злочинності та віктимізації в Україні: монографія. Харків; Костянтинівка, Сектор "С" АТО: Юрайт, 2016. 116 с. URL: <a href="http://dspace.nulau.edu.ua/bitstream/123456789/12015/1/Obolencev_2016_mon.pdf">http://dspace.nulau.edu.ua/bitstream/123456789/12015/1/Obolencev_2016_mon.pdf</a> (дата звернення: 17.03.2017).</p> <p>Colletta L. Political satire and postmodern irony in the age of Stephen Colbert and Jon Stewart. <i>Journal of Popular Culture</i>. 2009. Vol. 42, No. 5. P. 856–874. DOI: 10.1111/j.1540-5931.2009.00711.x.</p> <p>Feminism. <i>Encyclopædia Britannica online</i>. URL: <a href="http://www.britannica.com/EBchecked/topic/724633/feminism">http://www.britannica.com/EBchecked/topic/724633/feminism</a>.</p> <p>Trammell A. Magic: The gathering in material and virtual space: An ethnographic approach toward understanding players who dislike online play. <i>Meaningful Play 2010</i>: October 21–23, 2010, East</p>
<b>LEGISLATIVE AND REGULATORY DOCUMENTS</b>	
<b>Examples</b>	<p>Конституція України: станом на 1 верес. 2016 р.: відповідає офіц. тексту. Харків: Право, 2016. 82 с.</p> <p>Конституційний Суд України: рішення, висновки / відп. ред. А. С. Головін; уклад.: К. О. Пігнаста, О. І. Кравченко. Київ: Логос, 2011. Кн. 10. 431 с.</p> <p>Правова основа діяльності органів державної влади: зб. нормат. актів / упоряд. П. М. Любченко. Харків: ФІНН, 2010. 303 с.</p> <p>Національна доктрина розвитку освіти: затв. Указом Президента України від 17.04.2002 р. № 347. <i>Освіта</i>. 2002. 24 квіт. (№ 14). С. 2–4.</p>
	<p>Про правовий режим воєнного стану: Закон України від 12.05.2015 р. № 389-VIII. <i>Голос України</i>. 2015. 10 черв. (№ 101). С. 4.</p> <p>Інструкція про призначення та проведення судових експертиз та експертних досліджень: затв. наказом М-ва юстиції України від 08.10.1998 р. № 53/5 (у ред. наказу від 26.12.2012 р. № 1950/5). <i>Офіційний вісник України</i>. 2013. № 3. Ст. 91.</p> <p>Кримінальний кодекс України: Закон України від 05.04.2001 р. № 2341-III. <i>Відомості Верховної Ради України</i>. 2001. № 25–26. Ст. 131.</p> <p>Про порядок класифікації надзвичайних ситуацій: постанова Каб. Міністрів України від 15.06.1998 р. № 1099. <i>Офіційний вісник України</i>. 1998. № 28. Ст. 1062.</p> <p>Про запобігання корупції: Закон України від 14.10.2014 р. № 1700-VII. Дата оновлення: 12.03.2017. URL: <a href="http://zakon0.rada.gov.ua/laws/show/1700-18/page">http://zakon0.rada.gov.ua/laws/show/1700-18/page</a> (дата звернення: 17.03.2017).</p>

Про ратифікацію Угоди про асоціацію між Україною, з однієї сторони, та Європейським Союзом, Європейським співтовариством з атомної енергії і їхніми державами-членами, з іншої сторони: Закон України від 16.09.2014 р. № 1678-VII. URL: <http://zakon5.rada.gov.ua/laws/show/1678-18> (дата звернення: 17.03.2017).

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**Examples of figures (diagrams, graphs, charts)**



Fig. 1.1 The main elements of the information space

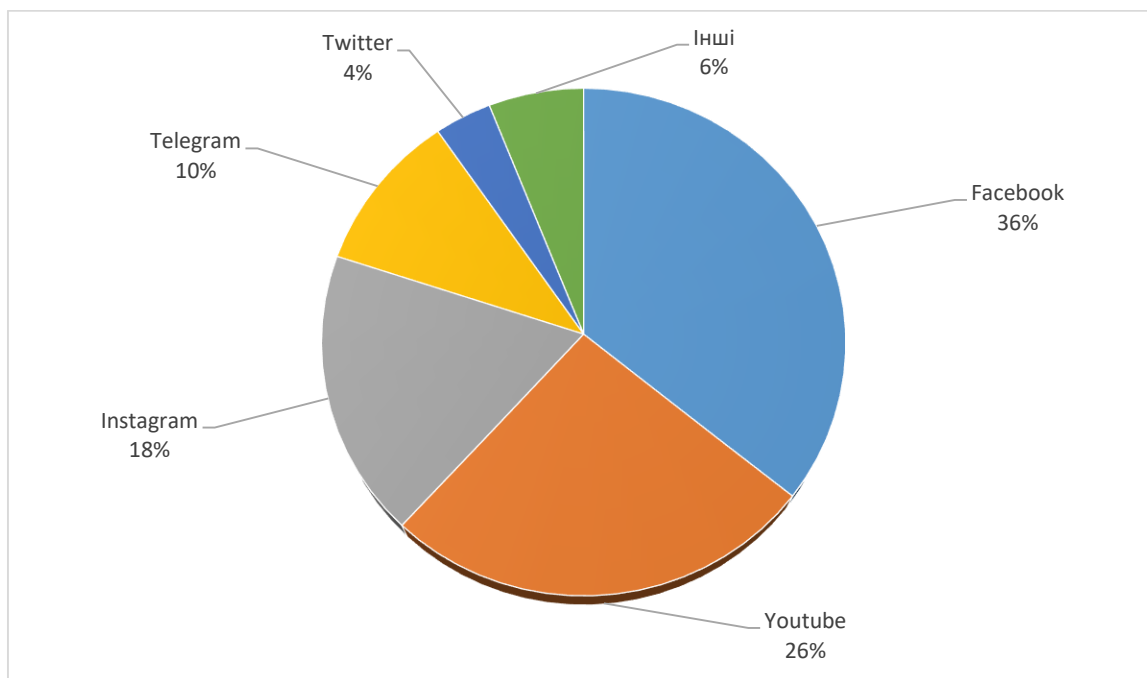


Fig. 1.2. The most popular social networks in Ukraine



Figure 1.3. E-commerce market size and growth rates in Ukraine and Eastern European countries

**List of legends, symbols, units, abbreviations and terms**

HEI	- Higher Education Institution
DHE	- Degree of Higher Education
EL	- Educational Level
EPP	- Educational and Professional Program
ESP	- Educational and Scientific Program
AB	- Attestation Board
MT	- Mater Thesis
IS	- Informational System

## Basic technical requirements (indicators) for the Master Thesis

№	Indicators	Educational & scientific program	
		Master's student	Note
1	2	3	4
1	The volume of the main part of the research work (introduction, chapters with conclusions, general conclusions and suggestions) стр.	60-70	
2	Hardcover binding of the text of the thesis	+	
3	Availability:		
	- explanatory note	+	
	- order for the thesis fulfillment	+	
	- certificate of implementation results, thesis fulfillment	+	
	- internal thesis review	+	
	- resume	+	
	- the abstract of the thesis	+	
	- list of legends and abbreviations	+	
4	Volume (pages):		
	- introduction	3-4	
	- chapters with conclusions	Up to 1	
	- conclusion and proposals	4-5	
5	Number of chapters	3	
6	Share of chapters (%):		
	- Chapter 1	30	
	- Chapter 2	40	
	- Chapter 3	30	
7	Number of References	60-80	
8	Approbation of the results of the thesis (university repository placement):		
	a) conferences presentations abstracts	2	
	б) preparation and publication of a scientific article	1	
	в) implementation of the results of scientific research at the basic enterprise, institution	+	
9	Parameters for thesis printing	+	
	a) font - Times New Romon		
	б) font size - 14		
	в) interval-1.5		
	г) dent - 1,25 мм		
	д) margins - top and bottom- 20 мм, left - 25 мм, right - 15 мм		
	е) page numbering - upper right corner, Arabic numbers		



*Declaration of Integrity*

I, \_\_\_\_\_, confirm that I have written this work myself and have not used any sources of information other than those cited. Verbatim expressions or phrases that are quoted are marked as such; other nonverbatim borrowings or reminiscences in the text of this work contain relevant information about the original sources of the content provided. The work in this directly or substantially similar form has not been previously published or made public. I certify all of the above with my own signature.

\_\_\_\_\_