

**AZERBAIJAN STATE UNIVERSITY OF ECONOMICS  
INTERNATIONAL MASTER'S AND DOCTORAL CENTER**

**RULES FOR THE PREPARATION, PRESENTATION AND  
EVALUATION OF THE MASTER'S DISSERTATION**

**BAKU-2022**

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## **I. General provisions**

1.1. These rules are approved by the Law of the Republic of Azerbaijan "On Education", the Resolution No. 88 of the Cabinet of Ministers of the Republic of Azerbaijan dated May 12, 2010 "Regulations on the Content, Organization of Master's Education and Awarding of Master's Degrees", Ministry of Education of the Republic of Azerbaijan April 20, 1998 - "Regulations on the rules for the preparation, presentation and defense of the master's thesis" approved by the order of the Ministry of Education of the Republic of Azerbaijan dated September 30, 2016 No. 640 "Economics and management at the master's level of higher education, technology engineering specialties" state standards on normative-legal acts regulating education at the master's and doctoral levels of higher education and the internal rules of the Azerbaijan State University of Economics (hereinafter - UNEC), the Statute of the International Master's and Doctoral Center of the Azerbaijan State University of Economics, decisions adopted by the management and Scientific Council of UNEC, as well as was compiled based on the requirements of other relevant legal acts.

1.2. These Rules define the procedures for determining the subject of the master's thesis and the scientific supervisor, preparing and submitting the thesis for defense, as well as submitting reports on the preparation of the master's thesis and their evaluation by the students of the master's level of higher education at the International Master's and Doctoral Center (hereinafter - IMDC) does.

1.3. The purpose of these Rules is to improve the quality of master's theses by clarifying the procedures for preparing them, and to determine the mechanisms for ensuring objectivity during the evaluation of reports relevant to the dissertation.

1.4. The main concepts used in these regulations are as follows:

1.4.1. **Graduate student**- a person studying at the master's level of higher education.

1.4.2. **Master's thesis** (hereinafter - dissertation) - a scientific-research work prepared by a graduate student to receive a master's degree based on the recommendations of the scientific supervisor, demonstrating his readiness for highly

qualified professional activity and scientific-research work.

The purpose of writing the dissertation is to develop the master's ability to conduct independent research and scientific potential, as well as to determine the ability to use modern research methods and make generalizations.

**1.4.3. Scientific leader-** in the process of selecting the dissertation topic, research object and subject, research methods, research information base and literature, as well as in the preparation of the dissertation plan and conducting the research, giving the necessary recommendations to the graduate student, in terms of the scientific and technical design of the content of the dissertation, with relevant normative and legal documents, and this is the person who gives an opinion on compliance with the requirements defined by the rules.

It is considered appropriate to have a match between the field of scientific-pedagogical activity of the scientific supervisor and the topic of the dissertation.

The main task of the scientific supervisor is to control the scientific level and technical parameters of the dissertation in accordance with the requirements of the relevant legal acts and these Rules.

The scientific supervision of the graduate students is carried out by UNEC employees who have a scientific degree and practical work experience in the relevant field. Persons with a master's degree can also be implemented by.

**1.4.4. Scientific advisor-** if the dissertation topic or the selected research method is related to different fields of science, it is the person who is determined with the consent of the master's student and the recommendation of the scientific supervisor. In addition to UNEC employees as scientific advisors, highly qualified specialists with relevant work experience from other scientific and educational institutions, state institutions and other organizations can be determined.

**1.4.5. Notification-** issues arising in the process of preparation and evaluation of the dissertation (dissertation topic and scientific supervisor determination, providing information to graduate students and academic supervisors about the presentation and evaluation of reports and dissertations, conducting monitoring, etc.) using modern means of communication (e-mail, SMS, social networks, telephone,

etc.), as well as the IMDC and the Ministry of Economy and it is carried out through duly approved documents placed on the notice board of the department of technological sciences (hereinafter - the Department).

## **II. Dissertation topic and supervisor determination**

2.1. Dissertation topics must meet the following requirements:

2.1.1. It should be relevant from a theoretical and practical point of view;

2.1.2. It should relate to modern problems of a theoretical-methodological and practical nature in the specialization and direction of specialization studied by the master's student;

2.2. The Master's student can choose the dissertation topic and supervisor from the list of Master's dissertation topics and supervisors prepared by the Department (hereinafter - the List).

The list is drawn up by the Department no later than November 30 of the 1st year of the master's education in the form given in Appendix 1 to these Regulations, taking into account the proposals of the relevant departments and other structural divisions of UNEC.

2.3. The graduate who does not have one, he can offer another subject suitable for his specialty and specialization.

2.4. Dissertation topic and supervisor determination the procedure is carried out in the following manner:

2.4.1. If the graduate student chooses the subject from the list, the person or one of the persons proposed as the scientific supervisor for that subject in the list is accepted as the scientific supervisor by the department with the consent of the graduate student.

2.4.2. If the master's student offers another subject that is not on the list and corresponds to the specialty and specialization he is studying, the compliance of the subject with the requirements defined in paragraph 2.1 of these rules is checked by the Department and an appropriate decision is made. If the proposed topic does not meet the defined requirements, the Department will help the graduate student to find a new topic.

It is not allowed to choose the same subject by two or more graduate students.

2.4.3. In case the graduate student proposes a scientific supervisor whose name is not mentioned in the list, the compliance of the information about the

proposed scientific supervisor with the requirements mentioned in paragraph 1.4.3 of these Rules is checked and a corresponding decision is made. For this purpose, an officially certified copy of the documents confirming the scientific name and scientific degree of that person, the details of the organization where he works, information about the contact phone number and e-mail address of the scientific supervisor, by the graduate student or the person proposed as a scientific supervisor, by October 20 of the first year of education. Must be submitted to the department. If the mentioned information is delayed or incomplete, that person is not allowed to be accepted as the scientific supervisor of the master's student, and the Department provides assistance in identifying the scientific supervisor of the master's student.

2.5. The master's student should carry out literature research on the topics he is interested in (relevant modern scientific books and monographs, scientific articles, conference materials, internet resources, researches of international organizations, statistical databases, etc.) Dissertation proposal form specified in Appendix 2 to these regulations. It should be submitted to the Department by December 10.

2.6. The final list of dissertation topics and scientific supervisors is discussed in the Scientific Council of IMDC by the end of November of the 1st year of master's education based on the presentation of the Department, and submitted to the management of UNEC in the form given in Appendix 3 to these regulations by December 15 for approval is done.

2.7. The final list of dissertation topics and scientific supervisors in the prescribed manner by the relevant order of UNEC is confirmed.

2.8. In exceptional cases (when the scientific supervisor dies, goes abroad for a long time, is absent from work for a long time due to illness, the topic loses relevance, etc.), the scientific supervisor of the graduate student and the topic of the dissertation can be changed in the established manner.

### **III. Master's thesis preparation and presentation process accountability and evaluation procedures**

3.1. The master's student submits four reports (reports I, II, III and IV, respectively) to the scientific director about the work done on the dissertation, twice in each semester of the 2nd year of the master's education.

3.2. Each report should be evaluated by the scientific director based on the relevant criteria indicators given in Annex 4, Annex 5, Annex 6 and Annex 7 to these regulations. The final grade for the reports is calculated as the sum of the points given for the criteria indicators. Each indicator is assessed on a 10-point scale.

3.2.1. The sum of marks for reports I and II is taken as the final indicator for the subject "Research, communication and innovation", and the sum of marks for reports III and IV is considered as the final indicator for the subject "Conducting research work".

3.2.2. Consistency should be observed in the acceptance of reports: acceptance and assessment of subsequent reports by the scientific supervisor and the Department is not allowed unless a previous report has been submitted.

3.2.3. A graduate student who does not submit reports within the time specified by these rules, or whose evaluation result for any report is less than 17 points, or whose final evaluation result for any of the subjects mentioned in clause 3.2.1 of these rules is less than 51 points, will incur an academic debt for that subject.

3.3. The main reporting requirements are as follows:

3.3.1. Reports are written on A4 sheet with 1.5 line spacing, 3 cm from the left edge, 2 cm from the top and bottom, and 1.5 cm from the right side, using 14 size Times New Roman font. The page numbers of the report are marked in the lower right corner of the sheets. Reports should be 5-7 pages long.

3.3.2. I report should be drawn up in the following order:

- Preliminary plan of the dissertation work;
- Justification and relevance of the choice of the research topic: Here, the setting of the problem related to the topic should be explained in detail and justified. Relevance and purpose should be thoroughly explained.



- Information about the methods to be used during the research;
- Preliminary list of literature to be used.

The master's student must submit the I report to the academic supervisor from the beginning of the second year of the master's education until October 1. The academic supervisor should evaluate the report based on the criteria given in the evaluation form of the I report on the Master's dissertation prepared in accordance with Appendix 4 to these Regulations, sign the report and submit it to the Department by October 10.

3.3.3. The II report should be prepared in the following sequence:

- Plan and summary of the first chapter;
- Information about the theoretical and methodological bases of the research;
- Information about the research methods used in the first chapter and justification of the choice of the research method;
- Reference list for writing this section.

The master's student must submit the second report and the part of the dissertation covered by this report to the scientific supervisor by December 1 of the second year of the master's education.

The academic supervisor should evaluate the report based on the criteria given in the evaluation form of the II report on the Master's dissertation prepared in accordance with Appendix 5 to these Regulations, sign the report and submit it by December 10 must submit to the department.

3.3.4. The III report should be prepared under the following headings:

- The plan and summary of the second chapter;
- In the second chapter, information about the research methods used and justification of the choice of these methods;
- Information about the database for the application of selected research methods;
- The results of the analysis and limitations of the research using the research method;
- Reference list for writing this section.

The master's student must submit the III report and the part of the dissertation covered by this report to the scientific supervisor by February 1 of the 2nd year of the master's education. The scientific supervisor should evaluate the report based on the criteria given in the III report evaluation form for the Master's dissertation prepared in accordance with Appendix 6 to these Regulations, sign the report and submit it to the Department by February 10.

3.3.5. The IV report should be prepared under the following headings:

- Reasoned arguments and conclusions obtained as a result of the conducted research;
- Proposals and recommendations given in the direction of solving the problem of the dissertation;
- The scientific-practical importance of the obtained results and possible fields of application;
- List of references used in writing this section.

The master's student must submit the IV report and the part of the dissertation covered by this report to the scientific supervisor by April 1 of the second year of the master's education. The scientific supervisor should evaluate the report based on the criteria given in the IV report evaluation form for the Master's dissertation prepared in accordance with Appendix 7 to these regulations, sign the report and submit it to the department by april 10.

3.4. The master's student must submit the relevant report and the part of the dissertation covered by that report to the academic supervisor in writing and by signing it by the time specified by clauses 3.3.2-3.3.5 of these Regulations.

The graduate student is obliged to demonstrate the level of preparation and awareness of the relevant report and the part of the dissertation covered by this report.

3.5. The academic supervisor must evaluate the reports and inform the graduate student about the results. When the reports are evaluated by the scientific director, the following issues should investigate:

3.5.1. there is consistency between the report and the part of the dissertation

covered by this report;

3.5.2. that the compilation of the relevant part of the report and dissertation is in accordance with the requirements of these regulations;

3.5.3. the master's level of preparation and awareness of the report and the part of the dissertation covered by this report.

3.6. When the academic director finds a discrepancy in at least one of the requirements specified in clauses 3.5.1 and 3.5.2 of these Rules, he must inform the graduate student about it in the form specified by clause 1.4.5 of these Rules. The master's student must make the necessary corrections and submit the report and the part of the dissertation covered by this report to the scientific supervisor within a specific period of time (3-5 days) determined by the scientific supervisor.

If the graduate student does not submit the appropriate additions and corrections to the report and the part of the dissertation covered by this report within the period determined by the scientific supervisor (3-5 days), or if the additions and corrections made to the dissertation are not satisfactory, the corresponding report is evaluated by the scientific supervisor in the prescribed manner .

If the master's student does not fulfill the requirement specified in paragraph 3.5.3 of these Rules (if the master's level of preparation and awareness about the report and the part of the dissertation covered by this report is not satisfactory), that report is evaluated by the academic supervisor with a score of "0".

3.7. In order to improve the quality of Master's theses, as well as to ensure objectivity in the process of preparation and evaluation of theses, the reports submitted are monitored by the Department in the following manner:

3.7.1. For the purpose of monitoring, Monitoring Commissions are created under the chairmanship of the heads of specialties, taking into account the relevant specialties and specializations, based on the presentation of the Department, by the decision of the Scientific Council of the IMDC.

3.7.2. The submitted reports are considered in the relevant Monitoring Commissions, which in terms of compliance with the requirements defined by clauses 3.5.1-3.5.3 of the rules more reports considered risky are determined and a

list of graduate students involved in monitoring is drawn up.

3.7.3. Graduate students who are not satisfied with the result of the evaluation of the relevant report by the academic supervisor can apply to the Monitoring Commission for the purpose of re-evaluation of this report.

3.7.4. A graduate student can be involved in monitoring for one or more reports.

3.7.5. Monitoring is conducted in the form of interviews.

3.7.6. The graduate student has the right to receive information about the place and time of the monitoring conducted for each report.

3.7.7. The monitoring of each report is carried out within 15 working days after the last date when the report should be submitted to the Department by the scientific leader (October 10 for the I report, December 10 for the II report, February 10 for the III report and April 10 for the IV report).

Monitoring can be carried out no less than 2 times a year (1 time in SABAH groups E-commerce specialization) in order to check the preparation status of dissertations for specialties where the accountability system is not applied.

Within 3 working days after the deadline for the reports to be handed over to the Department. The Department draws up a monitoring schedule and informs the graduate students and their supervisors about it. The monitoring schedule contains the list of undergraduates invited for monitoring, information about the place, date and time of monitoring.

3.7.8. The responsibilities of the master's student in relation to the conducted monitoring are as follows:

3.7.8.1. Apply to the Department by the end of the period indicated in paragraph 3.7.7 of these rules to get information about the place and time of the monitoring conducted for each report;

3.7.8.2. Submit the relevant report and the part of the dissertation covered by this report in paper form to the Monitoring Commission;

3.7.8.3. Demonstrate a level of awareness and preparation of the relevant report and the part of the dissertation covered by this report.

3.7.9. During monitoring, if inconsistencies in the requirements specified in clause 3.5 of these rules are detected, as well as if the content of the part of the dissertation work covered by the corresponding report does not correspond to the result (price) of this report evaluated on the basis of the criteria determined by the scientific supervisor, the Monitoring Commission conducts a re-evaluation of the report and a relevant act is drawn up.

The price approved by the Monitoring Commission is considered as the final price for the report.

The participation of scientific leaders in the monitoring process is recommended.

3.7.10. If the graduate student does not participate in the monitoring at the appointed time for valid reasons, after the relevant documents confirming the valid reasons are submitted to the Monitoring Commission by the graduate student, repeated monitoring is determined within 7 working days after the initial monitoring date, and the graduate student and the academic supervisor are informed about the time and place of that monitoring.

3.7.11. The result assessed by the academic supervisor on the corresponding report of the graduate students who did not participate in the initial monitoring or the repeated monitoring determined in accordance with clause 3.7.10 of these rules without any valid reason is evaluated by the Monitoring Commission without the participation of the graduate student as provided for in clause 3.7.9 of these rules re-evaluated in order.

3.8. Dissertation submission to the department is carried out in the following manner:

3.8.1. A graduate student who does not have an academic debt for the subjects specified in clause 3.2.1 of these rules must personally submit a written copy of the dissertation prepared in accordance with the requirements of these Rules and an abstract reflecting the short content of the dissertation to the scientific supervisor by April 20.

3.8.2. The academic supervisor should familiarize himself with the full content

of the dissertation, evaluate the dissertation on the basis of the criterion indicators given in the form for the evaluation of the Master's dissertation prepared in accordance with Appendix 22 to these Regulations, and make a note on whether it is recommended for defense or not. The academic supervisor must submit one copy of the master's thesis evaluation form to the Department, and the other to the master's student, by April 30 of the second year of the master's education.

The academic supervisor may note in his opinion attached to the evaluation form in free form the shortcomings and comments related to the dissertation work that does not meet the requirements of these regulations from the point of view of scientific and technical design.

3.8.3. The Master's student must submit the dissertation signed by the scientific supervisor in paper and electronic versions together with the form for the evaluation of the Master's thesis by the scientific supervisor by April 30 of the second year of the master's education.

3.8.4. If necessary, the department can accept the dissertation within 10 working days after April 30 according to the schedule it determines.

3.8.5. Plagiarism check and defense of dissertations submitted to the Department after the dates mentioned in clauses 3.8.3-3.8.4 of these Rules are transferred to the next semesters in accordance with the requirements of the relevant normative acts.

#### **IV. Master thesis structure**

4.1. The length of the dissertation, excluding title pages, bibliography and appendices, should not be less than 60 pages, and the number of characters should not exceed 200,000 (two hundred thousand).

4.2. The structure of the dissertation consists of the following sequential parts:

4.2.1. Title pages are the first and second pages of the dissertation. An example of their compilation is provided in Appendix 8 and Appendix 9 to these regulations.

4.2.2. Science oath given in appendix 10 to these rules about writing the dissertation in accordance with the rules of scientific ethics.

4.2.3. Abstract - should be written in 12-point Times New Roman font and 1.0 line spacing, reflecting the short content of the dissertation. The summary should be written in Azerbaijani and English for undergraduates studying in the Azerbaijani language, and in Azerbaijani and the language of the dissertation for undergraduates studying in Turkish, Russian and English. The abstract should be 200-250 words without using abbreviations. The content of the summary should reflect the relevance of the topic, the purpose of the work, the research methods used, the information base of the research, the limitations of the research, the scientific innovation and practical results of the research, and the areas of application of these results. 3-5 words at the end of the summary key words must be provided. The summary form is given in appendix 11 and appendix 12 to these regulations.

4.2.4. Abbreviations - in this part, the short names of local and foreign organizations and state bodies used in the content of the work, as well as the abbreviated theoretical concepts (indicators, methods, etc.) are mentioned. The form for drawing up abbreviations is given in Appendix 13 to these regulations.

When using abbreviations in the dissertation, the spelling rules of the language in which the dissertation is written should be taken as a basis. Abbreviations and signs should be written in alphabetical order, and explanations should be written in front of each abbreviation and sign.

4.2.5. Table of contents - this part contains the introduction of the dissertation,

the main parts and their paragraphs, conclusions and proposals, a list of used literature, appendices, a list of tables, pictures and graphs, indicating the starting pages. An example of the table of contents is given in Annex 14 to these Regulations.

4.2.6. The entry (Appendix 15) should include the following information:

- **The actuality of the subject:** the essence, distinguishing features, significance of the chosen topic from a scientific and practical point of view;

- **Problem statement and level of study: brief information about the research conducted on the topic and their results;**

- **The goals and objectives of the research: the main goal of the dissertation work (model framework) and information about the tasks set in the research work;**

- **The object and subject of the research** (the object covers the areas where the research will be conducted, and the subject covers the theoretical-methodological knowledge available in those areas);

- **Research methods:** names of research methods used in the dissertation (for example, survey, observation, grouping, mathematical-statistical methods, SWOT analysis, etc.);

- **Research information base:** official, scientific and bibliographic sources of factual information required during the research, as well as relevant Internet resources and other sources are mentioned;

- **Limitations of the study:** theoretical and methodological deficiencies for conducting research, insufficiency of the necessary information base, etc.;

- **Scientific novelty of research: theoretical and practical innovations obtained as a result of research (idea, reasoning, calculations and results);**

- **Practical significance of the results and areas of application:** information about the areas of application (approval) of the results obtained in the research work.

4.2.7. After the "Introduction" part of the dissertation, the main text is compiled in the following order:

4.2.7.1. Generalization of theoretical and methodological knowledge on the given problem, research of various concepts related to the topic, analysis of the



results of research conducted by scientists in this field, different and common features of theoretical approaches, a brief description of the methods that can be applied for conducting the research, and justification of the choice of methods to be used in the research;

4.2.7.2. Research (analysis, evaluation, etc.) of the current situation on the set problem, as well as relevant indicators in the form of a specific organization, field and sphere, using selected research methods and relevant information bases, conducting an appropriate assessment, identifying problems, etc.;

4.2.7.3. Conducting a synthesis using the results and arguments obtained through the research, putting forward justified proposals and opinions in the direction of eliminating the limitations determined in the direction of solving the problem and using the opportunities.

4.2.8. In the results and suggestions section, the theoretical, methodological and practical results obtained as a result of the research are summarized and presented in a concise manner (2-3 pages).

4.2.9. Reference literature consists of a list of sources used in the process of writing the dissertation. At least 30-35 names of literature should be used in the dissertation, especially scientific articles published in prestigious scientific journals in the last 5-10 years should be preferred. An example of the list of references is shown in Annex 16 to these regulations.

The list of used literature is written in alphabetical order.

Below are examples of rules for specific cases of writing literature:

4.2.9.1. In the case of an article taken from a literary scientific journal - the surname and first name of the author or authors, the title of the article (in quotation marks), the name of the scientific journal, number, year of publication and the pages on which the article is located in the journal - example: Tom Baum and Vjollca Bakiu "Tourism in Albania: Competing in the Mediterranean Region", *Anatolia: An International Journal of Tourism And Hospitality Research*, 1999, vol.10, p. 5.;

4.2.9.2. Single-authored book - surname, first initial, (date of publication), title of the book, place of publication, publisher, volume of the book (page) - example:

Chumpeter Y. (1981), Theory of Economic Development, Moscow. "Progress", 401 str.

4.2.9.3. Multi-authored book - authors' surnames and initials, (year of publication), book title, place of publication, volume - example: Agayev AA, Javadov CC, Mammadov MM, (2019), Economics. Baku, "Science" - 444 pages;

4.2.9.4. Manuscript - surname and first name of the author, title of the work, library, chapter number;

4.2.9.5. Translated work - surname and first name of the author or authors, (date of publication), title of the work, name of the translator / name of the editor, place of publication, publisher, volume (page);

4.2.9.6. Section in an edited book - surname and first name of the author, (date of publication), "title of the section", (surname and first name of the editor), name of the book, place of publication, publisher, pages where the section is located in the book;

4.2.9.7. Book written with editorship - surname and first name of the editor, (year of publication), title of the book, place of publication, publisher, volume;

4.2.9.8. Master's dissertation - surname and first name, (year), title of master's dissertation, name of the university, location, volume (page);

4.2.9.9. Dictionary - surname and first name, (year of publication), name of the dictionary, place of publication, publisher;

4.2.9.10. Report - surname and name (year of publication), "title of the report", name of the event where the report was made, date and place, place of publication, publishing house, page in the magazine;

4.2.9.11. TV or radio program - program name (type) and broadcasting company, (date of broadcast);

4.2.9.12. Documentary film (local) - author's surname and first name (year of shooting), title of documentary film, broadcasting company / distribution company, place of shooting;

4.2.9.13 Documentary film (foreign) - surname and first name of the author (year of shooting), title of the documentary film / film in Azerbaijani (original title

of the documentary film), production company / distribution company, place of shooting;

4.2.9.14. Newspaper article - surname and first name of the author (day, month, year of publication of the newspaper). "Title of Article". Newspaper name, page number;

4.2.9.15. Electronic version of the printed book - surname and first name of the author (year of publication). Electronic address of the book, place of publication, publishing house;

4.2.9.16. Article in the database - surname and first name, (date of publication). Title of the article. Name of the journal, number: pages, full name of the e-mail address;

4.2.10. At the end of the dissertation, a list of used appendices, as well as tables, images and graphs is placed.

## **V. Compilation of Master's thesis**

5.1. The thesis is printed on A4 (21 x 29.7 cm) format white paper with a density of at least 80 g/m<sup>3</sup>. The electronic version of the dissertation must be submitted to the department in electronic form.

5.2. The text of the dissertation should be written in the language of the master's student in the Word file, in clear and fluent sentences, following the rules of spelling and grammar, 3 cm from the left, 2 cm from the top, 2 cm from the bottom and 1.5 cm from the right should be kept on each page.

5.3. The text should be written in Times New Roman font, size 14, with 1.5 line spacing. Chapter headings are capitalized and paragraph headings are capitalized only. Chapter headings and sub-headings should be written centered in bold font, no period should be placed at the end of the heading.

5.4. Tables, figures, and graphs should be typed in 12 point, with 1.0 line spacing.

5.5. In the thesis, all page numbers should be given in the lower right corner of the page. Pagination is done starting from "Introduction" with Arabic numbers (4, 5, 6, etc.) until the last page of the dissertation.

5.6. Sentences, tables, pictures, diagrams, formulas and other means of expression taken from literature and other information sources and included in the dissertation without any changes are considered direct references. When the content of a direct reference is less than 40 words, it is written in quotation marks (" "). References of more than 40 words are given in 12-point italic font, separated into paragraphs. Such a paragraph is written 1 cm shorter than the general text from the right and left. Similarly, in the case of removing some sentences or phrases from the copied part, three dots (...) are placed at the place where the removal was made.

5.7. Summarizing the information from the cited source by the graduate student and expressing his own opinion is considered an indirect reference. The main issue here is that the graduate student presents the information in his own sentences and without violating the integrity of the text. Indirect references do not use quotation marks or indented paragraphs.

The master's student should be able to present the ideas of the authors cited in the dissertation in a discussion style. Anyone reading the dissertation should be able to follow the beginning and end of the references.

Citation of the source is necessary when using direct or indirect references. References used without indicating the source are considered plagiarism (scientific theft).

5.8. At the end of direct references, the surname and initials of the author (or authors), year of publication and page are indicated in parentheses. Example: (Muradov M.M., Ahmadov A.A., 2019: p. 98).

The following paragraphs specify the rules for direct references in special cases:

5.8.1. If the entire content of the scientific article is referred to, then the author's last name, first initial, year of publication, and relevant pages of the scientific journal from which the article was taken are indicated in parentheses: (Sultanov SS, 2016: p. 227-230).

5.8.2. When referring to a section of a multi-authored book - the surname, first and last name of the author of the section, year of publication and page are indicated - (Ahmadov A.A., 2018: p.72).

5.8.3. When linking to an Internet document without an author, the full address of the electronic document is displayed - (<https://www.stat.gov.az/source/industry>, 2018).

5.8.4. If the referenced part itself is a reference - surname of the author, year: page; last name of the referrer, year of publication: page); (Muhammad H., 2007: pp. 251-255; Zeynalov Z.Z., 2018: p.106-110)

5.9. Indirect references are written with the author's last name, first initial, and year of publication in parentheses (Aliyev A.A., 2018). In the following paragraphs, indirect reference rules for special cases are indicated:

5.9.1. When multiple sources are cited – (Ahmadov A.A., 2016; Gasimov Q.Q., 2016).

5.9.2. When referring to a single-authored work - (Smith A., 2002).

5.9.3. When referring to a bi-authored work - (Ahmadov A.A. and Gasimov

Q.Q., 2006).

5.9.4. References to two or more works of the same author are written with a difference in publication dates - (Krugman P., 2001, 2003, 2004). When referring to the works of the same author published in the same year, the lowercase letters of the Latin alphabet are used in order to distinguish the works, and the corresponding marking is also done in the literature list - (Krugman P., 2018a; 2018b).

5.9.5. If there are three authors of the cited work, then a comma should be used between the surnames of the authors, and the conjunction "and" should be used before the last author - (Gasymov Q.G., Karimov K.K. and Agayev A.A, 2015). If the number of authors is more than three, the phrase "and others" is used after the initial of the first author's surname and first name - (Stiglitz C. et al., 2018).

5.10. Each table should be named in the text, and the tables should be listed in the order in which they appear in the text. The name of the table should be written above the table in bold, 12 size font. Below the table is the source from which the data in the table is taken. If the data in the table are the results of the author's research, the words "Author's calculations", "Compiled based on the results of the survey conducted by the author", "Compiled by the author (with the last name and initials of the author of the source) based on the source" are indicated as the source..

5.11. Images (diagrams, histograms, schemes, graphs) – arranged in the order of their location in the text. The name of the images (diagrams, histograms, schemes, graphs) should be written above the image in bold, 12 size font.

5.12. Appendices - large tables, diagrams, pictures and special texts placed in the dissertation and which can disrupt the harmony of reading the research are given in the "Appendices" section of the dissertation, which follows the "List of References" section of the dissertation. Cited appendices should be listed in the order of reference in the text. The title of the appendices should be written in 14-point bold font in the middle, and then in the right-hand corner it should be marked as Appendix 1, Appendix 2 in 12-point bold font (Appendix 17).

**5.12.**After the "Appendices" section, successive lists of tables, figures and graphs are given on separate pages (Appendix 18).

## **VI. Preparation and evaluation of the dissertation defense**

6.1. The master's student must draw up a summary of the thesis for defense and sign it. The abstract should be written in the language of the dissertation, on an A4 sheet, in Times New Roman font size 12, with 1.5 spacing, and its volume should consist of 5-7 pages. The abstract should consist of title page, table of contents, introduction, conclusion and proposals (Appendix 19).

6.2. The initial defense of the dissertation is carried out in the initial defense group created in the Department according to the schedule drawn up by the Department. The department informs undergraduates about the preliminary defense schedule. The purpose of the preliminary defense is to check the content and design of the dissertation, the compliance of the documents accompanying the dissertation with the specified requirements, as well as to support the preparation of the master's student for the main defense. The master's student must submit the following documents to the Department at least 3 days before the date of the initial defense:

- application (appendix 20);
- Master's dissertation evaluation form by the scientific supervisor;
- master's thesis - 1 copy (after the defense is kept at the department);
- abstract – printed in as many copies as the number of members of the Specialized Council, and one copy is kept in the department after the defense;
- a copy of the graduate student's individual work plan (appendix 21);
- copy of the scientific articles published on the dissertation (articles can be published in the journals noted on economics and international scientific journals on the official website of SAC (Supreme Attestation Commission). The original of the certificate of participation approved by the organizers must be attached to the article or copy published in the materials of international scientific conferences).

Dissertations recommended to be defended by the department are submitted to the director of IMDC for consideration along with an extract from the department meeting and other relevant documents.

If the director of the IMDC does not consider it possible to allow the dissertation to be defended, this issue is considered with the participation of the head

of the department, the head of the specialty and the scientific supervisor, and a decision is made in accordance with the requirements of the relevant normative acts.

6.3. Dissertations accepted for defense are sent by the Department to the official reviewer at least 15 days before the defense.

The official reviewer can be selected from among UNEC employees who have a scientific degree or a scientific name, as well as among leading experts with a scientific degree working in other higher education and science institutions, state institutions and other organizations. The scientific-pedagogical or professional activity of the official reviewer should be in accordance with the direction of specialization of the master's student.

6.4. After receiving the dissertation work within 10 days, the official reviewer evaluates the dissertation on the basis of the criteria specified in the form for the evaluation of the Master's dissertation by the official reviewer, prepared in accordance with Appendix 23 of these regulations, and submits one copy of the evaluation form to the graduate student and the other to the department.

6.5. At least 3 days before the defense, the Master's student must submit the opinion of the official reviewer to the Department, drawn up in accordance with the form for the evaluation of the Master's thesis by the official reviewer.

6.6. The documents specified in clause 6.2 of these Rules are checked and accepted by the person(s) in charge of the department and those documents are submitted to the secretaries of the respective specialized councils for the purpose of organizing the defense.

6.7. If the required documents are not submitted by the graduate student only for valid reasons, the time of the defense can be changed to another time in accordance with the requirements of the relevant regulatory and legal acts.

6.8. A schedule approved by the director of IMDC is drawn up for the defenses, and Council members and undergraduates are informed about the time and place of the defenses held on the respective Specialized Boards.

6.9. A meeting of the Specialized Council is considered competent when at least two-thirds of the approved members participate in its work.



6.10. The open defense of the master's thesis should be of a scientific discussion nature, and should be held in accordance with the rules of high demands, principles and scientific ethics. At this time, the integrity and justification of all the results, scientific and practical proposals in the dissertation should be thoroughly analyzed.

A minimum of 45 minutes of time should be reserved for the defense of each master's thesis in the Specialized Council, and 15-20 minutes of it should be reserved for the master's report.

6.11. The evaluation of the defense of the dissertation in the Specialized Council is carried out based on the criteria indicated in the form for the evaluation of the Master's dissertation by the Specialized Council prepared in accordance with Appendix 24 to these Regulations.

Evaluation is done on a 10-point scale for each criterion, and the final score of each Council member is calculated as the sum of the points given by the criteria. The final mark of the master's degree in defense is determined by dividing the sum of the final marks of the members of the Council by the number of members of the Council participating in the assessment.

If the final mark of the master's thesis defense is 51 points and above, he is awarded a master's degree by the decision of the Specialized Council.

6.12. If the final grade of the Specialized Council on the dissertation is below 51 points, its re-defense is allowed after at least one month has passed from the day of the negative decision, with the deficiencies in the work being eliminated. If a negative decision is made about the dissertation again, it is allowed to defend it again (not more than 2 times) on a new topic within the time limit set for the dissertation defense of graduates of the next academic year.

6.13. This section of the rules applies to dissertations that achieve passing marks during report evaluation and plagiarism checking.

6.14. Plagiarism control of the thesis is carried out based on UNEC's plagiarism rules.

**List of Master's thesis topics and supervisors**

**20\_\_/20\_\_ academic year**

<b>s/s</b>	<b>Specialty and specialization</b>	<b>Recommended topics</b>	<b>Recommended scientific supervisors (scientific degree, academic title, surname, name and patronymic,)</b>	<b>Scientific supervisor</b>	
				<b>Job and position</b>	<b>Contact information (phone, email address, etc.)</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>...</b>					

**Director of IMDC**

**Economy and technology biological sciences**

**Head of \_\_\_\_\_ the department**

\_\_\_\_\_



**MINISTRY OF SCIENCE AND  
EDUCATION OF THE REPUBLIC OF  
AZERBAIJAN. AZERBAIJAN STATE  
UNIVERSITY OF ECONOMICS**



**INTERNATIONAL MASTER'S AND DOCTORAL CENTER  
DISSERTATION PROPOSAL FORM**

<b>Graduate student</b>	Surname, first name and patronymic	
	Specialty/specialization	
	Student card number	
	Contact information (tel., email address, etc.)	
<b>Scientific leader</b>	Surname, first name and patronymic	
	Scientific degree and scientific name	
	Workplace	
	Contact information (tel., email address, etc.)	
<b>Scientific advisor</b> (appointment filled in if applicable)	Surname, name and patronymic	
	Scientific degree and scientific name	
	Workplace	
	Contact information (tel., email address, etc.)	
<b>Dissertation topic name</b>		

**Graduate student** \_\_\_\_\_  
(signature) (date)

**Scientific leader** \_\_\_\_\_  
(signature) (date)

**Scientific advisor** \_\_\_\_\_  
(signature) (date)

**Head of the program** \_\_\_\_\_  
(scientific degree, scientific title, etc woke up, name and middle name)(signature)

**Economy and technological sciences**

**Head of the department**

\_\_\_\_\_  
(scientific degree, scientific title, etc woke up, name and middle name)(signature)

**Dissertation the contents of the proposal form**

1. *THE ACTUALITY OF THE SUBJECT* - In this part, the conditions that create the need to conduct research on the topic, the provisions that show the importance of the development of the topic from a theoretical-methodological (which theories or methods will be useful for improvement?) and practical (which practical issues will be useful for solving?) point of view are reflected. In addition, previously researched literature on the topic should be mentioned as a reference (minimum 200 words).

2. *INFORMATION ON RESEARCH ON THE SUBJECT* - In this part, brief information about the researches conducted on the topic and their results is given (minimum 200 words).

3. *OBJECTIVE OF THE DISSERTATION WORK* - This part provides information about the main goal of the dissertation work (model framework). In addition, previously researched literature on the topic should be mentioned as a reference. *METHODS TO BE APPLIED IN THE DISSERTATION WORK* - This part provides information on the research methods to be used, tools needed for data collection (surveys, databases, internet resources, etc.), software tools to be used (SPSS, Eviews, etc.).

4. *PRELIMINARY LIST OF REFERENCES* (scientific books and articles, reports of international organizations and state institutions, etc.).

5. *PRELIMINARY PLAN OF THE DISSERTATION* - This part reflects the initial plan of the dissertation.

## Appendix 3

**I confirm:**  
**Rector of Azerbaijan State University**  
**of Economics** \_\_\_\_\_  
*(scientific degree, scientific title, etc address, name and signature)*  
\_\_\_\_\_  
*(history)*

### Master's thesis topics and a list of academic supervisors

<b>Qualification:</b> _____			
<b>Specialization:</b> _____			
<b>Group</b> _____			
S/s	Surname, first name and patronymic of the graduate student	of the subject name	Scientific leader (academic degree, scientific name, surname, name and patronymic)
1			
2			
....			
....			



MINISTRY OF SCIENCE AND EDUCATION OF THE REPUBLIC OF AZERBAIJAN

AZERBAIJAN STATE UNIVERSITY OF ECONOMICS

INTERNATIONAL MASTER'S AND DOCTORAL CENTER

Evaluation of the first report on the master's thesis

Graduate student \_\_\_\_\_

\_\_\_\_\_  
(surname, first name and patronymic) (signature)

Subject: \_\_\_\_\_

Specialization: \_\_\_\_\_

Group: \_\_\_\_\_

Contact (phone, e-mail,  
etc.): \_\_\_\_\_

Evaluation

1. Compatibility of the plan of the dissertation work with the topic - \_\_\_\_\_ points
2. Research orientation of the plan - \_\_\_\_\_ points
3. Compliance of the plan with the requirements of the dissertation - \_\_\_\_\_ points
4. Sufficiency and innovation of literature - \_\_\_\_\_ points
5. Scientific and technical preparation of the report  
level of compatibility in terms of- \_\_\_\_\_ points

FINAL PRICE - - \_\_\_\_\_ points

*Evaluation is done on a 10-point scale.*

*The final grade is calculated as the sum of the points for the criteria.*

**Scientific leader:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

**Scientific advisor:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

***A 5-7 page report on the dissertation work plan, literature list and research methods should be attached.***

## Appendix 4



TSE EN ISO 9001:2008  
keyfiyyati idarəetmə sistemi





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**AZERBAIJAN STATE UNIVERSITY OF**  
**ECONOMICS**  
**INTERNATIONAL MASTER'S AND DOCTORAL CENTER**



### Evaluation of the second report on the master's thesis

**Graduate student** \_\_\_\_\_

\_\_\_\_\_  
*(surname, first name and patronymic) (signature)*

**Subject:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Group:** \_\_\_\_\_

**Contact (phone, e-mail, etc.):** \_\_\_\_\_

### Evaluation criteria

1. The level of development of the theoretical and methodological bases of the research - \_\_\_\_\_ points
2. The level of coherence between the paragraphs of the first chapter - \_\_\_\_\_ points
3. Theoretical-methodological base and research methods  
 novelty of the literature used in the selection - \_\_\_\_\_ points
4. The level of justification of the selected research methods - \_\_\_\_\_ points
5. Scientific and technical preparation of the report  
 level of compatibility in terms of- \_\_\_\_\_ points

**FINAL PRICE**      -      - \_\_\_\_\_ **points**

*Evaluation is done on a 10-point scale.*

*The final grade is calculated as the sum of the points for the criteria*

**Scientific leader:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

**Scientific advisor:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

*A 5-7 page report on the introduction and the first part of the dissertation should be attached (along with the list of references used).*



MINISTRY OF SCIENCE AND EDUCATION OF AZERBAIJAN REPUBLIC  
AZERBAIJAN STATE UNIVERSITY OF ECONOMICS  
INTERNATIONAL MASTER'S AND DOCTORAL CENTER



### Evaluation of the third report on the master's thesis

**Graduate student** \_\_\_\_\_

\_\_\_\_\_  
(surname, first name and patronymic) (signature)

**Subject:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Group:** \_\_\_\_\_

**Contact (phone, e-mail,  
etc.):** \_\_\_\_\_

### Evaluation criteria

1. Comprehensiveness and novelty of the information base of the study \_\_\_\_\_ -  
points
2. The level of consistency between the paragraphs of the second chapter –  
score \_\_\_\_\_ points
3. Level of use of selected research methods \_\_\_\_\_ points
4. Compatibility of used literature,  
adequacy and innovation level \_\_\_\_\_ points
5. Scientific and technical preparation of the report  
level of compatibility in terms of \_\_\_\_\_ points

**FINAL PRICE** \_\_\_\_\_ **points**

*Evaluation is done on a 10-point scale.*

*The final grade is calculated as the sum of the points for the criteria*

**Scientific leader:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

**Scientific advisor:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

*A 5-7 page report on the introduction and the first part of the dissertation should be attached (along with the list of references used).*



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keyfiyyət idarəetmə sistemi

### Evaluation of the IV report on the master's thesis

**Graduate student** \_\_\_\_\_

(surname, first name and patronymic) (signature)

**Subject:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Group:** \_\_\_\_\_

**Contact (phone, e-mail,  
etc.):** \_\_\_\_\_

### Evaluation criteria

1. Correspondence between the paragraphs of the third chapter and the dissertation level of logical connection with previous chapters - \_\_\_\_\_ points
2. Synthesis of research results (generalization) level \_\_\_\_\_ points
3. Conclusions and suggestions with the research conducted  
level of justification \_\_\_\_\_ points
4. Scientific and practical importance of the results \_\_\_\_\_ points
5. Scientific and technical preparation of the report  
level of compliance in terms of - \_\_\_\_\_ points

**FINAL PRICE** - - \_\_\_\_\_ **points**

*Evaluation is done on a 10-point scale.*

*The final grade is calculated as the sum of the points for the criteria.*

**Scientific leader:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

**Scientific advisor:** \_\_\_\_\_  
*surname, first name and patronymic, signature, date*

*A 5-7 page report on the introduction and the first part of the dissertation should be attached (along with the list of references used).*

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AZERBAIJAN REPUBLIC**

**AZERBAIJAN STATE UNIVERSITY OF ECONOMICS**

**INTERNATIONAL MASTER'S AND DOCTORAL CENTER**

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on the subject

**MASTER'S DISSERTATION**

---

*(last name, first name and patronymic of the graduate student)*

**BAKU – 20\_\_ years**

MINISTRY OF SCIENCE AND EDUCATION OF THE REPUBLIC OF  
AZERBAIJAN

AZERBAIJAN STATE UNIVERSITY OF ECONOMICS  
INTERNATIONAL MASTER'S AND DOCTORAL CENTER

International Masters and  
Doctoral Center Director

\_\_\_\_\_  
(academic degree, scientific name, surname, name and patronymic)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(history)

\_\_\_\_\_  
on the subject

MASTER'S DISSERTATION

Code and name of the specialty \_\_\_\_\_

Name of specialization: \_\_\_\_\_

Group: \_\_\_\_\_

Graduate student:

\_\_\_\_\_  
(surname, first name and patronymic)

\_\_\_\_\_  
(signature)

Scientific leader:

\_\_\_\_\_  
(scientific degree and academic title)

\_\_\_\_\_  
(surname, first name and patronymic)

\_\_\_\_\_  
(s)

Program leader: \_\_\_\_\_

(scientific degree and academic title)

\_\_\_\_\_  
(surname, first name and patronymic)

\_\_\_\_\_  
(signature)

Head of Department:

\_\_\_\_\_  
(scientific degree and academic title)

\_\_\_\_\_  
(surname, first name and patronymic)

\_\_\_\_\_  
(s)

BAKU – 20\_\_



**The oath of science**

I, \_\_\_\_\_ swear that

*(last name, first name and patronymic of the graduate student)*

I have written my master's thesis on

---

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in full compliance with scientific, moral norms and reference rules and  
reflecting all the sources I used in the literature list.

---

*(Name of dissertation topic)*

## SUMMARY

**Relevance of the research:**

**The purpose of the study:**

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**Research methods used:** \_\_\_\_\_

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**Information base of the study:**

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**Limitations of the study:** \_\_\_\_\_

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**Scientific novelty and practical results of the research work:**

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**Areas where the results can be used:** \_\_\_\_\_

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**Key words:** \_\_\_\_\_ *(3-5 word keywords should be provided)*

---

(Name of facility)

## SUMMARY

**The actuality of the subject:**

**Purpose and tasks of the research work:**

**Used research methods:**

**The information base of the research:**

**Restrictions of research:**

**The novelty and practical results of investigation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Scientific-practical significance of results:**

**Keywords:** \_\_\_\_\_

.

**ABBREVIATIONS AND SIGNS**

<b>EU</b>	European Union
<b>USA</b>	United States of America
<b>ASAU</b>	Azerbaijan State Agrarian University
<b>FEZ</b>	Free Economic Zone
<b>VAT</b>	Value-added tax
<b>SME</b>	Small and Medium Enterprises
<b>AHCMD</b>	Association of Housing and Communal Management Departments
<b>TEA</b>	Turkish Exporters Assembly
<b>GDP</b>	Gross Domestic Product

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## INTRODUCTION

**The actuality of the subject:**\_\_\_\_\_

\_\_\_\_\_

**Problem setting and learning level:** \_\_\_\_\_

\_\_\_\_\_

**Research goals and objectives:** \_\_\_\_\_

\_\_\_\_\_

**The object and subject of the research:**\_\_\_\_\_

\_\_\_\_\_

**Research methods:**\_\_\_\_\_

\_\_\_\_\_

**Research database:**\_\_\_\_\_

\_\_\_\_\_

**Limitations of the study:**\_\_\_\_\_

\_\_\_\_\_

**Scientific novelty of the study:**\_\_\_\_\_

\_\_\_\_\_

**Practical importance of the results and areas of application:**\_\_\_\_\_

**BIBLIOGRAPHY**

1. Agayev A.A., Aliyev A.A. "The impact of credits to GDP", Journal of Bank System. 2019, Vol. 2, p. 85-95
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**Internet resources**

1. [www.stat.gov.az/source/entrepreneurship/#](http://www.stat.gov.az/source/entrepreneurship/#), 2020
2. <https://www.taxes.gov.az/az/page/ar-vergi-mecellesi>, 2020
3. <https://iqtisadiportal.blogspot.com/2017/02/laffer-yrisi.html>, 2020
4. <http://www.doingbusiness.org/en/rankings>, 2020

*Note: At least 30-35 names of literature should be used in the dissertation, especially scientific articles published in prestigious scientific journals in the last 5 years should be preferred. It is important to follow the alphabetical list in the compilation of the bibliography.*



## APPENDICES

## Appendix 1.

**Table 12. Differences between personnel management and Human resources management**

<b>Personnel management</b>	<b>Management of human resources</b>
Tactical	More strategic
It is short-term and depends on the reaction of others	It is long-term, policy-making and proactive
It takes advantage of traditional communication methods	Uses various means of communication
They are enterprises based on traditional management, where employees do not participate in decision-making	They attach special importance to the participation of their employees in making important decisions related to the enterprise's activities.
Suitable for workplaces with traditional occupations	Emphasis is placed on individual work relationships rather than professions.
It is based on traditional salary payment methods	It is based on the determination of salary and various payments based on the motivation
It protects the status quo and resists change	It wants to change and flexibility is important
He does not care about professions and different opinions because he tries to direct people to a common goal with a unique perspective	With a pluralist approach, he wants to get everyone's opinion
It provides the same conditions for all working groups	Focuses on individual service contracts and salary and reward systems
It is based on helping those who are in a difficult situation	Teaches members how to handle difficult situations

**Source:**Dessler G., 2013: p. 30-31

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**SCIENCE AND MINISTRY OF EDUCATION OF AZERBAIJAN  
REPUBLIC  
AZERBAIJAN STATE UNIVERSITY OF ECONOMICS  
INTERNATIONAL MASTER'S AND DOCTORAL CENTER**

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On the subject of

---

**ABSTRACT**

**Code and name of the  
specialty:**\_\_\_\_\_

**Name of specialization:**\_\_\_\_\_

**Group:**\_\_\_\_\_

**Graduate student:**\_\_\_\_\_

(surname, first name and patronymic)

**Scientific leader:**\_\_\_\_\_

(academic degree, scientific name, surname, name and patronymic)

**BAKU – 20\_\_**

## Appendix 20

### International Masters and Doctoral Center Director

\_\_\_\_\_  
(academic degree, scientific name, surname, name and patronymic)

\_\_\_\_\_  
of the  
**International Master's and Doctoral Center**  
(name of a profession)

\_\_\_\_\_  
(name of specialization)

a master's student in \_\_\_\_\_  
\_\_\_\_\_ by

(surname, first name and patronymic)

## A P P L I C A T I O N

I ask you to attach the necessary documents to the application for the defense of master's dissertations and give an instruction on the defense of the master's dissertation. I wrote on \_\_\_\_\_ in the Specialized Council.

Added:

- |   |           |
|---|-----------|
| 1. Master's dissertation evaluation form by the scientific supervisor | - 1 copy. |
| 2. The official reviewer of the master's thesis assessment form by    | - 1 copy  |
| 3. Abstract   | - ____ p. |
| 4. A copy of the individual business plan                             | - ____ p. |
| 5. Dissertation   | - ____ p. |
| 6. Copy of published scientific works                                 | - ____p.  |
| 7. Extract from the minutes of the department meeting                 | - ____ p. |

Signature: \_\_\_\_\_

History: \_\_\_\_\_



## INDIVIDUAL WORK PLAN ON THE MASTER'S DISSERTATION

## International Master's and Doctoral Center

Graduate

student: \_\_\_\_\_

*(surname, first name and patronymic)*

Code and name of the specialty: \_\_\_\_\_

Name of specialization: \_\_\_\_\_

\_\_\_\_\_ Group: \_\_\_\_\_

Language of education: \_\_\_\_\_

Scientific leader: \_\_\_\_\_

*(scientific name, scientific degree, surname, first name and patronymic)*

Scientific advisor (when set): \_\_\_\_\_

*(scientific name, scientific degree, surname, first name and patronymic)*

1. Dissertation topic: \_\_\_\_\_

2. Selection of literature for research and search of information base- the first year of education

3. Handing over dissertation work to the scientific supervisor -second year of study

s/s	The name of the works	Execution of the duration deadline
1.	Dissertation plan, research methods and primary literature list – I report	October 1
2.	Theoretical-methodological part of the dissertation – II report	December 1
3.	Conducting research and analysis part - III report	February 1
4.	Preparation of synthesis and proposals - IV report	1st April
5.	Dissertation submission to the department	April 30

Scientific leader \_\_\_\_\_

*(signature)*

Scientific advisor \_\_\_\_\_

*(signature)*

I accepted the assignment \_\_\_\_\_

*(master's signature and date)*

I handed in the assignment \_\_\_\_\_

*(master's signature and date)*

Note 1. The individual work plan for the dissertation work is drawn up in 2 copies. One copy is kept by the graduate student, and the second by the department.

### Master's dissertation evaluation form by the scientific supervisor

**Graduate student:** \_\_\_\_\_

**Qualification:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

s/s	Evaluation criteria	Evaluation			
		high	good	Medium	Weak
1.	Compliance with the orthographic and grammatical rules of the language in which the text of the dissertation is written				
2.	Justification of the relevance of the topic and the level of setting the problem, the relevance of the goals and objectives of the dissertation to the topic				
3.	The level and adequacy of the study of the theoretical-methodological base of the research				
4.	The level of justification and adequacy of the choice of the research method				
5.	Comprehensiveness of information base of selected research methods, novelty and level of application of these methods in work				
6.	The level of generalization of research results				
7.	The level of connection and justification of the proposed propositions and considerations with the conducted research				
8.	Appropriateness and adequacy of used sources for research				
9.	The scientific-practical significance of the results for the subject area				
10.	The ability to present the results obtained by the graduate student				
	<i>The dissertation is recommended for defense</i> <input type="checkbox"/>				
	<i>The dissertation is not recommended for defense</i> <input type="checkbox"/>				

**Scientific leader:** \_\_\_\_\_  
(scientific name, scientific degree, surname, first name and patronymic)

**Signature** \_\_\_\_\_

Note: In addition to the evaluation form, the scientific supervisor can submit his comments and suggestions regarding the dissertation in free form.



### Master's thesis evaluation form by the official reviewer

**Graduate student:** \_\_\_\_\_

**Qualification:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

s/s	Evaluation criteria	Evaluation			
		high	good	medium	Weak
1.	Compliance with the orthographic and grammatical rules of the language in which the text of the dissertation is written				
2.	Justification of the relevance of the topic and the level of setting the problem, the relevance of the goals and objectives of the dissertation to the topic				
3.	The level and adequacy of the study of the theoretical-methodological base of the research				
4.	The level of justification and adequacy of the choice of the research method				
5.	Comprehensiveness of information base of selected research methods, novelty and level of application of these methods in work				
6.	The level of generalization of research results				
7.	The level of connection and justification of the proposed propositions and considerations with the conducted research				
8.	Appropriateness and adequacy of used sources for research				
9.	The scientific-practical significance of the results for the subject area				
10.	The ability to present the results obtained by the graduate student				
	<i>The dissertation is recommended for defense</i> <input type="checkbox"/>				
	<i>The dissertation is not recommended for defense</i> <input type="checkbox"/>				

**Scientific leader:** \_\_\_\_\_  
(scientific name, scientific degree, surname, first name and patronymic)

**Signature** \_\_\_\_\_

*Note: The official reviewer can submit his comments and suggestions regarding the dissertation in addition to the evaluation form, in free form.*

Master's dissertation evaluation form by the Specialized Board

Graduate student: \_\_\_\_\_

Qualification: \_\_\_\_\_

Specialization: \_\_\_\_\_

Subject: \_\_\_\_\_

s/s	Members of the Specialized Council Surname, first name and patronymic and signature	Spelling and grammar of the language in which the text of the dissertation is written compliance with the rules	Justification of the relevance of the topic and the level of setting the problem, the relevance of the goals and tasks of the dissertation to the topic	The level and adequacy of the study of the theoretical-methodological base of the research	The choice of the research method level and adequacy of justification	Selected research methods the comprehensiveness of the information base and the level of application of these methods in work	The level of development of the relationship of the presented proposal and considerations with the conducted research and level of justification	Used sources	The scientific-practical significance of the results for the subject area	The ability to prepare a scientific work	Conclusion

							e s u l t s				b y t h e g r a d u a t e s t u d e n t	
1												
2												
....												
	<b>Final price</b>	x	X	x	x	x	x	x	X	X	x	

**Note:** Evaluation is done on a 10-point scale for each criterion, and the final grade of each commission member is calculated as the sum of the points given by the criteria. The final grade of the master's degree in defense is calculated by dividing the sum of the final grades of the commission members by the number of commission members participating in the evaluation: 91-100 points - A (excellent), 81-90 points - B (very good), 71-80 points - C (good) , 61-70 points – D (sufficient), 51-60 points – E (satisfactory), 50 and less points – F (insufficient).

**Chairman of the Specialized Council** \_\_\_\_\_

(scientific name, scientific degree, surname, first name and patronymic)

**Scientific secretary of the Specialized Council** \_\_\_\_\_

(scientific name, scientific degree, surname, first name and patronymic)\_\_\_