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**FACULTY OF ECONOMICS
DEPARTMENT OF ECONOMIC THEORY,
MACRO- AND MICROECONOMICS**

**GUIDELINES FOR WRITING
AND DEFENDING A MASTER'S THESIS**

for students

Major 051 Economics

**Study Programme
«Economics and Politics»**

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1. GUIDELINES FOR WRITING MASTER'S THESIS

1.1. Purpose and objectives of the master's thesis as a form of final certification

Master's thesis is an independently performed research work of higher education applicants for the master's degree, the main purpose and content of which is the implementation of scientific research on the latest theoretical and practical-applied issues in the field of training.

The public defense of the master's thesis is a form of final certification of graduates of the program "Economics and Politics", major 051 Economics for the degree of master's. The preparation of a master's thesis is provided for in the curriculum of the educational program. The whole process of studying under the master's degree program ends with the defense of the thesis at the meeting of the Examination Commission.

A master's qualification thesis is a completed scientific research that indicates the applicant's readiness to perform independent scientific activities using the acquired theoretical knowledge and practical skills. It is an important outcome of master's educational training, and therefore the content of the work and the level of its defense are taken into account as one of the main criteria for assessing the quality of the relevant study programme.

The purpose of the master's thesis is to certify that the graduate has acquired the ability to conduct independent research and gain practical experience in its implementation on relevant scientific issues based on deepening theoretical knowledge in the field of economics and Politics, mastering the methodology of scientific economic research, confirming the ability to conduct independent creative research, obtaining research results with elements of novelty, defending and arguing their own research position.

The completion and defense of the master's thesis should demonstrate the level of professional training of the graduate, the ability to apply the knowledge gained during the master's study programme to solve scientific, theoretical and scientific-practical problems, the propensity for research work, the ability to conduct research, systematize and consciously assimilate knowledge and creatively and critically process information sources, the availability of organizational and methodological skills for the practical implementation of scientific work.

The main tasks of performing and defending a thesis as a form of final certification are the acquisition of general and special (professional) competencies and program learning outcomes defined by the Master's Program "Economics and Politics":

General competencies (GC):

- GC1. The ability to think critically and generate new ideas that contribute to the effectiveness of economic policy, the functioning and development of economic systems.
- GC3. The ability to display leadership skills, motivate people and work in a team at the level of institutions and organizations of various forms of ownership government bodies engaged in the development and implementation of economic policies.
- GC4. The ability to conduct communication with professionals including representatives of research organizations and government bodies.
- GC5. Ability to innovate.
- GC6. The ability to develop and manage projects, assess efficiency of the government economic policy.
- GC7. The ability to act consciously and socially responsibly on the basis of ethical considerations and principles of academic virtue.
- GC8. The ability to conduct research in the field of economics and economic policy and present its results.

Special (professional) competencies (SC):

- SC2. Ability to communicate in a foreign language with professionals in economics and economic policy.
- SC3. The ability to collect, analyze and process statistic data, research and analytical materials for solving comprehensive social, political, and economic tasks.
- SC9. The ability to apply a scientific approach to substantiation and building of effective strategies in economic activity and government economic policy.
- SC11. The ability to plan, conduct and present the results of scientific research, prepare the results of scientific works for public disclosure.
- SC 13. The ability to independently acquire new knowledge, using modern educational and research technologies in the field of economics and economic policy.

Program results of the study (PRS):

No. s/n	Name of program result of the study
PRS 2.	Demonstrate skills of independent decision-making, leadership skills and ability to work in a team, in particular when solving political and economic problems.
PRS 4.	To conduct research, generate new ideas, carry out innovative activities in order to improve the efficiency of the economy and state economic policy.
PRS 6.	To demonstrate high social responsibility and adherence to the principles of academic virtue.
PRS 7.	To assess outcomes of the own work and be responsible for personal professional development in the field of economics and economic policy .

PRS 13.	To substantiate managerial decisions on effective development of business entities and the public sector structures.
PRS 15.	To apply scientific approaches to justifying and building effective strategies in economic activity and state economic policy.
PRS 16.	To design scenarios and strategies for the development of economic systems.
PRS 17.	To plan and conduct research in the field of economics and economic policy, demonstrate the results of research and prepare them for publication.
PRS 18.	To apply basics of philosophy, pedagogy and psychology in the educational process in higher education institutions.
PRS 20.	To define and critically estimate current conditions and trends in the social, political and economic development and apply them for developing new models of economic system and processes.

Thus, during the performance of the master's thesis by students as an integral part of the mandatory components of the master's program "Economics and Politics", there is a deepening of previously acquired knowledge, development and improvement of practical skills and abilities to implement independent scientific research of applicants for the master's degree.

The correlation between the program learning outcomes of the study program "Economics and Politics" and the corresponding teaching methods and forms of assessment is presented in the table:

Program results of the study	Teaching methods	Evaluation forms
PRS 2.	<p style="text-align: center;">Independent work</p> <p style="text-align: center;">Lectures</p> <p style="text-align: center;">Consultations</p>	<p style="text-align: center;">Thesis of the master's degree</p> <p style="text-align: center;">Public defence of a master's thesis</p>
PRS 4.		
PRS 6.		
PRS 7.		
PRS 13.		
PRS 15.		
PRS 16.		
PRS 17.		
PRS 18.		
PRS 20.		

1.2. Selection of the topic of the master’s thesis and its approval

Choosing a topic. At the preparatory stage for the master's thesis, the student, with the advisory assistance of his or her future supervisor, determines the direction of scientific research, and in its course, the topic of the work is subsequently specified and clarified. Usually, a specific area of research is chosen from the general issues developed by the Department of Economic Theory, Macro- and Microeconomics for master's qualification works, and is subject to annual updating and approval at a meeting of the department. Approximate proposed topics for master's theses are presented in **Appendix A**. The specific wording of the topic can be determined either directly in line with the departmental issues or go beyond them, subject to the approval of the future supervisor.

The direction of research chosen by the student, and subsequently the topic of the master's thesis, must be related to the content of the components of the study programme "Economics and Politics" of the major 051 Economics for the educational degree "Master", that is, to the list of disciplines in this educational program, which form the basis of the curriculum for students in the master's program.

When choosing a topic for a master's thesis, the student's scientific interests, previous research achievements (term papers, scientific publications (articles, abstracts), participation in departmental research projects, interdepartmental scientific cooperation of the department with government agencies, enterprises, stakeholders involving students, participation in student research competitions, etc.) The relevance of the chosen scientific problem, its practical significance for the functioning and development of the economy, economic policy and business practice is also taken into account.

The wording of the topic of the master's thesis should be concise, consistent with the passport of the major 051 Economics and the essence of the scientific problem under study.

Approval of the topic. After agreeing with the future supervisor on the topic of the master's qualification work, the student submits a written application to the department addressed to the head of the department, signed by the supervisor, with a request to approve the chosen topic and appoint a supervisor. A sample application is provided in **Appendix B**. The application is written by the student exclusively by hand and is signed by the supervisor and the Head of the Department.

Certified applications of students for approval of the topics of master's theses are submitted to the meeting of the Department of Economic Theory, Macro- and Microeconomics, reviewed and discussed by the faculty and undergo the approval procedure by the department.

In accordance with the current "Regulations on the organization of the educational process at Taras Shevchenko National University of Kyiv", the topic of the master's thesis is declared by the applicant for higher education and approved by the Department of Economic Theory, Macro- and Microeconomics no later than 6 months before the deadline for its submission to the department.

After the department approves the topic of the master's thesis in accordance with the curriculum, the student goes through an important stage of preparation related to writing a master's thesis. This is a mandatory research practice, during which the student gets an additional opportunity to acquire and/or improve and expand the level of general and special (professional) competencies provided by the study programme "Economics and Politics", as well as program learning outcomes necessary for the successful preparation and defense of a master's thesis.

1.3. Structure and content of the main sections of the master's thesis

1.3.1. Main structural components of a master's thesis

A master's thesis should consist of the following main structural components:

- cover page (a sample design is provided in **Appendix C**);
- TABLE OF CONTENTS (see **Appendix D for a sample**);

- INTRODUCTION;
- Sections of the main content of the master's thesis;
- conclusions to each section of the work;
- Conclusions to the entire paper;
- LIST OF REFERENCES;
- APPENDICES.

The structural component of the master's thesis entitled "TABLE OF CONTENTS" includes a list of all its substantive structural components (see *Appendix D*). *The wording of the titles of sections and paragraphs in the table of contents should not duplicate the title of the topic of the master's qualification work.* The research topic should be consistently and logically disclosed in the titles and content of all sections and paragraphs of the master's qualification work.

1.3.2. Requirements for writing a master's thesis introduction

The **INTRODUCTION**, which should be up to 3-4 pages in length, should address the following issues of the general characteristics of the master's thesis:

- the relevance of the research topic and the state of its scientific development;
- The purpose and objectives of the study;
- object and subject of research;
- research methods used in the work;
- information base of the study;
- testing of the research results (if any);
- publications on the research topic (if any);
- the scope and structure of the work.

The relevance of the topic should briefly reveal the scientific significance and practical significance of the chosen research topic for solving urgent problems of economic theory, socio-economic policy and economic practice in the national and global dimensions of modern economic development.

The disclosure of the state of scientific development of the topic under study in the domestic and foreign scientific economic literature provides for a brief, overview coverage of the scientific and theoretical contribution of domestic and foreign economists - researchers of this topic in historical retrospect and at the present stage, as well as identification of the existing unresolved scientific and practical problems that should be the subject of further research.

The purpose of the research is the ultimate goal, the final scientific result that the entire study is aimed at and that should be obtained by the researcher based on the disclosure of the chosen topic. Therefore, the wording in the introduction of the research objective must be meaningful and consistent with the title of the master's thesis.

The objective of the study is to determine the main stages of the research topic and the realization of the previously defined research goal. Objectives.

the research is formulated in accordance with the content and logical sequence of the problems to be solved in the work, as defined by the plan of the qualification work. Therefore, as a rule, the wording of research tasks is fully consistent with the titles of sections and/or paragraphs of the master's thesis.

Since research tasks should reflect a local discrete completed scientific result that the researcher should obtain on the way to realizing the overall goal of the study, the following verbs should be used to formulate them, characterizing the completed mode of action, for example: "to reveal...", "to define...", "to identify...", "to highlight...", "to develop...", "to implement...", "to improve...", "to systematize...", "to classify...", etc. Avoid the use of verbs that denote an incomplete action or process that continues towards the specified result, for example: "to consider...", "to study...", "to investigate...", etc.

The object of research is a part of objective economic reality or scientific economic knowledge, which is the focus of the researcher's cognitive and research activity and which gives rise to the research problem.

The subject of research is a part of the research object that specifies the direction of scientific research, is studied in accordance with the defined purpose and thereby directly reveals the chosen research topic. Therefore, the wording of the research subject is the closest to the wording of the title of the research topic in terms of content and verbiage.

Research methods are selected in accordance with the defined topic, purpose and research objectives, ideological and conceptual foundations of the subject (topic) of the study. The introduction provides a list of general scientific and specific research methods used in the work, preferably with an indication of the specific research problem to which they are applied and the section or paragraph of the master's thesis corresponding to their application.

The theoretical background of the research is based on primary sources, scientific monographic economic literature, professional scientific periodicals, legislative and regulatory documents, educational economic literature, official statistical materials, reference and analytical materials, including those available on the Internet, etc.

If available, the introduction provides information on the ***testing of*** research results - participation in scientific events: conferences, round tables, research projects, student research competitions, etc.

If available, the introduction also indicates the author's ***publications*** on the research topic - scientific articles and abstracts of speeches at scientific events. Their full text is placed in the appendices to the paper.

The scope and structure of the work is the final part of the introduction, which contains information about the main structural components of the work (introduction, number of chapters, conclusions, list of references, appendices, if any); the total amount of work in pages of printed text (from the title page to the end of the

conclusions); number of tables, figures, and appendices; number of references in the list of sources used.

1.3.3. Main content of the work

The main content part of a master's thesis is its main structural component. It usually consists of two or three chapters, which in turn are divided into paragraphs. The average number of paragraphs in a chapter is from 2 to 3. A chapter cannot contain one paragraph, in which case it should be a chapter without paragraphs.

As noted above, the titles and content of sections and paragraphs should logically and consistently reveal the topic of the master's thesis, its object and subject, and implement the defined purpose and objectives of the research.

The approximate volume of the text of the main substantive part of the master's thesis should be up to **70 pages of** printed text according to the specified parameters of its design.

In the main substantive part of the work, the student must present the main theoretical provisions and the results of the study, confirm them with statistical and factual material, use quantitative research methods, formulate and justify conclusions, and generally achieve the research goal.

The first section of the master's thesis is theoretical and methodological in nature and usually contains coverage of the genesis and evolution of scientific thought on the specific topic of the master's thesis. This section is devoted to the disclosure of the following aspects of the topic under study:

- review of scientific literature on the research topic;
- historical background, ideological, methodological, and theoretical origins of the scientific and theoretical development of the problem under study;
- genesis and stages of evolution of the subject of research as reflected in the scientific economic literature;
- analysis of the contribution and achievements of researchers of this scientific problem in foreign and domestic scientific economic literature;
- presentation of the content and structure of the conceptual and methodological foundations of the research of a scientific problem;
- Identification and analysis of controversial issues of the research topic, research problems to be solved, etc.

A review of the scientific literature on the research topic should contain a generalized, systematized presentation of the conceptual and methodological contribution of domestic and foreign scholars who initiated and subsequently carried out scientific development of the problem under study. The first section briefly, creatively and critically analyzes the works and studies of predecessors, and assesses their contribution to the study of this scientific problem.

The review of scientific economic literature should name, analyze and evaluate only those scientific publications that are directly related to the topic

of a master's thesis. The literature review should be concise, based only on the most relevant publications and basic works. The disclosure of the genesis and stages of evolution of the scientific development of the research topic is best presented in the form of chronological and comparative tables, which will allow the student to better systematize the theoretical contribution of researchers. The section should contain an analysis of primary sources and references to them, including foreign ones.

The first section reflects the student's ability to systematize existing theories and scientific approaches to the chosen problem, critically examine them, highlight the essentials, evaluate the experience of other researchers, determine the main thing in the study of the topic from the standpoint of modern approaches, and argue their own opinion. When analyzing sources, the student should formulate and be able to independently present and defend his or her own point of view, for which it is recommended to use the following speech patterns: "in our opinion", "in our view", "we believe", etc.

Also, in the first section, the student should determine the range of unresolved scientific and theoretical problems, their own position on unresolved scientific issues. The student should identify issues or a range of issues that have not yet been resolved or are not fully resolved but need to be resolved; identify the main conceptual and methodological approaches (categories, theories, methods) that are necessary to address these issues. It is advisable to conclude the chapter with a summarizing conclusion about the urgency of the research carried out in the master's qualification work.

The second chapter of the master's thesis reveals the main economic, theoretical, scientific and practical content of the problem under study. The chapter is practically oriented and contains a direct application of the theoretical and methodological principles discussed in the first chapter for a comprehensive analysis of the research object using the collected factual and statistical material.

This section provides a general description of the research object, the content of the problem under study, and the analysis of the actual data processed and theoretically comprehended using the chosen methodology. The second section contains a presentation of theoretical and applied research carried out by the student. This section is based on the collection, processing, and analysis of reliable economic information about the research object, which may be a particular economic sphere, industry, economic region, enterprise (institution, organization, etc.), other business entities or their groups, economic processes and relations, etc.

The student processes and analyzes factual data, available legislative and regulatory acts, statistical sources, analyzes and summarizes the economic activities of enterprises, the functioning of markets, industries, institutional environments, etc. This section comprehends and analyzes the economic practice of economically developed countries, uses data from international ratings, and summarizes the available international experience in relation to the research object chosen in the work. The student may also use materials and data collected during the industrial and research practice, as well as the results of their own previous research.

In accordance with current trends in the implementation of scientific economic research, the economic and theoretical disclosure of the topic of the master's thesis should be supplemented by the use of statistical and econometric analysis methods, economic and mathematical modeling. On this basis, the dynamics, trends and tendencies of the studied phenomena and processes, the causes of existing contradictions and shortcomings are established, the possibilities and directions of perspective solution of current economic problems are assessed.

This section should be as rich in factual information as possible (tables, graphs, charts, diagrams, schemes), which serves as a visual representation of the dynamics of the research object, including for the last 3-5 years.

The third section of the master's thesis should reflect the theoretical significance and practical value of the scientific results obtained in the work. It may cover the following issues:

- the scientific and practical significance of the problem studied in its direct application to economic practice and the functioning of the Ukrainian economy;
- the main directions, trends and prospects for further development of the research object in the realities of the national economy;
- the existing contradictions and dysfunctions of the problem under study, as well as ways to resolve them;
- the place of this problem in the context of the implementation of modern economic policy and economic reform measures;
- the author's practical recommendations for improving economic relations and the mechanism of their implementation, the institutional environment, the economic and legal framework for the functioning of business entities, the main directions of economic policy in Ukraine, etc.

This section is advisory in nature, based on the results of the previous economic research and summarizing them. The section may contain the identification and disclosure of the patterns of development of the economic object under study, substantiation of forecasts and prospective trends in the implementation of the studied economic processes, practical proposals and recommendations for improving the functioning of the object of economic research developed by the student. The disclosure of the topic of the qualification work, depending on its subject matter, should lead the author to identify specific ways and means of optimizing economic processes and business practices, improving economic relations, increasing economic efficiency, strengthening economic competitiveness, and increasing the level of social welfare in the economy.

All sections of the master's thesis must contain a disclosure of the structural and logical relationships established in the course of the research in the form of tables (statistical, analytical, chronological, comparative), figures, diagrams, graphs, etc. The text should be structured with clearly identified and formulated main ideas.

1.3.4. Requirements for writing conclusions to sections and general conclusions of the master's thesis

Each section should end with conclusions in the form of brief (up to 2 pages of text) summarizing generalizations about the problems revealed in it and the scientific results obtained.

In terms of their content, the conclusions formulated by the student for each section should correspond to the research objectives set in that section, which were previously formulated in the introduction to the work, and should also contain the implementation of these objectives.

The text of the master's thesis ends with the structural subsection "**CONCLUSIONS**", which should contain general summarizing conclusions to the entire work formulated by the author of the work in the form of generalizing judgments, conclusions drawn on the basis of preliminary research, analysis of theoretical and empirical material, structured in accordance with the content of the work.

The general summarizing conclusions to the paper should contain the main scientific results of the research conducted in the paper in the form of theoretical generalizations, substantiated theoretical positions, scientific and practical recommendations regarding business practices, implementation of economic policy, and economic reform measures. The conclusions to the sections and to the entire paper should not be identical.

The conclusions to the paper should contain an integrated implementation of the purpose and objectives of the research formulated in the introduction to the paper, and there should be a clear correspondence between the research results and the set purpose and objectives.

The volume of general conclusions to the master's thesis should be up to 4-5 pages of printed text.

1.4. Main stages and deadlines for writing the master's thesis

The process of performing a master's thesis has a clear internal logic, certainty and time limitations, structured and sequenced implementation of the main stages.

In order to clearly define the sequence, content and timing of the main stages of preparation of the master's thesis, the Department of Economic Theory, Macro- and Microeconomics has developed and annually communicates to students a *schedule for the completion of master's theses* by students of the study programme "Economics and Politics" (see *Appendix D*).

The completion of the master's thesis in accordance with the departmental *schedule* requires the student to pass the following *main stages* in a clear logical and time sequence:

- 1) approval of the topics of master's qualification works;
- 2) approval of the individual task and schedule of the master's qualification work;

- 3) preparation and submission of the first (draft) version of the work;
- 4) preparing and providing a second version of the work;
- 5) submission of the final revised version of the work for verification of academic integrity;
- 6) preliminary defense of the work at the department;
- 7) defense of qualifying master's theses.

The final approval of the topic of the master's thesis takes place at a meeting of the Department of Economic Theory, Macroeconomics and Microeconomics at the beginning of the second year of study of master's students (preliminary approval of the topic/area of research takes place at a meeting of the Department at the beginning of the first year of study). As noted above, the topic of the master's thesis is declared by the student and approved by the Department of Economic Theory, Macroeconomics and Microeconomics no later than 6 months before the deadline for its submission to the department.

The approval of the topic completes the initial stage of the student's work on choosing a research topic. This stage is more successful the earlier the student, under the guidance of the future supervisor, chooses a research area, gets acquainted with the source base, the range of current scientific issues in this area, urgent discussion issues, and unresolved issues that require further in-depth research. That is why this initial, preparatory stage usually begins in the first year of a student's master's program. The more fruitful it is, the more effective the student will be in completing the next stages of work on the master's thesis.

*Approval of the task and schedule of the master's thesis is provided by the schedule in September of the second academic year in the master's program. To do this, the student fills out and submits to the department an assignment form signed by the student and the supervisor (see **Appendix E**).*

The assignment for the master's thesis is determined by the supervisor in the form approved by the department and contains the formalization of the preliminary study of the research topic by the master's student. In particular, the assignment for the thesis includes the following components that are mandatory for fulfillment and compliance:

- determining the source base on which the work is performed;
- an indicative work plan by sections;
- the deadline for submitting the completed work to the supervisor;
- the period of preliminary protection of the work;
- subject, object, and purpose of the study;
- individual research task;
- schedule of consultations on the work on writing sections and paragraphs;
- a calendar plan for the student's work on the qualification work.

Fulfillment of the requirements and deadlines of the schedule for the preparation of qualifying master's theses provides for compliance with clearly defined deadlines for the completion of each stage, forms of control over its results and a list of those responsible for

all types of work. Strict adherence to the schedule is the key to timely and high-quality writing of a master's thesis, as well as the completion of this process with its successful defense.

The preparation and submission of the first (draft) version of the work involves the student submitting the first version of the full text of the thesis to the supervisor for review in the *first week of December of the* second academic year of the master's program. At this stage, the collection, systematization, and thorough study of the source base of the research topic continues.

On the basis of a detailed study of primary sources, domestic and foreign scientific literature, professional periodicals, statistical and factual material, and the regulatory framework, the student clarifies the structure of the work, draws up a detailed plan with the definition of sections of the work and paragraphs to them. Further processing, creative and critical comprehension and processing of the source base forms the basis for adjusting and improving the structure of the master's thesis, defining its purpose and research tasks, object and subject of research, etc.

During this stage, the previously formed research concept of the master's thesis is embodied in the first version of the text of the work, which will become the basis for its further improvement based on the comments and recommendations of the supervisor. Creative cooperation with the supervisor, attentive and responsible attitude to his/her instructions, comments and recommendations, adherence to the established schedule at this and subsequent stages of preparation of the thesis is the key to achieving its proper quality, timely completion and successful defense.

A modern scientific and methodological requirement for the preparation of a master's thesis in economics is to support theoretical positions, conclusions and generalizations by building economic and mathematical models that are relevant to the content of the work to formalize the economic relations and dependencies under study, using statistical methods of economic research, and applying modern information technologies.

The requirement for the successful preparation and defense of a master's thesis set by the Department of Economic Theory, Macro- and Microeconomics for master's degree applicants is that students prepare abstracts on the topic of the thesis at the annual student scientific conference "Shevchenko Spring", publish them in the relevant student scientific collection and make a mandatory oral presentation at the conference.

In addition, applicants for a master's degree must, from the very beginning of their work on the text of the qualification work, consciously and conscientiously observe the principles of academic integrity, which is an indispensable condition for the preparation of a high-quality research product.

Preparation and submission of the second version of the thesis to the supervisor is carried out by the student after its thorough revision, taking into account the comments and recommendations provided by the supervisor

structural, substantive, and editorial issues based on the results of the review of the first version of the text.

The second version of the work is to be submitted to the supervisor according to the schedule *in the first week of March of the* second year of studying in the master's program. After the second review, the master's thesis is finalized again, structurally and substantively improved in accordance with the comments and instructions of the supervisor. Completion of this stage allows you to move on to the next stage of preparation of the qualification work.

The next stage involves submitting the *final revised version of the work* in electronic form to the department for academic integrity checks *in the first week of April of the* second year of master's studies. Qualifying master's theses are checked using a computer program that detects the proportion of textual similarity with other sources.

If the text of the work reveals an excessive amount of textual similarity to existing sources, it is revised by the student to eliminate it and is re-checked at the author's expense.

The submission of the final version of the thesis for preliminary defense at the department is the penultimate stage of its preparation, which is carried out *in the last week of April of the* second year of master's study. The student submits to the department the final bound version of the work signed by the head of the department, with the feedback of the supervisor and an external review by a specialist in the field of the master's qualification work.

The members of the pre-defense committee listen to the graduate students' presentations, assess their readiness for the final stage, and provide them with scientific and methodological comments and recommendations for improving the quality of the defense, the content and form of presentation of the research results.

The final stage is the defense of *qualifying master's theses* at a meeting of the Examination Commission. Applicants for a master's degree submit the following documents to the department for further defense no later than **10 calendar days** before the date of its defense:

- a completed, academic integrity checked version of the master's thesis in printed and bound form;
- feedback from the supervisor;
- a certificate of originality of the master's thesis with an expert evaluation of the work by the supervisor;
- an external review provided by a specialist in the subject matter of the qualification work, certified by the reviewer's institution.

The relevant section of this publication contains methodological recommendations for the defense of a master's thesis.

2. GUIDELINES FOR DESIGN AND FORMATTING OF MASTER'S THESIS

2.1. General requirements for the text of a master's thesis

The text of the master's thesis must be typed on a computer and printed on one side of A4 sheets of paper in Times New Roman font size 14 with one and a half line spacing. The distances from the edge of the sheet should be as follows: left - 25-30 mm, right - 10-15 mm, top - 20 mm, bottom - 20 mm.

Pages should be numbered. The first page is the title page (see *Appendix C*), the second is the TABLE OF CONTENTS, the third is the INTRODUCTION, etc. The page number is not indicated on the title page. On other pages, it is placed in the upper right corner of the page without a period at the end.

The structure of the master's thesis is reflected in its TABLE OF CONTENTS (see *Appendix D*), where the corresponding pages of text are indicated on the right opposite each structural part of the plan.

Each structural part of the work ("TABLE OF CONTENTS", "INTRODUCTION", "SECTION", "REFERENCES", "APPENDICES") starts on a new page. Section headings should be centered and capitalized without a period at the end.

Subsection (paragraph) headings are printed in lowercase letters, except for the first capital letter, from the paragraph. The distance between the section heading and the subsection heading should be 1.5 line spacing.

The section number is placed after the word "SECTION", then the section heading is printed. The subsection is numbered within each section. The subsection number consists of the section number and the subsection number.

2.2. Citation and references

References to monographic studies, scientific periodicals, sources of statistical data, etc. are required. The works of authors whose names are referenced in the text should be included in the list of references. A reference to a source should be indicated in the text in square brackets by its serial number in the list, for example, [1], [1, 6]. When citing specific pages, you should indicate them after the source number, for example: [5, p. 42]; if another source is cited in the same square brackets, it should be separated from the previous source by a semicolon, for example: [5, p. 42; 9, p. 4-6].

Each abbreviation should be introduced in parentheses after the first mention of the corresponding full phrase, and only then can it be used. For example: "The National Bank of Ukraine (NBU) promised to take into account the recommendations of the International Monetary Fund (IMF) mission in the draft law

Ukraine "On the Basic Principles of State Supervision (Control)"; "As stated in the resolution of the World Trade Organization (WTO)...". Abbreviations of monetary, metric, and time units (UAH, million, billion, etc.) should be written without a period.

In order to substantiate the author's research, citation is used as a reference to an authoritative source or for a critical analysis of a particular statement. There are two types of citations: direct and indirect. ***Direct quotation implies the verbatim***, exact, and unaltered use of the borrowed text. In this case, the text of the quotation is enclosed in quotation marks and given in the grammatical form in which it is presented in the original source. Each quote must be accompanied by a reference to the source.

An example of a direct quote:

In this regard, D. North notes: "Institutions are the rules of the game in society" [1, p. 17].

(Source 1: North D. Institutions, Institutional Change and Economic Performance. Kyiv: Osnovy, 2000. 198 p.)

When quoting directly, the words of the quote may not be changed. However, in order to reduce its length, words, sentences, and paragraphs may be omitted if this does not distort the author's opinion. In such a case, square brackets with an ellipsis inside [...] are placed in place of the omission.

Indirect quotation, the so-called paraphrase, is carried out through rephrasing, paraphrasing the quoted text in your own words, provided that the author's opinion is accurately expressed.

The paper should clearly distinguish between the author's and the quoted text. For this purpose, it is recommended to *use* phrases that mark the transition from the author's text to the quoted text.

EXAMPLE:

According to the scientist,...

As noted (stated) in his work...

The researcher emphasizes (notes, asserts, remarks).

According to the scientist's proposed concept,.

The scientist's research reveals an aspect.

In his work, the scientist highlighted.

The scholar states that.

Researchers agree that.

The author emphasizes the importance of the hypothesis with the following statements.

In order to avoid plagiarism and maintain academic integrity, in both cases - direct and indirect citation - you must indicate the source of the quoted text using a properly formatted reference. Using other people's ideas, factual material, quoting without citing the source, and other borrowings are violations of copyright and are considered plagiarism, misappropriation of authorship, and passing off another's work or invention as your own.

2.3. Design of tables, figures, and formulas

The master's thesis must contain **tables and figures**.

Figures - structural and logical diagrams, graphs, and *tables should be* presented immediately after the text where they are mentioned for the first time. If the latter do not fit on a given page, it is advisable to move them to the next page, and the page with the first reference should continue the text, i.e., do not leave white spots on the page.

Tables and figures that take up the entire A4 page should be placed in the APPENDICES.

Figures are designated by the word "Fig." and numbered through the section. The figure number should consist of the section number and the figure number, separated by a period. *For example:* "Fig. 1.2" - **the** second figure of the first section, "Fig. 2.1" - **the** first figure of the second section. The number is followed by the title of the figure, placed sequentially below the illustration. After that, the source must be indicated (compiled by the author independently or compiled by the author on the basis of the source indicated in the list of references).

In the place where the topic related to the figure is presented, you can point to it: "... as shown in Fig. 1.2" or ".... as shown in Fig. 1.2".

Sample of drawing design

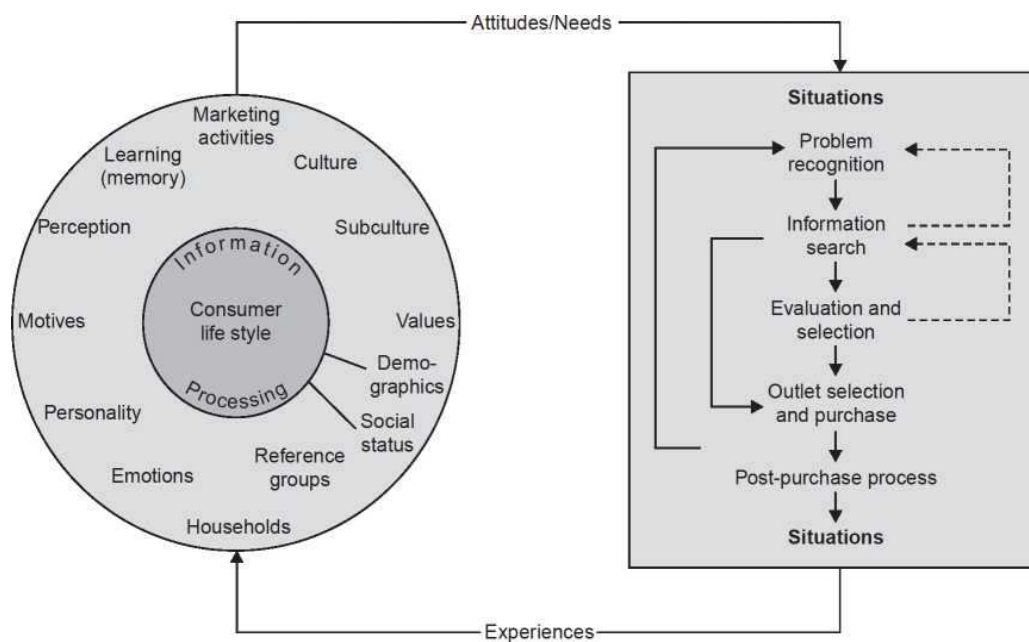


Fig. 1.2. Components of consumer behavior framework

Source: [8, p. 35] or compiled by the author independently, or compiled by the author on the basis of [10, p. 2; 14, p. 23].

Theoretical and statistical material is presented in the form of *tables*.

Each table should have a title that is placed above the table and printed symmetrically to the text. The name of the table, as well as the word "Table" itself, is capitalized. The table name is not underlined.

Tables should be numbered through (except for tables in appendices) within the section. In the upper right corner above the corresponding table heading, place the inscription "Table" with its number. The table number should consist of the section number and the table number, separated by a period. *For example:* "Table 1.2" (second table of the first section).

The heading of each column of the table should be as short as possible. Repetitions of the thematic heading in the column headings should be avoided, units of measurement should be indicated in the thematic heading, and repeated words should be moved to summarizing headings. Graph headings should begin with capital letters, subheadings with lowercase letters if they form one sentence with the heading, and with uppercase letters if they are independent.

Sample table design

Table (number)

Table name (thematic heading)

	Graph headers		Graph headers	
	Subheadings of the graph	Subheadings of the graph	Subheadings of the graph	Subheadings of the graph
Row headers				
Row headers				

Source: [1, p. 3] or compiled by the author on the basis of [5, p. 10; 12, p. 46]

You can move a table with many rows to another sheet. When you move a table to another page, the name is placed only above its first part; in the rest of the table, you define the numbering of columns, starting with the first one. Above the transferred part of the table, place the definition of its number as follows: "Continuation of Table 2.1".

When using **formulas**, **you** must follow certain technical and spelling rules. Explanations of the meanings of symbols and numerical coefficients must be given directly below the formula in the sequence in which they appear in the formula. The meaning of each symbol and numerical coefficient must be given on a new line. Start the first line of the explanation with the word "where" without a colon. Equations and formulas should be separated from the text by free lines. Leave at least one free line above and below each formula. To the right of the formula, indicate its number in parentheses, consisting of the section number and the formula number. For example, (2.5) is the fifth formula in the second section.

A sample of formula design

GDP calculated by the production method is defined as the sum of gross value added of all sectors of the economy (GVA) and net taxes (NT):

$$GDP \text{ by production method} = GVA + NPD \quad (3.2)$$

where *GDP* is the gross domestic product at market prices;

GVA - Gross value added of the economy as a whole in basic prices; *NP* - net taxes (*Gross Taxes* - *Net Taxes*)

T - taxes on products; *S* - subsidies on products.

2.4. References

The list of references contains their bibliographic description and is placed after the conclusions. The references in the list of references should be placed in accordance with one of the following principles:

- in alphabetical order of the names of the first authors or titles of works;
- in the order of references to the sources used in the text.

Most often, the first principle is preferred. In the case of using the alphabetical order of the list of references, Ukrainian-language sources are listed first, followed by foreign sources, and then remote access electronic resources.

Information about the sources included in the list must be provided in accordance with the requirements of the State Standard. DSTU 8302:2015 "Information and Documentation. Bibliographic references. General Requirements and Rules of Compilation", which establishes the types of references, rules and peculiarities of their compilation and placement in documents. The application of DSTU 8302:2015 applies to bibliographic references in published and unpublished documents regardless of the medium: printed literary resources or electronic remote access resources.

When describing electronic sources, the date of access to the information must be indicated. If the publication has a DOI (Digital Object Identifier), it must be indicated at the end of the source description. DOI is a relatively recently introduced unique identifier used by almost all leading foreign journals to identify their articles and which allows for the most accurate identification of electronic publications.

Examples of bibliographic references in the list of references in a master's thesis based on the National Standard of Ukraine are given in **Appendix G**.

2.5. Design of Appendices

Appendices must have a title printed at the top in lowercase letters with the first capital letter symmetrically with respect to the text of the page. In the right part of the line above the title, the word "*Appendix...*" and the capital letter denoting the appendix are printed in lowercase bold italics from the first capital letter.

In case the appendix exceeds one page, on each subsequent page, write "*Continuation of the appendix ... (letter designation)*" in the upper right corner. Appendices should be indicated by consecutive capital letters of the Ukrainian alphabet, except for the letters G, E, Z, I, J, O, Ch, b, e.g., *Appendix A*, *Appendix B*, etc.

If necessary, the text of each appendix may be divided into sections and subsections, which are numbered within each appendix. In this case, each number is preceded by the designation of the appendix (letter) and a period, for *example*, A.2 - the second section of Appendix A; B.3.1 - the first subsection of the third section of Appendix B.

Illustrations, tables, and formulas in the appendices are numbered within each appendix, for *example*: Fig. D.1.2 - the second figure of the first section of Appendix D; formula (A.1) - the first formula of Appendix A.

3. ADHERENCE TO ACADEMIC INTEGRITY PRINCIPLES

3.1. Principles of academic integrity

The concept of academic integrity is enshrined in the Law of Ukraine "On Education" (Article 42. Academic Integrity. Bulletin of the Verkhovna Rada (VVR), 2017, No. 38-39, p. 380)¹

Academic integrity is a set of ethical principles and rules established by law that should guide participants in the educational process during learning, teaching and research (creative) activities in order to ensure confidence in learning outcomes and/or scientific (creative) achievements.

The observance of academic integrity by applicants for the first and second degrees of higher education provides for:

- independent completion of qualification works (diploma and term papers, projects), learning tasks, tasks of current and final control of learning outcomes;
- references to sources of information when using ideas, developments, statements, and data;
- compliance with copyright law;
- providing reliable information about the results of their own educational (scientific, creative) activities, research methods and sources of information.

Academic plagiarism is considered a violation of academic integrity in the performance of thesis - *the* publication (in part or in full) of scientific (creative) results obtained by others as the results of their own research (creativity) and/or reproduction of published texts (published works of art) of other authors without attribution.

Academic plagiarism can be recognized as: plagiarism of fragments of written works and full texts; plagiarism of ideas, data, models, figures, etc.; improper references in the absence of attribution; citation errors.

Typical examples of academic plagiarism are:

- publishing a work done by another author as one's own without making substantive changes to it;
- use of borrowed texts, ideas, statistics, charts, graphs, tables, etc. without reference to the source of the information;
- verbatim copying of a text fragment or its verbatim translation without proper citation;
- making minor changes to the copied text without proper citation;

¹ The Law of Ukraine On Education (Bulletin of the Verkhovna Rada (VVR), 2017, No. 38-39, p. 380) Version of 02.10.2022 URL: <https://zakon.rada.gov.ua/laws/show/2145-19#Text>

- compilation of text from various sources without making changes and references to the authors;
- paraphrasing the text of a source in a form close to the original or summarizing the ideas of other authors without referring to these sources of information;
- submitting a master's thesis commissioned by other persons as one's own.

3.2. Procedure for verification of master's thesis

A component of the system of internal quality assurance of higher education at Taras Shevchenko National University of Kyiv is the procedure for verifying the qualification works of higher education applicants, which is carried out in accordance with the "Regulations on the system of detection and prevention of academic plagiarism at Taras Shevchenko National University of Kyiv"² (put into effect by the order of the Rector of 10.03.2020, No. 197-32), which was developed in accordance with the laws of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific and Technical Activities", "On Scientific and Scientific and Technical Expertise", "On Copyright and Related Rights".

The purpose of introducing a procedure for checking qualification papers is to detect and prevent plagiarism in academic texts of higher education applicants of Taras Shevchenko National University of Kyiv; to promote compliance with the requirements of scientific ethics, to activate independence and individuality in the preparation of academic texts.

For students' qualification papers, we use the Unicheck software to automatically check for academic plagiarism. Unicheck is an online plagiarism detection service that checks text documents for borrowed parts of the text (citations, textual matches) from open sources on the Internet and the user's internal document database (Library), as well as manipulations with the text (for example, replacing characters from Cyrillic to Latin, etc.).

The text of the final version of the thesis is submitted by the higher education student to the supervisor in electronic form at the stage of admission to defense. The supervisor sends the thesis by e-mail to the operator responsible for the verification.

Based on the results of the qualification papers check, the Unicheck service generates detailed reports: online and in PDF format. The results of the check indicate the percentage of textual matches. The results of the automatic check do not guarantee the absence or presence of plagiarism, so they can only be used as one component of the quality assurance system. Text matches detected by the software

² "Regulations on the System of Detection and Prevention of Academic Plagiarism at Taras Shevchenko National University of Kyiv"² (enacted by the order of the Rector of 10.03.2020, No. 197-32 URL: <http://senate.univ.kiev.ua/?p=1352>)

are analyzed by experts (the supervisor of the thesis of the applicant) for their identification as plagiarism, citation errors, standard text clichés that are well-known and commonly used. The presence of textual coincidences is allowed if the author correctly presents the work: references to the borrowed text are placed and all citation rules are followed with reference to the scientific sources used in writing the qualification work.

The operator responsible for the verification prints out a certificate of originality of the thesis and hands it over to the supervisor. Based on the analysis of the similarity report, the supervisor conducts an expert evaluation of the thesis and formulates his/her conclusion in the certificate of originality. The certificate of originality signed by the supervisor and the operator is attached to the qualification work.

The thesis of a higher education student is allowed to be defended before the Examination Board provided that there is no academic plagiarism.

If the verification reveals a high degree of borrowing in the form of intentional textual distortions, alleged attempts to conceal borrowing or other manifestations of academic plagiarism, as defined in clause 1.4.4. Regulations on the System of Detection and Prevention of Academic Plagiarism at Taras Shevchenko National University of Kyiv, such qualification work, together with a copy of the similarity report, is returned to the author-applicant for revision with the possibility of resubmission to the supervisor for consideration. Re-checking of the work by the operator for academic plagiarism is carried out exclusively at the expense of the author.

In case the applicant disagrees with the conclusion on the originality of the qualification work, the author has the right to appeal to the appeal commission, which considers the disputed facts of the similarity report. The decision of the appeal commission is entered in the certificate of originality of the thesis and is final.

If the work is accepted for defense, the academic plagiarism check is considered complete.

4. GUIDELINES FOR DEFENSE AND EVALUATION OF MASTER'S THESIS

4.1 Review of master's thesis. Evaluation of the master's thesis by scientific supervisor

In accordance with the schedule for the preparation and defense of the master's thesis, *applicants must submit the completed, signed by the student and fully executed work for review to the supervisor within the established deadline (see Appendix D).*

The review of the supervisor contains specific conclusions regarding:

- the relevance of the qualification work;
- correctness of the definition of its purpose, tasks, subject and object of research;
- completeness of the main results of the study and validity of the conclusions;
- mathematical and statistical methods used research, of information technology;
- validity of developments and proposals;
- compliance with the requirements for the qualification work, the level of its independence, the applicant's good faith, and compliance with the schedule for preparing and completing the qualification work;
- comments and suggestions for its improvement.

A sample of the indicative structure of the supervisor's feedback is given in Appendix F. In accordance with the evaluation criteria, the supervisor recommends or does not recommend the thesis for defense before the Examination Board.

For defense at the meeting of the Examination Committee, *the master's thesis also undergoes an external review*, which involves leading scholars or practitioners with higher economic education, work experience in the specialty, and a PhD in Economics.

An external review is provided in writing in any form in accordance with the criteria for evaluating master's theses and contains the following mandatory components:

- (1) Positive aspects of the research (its relevance, scientific novelty, level of presentation of the main material, the scientific apparatus and methodology used, the validity of the author's developments and proposals, his/her independence, compliance with the requirements for the paper's design, etc;)
- (2) shortcomings and comments identified by the reviewer (theoretical, methodological, technical, or linguistic and stylistic) and suggestions for improving the qualification work;
- (3) conclusion on the compliance of the completed thesis with the requirements and its admission to defense.

An external review of a master's thesis must be signed by the reviewer, indicating his or her surname, name and patronymic, place of work, and position. The reviewer's signature must be affixed with the seal of the organization where he or she works.

Before the defense, the student is given the opportunity to familiarize himself/herself with the supervisor's feedback and external review of the thesis and prepare responses to the comments made. *Before submitting the qualifying master's thesis to the department for defense at the meeting of the Examination Commission, the applicant encloses duly executed and certified documents: an individual task for the qualifying work; a certificate of originality of the master's qualifying work with an expert opinion of the work by the supervisor on the results of the examination of the qualifying work for academic integrity; the supervisor's feedback; an external review in an envelope that is attached to the inside cover of the qualifying work.*

4.2. Preliminary examination of master's thesis (pre-defense procedure)

After completion of the work and its verification for academic integrity, the printed, but not hard-bound qualification work, together with the supervisor's feedback and expert opinion, is allowed for preliminary defense at the Department of Economic Theory, Macro- and Microeconomics. The preliminary defense takes *place no later than three weeks before the date of the thesis defense*. In order to ensure the preliminary defense of the qualification work, a commission consisting of three teachers is created and approved by the head of the department. The day, time and place of the preliminary defense of the thesis are regulated by the department's order.

The purpose of the preliminary examination of the thesis is to determine its compliance with the established requirements and readiness for defense at the meeting of the Examination Commission, as well as practical testing of its public presentation by the applicant. *During the preliminary defense, master's students present the results of their research and answer questions from the members of the committee appointed to conduct the preliminary defense. Based on the results of the pre-defense, the members of the commission express suggestions and wishes for improving each qualification work, thus ensuring cross-review of master's qualification works at the department. The results of the preliminary examination (pre-defense) of master's qualification works are heard and discussed at a meeting of the Department of Economic Theory, Macro- and Microeconomics.*

Qualifying master's theses that have not passed the preliminary examination (pre-defense) are not allowed to be considered and defended by the Examination Board.

After eliminating the deficiencies identified during the preliminary examination of the qualifying work, but ***no later than 10 calendar days before the date of defense***, applicants submit to the department a hardcover binders and a master's thesis signed by the student, certified by the signature of the head of the department, its electronic version (in PDF format) and all supporting documents for registration, final approval and admission to the defense at the meeting of the Examination Commission.

4.3. Requirements for presentation for the defense of master's thesis

In the process of preparing for the defense of a qualifying master's thesis, applicants must agree with their supervisors on the visual illustrative materials they have prepared, including a PowerPoint presentation and handouts for members of the Examination Committee.

The presentation of the thesis contains summarized information related to the report of the applicant at the defense of his/her qualification work. It is intended to visualize the results of the research conducted by the applicant, to present the main conclusions, generalizations, recommendations and proposals contained in his/her qualification work. The content of the illustrative handout and the required number of presentation slides are determined by the applicant independently and agreed with the supervisor.

During the report, the student should refer to the handout that he/she provides to the Chairman and members of the Examination Board before the defense, briefly explaining its content and purpose. The handout is intended to consistently expand the applicant's report, thus ensuring that all provisions and conclusions presented for defense are fully covered.

The content of the illustrative handout should be concentrated:

- relevance, subject, purpose and objectives of the work;
- the nature, evolution, and current state of the research problem under study;
- selected ways of researching the problem, justification of the arguments and conclusions of the work, review of methods, proposed analytical schemes and built models;
- peculiarities of the applicant's own research and development, conclusions;
- scientific and practical results, proposals and recommendations;
- argumentation of the main provisions of the work to be defended;
- Elements of scientific novelty and personal contribution to the solution of the scientific problem under study.

4.4. Procedure for defending a master's thesis

Students who have successfully passed the test and examination session and completed the programs of assistantship and research practice are allowed to defend their master's qualification work. *The defense of the master's thesis takes place at an open meeting of the Examination Commission, the composition and schedule of which is approved by the order of the Rector of Taras Shevchenko National University of Kyiv.* The presence of the supervisor at the defense of the master's thesis is desirable, but not mandatory. The defense of the thesis is held in public in an atmosphere of high demand, integrity, adherence to the principles of academic integrity, scientific and pedagogical ethics. The course of the defense is recorded in the minutes of the Examination Commission.

The Examination Commission assesses the relevance and quality of master's qualification works, their compliance with the established requirements and the current level of development of economic science and business practice; makes decisions on awarding educational and professional qualifications to applicants and issuing diplomas (with or without honors), as well as substantiates proposals to improve the quality of master's training in the EPD, improve the organization of the defense of qualification works, etc.

The following documents shall be submitted to the Examination Board prior to the defense:

- an extract from the Rector's order approving the personal composition of the Examination Board;
- a list of students of the group admitted to the defense of qualifying master's theses;
- information from the dean's office on the implementation of the curriculum and the grades received by students;
- printed, bound in a hardcover, executed in accordance with the requirements with packages of accompanying documents, certified by signatures of the applicants' qualifying master's theses.

The defense of the thesis takes place in the following sequence:

1) the applicant's report on the content and main provisions of the completed research, supplemented by a presentation and links to the handouts provided to the members of the Examination Board. The report should be concise (up to 15 minutes), logical, meaningful and well-structured. The following sequence is recommended: justification of the choice of the thesis topic, its relevance and degree of scientific development; coverage of the object, subject, purpose and objectives of the study, disclosure of the means of achieving them; formulation of the main conclusions and recommendations;

2) answers of the applicant to the questions of the members of the Examination Commission and persons present at the defense (up to 5 minutes) regarding the content of the qualification work, which make it possible to determine the level of training and professional competencies of the applicant, to assess the independence of the master's

work. The number of questions is not regulated, but the answers must be meaningful, reasoned and concise;

- 3) speech of the supervisor or announcement of his/her feedback;
- 4) the reviewer's speech or announcement of his/her review;
- 5) the student's closing statement, which is given to respond to comments.

The final evaluation of the qualifying master's thesis is carried out during its defense by the applicant at the meeting of the Examination Commission. The evaluation process takes into account a number of important criteria (indicators) of the quality of the qualifying master's thesis. Among the substantive criteria of the work, the following are important: the level of substantiation of the relevance of the chosen research topic; compliance of the structural and logical construction of the work with the goals and objectives; adequacy of the methodological tools; the level of validity of conclusions, proposals and recommendations; the level of independence of the research; adherence to the principles of academic integrity; compliance with the requirements of the qualifying master's work. Assessment of the qualitative level of the thesis defense is based on the applicant's ability to briefly, consistently and clearly present the initial premises, essence and main theoretical and practical results of the study, as well as on the applicant's ability to defend his or her views and proposals with arguments.

4.5. Evaluation criteria for master's thesis

The master's thesis is evaluated on the basis of a comprehensive analysis of the fulfillment of the requirements for writing and formatting the qualification work, the nature of the student's cooperation with the supervisor, as well as the defense of the qualification work, its presentation, discussion and debate. The final evaluation of the qualifying master's thesis is carried out during its defense by the applicant at a meeting of the Examination Commission. The evaluation process takes into account a number of important criteria (indicators) of the quality of the qualifying master's thesis.

Among the substantive criteria of the work, the following are important: the level of substantiation of the relevance of the chosen research topic; compliance of the structural and logical construction of the work with the goals and objectives; adequacy of the methodological tools; the level of validity of conclusions, proposals and recommendations; the level of independence of the research; compliance with the principles of academic integrity; compliance with the requirements of the qualifying master's thesis. Assessment of the qualitative level of the thesis defense is based on the applicant's ability to briefly, consistently and clearly present the initial premises, essence and main theoretical and practical results of the study, as well as on the applicant's ability to defend his or her views and proposals with arguments.

The proposed criteria for evaluating master's thesis are presented in *Appendix G*.

When preparing a master's thesis, applicants need to *avoid a number of common mistakes*, namely:

- insufficient level of independence and originality of work;
- inconsistency of the content of the presented work with its plan, insufficient disclosure of the research topic;
- arbitrary formulation of the purpose and objectives of the study, which are not related to the problem under investigation or are formulated too abstractly;
- the results of the study do not correspond to its purpose, the conclusions do not meet the objectives;
- lack of a comprehensive analysis of the current monographic literature, official and regulatory sources on the topic of the study;
- too low a level of research of the scientific problem due to the lack of an analytical review of modern domestic and foreign publications on the topic of the work;
- absence of references to primary sources or arbitrary indication of other sources that are not related to the borrowings made;
- the design of the thesis does not meet the established requirements;
- Incorrect presentation of the bibliographic description of sources in the list of references without complying with the requirements of the state standard.

*In the context of the deteriorating epidemiological situation and the introduction of quarantine restrictions, the defense of master's theses for students obtaining a master's degree in the major 051 Economics of the ONP "Economics and Politics" will be held remotely in synchronous mode using certain online platforms. During the defense, the technical secretary records the relevant video conference and monitors compliance with the rules of the defense procedure. An indicative procedure for the remote defense of master's theses under quarantine restrictions is given in **Appendix H**.*

5. APPENDICES

Appendix A

List of topics for qualification papers for students of the program "Economics and Politics"

- 1 Anti-crisis regulation of the economy under macroeconomic instability
- 2 Global challenges to macroeconomic stability of national economies
- 3 Evolution of the theory and policy of internalization of externalities
- 4 Economic and institutional framework for sustainable development
- 5 Economic and social aspects of gender equality policy
- 6 Role of the state in promoting innovative development of the national economy
- 7 Economic theory of bureaucracy
- 8 Institutional changes in transition economy
- 9 Institutional foundations of the formation of a digital economy
- 10 Economic nationalism under conditions of liberalization and openness of the economy
- 11 Cluster model of industrial development of the national economy
- 12 Commercialization of intellectual property as a factor of global competitiveness of the national economy
- 13 Coordination of fiscal and monetary policy in the stabilization of the national economy
- 14 Macroeconomic regulation of aggregate demand.
- 15 Modernization of industry on the principles of the Fourth Industrial Revolution
- 16 Monetary policy in the system of macroeconomic regulation
- 17 Neoliberal model of economic theory and economic policy
- 18 Main policy tools for regulating negative externalities in a post-industrial economy
- 19 Behavioral aspects of monetary theory and policy
- 20 Behavioral foundations of modern economic policy
- 21 Decentralization policy in improving the efficiency of the state
- 22 Development of social capital in the modern economy
- 23 Role of the state in the economy under the post-industrial development
- 24 Socio-economic inequality as a barrier to economic development

- 25 Formation of the middle class in the system of public policy-making
Strategic priorities for the formation of a national policy of intellectual
- 26 property rights protection
Modern models of sustainable economic development in the context of
- 27 globalization
Theoretical and practical aspects of state regulation of imperfect markets
- 28 Theoretical and applied aspects of economic transitology
Theoretical and applied aspects of the new political economy
- 30 Trade wars: causes, consequences and implications for public policy
Transformations in the economic policy of the leading Western countries
- 32 in the XXI century
Transformation of relations between the state and business in the global
- 33 economy
Transformation of economic systems in the context of globalization
- 34 Fiscal policy as an effective tool for economic stabilization
35

Sample application for approval of the topic of qualification work

Head of the Department of Economic Theory,
Macro- and Microeconomics,

Prof. N.I. Grazhevskaja.

2nd year master's student of the study
programme "Economics and Politics"

(name of the student)

STATEMENT

I ask you to approve the topic of the qualifying master's thesis "*Title of the topic*"
and appointed as a scientific supervisor _____

Signature of the student

Resolution of the supervisor

Sample design of the title page of the qualification work

TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV

FACULTY OF ECONOMICS

DEPARTMENT OF ECONOMIC THEORY, MACRO- AND MICROECONOMICS

MASTER'S THESIS

on the topic:

**COMPETITIVENESS OF THE ECONOMY
IN THE CONTEXT OF DIGITAL TRANSFORMATION**

2nd year full-time master's student
major 051 Economics of the study programme
"Economics and Politics" by Mark S. Ivanov

Supervisor: Candidate of Economic Sciences,
Associate Professor Tetiana Petrova

I certify that this thesis does not contain
borrowings from the works of other authors
without appropriate references

Ivanov M.S. _____
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work was admitted to defense in the Examination Committee by the decision of the Department of Economic Theory, Macro- and Microeconomics dated " " 2022, protocol No

Head of the Department of Economic Theory,
macro and microeconomics

Dr. Nadiia HRAZEVSKA
(signature)

Kyiv - 2022

A sample of the content of the qualification work

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**Examples of the list of references
according to DSTU 8302:2015**

Source type	Example of design
<i>A book by one author</i>	<ol style="list-style-type: none"> 1. Gaidai T. Paradigm of institutionalism: methodological context: monograph. Kyiv: Kyiv University Publishing and Printing Center, 2008. 296 p. 2. Economic systems of the era of global changes: a monograph. Kyiv : Znannya, 2008. 431 p. 3. Ignatyuk A. Sectoral markets: theory, practice, directions of regulation : monograph. Kyiv: IAE Research Center, 2010. 465 p. 4. Competitiveness of the national economy: essence, methods of assessment, current state : monograph. Cherkasy: Vertical, 2010. 431 p.
<i>A book by two or three authors</i>	<ol style="list-style-type: none"> 1. Bazylevych V., Bazylevych K. Macroeconomics: a textbook. Kyiv: Znannya, 2008 (Classic university textbook). 703 p. 2. Bazylevich V.D., Ilyin V.V. Philosophy of Economics. History : monograph. Kyiv: Znannya, 2011. 1198 p. 3. Bazylevych V.D., Bazylevych K.S., Balastryk L.O. Macroeconomics: a workshop: a textbook / edited by V.D. Bazylevych. 2nd edition, revised and supplemented. Kyiv: Znannya, 2010. 550 p.
<i>A book by four or more authors</i>	<ol style="list-style-type: none"> 1. Stock market: textbook : in 2 books / V. D. Bazylevych, V. M. Sheludko, V. V. Virchenko and others ; edited by V. D. Bazylevych. Kyiv : Znannya, 2016. 686 p. 2. International trade / Y. Kozak et al. 5th edition, revised and supplemented. Kyiv: Center for Educational Literature, 2015. 272 p. 3. Referencing styles / G. R. Edwards et al. Los Angeles: International Publishing, 2010. 280 p.
<i>A book without an author (with an editor, etc.)</i>	<ol style="list-style-type: none"> 1. History of economic doctrines: a textbook / edited by. V. D. Bazylevych. Kyiv: Znannya, 2004. 1300p. (Classical University textbook). 2. Economic encyclopedia / edited by V. V. Shevchenko. Kyiv: Almanac, 2016. 304 p. 3. Macroeconomic policy in the macroeconomic stabilization of the national economy / ed. by I. F. Radionova. Kyiv: KROK University of Economics and Law, 2017. 240 p.
<i>Part of a publication: a chapter of a book, monograph, etc.</i>	<ol style="list-style-type: none"> 1. Nesterenko O. P. E. Slutsky as a researcher of the history of economic science. <i>E. Slutsky. Recognition. Creative heritage from the point of view of modernity: a monograph</i> / edited by V. D. Bazylevych. Kyiv : Znannya, 2007. P. 102-120. (Famous figures). 2. Yaroshevych NB, Chubka OM, Yakymiv AI Instruments of debt financing of business entities in Ukraine: legal status, structural dynamics, tax consequences. <i>Theory and methodology of formation of investment and financial strategy for the development of the national economy: monograph</i> / edited by L. Savchuk, A. Cherep. Dnipro, 2019. P. 55-89.

	<p>3. Slukhai S. Property Tax in Ukraine: To Be, or not to Be - Is this the Question? <i>Property Tax in Economies in Transition: Selected Case Studies</i> / ed. by L. Sedmihradska. Bratislava: NISPAcee, 2010. P. 168-184.</p> <p>4. Zalievska-Shyshak A., A. Shyshak A., Shneider B. Innovation in public governance of foreign countries. <i>Theoretical and Methodological Approaches to the Formation of a Modern System of Enterprises, Organizations and Institutions' Development: a collective scientific monograph</i>. Dallas, USA, 2019 . P. 131-145. DOI https://doi.org/10.36074/tmafmsoid.ed-1.13)</p>
Part of the publication : conference proceedings (abstracts, reports)	<p>1. Bazylevych V. D., Grazhevskaya N. I., Nesterenko O. P. Paradigmatic development of economic theory: new challenges and new opportunities. <i>Ekonomika. Finance. Business. Management: materials of the II International Forum</i> / edited by Prof. A. Ihnatyuk. Research section "Paradigmatic shifts in economic theory of the XXI century". Kyiv, 2022. P. 15-19. URL: https://www.efbm.org/wp-content/uploads/2022/09/ %D0% 9C%D0%B0%D1%82%D0%B5%D1%80%D1%96%D0%B0%D0%BB%D0%B8%D0% (accessed June 21, 2022).</p> <p>2. Rozum D., Grazhevskaya N., Virchenko V. Structural Change in Labor Market Influenced by Artificial Intelligence: <i>Theoretical and Empirical Analysis</i>. 10th International Conference on Advanced Computer Information Technologies (ACIT). September 16-18. 2020. IEEE. P. 563-566. DOI: 10.1109/ACIT49673.2020.9208838</p>
Publication in a periodical: an article in a journal (if a scientific article has a DOI (Digital Object Identifier), it must be indicated)	<p>1. Bazylevych V.D., Gaidai T.V., Nesterenko O.P. Actual discourse of economic science: paradigm shifts in the economic theory of the XXI century. <i>Economic Theory</i>. 2018. № 1. P. 95-104.</p> <p>2. Hrazhevskaya N.I., Khodzhaian A.O., Zavazhenko A.V. Institutional environment as a determinant of industrial development of Ukraine. <i>Bulletin of Taras Shevchenko National University of Kyiv. Economics</i>. 2020. Issue (210). P. DOI: https://doi.org/10.17721/Z1728-2667.2020/210-3Z1</p> <p>3. A.A.Khodzhaian, A.I.Ignatyuk, V.V.Korneev, A.R.Khodzhaian Modeling of the structural shift impact on economic dynamics of Ukraine's development. <i>Scientific Bulletin of the National Mining University (Naukovyi Visnyk Natsionalnoho Hirnychoho Universytetu)</i>. 2022. No. 2. P. 170-177. DOI: https://doi.org/10.33271/nvngu/2022-2/170</p>
Publication in a periodical : article in a newspaper	<p>1. Academic dishonesty as a challenge to the intellectual capacity of the nation. <i>Voice of Ukraine</i>. 2018. July 20. P. 10.</p> <p>2. Velychko O.R., Lysenko D.P. Reimbursement of material costs. <i>Newspaper on accounting</i>. 2019. April. P. 16.</p>
Multi-volume editions	<p>1. Nazarov I. V., Ignatyuk A. I., Grazhevskaya N. I., Gaidai T. V. Taras Shevchenko National University of Kyiv - 185, Faculty of Economics - 75: history and modernity. <i>Higher school</i>. Vol. 7. Issue 180. P.7-16.</p> <p>2. Encyclopedia of Modern Ukraine / edited by I. M. Dziuba and others. Kyiv: SAM, 2016. Vol. 17. 712 p.</p>
Methodological development without author's indication	<p>1. Globalization and Politics: Educational and methodical complex for students of specialty 051 - "Economics", educational program "Economics and Politics" / compiled by: N. I. Hrazhevskaya, A. D. Zalevska-Shyshak, O. O. Demydiuk, V. V. Kolosha. Kyiv, 2020. 52 p.</p>

<i>(with compilers, etc.)</i>	2. Educational and methodological complex for the discipline "History of Economics and Economic Thought" for students of economic specialties / compiled by: V. D. Bazylevych, NI. Grazhevskaya, T. V. Gaidai, A. Maslov, I. Nazarov, O. Nesterenko. Kyiv, 2018. 168 p.
<i>Dissertation abstracts</i>	<ol style="list-style-type: none"> 1. Grazhevskaya N. I. Transformation of economic systems in the context of globalization: PhD thesis: 08.00.01. Kyiv, 2009. 41 p. 2. Savchuk N. V. The market of Internet services in the conditions of information and technological revolution: PhD in Economics: 08.00.01. Kyiv, 2009. 17 p. 3. Tomchuk N. V. System of socio-economic support of human development in the conditions of transformational economy: PhD in Economics: 08.00.01. Kyiv, 2009. 20 p.
<i>Dissertations</i>	<ol style="list-style-type: none"> 1. Gaidai T. V. Evolution of the methodological foundations of the institutionalism paradigm: PhD in Economics: 08.00.01. Kyiv, 2013. 462 p. 2. Grazhevskaya N. I. Transformation of economic systems in the context of globalization : PhD in Economics: 08.00.01. Kyiv, 2009. 421 p. 3. Mostepaniuk A. V. Development of public-private partnership in the transformational economy: PhD in Economics: 08.00.01. Kyiv, 2012. 301 p.
<i>Legislative and regulatory documents</i>	<ol style="list-style-type: none"> 1. Constitution of Ukraine: official text. Kyiv: KM, 2013. 96 p. 2. On education: Law of Ukraine of 05.09.2017 № 2145-VIII. <i>Voice of Ukraine</i>. 2017. September 27, No. 178-179. C. 10-22. 3. On higher education: Law of Ukraine dated 01.07.2014 No. 1556-VII. URL: https://zakon.rada.gov.ua/laws/show/1556-18#Textt (accessed: 19.09.2020). 4. Customs Code of Ukraine: Law of Ukraine dated 13.03.2012 No. 4495 VI as of on 02 April 2020 URL: https://zakon.rada.gov.ua/laws/show/4495-17 (accessed 09.06.2020).
<i>Electronic resources (publication on the website, website)</i>	<ol style="list-style-type: none"> 1. Cyclic models of innovative development of the national economy. <i>Paradigmatic shifts in the economic theory of the XXI century</i>: materials of the III International Scientific and Practical Conference. Kyiv: Taras Shevchenko National University of Kyiv, 2017. P. 163-167. URL: http://econom.univ.kiev.ua/wp-content/uploads/science/conferences/2017/paradigm/Materiali%202017%20pdf%20(1).pdf. (accessed: 04/23/2020). 2. The COVID-19 pandemic: an institutional challenge for economic systems. <i>Shevchenko Spring 2022. Economics. Towards sustainable development</i>: materials of the XIX International Scientific and Practical Conference of Students, Postgraduates and Young Scientists Kyiv: Taras Shevchenko National University of Kyiv, 2022. P. 148-149. URL: http://econom.univ.kiev.ua/wp-content/uploads/2022/02/Collection_of_abstracts_2_compressed.pdf(accessed January 15, 2020). 3. The official exchange rate of the hryvnia against foreign currencies as of September 11, 2020. National Bank of Ukraine. URL: https://bank.gov.ua/ua/markets/exchangerates?date=11.06.2020&period=daily (accessed: September 11, 2020). 4. Taras Shevchenko National University of Kyiv. URL: http://www.univ.kiev.ua/ (accessed 05.01.2022).

**Approximate structure of the review of the supervisor
on the master's thesis**

REVIEW

Master's thesis

2nd year master's student

full-time specialty 051 Economics

study programme "Economics and Politics"

(full name of the student)

"Title of work..."

1. Relevance and scientific novelty of the work
2. Determining the purpose, objectives, subject, object of the qualification work
3. Level of presentation of the main material, scientific apparatus, methodology
4. Use of mathematical and statistical methods and information technologies
5. The level of validity of conclusions and proposals
6. Registration of qualification work
7. The level of independence of work
8. Disadvantages and comments
9. Recommendation for protection

Academic supervisor:
(academic degree,
position, place of work)

Full name of the supervisor

Date.

Signature

Criteria for evaluation of the master's thesis

No. s/n	Criteria.	Maximum number of points
1.	Level of performance of the master's thesis	
1.1.	Substantiation of the research problem , its scientific/applied significance (relevance of the topic, its theoretical and practical significance, correctness of the definition of the goal, objectives, object, subject, selection of adequate research methods)	10
1.2.	Relevance and correctness of the use of scientific research methods	10
1.3.	Information support of scientific research (quality of bibliography, availability of new information, reliability of information, compliance of information materials with the structure of the research)	10
1.4.	Systematic and complete disclosure of the topic (ability to logically and clearly express your thoughts, critically comprehend the sources used)	10
1.5.	The level of achievement of the goal and tasks. Compliance of the conclusions and recommendations with the tasks set	10
1.6.	Compliance with the requirements of the master's thesis	10
2.	Level of defense of the master's thesis	
2.1.	The level of knowledge of the material , the ability to present it clearly, logically, consistently and competently in compliance with the regulations	10
2.2.	Quality of visual support of the report, logic of the report construction	10
2.3.	Qualified discussion, comprehensive and reasonable answers to questions, ability to argue and defend one's position	10
2.4.	Demonstration of formed by scientific theoretical and professional outlook, general level of student's competencies that correspond to the qualification level of the master's degree, culture of speech and oratory	10
	Total amount of points	100

Evaluation criteria

Expert score	Compliance with the requirements
10	the criterion is implemented flawlessly
9	the criterion has been implemented with a minor comment
8	the criterion is implemented with minor comments
7	the criterion is implemented with a significant remark
6	the criterion has been implemented with significant comments
5	the criterion is half realized
4	the criterion was implemented with a significant error
3	the criterion was implemented with significant errors
2	the criterion was implemented with fundamental errors
1	the criterion has not been realized
0	there are no attempts to implement the criterion

**Indicative procedure for remote defense
of the master's thesis
at study programme “Economics and Politics”**

1. Form of defense of master's thesis

The defense of master's thesis will be conducted using the online platform Zoom: for verification of students, defense of master's thesis by students, demonstration of presentations in the Zoom, and students' answers to questions from members of the Examination Commission (EC).

During the defense of the master's thesis the EC members, the technical secretary records the Zoom video conference, monitors compliance with the rules of the defense procedure.

2. Approximate sequence and time of defense of thesis

Time	Actions of the participants	Participants.
10:00	Connecting to the Zoom service	All participants
10:05	Notify all participants about recording Zoom online conferences, enable recording	Technical Secretary of the
10:06	Verification of students, provision of student defense materials to EC members	Technical Secretary of the
10:15	Introduction	Chairman of the
10:25	Starting the defense	
	Invitation of the student to the defense, announcement of the topic of the work, the name of the supervisor, confirmation of the availability of supporting documents (for each student) Confirmation of the topic and date of sending the thesis with the number of pages to the e-mail of the Department of Economic Theory, Macro- and Microeconomics.	Technical Secretary of the EC
	Presentation of research results by students (up to 15 minutes)	Students
	Questions from EC members to students who are	EC members
	Speech of the student's supervisor (optional) or announcement of the supervisor's review	Scientific advisors
	Announcement of the content of the external review (optional)	Technical Secretary of the
13:00	Completion of the defense	
	Discussing and determining the results of the defense	EC members

**GUIDELINES FOR WRITING
AND DEFENDING A MASTER'S THESIS**

for students

Major 051 Economics

**Study Programme
«Economics and Politics»**