

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
" IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE"

COURSE WORKS

METHODOLOGICAL RECOMMENDATIONS FOR EXECUTION AND PROTECTION

Tutorial

Recommended by the Methodical Council of KPI named after Igor Sikorsky
as a study guide for bachelor's and master's degree applicants
in specialty 054 Sociology

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The manual contains recommendations on the preparation, design and defense of term papers; contains the main stages of their preparation for the defense, requirements for the content and structure of the work, criteria for their evaluation.

The study guide was developed in accordance with the current normative acts of the Ministry of Education and Culture of Ukraine, the provisions of Igor Sikorsky Kyiv Polytechnic Institute, educational and working curricula of the Faculty of Sociology and Law with the involvement of materials from the previous edition.

Intended for bachelor's/master's degree holders in specialty 054 "Sociology". Also, the study guide will be useful to scientific and pedagogical workers.

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INTRODUCTION

The steady dynamic processes of Ukraine's entry into the European Higher Education Area (EEA) and the resulting transformation of higher education institutions in line with the European values of innovation, openness, democracy, and mobility require a focus on the quality training of specialists capable of demonstrating these values and being competitive and professional. competent graduates.

The Department of Sociology trains bachelors and masters in the specialty 054 "Sociology".

The first (bachelor) level of higher education corresponds to the seventh level of the National Qualifications Framework and involves the student acquiring the ability to solve complex specialized tasks and practical problems in a certain field of professional activity or in the learning process, which involves the application of certain theories and methods of sociological science and is characterized by complexity and uncertainty of conditions.

The second (master's) level of higher education corresponds to the eighth level of the National Framework of Qualifications and provides for the acquisition by a person of in-depth theoretical and/or practical knowledge, abilities, skills in the chosen specialty, general principles of the methodology of scientific and/or professional activity, other competencies sufficient for the effective performance of tasks innovative nature of the corresponding level of professional activity.

Completion of coursework during studies at the bachelor's and master's programs of the specialty 054 "Sociology" contributes to the formation and deepening of the above-mentioned competencies, necessary for the training of high-quality specialists. As a result, competence training, formed during research activities within coursework, is most productively revealed and embodied during the preparation of attestation qualification papers: diploma theses and master's theses.

That is why in the educational programs and training plans of bachelors and

masters, an important place is given to the implementation and defense of coursework. According to the "Regulations on the organization of the educational process at Igor Sikorsky Kyiv Polytechnic Institute": "A coursework, as a separate educational component, involves conducting a study with the recording of its results in a separate document or the development of a set of documents (calculation-explanatory or explanatory note, if necessary - graphic, illustrative material), and is a creative or reproductive decision a specific task regarding the objects of the specialist's activity (devices, equipment, technological processes, mechanisms, hardware and software, or their separate parts; economic, social, linguistic problems, etc.), performed by the applicant independently under the guidance of a scientific and pedagogical worker in accordance with the task, on the basis of the knowledge and skills acquired from one or more educational disciplines" (Regulations on the organization of the educational process at Igor Sikorsky Kyiv Polytechnic Institute, 2020).

Coursework contributes to the expansion and deepening of theoretical knowledge, the acquisition of experience in their practical use, and the independent solution of specific tasks. The topics of course projects and coursework are reviewed, updated and approved annually at department meetings (Regulations on the organization of the educational process at Igor Sikorsky Kyiv Polytechnic Institute, 2020).

Implementation of coursework involves:

- ✓ deepening, systematization and consolidation of theoretical and practical knowledge obtained during the specified period of study;
- ✓ ability to choose and analyze a certain scientific problem, make theoretical conclusions and generalizations;
- ✓ developing skills of independent work and mastering the methodology of sociological research.

Writing a term paper should help the formation of students' creative thinking, practice the competence of collecting, analyzing and interpreting sources, the ability to formulate conclusions and proposals.

The main normative documents regulating the process of writing term papers are "Regulations on the organization of the educational process at Igor Sikorsky Kyiv Polytechnic Institute" (Kyiv. 2020), "International styles of citation and references in scientific works: Methodological recommendations" (Kyiv. 2016), "Software for checking scientific texts for plagiarism: Informational review" (Kyiv. 2016).

This study guide collects and summarizes the main formal and substantive requirements for the subject of coursework, their structure, volume, content and design, taking into account the specifics of the specialty 054 "Sociology", which are carried out in 2-4 courses in accordance with current curricula. Considerable attention is paid not only to the disclosure of the essence of the coursework as an independent intellectual product of the student, but also to the stages of the process of preparation and execution of the coursework, preparation for defense, defense, evaluation and scientific guidance of coursework.

I. COURSE WORK: GENERAL PROVISIONS AND STAGES OF WRITING

1.1. The purpose and tasks of the course work

A coursework belongs to the independent educational and scientific component of a research nature, which is performed by a student from a certain discipline or from its separate sections and is aimed at studying a specific problem. The coursework is a study of a problematic issue that has elements of scientific research.

The coursework is performed with the aim of consolidating, deepening and generalizing the knowledge acquired by students during mastery of the discipline, as well as applying it to the complex solution of a specific professional task in the discipline. That is why writing a coursework on the subject aims to contribute to the deepening of the acquired theoretical knowledge, their systematization, the development of scientific and theoretical thinking, the expansion of the conceptual apparatus, the practical application of scientific methods (systemic, functional, comparative, methods of empirical sociology and many others) in the process of solving assigned tasks. In general, the level of preparation of the coursework and its defense makes it possible to draw conclusions about the degree of assimilation of theoretical knowledge by the student and the ability to apply them in scientific and practical activities.

Writing a term paper should contribute to the maximum use of the knowledge gained in the process of studying the discipline. At the same time, students face the following tasks:

- ✓ formulate the subject of research and justify its relevance;
- ✓ determine the purpose and main tasks of the research;
- ✓ find and select the literature necessary for a comprehensive coverage of the topic of the course work;
- ✓ logically and consistently explain the position of the course work;

- ✓ make general conclusions;
- ✓ to issue work in accordance with the requirements;
- ✓ publicly defend the term paper.

1.2. There are stages of coursework preparation:

- ✓ choosing the topic of the course work;
- ✓ study of literature and development of course work plan;
- ✓ acquainting the supervisor with the text of the coursework and taking into account his comments;
- ✓ final design of the coursework and submission to the academic supervisor;
- ✓ defense of course work.

Selection of the subject of the course work. The choice and specification of the topic of the course work is one of the most responsible stages of independent scientific research, since it is the competent and correct formulation of the topic that lays the foundations for further competent and correct research.

At the beginning of the academic year, the department familiarizes students with the subjects and approximate topics of coursework. Students are given the right to choose the topic of the coursework from those proposed by the teacher. The student can propose his own topic of the course work, arguing his choice to the teacher.

The most important criterion for choosing a topic is its relevance and relevance of the topic to the scientific subject of the department. The Department of Sociology is working on an initiative research topic: "Sociological and political studies of conflicts in the context of modern dynamics: from theory to settlement" (state registration number: 0122U202039). The topic should be socially significant, related to urgent social problems and challenges. The title of the topic should be as short as possible, contain research keywords, and clearly and concretely reflect the purpose of the work.

Studying the literature and developing a coursework plan. At this stage, sources are selected for writing the term paper. An important aspect of working with sources is the formation of scientific reading skills. Following Revutskaya S., we can highlight the following basic types of reading, which are necessary for the formation of the source base of the course work.

Review reading is aimed at preliminary familiarization with the source and selection of key words, in particular, in the abstract, table of contents, preface / introduction, individual parts of the text.

Introductory reading involves a general familiarization with the content of the source text and the identification of its main idea.

In-depth reading is a detailed study of a scientific text, its analysis and evaluation: writing out concepts with their explanation; repeated rereading of individual parts of the text.

Analytical-critical, creative reading is aimed at posing various types of questions to the text, sorting scientific material from a certain point of view, commenting on fragments of a scientific text, reviewing it. (Revutska, p. 10)

Depending on the scientific value of the source for the course work, students choose one of the types of reading. After a general review of the literature, the sections of the sources that relate to the subject of the coursework are studied in detail and summarized.

Students use the literature recommended by the teachers, as well as independently search for the necessary scientific works. To do this, it is necessary to get acquainted with the catalogs of scientific libraries (alphabetical, systematic, subject) and new arrivals to them, to highlight the research of those authors who work on scientific problems related to the topic of the chosen course work. It is necessary to familiarize yourself with the magazine publications of the last few years. It is not allowed to prepare a coursework exclusively based on the materials of textbooks and

manuals. It is possible to use Internet sources.

In the process of working with literature and taking notes, it is important to write down the bibliographic information of the source and the page numbers from which the ideas were borrowed for further competent design of references to the sources.

The plan is the basis of the work, therefore its preparation is one of the most important stages of its preparation. The plan should reflect the directions of research of the chosen topic, the logical connection between its individual components, and the problem statement of individual questions. From the prepared plan, it is clear how much the student has mastered the material of the chosen topic, how he understood the problem as a whole and managed to highlight the essential, main directions of research. The final result of the completed work largely depends on a correctly drawn up plan. It is worth paying attention that in the process of working with the literature, the structure and plan of the coursework may change.

When drawing up a coursework plan, you can rely on the use of modern methods of cognitive visualization - mental maps, which help to reduce the information load, restore the skills of focusing attention, stimulate basic cognitive processes, form stable intellectual skills, communicative and intellectual competence of researchers.

The mind map is based on the principle of cognitive visualization, according to which visualization performs not only an illustrative function, but also directly stimulates the intellectual process of acquiring knowledge, ensuring the activation of cognitive operations. The principle of cognitive visualization follows from the cognitive and psychological regularities of the brain: assimilation of information is more efficient if "figurative" thinking (right hemisphere) is connected to the symbolic mechanism of thinking (the work of the left hemisphere of the brain). As you know, during information processing, a person activates both linguistic, symbolic, and graphic sign systems that represent this knowledge in a concise, compact form. At the

same time, certain connections are built between the elements of knowledge, which form a unique scheme in a person's memory, the most convenient and effective for storing and further reproduction of information. A mental map (mind map, intelligence map, memory map, mind map, consciousness map) is a convenient tool for displaying the thinking process and structuring information in a visual form, which is implemented in the form of a tree diagram, on which the related "branches" of words, ideas, illustrations, concepts, etc. (Romanovsky, Hrynyova, Rezvan, 2018).

Presentation of the coursework plan in graphic form allows you to better structure, assimilate, remember and reproduce the material, think in a completely new way, maximally using both hemispheres of the brain.

Acquaintance of the academic supervisor with the text of the coursework and consideration of his remarks. At this stage, the supervisor helps the student determine to what extent his course work meets the following criteria:

- ✓ relevance of research;
- ✓ independence of research, compliance with norms of academic integrity;
- ✓ the structure of the work and the logic of the presentation of the material;
- ✓ implementation of research goals and objectives; correspondence of conclusions to tasks, and tasks to the chosen topic.

- ✓ compliance with the requirements of scientific style; compliance with the requirements for the registration of work in accordance with current standards and formal requirements.

- ✓ familiarity with classical and modern domestic and foreign scientific sources and mastering the skills of their abstract processing.

- ✓ compliance with the coursework schedule.

The final design of the coursework and submission to the supervisor. Taking into account all the supervisor's remarks, characteristic of the previous stage,

the student submits the completed coursework to the supervisor no later than 3 days before the defense.

Approximate calendar schedule for course work with the distribution of hours on the IWS:

Semester week	The name of the stage of work	Study time (hours)
		IWS
2	Coordination of topic and task	0
3-6	Selection and study of literature, development of course work plan	7
7-9	Implementation of section 1	7
10-13	Implementation of section 2	7
14-15	Implementation of Section 3	7
16-17	Submission of test work for review	0
18	Protection of control work	2

Protection of term paper. The defense of coursework takes place according to the plan of the educational process and the schedule of classes (as a rule, at the last seminar class). The defense of the course work is accepted by the commission, which, as a rule, includes a lecturer and a teacher of seminar classes in the academic discipline.

Within 10 minutes, the student reveals the essence of the work, justifying the topic and theoretical conclusions.

II. REQUIREMENTS FOR COMPLETING A COURSE WORK

2.1. Scope of course work

The volume of the term paper is 15–25 pages.

The recommended amount of structural parts of the course work:

- ✓ Introduction – 2–3 pages;
- ✓ The main part – 10–15 pages;
- ✓ Conclusions – 2–3 pages.

2.2. Coursework structure

1. Title page.
2. Contents.
3. Introduction.
4. The main part (2-3 chapters).
5. Conclusions.
6. Abstract in Ukrainian and English.
7. List of used sources.
8. Attachments (if necessary).

2.3. Designing the text of the term paper

The term paper is printed on one side of a sheet of white A4 paper (210x297 mm) with 1.5 line spacing. Times New Roman font. Font size "14". Tables and illustrations can be submitted on sheets of A3 format.

The text of the work is printed, leaving margins: left – 30 mm, right – 10 mm, top – 20 mm, bottom – 20 mm. Paragraph indents are equal to 5 characters.

The print font should be clear, the density of the text should be the same.

The text of the main part of the coursework is divided into sections and subsections. The titles of the structural parts of the work "CONTENTS",

"INTRODUCTION", "CHAPTER", "CONCLUSIONS", "LIST OF USED SOURCES", "APPENDICES" are printed in capital letters. Headings of subsections are printed in small letters (except for the first capital letter) with paragraph indentation. The distance between the title and the text should be equal to 3-4 spaces. Each structural part of the course work must be started on a new page.

The section number is placed after the word "CHAPTER" (for example, "CHAPTER II").

Subsections are numbered within each section. The subsection number consists of the section number and the serial number of the subsection, between which a dot is placed, for example: "2.3" (the third subsection of the second section). Then, in the same line, there is a subsection heading.

Illustrations (diagrams, drawings, schemes, etc.) must be placed immediately after the text in which they are mentioned for the first time or on the next sheet. In the place where the topic related to the illustration is presented, and where the reader should point to it, a reference is placed in the form of an expression in round brackets (Fig. 3.1), that is, the first figure of the third chapter, or the reverse: "... as it can be seen from Fig. 3.3" or "... as shown in fig. 3.3". All illustrations (both own and borrowed) must be referenced in the work. All illustrations submitted for defense must be included in the main part of the coursework or in appendices, if they cannot be included in the main part due to the large volume or form of presentation.

Example of illustration design:

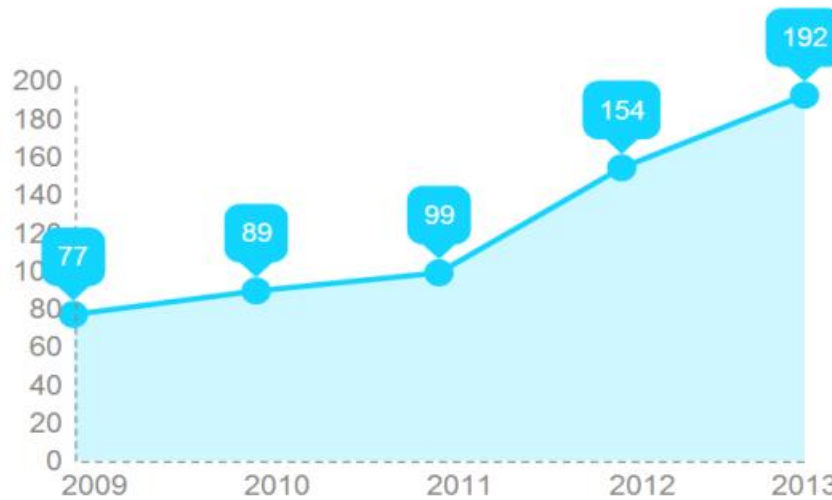


Рис. 3.3. Динаміка зміни кількості учасників академічної мобільності, кількість осіб (зі звіту відділу академічної мобільності 2013 р.)

Digital material is usually presented in the form of tables. A table should be placed immediately after the text in which it is mentioned for the first time or on the next page. All tables should be referenced in the text. The word "Table" and its serial number in the text are placed to the right above the table. Each table should have a title (given in bold), which is placed above the table symmetrically to the text. The title and the word "Table" begin with a capital letter.

Example of building a table:

Table 3.1

Assessment by the adult population of Ukraine of employment guarantees, job security (monitoring by the Institute of Sociology of the National Academy of Sciences of Ukraine, 2010, according to the filter N=884).

		Would you like to leave the settlement where you live?		
		Yes, I would like to	Hard to say	No
Employment guarantees, job security - How do you rate it	They have deteriorated significantly	43,2%	33,9%	29,2%
	They got a little worse	15,9%	22,6%	25,5%
	They remained like that	36,9%	41,1%	42,1%
	by ourselves	2,3%	1,2%	2,4%
	They have improved a little	1,7%	1,2%	,7%
	Total	100%	100%	100%

A table with a large number of rows can be moved to the next page. When moving the table to the next page, the name is placed only above its first part.

When writing a term paper, it is necessary to give references to the sources, certain provisions of which are cited in the term paper. Such links make it possible to find documents and check the reliability of information about citation of a document, provide the necessary information about it, help to find out its content, language of the text, volume.

The student writes the coursework in Ukrainian in strict accordance with the plan. The student's conclusions and judgments should be concise, logical and well-founded. When presenting different points of view on debatable issues, it is necessary to express and justify your opinion.

Term papers written in violation of established requirements are not allowed to be defended.

III. REQUIREMENTS FOR THE CONTENT OF THE COURSE WORK

3.1. Title page

The title page contains the name of the educational institution, the full name of the department where the scientific research is carried out, the full name of the document indicating the topic and discipline from which the work is written, the course, the number of the student group, specialty (specialization), surname, full name and to the father in the genitive case, academic title, scientific degree, surname and initials of the supervisor, national assessment, number of points, commission members (signatures, academic title, scientific degree, surname and initials), city and year of completion of the course work (**Annex A**).

3.2. Content

The content is submitted at the beginning of the course work. It contains the names and numbers of the initial pages of the introduction, all chapters and subsections of the main body, conclusions, a list of sources used and appendices. The content is necessary to make it easier to navigate through the studied material and to present it consistently and logically (**Annex B**).

3.3. Introduction

The introduction reveals the essence of the scientific problem reflected in the topic chosen by the student, its theoretical and practical significance, relevance and expediency of its research, formulates the goal and tasks that must be solved in order to achieve the goal. In the introduction, it is necessary to formulate the connection between the theoretical problem investigated in the course work and practical activity.

Depending on how clearly and precisely the purpose of the course work is formulated, the solution of the main tasks set before the student for its fullest and comprehensive disclosure will be so successful. The correct definition of the purpose

of the work will enable the student to identify the main direction of the research, organize the search and analysis of the material, and its generalization.

The sequence of points recommended for all coursework:

1. Relevance of the research topic.
2. The state of scientific development of the problem.
3. The purpose and tasks of the research.
4. Object of research and subject of research.
5. Research methods.
6. Theoretical and practical value of work.
7. Structure.

We will give some recommendations for writing the listed components of the introduction.

Relevance of the topic of the course work. This structural element contains the justification of the state of the investigated problem, its significance for modern social processes, feasibility, importance and usefulness of scientific research.

The state of scientific development of the problem. A concise analysis of domestic and foreign sources on the topic of research should demonstrate the degree of scientific development of the problem. The student needs to show what part of the scientific knowledge of his field he is going to fill with his research. This item lists the names of scientists who dealt with the issues that are a tangential topic with references to their works in the list of used literature.

The purpose and tasks of the research. The purpose of the research is formulated in the form of an answer to the question: "What is the purpose of the research?". The goal should not be formulated as "Research...", "Study...", because

these words indicate the means of achieving the goal, and not the goal itself. The goal is the intended result of the research.

It is possible to obtain the planned results and gradually achieve the set goal by detailing it in the form of a specific program of purposeful actions - research tasks.

Research tasks are formulated in two versions:

- 1) in the form of independently completed research stages;
- 2) as a consistent solution of individual research problems in relation to the general problem of the entire course work.

The task should be formulated and specified very carefully, since the description of their solution is the content of the subsections of each section of the coursework.

Example, for the topic: "Samples of mobile and immobile behavior of residents of small towns: the purpose and tasks of the course work can be formulated as follows:

The purpose of the work is the conceptualization of factors that affect the territorial immobility of small-town residents, the empirical identification and characterization of patterns of mobile and immobile behavior of small-town residents.

The tasks of the work are:

- analyze the sociological concepts of social mobility and develop a conceptual and terminological scheme for the study of social mobility and immobility;
- to systematize the experience of using qualitative methodology in the research of samples of mobile and immobile behavior and to develop a toolkit of empirical research;
- outline the context of the study of mobile and immobile behavior of small-town residents (in particular, such aspects as the socio-economic situation in small towns of Ukraine and migration attitudes);
- to determine the reasons and motives of the territorial immobility of the inhabitants of a small town;
- identify and characterize samples of professionally mobile and immobile behavior of residents of a small town; to find out their attitude to work in the private sector and labor migrations.

The object of research is a certain social group, a set of ideas, a process or a phenomenon that creates a problem situation and is chosen for study.

The subject of research is contained within the scope of the research object, as that part of it that will be directly investigated.

Example:

The object of the study is the inhabitants of a small town, the territorially immobile part of the population, and the subject is the factors of territorial immobility of the inhabitants of a small town, samples of mobile and immobile behavior of the inhabitants of a small town.

Research methods. In research methods, the author of the coursework lists the methods and approaches used to achieve the goal. Research can be based on the use of a number of general scientific (philosophical, political and sociological) and specific methods, principles and approaches. Taking into account that the preparation of the course work is carried out by students who receive education in the specialty 054 "Sociology", the works often use one or another method of collecting and analyzing sociological information. It can be both an own sociological study on the subject of the coursework, and a secondary analysis of existing databases of conducted research. Both quantitative and qualitative methods of collecting and analyzing sociological information can be used in the work.

Quantitative (hard) methods are aimed at the direct registration of facts and involve strict methods of their processing. The result of such processing is knowledge in numerical form. Such methods provide a certain idea of the phenomenon, emphasizing its quantitative characteristics, but the phenomenon itself does not reveal or explain the hidden, latent mechanisms, subjective meanings, meanings that led to its appearance. Quantitative methods include all types of sociological surveys (postal, telephone, individual and group, expert; monitoring, express surveys, online surveys).

Survey is a method of direct or indirect collection of verbal information. Expert survey is receiving information about the state and forecasting changes in a social phenomenon, process from experts who have deep knowledge of the subject or object of research. An interview is a conversation conducted according to a certain plan, which involves direct contact between the interviewer and the respondent. Content analysis of documents, which can be both quantitative and qualitative, is a set of methodological techniques used to obtain from documentary sources sociological information necessary for solving research problems. For more details on quantitative methods, see the works: (Bogdan, 2015; Gladun, 2008; Kostenko and Ivanov, 2003; Panina, 2007; Pygolenko, 2021).

Qualitative methods make it possible to reveal hidden, subjective thoughts, moods that make up a person's life world, with their subsequent interpretation. They are effective where it is necessary to reveal the subjective mechanisms of the activity of individuals as executors of social roles. The following qualitative methods can be used in the work: focus group method, in-depth (in-depth) interview, sociological experiment, observation method, case study method. The focus group method is a planned discussion led by a moderator in a specially selected group of strangers around a chosen topic (focusing on a specific problem) with the aim of gathering opinions and seeking consensus on a specific issue. Open group discussions are a qualitative technique aimed at understanding the problems of certain communities and finding ways to solve them. Such communities can be a village assembly, a neighborhood community, territorial communities, etc. Observation is a method of sociological research and obtaining social information through direct and immediate registration of events and conditions of their course. An experiment is a general scientific method of research, a type of experiment - observation of the phenomenon under study in artificially established and controlled conditions. Situational, case-study analysis (research method) is a method of qualitative research in the social sciences, which consists in studying a single social object (situation, event, case,

person, social group) or several demonstrative objects in order to understand a wider class of similar cases (class of events). For example, a comprehensive study of a specific crime for the sake of a generalized explanation of the phenomenon of antisocial behavior (Tulenkov, 2020). For more details on qualitative methods, see the works: (Kostenko and Skokova, 2009; Girnyk, 2009; Surmin, 2012).

Empirical data used significantly strengthen the theoretical and practical value of the work, provide an opportunity to confirm or refute the proposed hypotheses and achieve the goal of the work.

Example:

Research methods. To collect empirical data, the work used the case study method - the small mining town of Krasnodon (Sorokine), in which research was conducted, and the method of empirically identifying patterns of mobile and immobile behavior - a semi-structured leitmotiv interview. The data processing of nationwide monitoring of the Institute of Sociology of the National Academy of Sciences of Ukraine was carried out in the SPSS 21 computer program.

Research methods. The empirical basis of the work is the secondary analysis of the data of the nationwide monitoring study, in particular the surveys of 1992-2022 within the framework of the project of the Institute of Sociology of the National Academy of Sciences of Ukraine "Ukrainian society: monitoring of social changes".

Theoretical and practical value of work. In a term paper of theoretical importance, it is necessary to provide information about the scientific use of research results or recommendations for their use. And in the work, which has an applied value, there is information about the practical application of the obtained results or recommendations on how to use them. Noting the practical value of the obtained results, it is necessary to provide information on the degree of their readiness for use or the scope of use.

Example:

The practical significance of the obtained results for the course work "Samples of mobile and immobile behavior of residents of small towns": The provisions developed in the course work are a contribution to the theory and empirical study of social mobility and immobility; they can be used for further research on patterns of mobile and immobile behavior, factors of territorial immobility, as well as in the process of teaching educational courses on social mobility, social structures and stratification.

Structure of work. The immediate structure of the coursework is indicated here, indicating the number of source names in the list of used literature and the number of pages of the full volume of the work (without appendices).

Example:

Coursework structure. The coursework consists of an introduction, three sections divided into subsections, conclusions and recommendations, a list of used sources. The total volume of the work is 65 pages (55 of which are the main text). The list of used sources contains 50 names.

3.4. Main part

The main part of the coursework consists of sections and subsections, which are divided into sections for more convenient preparation and processing of information. Each chapter begins with a new page. The main text of each chapter can be preceded by a short preface with a brief description of the chosen direction of research and its motivation. The sections of the main part provide: an overview of existing points of view regarding the research problem; description of basic research methods; provisions that reveal the essence of the studied phenomena; analysis and generalization of research results; own reasoned position regarding the investigated problem.

Each section of the coursework provides coverage of the issue indicated in the title of the section and the formulation of concise conclusions. It is necessary to

concisely and logically present the content and results of research, avoiding tautology. Sections (subsections) should be roughly proportional in volume.

The most consistent disclosure of the topic of the student's course work is guided by his supervisor, who helps in the selection of the necessary literature, advises on the volume, content and ratio of the structural parts of the course work, provides advice on research methodology, summarizing its results.

The student performs the course work in accordance with the work plan agreed with the academic supervisor. To the plan, the student adds a short one-page annotation, which outlines the content of the main questions that he plans to investigate in the coursework, a list of references, a detailed coursework plan, which defines the structure of the work, indicates the approximate names of sections and subsections, their scope and deadlines. Those sections of the work that have already been completed, the student submits to the supervisor for consideration and, after his remarks, supplements and refines them.

3.5. Conclusions.

The most important theoretical and practical results of the research are presented in the conclusions to the term paper. The theoretical material developed in the main part is summarized and systematized. Conclusions should correspond to the set goal and tasks of the work. The conclusions reveal its significance for science and further research of the chosen issue.

3.6. Abstract in Ukrainian and English.

The abstract is an independent text that, after reading, can give quite complete information about the content of the entire work, and is the part of the coursework that is read most often, in order to understand whether it makes sense to read the entire text at all.

The abstract should contain information about the volume of the text, the

number of illustrations, tables, appendices and bibliographic names according to the list of references, the purpose of the work, the methods used and the results obtained, recommendations for use and (or) the results of the implementation of developments or research, a list of keywords (at least 5). The volume of coursework annotations is at least 1,800 characters.

Example:

Анотація

ІНСТРУМЕНТИ ВРЕГУЛЮВАННЯ ГЕНДЕРНИХ КОНФЛІКТІВ У МІЖГЕНДЕРНІЙ КОМУНІКАЦІЇ. Актуальність звернення до тематики вивчення інструментарію врегулювання гендерних конфліктів та їх місця у міжгендерній комунікації обумовлена актуалізацією та популяризацією егалітарних поглядів в сучасному світі загалом та в науковій спільноті зокрема.

Авторка аналізує фактори загострення міжгендерної комунікації, а також їх вплив на виникнення гендерних конфліктів. На основі розгляду природи міжгендерного діалогу досліджуються шляхи його налагодження за допомогою наявних та потенційних комунікаційних інструментів: фемінізму та маскулізму в даному контексті.

Таке дослідження особливостей міжгендерного спілкування з акцентом на подоланні комунікаційних бар'єрів та вдосконаленні взаємодії між статями має значення також і для вироблення стратегії боротьби з диспропорцією прав та можливостей у чоловіків та жінок.

Ключові слова: міжгендерна комунікація, соціальна комунікація, гендерний конфлікт, врегулювання конфліктів.

Example.

Abstract

TOOLS FOR ADJUSTMENT OF GENDER CONFLICTS IN INTERGENDER COMMUNICATION. The relevance of addressing the topic of studying the tools of gender conflict resolution and their place in intergender communication is due to the actualization and popularization of egalitarian views in the modern world in general and in the scientific community in particular.

The author analyzes the factors that aggravate intergender communication, as well as how they affect the occurrence of gender conflicts. Based on consideration of the nature of intergender dialogue, the ways of establishing it are explored with the help

of existing and potential communication tools: feminism and masculinism in this context.

Such a study of the peculiarities of intergender communication with an emphasis on overcoming communication barriers and improving interaction between the sexes is also important for the development of a strategy to combat the disparity of rights and opportunities between men and women.

Key words: intergender communication, social communication, gender conflict, conflict resolution.

3.7. References.

An integral part of the coursework is references to sources (citations) to illustrate the thesis of the researcher, to confirm this or that assumption, to refute a certain argument or to critically analyze the quoted work. It is worth noting that the use of quotations applies not only to fragments of scientific sources, but also to other sources of information - photos, video recordings, sound recordings, data in graphic form, etc. The following citation methods are distinguished:

1) **paraphrase** (indirect citation, retelling, presentation of the opinions of other authors in one's own words) is not separated by quotation marks;

2) **quotation inside a line** (up to three lines of text) the text of the quotation begins and ends with quotation marks and is given in the grammatical form in which it is presented in the source, preserving the features of the author's writing;

3) **a block quotation** (consists of three or more lines of text), as a rule, is not separated by quotation marks. Each of these ways of including borrowings in your text must be accompanied by a bibliographic reference to the source. The absence of such a reference is considered plagiarism.

One of the most widespread is the method of citation and design of links specified in the "Methodological recommendations for the new standard "Bibliographic reference. General provisions and rules of drafting" (DSTU 8302:2015)" (Annex D). However, in the conditions of active integration of

Ukrainian science into the world context, we consider it expedient to focus on one of the most convenient and popular for use in the social sciences, the international APA style (English: American Psychological Association (APA) Style) - a widely used design method in the social sciences academic papers, developed by the American Psychological Association. APA Style requires you to use in-text references whenever you cite a source, whether a paraphrase, inline quote, or block quote. An in-text reference contains information about the author of the work (editor/compiler/name of the cited source, if the author is not present), what is cited, the year of publication and the page interval (page numbers from which the quotation is given). The page spacing is allowed to be omitted if you are not quoting but expressing an idea or referring to the work as a whole.

Paraphrase is not enclosed in quotation marks. The last name(s) of the author(s) may appear:

1) if the author's surname is indicated in the sentence, then the year of publication must be indicated after the surname in round brackets;

2) if the sentence contains a quotation without indicating the authorship, then the author's surname and the year of publication must be indicated in round brackets without punctuation marks.

Example:

1) According to Tymoshyk (2004), there are several stages of editing in the editorial and publishing process.

2) There are several stages of editing in the editorial and publishing process (Timoshik, 2004).

Inline quote (up to three lines of text). It is taken in quotes. The last name(s) of the author(s) may appear:

1) if the author's surname is indicated in the sentence, then the date of publication and page spacing should be indicated after the surname in round brackets;

2) if the sentence contains a quotation without indicating the authorship, then the author's surname, publication date and page spacing must be indicated in round brackets.

Example:

Here we empirically demonstrate that workers' and regulatory agents' understandings of discrimination and legality emerge not only in the shadow of the law but also, as Albiston (2005, c. 99) suggests, in the "shadow of organizations."

Romantic poetry is characterized by a "spontaneous overflow of strong feelings" (Wordsworth, 2006, p. 263).

Block quote (consists of three or more lines of text). Presented in the text on a new line, single-spaced, indented to the left for the entire citation, not enclosed in quotation marks. Block quotations are preceded and followed by one line of indentation (Bozhenko, Koryan, and Fedorets, 2016, p. 94).

Example:

The complexity of management science is reflected in its content, in which the socio-legal aspect can be distinguished:

The socio-legal aspect involves determining the goals facing the management systems, directions and tasks of management activities. An important role here belongs to the law, since the latter largely regulates management relations. In this case, the law acts as a means, an instrument that ensures the implementation of laws in the administration. Management science and legal sciences are brought together by the fact that they study the regulatory mechanisms operating in society, but are far from identical scientific disciplines (Kravchenko, 1999, p. 19).

It is worth emphasizing that the list of references does not allow references to sources that do not have scientific value (websites of abstracts and other document repositories), links to Wikipedia pages and similar resources that do not have a scientific review process, file exchanges (and other similar resources) .

The list of references is arranged in alphabetical order of authors' surnames or book titles. (Recommendations for creating a bibliographic description of ARA are given in **Annex B**).

3.8. Annexes (if necessary).

The appendices include supporting material necessary for a complete understanding of the coursework: diagrams, tables, illustrations, etc. Diagrams and tables independently prepared by the student on the topic of the coursework increase the scientific and theoretical significance of the conducted research, indicate the ability to systematize and generalize the presented material.

Each of the appendices starts with a new page, they are given titles, printed at the top in lowercase letters with the first capital letter symmetrically in relation to the text of the page. In the upper right corner above the title, the word "Annex ___" and a capital letter denoting the Annex are printed in small letters from the first capital letter.

Appendices should be marked consecutively with capital letters of the Ukrainian alphabet, with the exception of the letters Г', Е, И, Ї, Ы, О, Ч, Ъ, for example, "Annex A", "Annex B", etc. The single Annex is designated as Annex A.

IV. PROCEDURE FOR THE SUBMISSION OF COURSE PAPERS TO THE DEFENSE AND DEFENSE

The coursework prepared for the defense must be reviewed and evaluated by the supervisor no later than two weeks before the coursework defense. When assessing the quality of performance, the manager gives a brief description, evaluates the general theoretical level, the depth of the research conducted, the sequence of presentation of the material, compliance of the design of the work with the requirements of methodological recommendations, reveals its shortcomings and possible ways to eliminate them.

The student is allowed to defend the coursework after completing the work in accordance with the established requirements and receiving a positive evaluation according to the criteria of the quality of performance of the coursework supervisor.

Defense of coursework takes place in accordance with the plan of the educational process and the schedule. The defense of the course work is accepted by the commission, which, as a rule, includes a lecturer, a teacher of seminar classes on the academic discipline and/or a scientific and pedagogical employee of the department engaged in research related to the subject of the course work.

Within 10 minutes, the student reveals the essence of the work, justifying the topic and theoretical conclusions.

The report must:

- ✓ name the topic of the course work and its relevance;
- ✓ formulate the main goal and task of the research;
- ✓ outline the structure of work;
- ✓ report on the results of the work, the conclusions drawn.

It is important to emphasize that the ability to publicly present the results of one's own scientific research is an important part of the professional competencies of a sociologist, so it makes sense to dwell on this in more detail.

Public speaking is an oral communication characterized by such an organization of the communication process, which can be expressed by the formula: "face to face". In this type of communication, a successful combination of verbal and non-verbal techniques plays an important role. The visual perception of the speaker by the audience should not be ignored, because the first impression of the speaker is formed on the basis of his appearance. A pleasant, neat appearance, an elegant way of communicating, a friendly open look, clear articulation, all these are elements of non-verbal communication and affect people's perception.

Compositionally, a public speech (term paper defense) consists of three main component parts, located in a certain order, which can be filled in different ways, depending on the scope of the speech, the nature of the conclusions, etc.

The first stage of the performance is establishing contact with the audience. The best start is to interest the listeners with an interesting example, a witty phrase related to the topic of the speech.

If the first phrases managed to attract attention, even intrigue the listeners, in the future it is necessary that they understand the need for information, realize the problem under consideration. The purpose of the speech should be clear and understandable, then the listeners will follow her presentation.

The general part of the speech should be devoted to the justification of the main idea of the course work. You should state your position frankly, keeping silent about anything will alarm listeners and cause distrust. It is important to combine the theoretical and empirical levels of presentation of the coursework material: attention should be paid not only to the conceptual but also to the applied aspects of the researched problem, using illustrative visual aids.

The final stage of the performance. Concluding the speech, it is necessary to summarize what was said, repeat the main idea, emphasize the results of the research described in the conclusions. Like the beginning, the end of the speech should be concise, clear, thought out in advance. The final phrase should be thought out in

advance and formulated in words. It, like the first phrase, must be prepared in such a way that it can be pronounced without a hitch, clearly and intelligibly. The closing phrase should be said emotionally, a little slower and meaningfully, so that the audience understands it well and at the same time understands that this is the end of your speech.

During the public defense of the term paper, do not ignore the following communication techniques that will increase the positive effect of your speech.

Pauses This technique is useful in many ways: it makes breathing easier; gives an opportunity to think over the next phrase or move on to another thought; emphasizes the attention of listeners; makes it possible to highlight a certain moment, etc.

Artistic expressiveness. Presupposes the ability to correctly construct sentences, use a wealth of lexical means.

Relaxation effect. Its purpose is to relieve emotional tension. A classic trick is humor. Thanks to a successful joke, a natural pause is created for switching the attention of the audience and some emotional rest.

The head of the coursework characterizes the coursework as a whole, emphasizes its positive aspects: scientific-research character, research relevance, novelty, practical value; indicates shortcomings. After that, the head of the coursework and members of the commission ask the student questions on the research topic.

The defense of the coursework ends with a concise final speech by the student, in which he gives answers to questions and remarks. The grade for the course work is assigned taking into account the quality of the work performed and the results of its defense.

V. EVALUATION OF THE COURSE WORK

After the defense of the coursework, teachers discuss the results of the defense of each coursework and assign grades. The quality of the defense is evaluated in accordance with the provisions set forth in the RSE, on the basis of which the final grade of the course work is formed, which is announced after the defense of all works considered at the meeting. When evaluating the work, the commission is guided by the criteria set forth in the RSE, which students have the opportunity to familiarize themselves with during the semester. The evaluation takes into account the completeness of the disclosure of the topic of the work, the consistency and logic of the presented material, compliance with the requirements for the design of the coursework, the content of the report and answers to questions during the defense of the coursework, the review of the academic supervisor. The committee issues an unsatisfactory grade when an attempt is made to defend materials obtained by other persons (plagiarism), or when the student is completely unable to defend the main provisions of the work. The grade is entered in the assessment and examination report of the study group and in the student's assessment book.

The coursework rating has two components. The first (starting) characterizes the student's work on writing a term paper. The second component characterizes the quality of the student's defense of the course work. We offer the following distribution of points: the size of the scale of the starting component equals 70 points, and the defense component - 30 points.

№	Assessment control measure	%	Weight score
1.	Quality of course work	70	70
2.	Defense of course work, presentation	30	30
	Total	100	100

The transfer of the value of the rating grades from the course work to ECTS and traditional grades for posting them to the report and the grade book is carried out in accordance with the table:

Table of correspondence of rating points to grades on the university scale:

Scores	Grade
100-95	Excellent
94-85	Very good
84-75	Good
74-65	Satisfactorily
64-60	Enough
Less than 60	Unsatisfactory
Requirements of certification are not met	Not certified

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ANNEXES

Annex A. A sample of the title page of a term paper

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE NATIONAL
TECHNICAL UNIVERSITY OF UKRAINE

"IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE"

Faculty of Sociology and Law

Department of Sociology

Coursework

from the academic discipline "Name"

on the topic:

**"TOOLS FOR REGULATING GENDER CONFLICTS IN INTERGENDER
COMMUNICATION"**

Performed:

student of the XX year of the XX group

Surname

Head:

Surname

Mark _____

Commission members:

Kyiv – 2023

Annex B. Sample content design

INTRODUCTION.....	3
SECTION 1. TITLE OF SECTION.....	5
1.1. Name of the unit.....	5
1.2. Name.....	7
1.3. Name.....	9
SECTION 2. TITLE.....	12
2.1. Name.....	12
2.2. Name.....	15
2.3. Name.....	18
CONCLUSIONS.....	20
LIST OF USED SOURCES.....	22
APPENDICES (if necessary).....	23

**Annex C. Examples of bibliographic description in the list of used sources
(APA STYLE*)**

	Схема	Приклади
Книга: 1-7 авторів	<p>Прізвище1, Ініціали1, Прізвище2, Ініціали2, Прізвище3, Ініціали3, Прізвище4, Ініціали4, Прізвище5, Ініціали5, Прізвище6, Ініціали6, & Прізвище7, Ініціали7. (Рік). Назва книги: Підназва (номер видання). Місце видання: Видавництво.</p>	<p>Bragg, S. M. (2010). <i>Wiley revenue recognition: Rules and scenarios</i> (2nd ed.). Hoboken, NJ: Wiley.</p> <p>Тимошик, М. В. (2004). <i>Видавнича справа та редагування</i>. Київ: Ін Юре.</p> <p>Tymoshyk, M. V. (2004). <i>Vydavnycha sprava ta redahuvannia</i>. Kyiv: In Yure.</p> <p>Hubbard, R. G., Koehn, M. F., Omstein, S. I., Audenrode, M. V., & Royer, J. (2010). <i>The mutual fund industry: Competition and investor welfare</i>. New York, NY: Columbia University Press.</p> <p>Шульгін, В., Слободяник М., & Павленко В. (2014). <i>Хімія</i>. Харків: Фоліо.</p>
Книга: 8 і більше авторів	<p>Прізвище1, Ініціали1, Прізвище2, Ініціали2, Прізвище3, Ініціали3, Прізвище4, Ініціали4, Прізвище5, Ініціали5, Прізвище6, Ініціали6 ... Прізвище останнього автора,</p>	<p>Zinn, H., Konopacki, M., Buhle, P., Watkins, J. E., Mills, S., Mullins, J. W. ... Komisar, R. (2008). <i>A people's history of American empire: A graphic adaptation</i>. New York, NY: Metropolitan Books.</p> <p>Прусова, В. Г., Прихач, О. С., Довгань, К. Л., Остапенко, Г. Г., Бойко, С. О., Поліщук, О. О. ... Бондар, Г. Р. (2004). <i>Математика</i>. Київ: Освіта.</p>

	Ініціали. (Рік). <i>Назва книги: Підназва</i> (номер видання). Місце видання: Видавництво.	
Книга за редакцією	Прізвище редактора, Ініціали. (Ред.). (Рік). <i>Назва книги:</i> <i>Підназва</i> (номер видання). Місце видання: Видавництво.	McNamara, R. H. (Ed.). (2008). <i>Homelessness in America</i> . Westport, CT: Praeger Publishers. Ophir, A., Givoni, M., & Hanafi, S. (Eds.). (2009). <i>The power of inclusive exclusion</i> . New York, NY: Zone. Фіголь, Н. (Ред.). (2009). <i>Українська мова</i> . Київ: НТУУ "КПІ". Прусова, В. Г., Прихач, О. С., Довгань, К. Л., Остапенко, Г. Г., Бойко, С. О., Поліщук, О. О. ... Бондар, Г. Р. (Ред.). (2004). <i>Математика</i> . Київ: Освіта.
Книга: автор- організація	Назва організації. (Рік). <i>Назва книги:</i> <i>Підназва</i> (номер видання). (Номер звіту*). Місце видання: Видавництво. *якщо це доречно	Peace Corps. (2006). <i>A life inspired</i> . Washington, DC: Author. Інститут світової економіки та міжнародних відносин. (2012). <i>Держава в економіці Японії</i> . Київ: Наука.
Книга без автора	<i>Назва книги:</i> <i>Підназва</i> . (Рік). (номер видання). Місце видання: Видавництво.	<i>Twenty-four hours a day</i> . (2010). Miami, FL: BN Publishing. <i>Українська мова</i> . (2009). Київ: НТУУ «КПІ».

Частина книги	<p>Прізвище автора глави, Ініціали. (Рік). Назва глави: Підназва. В Ініціали Прізвище редактора або укладача (відповідальність*), <i>Назва книги: Підназва</i> (номер видання). (сторінковий інтервал). Місце видання: Видавництво.</p> <p><i>*скорочено</i></p>	<p>Grosman, D. (2009). Writing in the dark. In T. Morrison (Ed.), <i>Burn this book</i> (pp. 22-32). New York, NY: HarperCollins Publishers.</p> <p>Farrell, S. E. (2009). Art. In D. Simmons (Ed.), <i>New critical essays on Kurt Vonnegut</i> (p. 91). New York, NY: Palgrave Macmillan.</p> <p>Балашова, Є. (2014). Стратегічні дослідження. В А. Сухоруков (Ред.), <i>Пріоритети інвестиційного забезпечення</i> (2-ге вид.). (с. 5-9). Київ: Наукова думка.</p>
Багатотомні видання	<p>Прізвище автора багатотомної праці, Ініціали, & Прізвище редактора, Ініціали (Ред.). (Рік). <i>Назва багатотомної праці: Підназва</i> (номер видання). (Діапазон томів). Місце видання: Видавництво.</p>	<p>Milton, J. (1847). <i>The prose works of John Milton</i> (Vol. 1-2). Philadelphia, PA: John W. Moore.</p> <p>Олійник, Б. , & Шевчук, С. (Ред.). (2006). <i>Вибрані твори</i> (Т. 1-2). Київ: Українська енциклопедія.</p>
Багатотомне видання (окремий том)	<p>Прізвище автора тому, Ініціали. (Рік). Назва тому: Підназва. В Ініціали Прізвище редактора (Ред.), <i>Назва багатотомної праці: Підназва</i> (номер видання). (Номер</p>	<p>Niehuis, S. (2008). Dating. In J. T. Sears (Ed.), <i>The Greenwood encyclopedia of love</i> (Vol. 6, pp. 57-60). Westport, CT: Greenwood.</p> <p>Олійник, Б. (2006). <i>Переклади. Публіцистика</i>. В Д. Павличко (Ред.), <i>Вибрані твори</i> (Т. 2, с. 60-61). Київ: Українська енциклопедія.</p>

	тому, сторінковий інтервал). Місце видання: Видавництво.	
Автори рефератів або дисертацій	Прізвище, Ініціали. (Рік). Назва роботи: Підназва. (Тип роботи з вказівкою наукового ступеня автора). Університет, в якому захищено дисертацію, Місто.	Mylott, E. (2009). To flatten her sphere to a circle, mount it and take to the road: The bicycle. (Master's thesis). University at Albany, State University of New York, Albany. Саленко, О. (2001). Наукові основи високоефективного гідро різання. (Дис. канд. техн. наук). Національний Технічний Університет України "Київський Політехнічний Інститут", Київ.
Матеріали конференцій	Прізвище, Ініціали. (Рік). Назва виступу, Відомості про конференцію. Місце видання: Видавництво.	Josang, A., Maseng, T., & Knapskog, S. J. (Eds.). (2009). Identity and privacy in the Internet age, 14th Nordic conference on secure IT systems, NordSec 2009. Heidelberg, Germany: Springer Berlin. Поліщук, О. (Ред.). (2008). Інженерія програмного забезпечення, Матеріали конференції молодих вчених. Київ: Наука.

Закони, статути, накази	Назва закону або статуту або наказу. Номер закону § Номер розділу номер статті. (Рік затвердження).	Serve America Act. 42 U.S.C. § 12501et seq. (2009). Про Національну поліцію. № 580-VIII § розд. II ст. 6. (2015).
Урядові публікації	Назва офіційного органу. (Рік). Назва урядового документа: Підзаголовок. Місце публікації: Видавець.	U.S. Department of Justice, Federal Bureau of Investigation. (2009). The FBI story. Washington, DC: GPO.
Патент	Прізвище винахідника, Ініціали. (Рік публікації). Номер патенту*. Місце видання: Патентне відомство. *вказати країну	Le Van Meutte, V. (2003). U.S. Patent No. 6,601,955. Washington, DC: U.S. Patent and Trademark Office. Мацко, Г. (1999). Патент України 26933. Київ: Державне патентне відомство України.
Стаття з журналу	Прізвище, Ініціали. (Рік). Назва статті: Підназва. Назва журналу, Номер журналу, Сторінковий інтервал.	Benjamin, A. C. (1960). The ethics of scholarship: A discussion of problems that arise in its application. Journal of Higher Education, 31(9), 471-480. Роїк, М. (2014). Сучасний стан реєстрації представників роду Salix. Біоенергетика, 1(5), 21-23.

Стаття з газети	Прізвище, Ініціали. (Дата випуску). Назва статті: Підназва. Назва газети, сторінковий інтервал.	Itzkoff, D. (2010, March 31). A touch for funny bones and earlobes. New York Times, p. C1. Ali, A. H. (2010, April 27). 'South Park' and the informal Fatwa. Wall Street Journal, p. A17. Лиховид, І. (2016, Січень 15). Медичний прорив. День, с. 2.
Звіт з науково-дослідної	Прізвище, Ініціали. (Рік). Назва роботи: Підназва (номер звіту). Місце видання: Видавець.	Rowe, I.L., & Carson, N.E. (1981). Medical manpower in Victoria (4). East Bentleigh (AU): Monash University, Department of Community Practice. Нелін, Є.Н. (2011). Високовибірні резонансно- тунельні кристалоподібні пристрої обробки сигналів (2332-п). Київ: НТУУ "КПІ".

Annex D. Criteria for evaluating course work

Evaluation parameters	Rating range, points	Evaluation criteria on a point scale
Assessment of the quality of course work	0 - 70	
Correspondence of the content of the coursework to the topic and the approved plan	0-15	0 – the content of none of the paragraphs of the coursework does not correspond to the approved plan
		5 – the content of one paragraph of the coursework corresponds to the approved plan
		10 – the content of the two paragraphs of the coursework corresponds to the approved plan
		15 - the content of all paragraphs of the coursework corresponds to the approved plan
The degree of disclosure of theoretical aspects of the problem chosen for research and the correctness of using the conceptual apparatus	0-15	0 – the conceptual apparatus is not formed; theoretical aspects of the problem are not disclosed
		5 – the conceptual apparatus is formed, but the theoretical aspects of the problem are not revealed
		10 – the conceptual apparatus is formed, the theoretical aspects of the problem are partially revealed
		15 – the conceptual apparatus is formed, the theoretical aspects of the problem are revealed
Availability of critical	0-10	0 – critical comparisons and

comparisons and generalizations of different points of view and approaches to posing and solving the problem		generalizations are absent
		5 – critical comparisons are present, but generalizations are absent or incorrect
		10 - critical comparisons are available and accompanied by correct generalizations
Degree of use of factual material; highlighting the specifics of the manifestation and prospects for solutions in the context of Ukrainian realities	0-10	0 – factual material is not used
		5 – factual material is included, but the specifics of the manifestation and the prospects for a solution in the context of Ukrainian realities are not covered
		10 – a rich factual material is involved, the features of the manifestation and prospects for resolution in the context of Ukrainian realities are highlighted
The scope and adequacy of primary sources used in writing the work and compliance with the ethics of references 0-10	0-10	0 – only textbooks and manuals are used (up to 10 sources), link ethics are not respected
		5 – the materials of textbooks and manuals, periodicals (11-15 sources) are involved, the ethics of links are partially observed
		10 – included materials from textbooks and manuals, monographs, statistical collections and handbooks, periodicals, materials from the Internet (more than 15 sources), the ethics of links are observed

Conformity of coursework design to established requirements 0-10	0-10	0 – the text of the coursework is designed with significant violations of the established requirements
		5 - the text of the coursework is designed with minor violations of the established requirements
		10 - the text of the coursework is designed in accordance with the established requirements
Evaluation of the coursework defense is 0-30	0 – 30	
The ability to clearly, concisely and logically present the main results of the research 0-15	0-15	0 – the student is unable to clearly and concisely present the main results of the research
		5 – the student presents the main results of the research in an unorganized manner
		10 – the student is able to partly clearly and concisely present the main results of the research
		15 - the student is able to clearly, concisely and logically present the main results of the research
Completeness, depth, validity of answers to questions 0-15	0-15	0 - the student is unable to provide answers to the questions
		5 – the student provides incomplete, superficial, unsubstantiated answers to the questions
		10 – the student does not provide sufficiently complete, in-depth answers to the questions

**Annex E. Examples of bibliographic descriptions in the list of used sources
(taking into account the National Standard of Ukraine DSTU 8302:2015)**

Характеристика джерела	Приклад оформлення
Книги: Один автор	<ol style="list-style-type: none"> 1. Бичківський О. О. Міжнародне приватне право : конспект лекцій. Запоріжжя : ЗНУ, 2015. 82 с. 2. Бондаренко В. Г. Немеркнуча слава новітніх запорожців: історія Українського Вільного козацтва на Запоріжжі (1917-1920 рр.). Запоріжжя, 2017. 113 с. 3. Бондаренко В. Г. Український вільнокозацький рух в Україні та на еміграції (1919-1993 рр.) : монографія. Запоріжжя : ЗНУ, 2016. 600 с. 4. Вагіна О. М. Політична етика : навч.-метод. посіб. Запоріжжя : ЗНУ, 2017. 102 с. 5. Верлос Н. В. Конституційне право зарубіжних країн : курс лекцій. Запоріжжя : ЗНУ, 2017. 145 с. 6. Горбунова А. В. Управління економічною захищеністю підприємства: теорія і методологія : монографія. Запоріжжя : ЗНУ, 2017. 240 с. 7. Гурська Л. І. Релігієзнавство : навч. посіб. 2-ге вид., перероб. та доп. Київ : ЦУЛ, 2016. 172 с. 8. Дробот О. В. Професійна свідомість керівника : навч. посіб. Київ : Талком, 2016. 340 с.
Два автори	<ol style="list-style-type: none"> 1. Аванесова Н. Е., Марченко О. В. Стратегічне управління підприємством та сучасним містом: теоретико-методичні засади : монографія. Харків : Щедра садиба плюс, 2015. 196 с. 2. Батракова Т. І., Калюжна Ю. В. Банківські операції : навч. посіб. Запоріжжя : ЗНУ, 2017. 130 с. 3. Білобровко Т. І., Кожуховська Л. П. Філософія науки й управління освітою : навч.-метод. посіб. Переяслав-Хмельницький, 2015. 166 с. 4. Богма О. С., Кисильова І. Ю. Фінанси : конспект

	<p>лекцій. Запоріжжя : ЗНУ, 2016. 102 с.</p> <p>5. Горошкова Л. А., Волков В. П. Виробничий менеджмент : навч. посіб. Запоріжжя : ЗНУ, 2016. 131 с.</p> <p>6. Гура О. І., Гура Т. Є. Психологія управління соціальною організацією : навч. посіб. 2-ге вид., доп. Херсон : ОЛДІ-ПЛЮС, 2015. 212 с.</p>
Три автори	<p>1. Аніловська Г. Я., Марушко Н. С., Стоколоса Т. М. Інформаційні системи і технології у фінансах : навч. посіб. Львів : Магнолія 2006, 2015. 312 с.</p> <p>2. Городовенко В. В., Макаренков О. Л., Сантос М. М. О. Судові та правоохоронні органи України : навч. посіб. Запоріжжя : ЗНУ, 2016. 206 с.</p> <p>3. Кузнецов М. А., Фоменко К. І., Кузнецов О. І. Психічні стани студентів у процесі навчально-пізнавальної діяльності : монографія. Харків : ХНПУ, 2015. 338 с.</p> <p>4. Якобчук В. П., Богоявленська Ю. В., Тищенко С. В. Історія економіки та економічної думки : навч. посіб. Київ : ЦУЛ, 2015. 476 с.</p>
Чотири і більше авторів	<p>1. Науково-практичний коментар Кримінального кодексу України : станом на 10 жовт. 2016 р. / К. І. Беліков та ін. ; за заг. ред. О. М. Литвинова. Київ : ЦУЛ, 2016. 528 с.</p> <p>2. Бікулов Д. Т, Чкан А. С., Олійник О. М., Маркова С. В. Менеджмент : навч. посіб. Запоріжжя : ЗНУ, 2017. 360 с.</p> <p>3. Операційне числення : навч. посіб. / С. М. Гребенюк та ін. Запоріжжя : ЗНУ, 2015. 88 с.</p> <p>4. Основи охорони праці : підручник / О. І. Запорожець та ін. 2-ге вид. Київ : ЦУЛ, 2016. 264 с.</p> <p>5. Клименко М. І., Панасенко Є. В., Стреляєв Ю. М., Ткаченко І. Г. Варіаційне числення та методи оптимізації : навч. посіб. Запоріжжя : ЗНУ, 2015. 84 с.</p>

<p>Автор(и) та редактор(и)/упорядники</p>	<ol style="list-style-type: none"> 1. Березенко В. В. PR як сфера наукового знання : монографія / за заг. наук. ред. В. М. Манакіна. Запоріжжя : ЗНУ, 2015. 362 с. 2. Бутко М. П., Неживенко А. П., Пепа Т. В. Економічна психологія : навч. посіб. / за ред. М. П. Бутко. Київ : ЦУЛ, 2016. 232 с. 3. Дахно І. І., Алієва-Барановська В.М. Право інтелектуальної власності : навч. посіб. / за ред. І. І. Дахна. Київ : ЦУЛ, 2015. 560 с.
<p>Без автора</p>	<ol style="list-style-type: none"> 1. 25 років економічному факультету: історія та сьогодення (1991-2016) : ювіл. вип. / під заг. ред. А. В. Череп. Запоріжжя : ЗНУ, 2016. 330 с. 2. Криміналістика : конспект лекцій / за заг. ред. В. І. Галана ; уклад. Ж. В. Удовенко. Київ : ЦУЛ, 2016. 320 с. 3. Миротворення в умовах гібридної війни в Україні : монографія / за ред. М. А. Лепського. Запоріжжя : КСК-Альянс, 2017. 172 с. 4. Міжнародні економічні відносини : навч. посіб. / за ред.: С. О. Якубовського, Ю. О. Ніколаєва. Одеса : ОНУ, 2015. 306 с. 5. Науково-практичний коментар Бюджетного кодексу України / за заг. ред. Т. А. Латковської. Київ : ЦУЛ, 2017. 176 с. 6. Службове право: витоки, сучасність та перспективи розвитку / за ред.: Т. О. Коломоєць, В. К. Колпакова. Запоріжжя, 2017. 328 с. 7. Сучасне суспільство: філософсько-правове дослідження актуальних проблем : монографія / за ред. О. Г. Данильяна. Харків : Право, 2016. 488 с. 8. Адміністративно-правова освіта у персоналіях : довід. / за заг. ред.: Т. О. Коломоєць, В. К. Колпакова. Київ : Ін Юре, 2015. 352 с.

	<p>9. Підготовка докторів філософії (PhD) в умовах реформування вищої освіти : матеріали Всеукр. наук.-практ. конф., м. Запоріжжя, 5-6 жовт. 2017 р. Запоріжжя : ЗНУ, 2017. 216 с.</p> <p>10. Країни пострадянського простору: виклики модернізації : зб. наук. пр. / редкол.: П. М. Рудяков (відп. ред.) та ін. Київ : Ін-т всесвітньої історії НАН України, 2016. 306 с.</p> <p>11. Антологія української літературно-критичної думки першої половини ХХ століття / упоряд. В. Агеєва. Київ : Смолоскип, 2016. 904 с.</p>
<p>Багатотомні видання</p>	<p>1. Енциклопедія Сучасної України / редкол.: І. М. Дзюба та ін. Київ : САМ, 2016. Т. 17. 712 с.</p> <p>2. Лодий П. Д. Сочинения : в 2 т. / ред. изд.: Н. Г. Мозговая, А. Г. Волков ; авт. вступ. ст. А. В. Синицына. Киев ; Мелитополь : НПУ им. М. Драгоманова ; МГПУ им. Б. Хмельницкого, 2015. Т. 1. 306 с.</p> <p>3. Новицкий О. М. Сочинения : в 4 т. / ред. изд.: Н. Г. Мозговая, А. Г. Волков ; авт. вступ. ст. Н. Г. Мозговая. Киев ; Мелитополь: НПУ им. М. Драгоманова ; МГПУ им. Б. Хмельницкого, 2017. Т. 1. 382 с.</p> <p>4. Правова система України: історія, стан та перспективи : у 5 т. / Акад. прав. наук України. Харків : Право, 2009. Т. 2 : Конституційні засади правової системи України і проблеми її вдосконалення / заг. ред. Ю. П. Битяк. 576 с.</p> <p>5. Кучерявенко Н. П. Курс налогового права : в 6 т. Харьков : Право, 2007. Т. 4 : Особенная часть. Косвенные налоги. 536 с.</p>
<p>Автореферати дисертацій</p>	<p>1. Бондар О. Г. Земля як об'єкт права власності за земельним законодавством України : автореф. дис. ... канд. юрид. наук : 12.00.06. Київ, 2005. 20 с.</p> <p>2. Гнатенко Н. Г. Групи інтересів у Верховній Раді</p>

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