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METHODOLOGICAL RECOMMENDATIONS
FOR THE PREPARATION AND DEFENSE OF DIPLOMA WORKS
AND MASTER'S DISSERTATIONS

*Recommended by the Methodical Council of Igor Sikorsky Kyiv Polytechnic Institute
as a study guide for students of higher education
in specialty 054 "Sociology"*

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**METHODOLOGICAL RECOMMENDATIONS
FOR THE PREPARATION AND DEFENSE OF DIPLOMA WORKS
AND MASTER'S DISSERTATIONS**

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The work provides recommendations on the preparation, design and defense of bachelor's diploma works and master's dissertation; the main stages of their preparation for defense, requirements for execution and registration, criteria for their evaluation are outlined; considered issues of scientific management of diploma works and master's dissertation; approximate topics of diploma works and master's dissertation are provided. The methodical recommendations also contain the necessary applications for the design of the work.

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INTRODUCTION

The Department of Sociology influences the training of bachelors and masters in specialty 054 "Sociology". **The first (bachelor) level of higher education** corresponds to the seventh level of the National Qualification Framework and ensures that the student acquires the ability to solve complex specialized tasks and practical tasks 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 Qualification Framework and ensures the acquisition of personal 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 competent, sufficient for the effective performance of tasks . innovative nature of the corresponding level of professional activity.

In the curricula and training plans of bachelors and masters, an important place is occupied by the execution and public defense of attestation works. The main normative documents regulating the process of writing attestation works (diploma dissertation and master's dissertation) are "Temporary regulation on the organization of the educational process at Igor Sikorsky Kyiv Polytechnic Institute" (Kyiv. 2018), "Regulations on graduation certification of students of Igor Sikorsky Kyiv Polytechnic Institute (Kyiv. 2018), "Recommendations on the content and structure of master's dissertation", (Kyiv. 2010), "Basic requirements for dissertations and dissertation abstracts" (Kyiv. 2018). (Bulletin of the State Academic Council of Ukraine. 2007), "On approval of the requirements for the preparation of the dissertation" (Order of the Ministry of Education and Science of Ukraine. 2017), "International styles of citation and references in scientific works: Methodological recommendations" (Kyiv. 2016), "Software for checking scientific texts for plagiarism: Information review" (Kyiv. 2016).

The attestation work of the first (bachelor's) and second (master's) levels of higher education is a means of diagnosing the degree of competence formation in the performance of typical activity tasks in accordance with the requirements of higher education standards. On the basis of the public defense of the student's attestation decision of the examination board, the graduate is awarded a diploma of higher education and the assignment of the appropriate qualification. The types of attestation work are: diploma work, master's dissertation. (Holovenkin and Ugolnikov, 2018, p. 30)

The master's dissertation and diploma work aim to:

- systematization, consolidation and deepening of the acquired theoretical knowledge and formation of the skills of their application when solving specific scientific and applied tasks;

- development of competences of independent research work and mastering the methodology of theoretical, experimental and scientific-practical research;

- demonstrate knowledge and skills at levels that provide the ability to

analyze, evaluate and compare alternatives, generate original ideas in the relevant field of knowledge;

- acquisition of competences of systematization of research results, formulation of new conclusions and provisions, acquisition of experience in their public protection;

The topic and content of the diploma and master's dissertation must correspond to the student's specialty, therefore the formulation of the topic and the object of research require a balanced and appropriate approach. The total volume of the master's dissertation is 80-100 pages, the diploma - 50-70 pages.

BASIC RIGHTS AND OBLIGATIONS OF STUDENTS, RESEARCH ADMINISTRATORS, CONSULTANTS AND REVIEWERS OF WORKS

The student has the right to:

- choose the topic of the attestation work from among those proposed by the graduation department or propose your own topic with the necessary justification of the feasibility of its development and the possibility of implementation, in agreement with the supervisor;
- receive advice from the manager and consultants;
- independently choose options for solving tasks for attestation work;
- preliminary (at the department), primary or repeated (in EC) job defense;
- apply (orally or in writing) to the head of the EC, the management of the faculty (institute), the university and the Ministry of Education and Culture with complaints or appeals regarding the violation of his rights. The assessment issued by the EC based on the results of the state examination or the defense of the attestation work is not subject to appeal.

The student is obliged to:

- timely choose the topic of the attestation work and receive a preliminary assignment for the diploma work (master's dissertation);
- after preparing and defending the report on the pre-diploma practice, receive the final assignment for the diploma (master's dissertation) from the supervisor;
- regularly, at least once every two weeks, to inform the manager about the status of work execution according to the calendar plan, to provide the necessary materials for inspection at his request;
- independently perform individual certification work;
- when developing questions, take into account modern achievements of science and technology, use advanced methods of scientific and experimental research, make reasonable and optimal decisions using a systematic approach;
- use modern computer technologies when performing work;
- be responsible for the correctness of decisions, justifications, calculations, quality of design of textual and graphic material;
- to adhere to the calendar plan for the execution of the work, to respond in a timely and adequate manner to the remarks and recommendations of the supervisor and consultants of the diploma work (master's dissertation);
- submit the attestation work for review to the manager and consultants within the set deadline and, after eliminating their comments, return it to the manager for his feedback;
- get all the necessary signatures on the title page of the work, as well as the resolution of the head of the graduation department on admission to the defense;
- personally submit the attestation work accepted for defense to the reviewer; at his

request, provide the necessary explanations on the issues that were being developed;

- familiarize yourself with the content of the manager's feedback and review and prepare (if necessary) reasoned answers to their comments when defending work in the EC. It is forbidden to make any changes or corrections in the certification work after receiving the manager's feedback and review;
- undergo preliminary protection;
- submit to the department a prepared and approved certification work with the manager's feedback and a review at least one week before its defense in the EC;
- to arrive on time for the defense of the attestation work or to warn the head of the graduation department and the head of the EC (through the EC secretary) about the impossibility of attending the defense, indicating the reasons for this and the subsequent provision of documents certifying the validity of the reasons. In the absence of such documents, the EC may decide on non-attestation of the student with further expulsion from the university.

Supervisor of the diploma work (master's dissertation):

- assists the student in formulating the diploma topic (master's dissertation), submits it for approval at the department meeting, and after publication gives the necessary explanations for the proposed research direction;
- gives the student an assignment for a diploma work (master's dissertation);
- provides the student with recommendations on processing the necessary literature, normative and reference materials, scientific publications, etc. on the topic of the diploma (master's dissertation);
- controls the implementation of the work performance calendar. In case of significant violations, which may lead to a disruption of the established deadlines for the submission of attestation work to the EC, informs the department's management to take appropriate measures, including the decision to deny admission to the defense;
- supervises the student's completion of the diploma (master's dissertation);
- conducts systematic discussions and consultations (at least once every two weeks), during which the student informs about the status of the work, discusses possible options for solutions, specifies individual points of the task, etc.;
- checks the completed work in parts or as a whole;
- prepares feedback on the diploma (master's dissertation) and is responsible for its objectivity;
- prepares the student for defense;
- as a rule, must be present at the meeting of the EC during the defense of the diploma (master's dissertation), of which he is the supervisor;
- taking into account the scientific (creative) achievements, initiates the provision of EC recommendations to the master's student for postgraduate studies.

Diploma work consultant (master's dissertation):

- informs students of the schedule of consultations, their time and place;
- formulates tasks for a diploma work (master's dissertation) within the limits of his competence;
- recommends methods and ways of solving problems;
- informs the supervisor of the diploma (master's dissertation) about the student's performance of the assigned task;
- checks the section in a timely manner and, in the absence of comments, signs the title page of the explanatory note and the corresponding graphic (illustrative) material.

Reviewer of diploma work (master's dissertation):

- receives a work from the student for review within the established terms;
- thoroughly familiarizes himself with the content of the diploma (master's dissertation) and illustrative material;
- if necessary, invites the student to an interview to obtain explanations on the issues of his diploma work (master's dissertation);
- prepares a review according to the established requirements by the date specified in the referral (Holovenkin, Ugolnikov 2018).

Diploma work

1.1 Preparation of bachelor diploma works

Diploma work is a type of qualifying work for a bachelor's degree holder, intended for objective control of the degree of formation of skills to solve typical activity tasks, which are mainly related to organizational, managerial and executive production functions (technological and operational level of activity). Diploma works provide systematization, consolidation, expansion of theoretical and practical knowledge of the specialty and their application in solving specific scientific, industrial and other tasks, development of experience of independent work and mastering of modeling methods, research of processes, objects, systems in a certain branch of society. (Holoventin, Ugolnikov, 2018, p. 31)

Graduates who have passed the state exams and defended their diploma work are awarded a diploma with the corresponding qualification "sociologist".

The main goal of writing a diploma work is systematization, consolidation of knowledge and practical skills in sociology, deepening and development of an innovative research approach to the study of social problems.

In the process of preparation and defense of the bachelor's diploma work, students must demonstrate:

Knowledge:

- general, sectoral and special sociological theories and principles of their practical implementation;
- basic provisions of modern fundamental theories in the field of sociological sciences;
- various sources of necessary scientific and professional information, their nature, content, advantages and disadvantages;
- structure and functions of social institutions
- modern discussions and reflections on research into social, political, cultural, economic, scientific life;
- methods and procedures of sociological research;
- algorithms for organizing and conducting sociological research;
- rules for presenting the main results of scientific research for different target audiences.

Skills:

- find, collect, process, interpret information;
- use computer software for processing and analyzing socio-economic information in professional activities;
- use methods of working with databases;
- analyze social processes;
- critically evaluate information;
- to have basic sociological theories and concepts as tools of sociological research;
- be able to distinguish a sociological argument from an empirical fact;

- conduct and organize sociological research independently and with a team in various spheres of life and practice;
- use modern methods of collecting and processing empirical sociological information;
- independently acquire new skills and abilities;
- to have techniques for presenting and defending one's scientific results.

The process of writing a diploma work involves a number of successive stages. **The preparatory stage** begins with the selection of a **research topic**, a scientific supervisor, as a rule, from the teaching staff of the graduate department, and the student receiving an individual task from the supervisor. The list of academic supervisors is approved at the department meeting every year in June. The approximate subject of diploma work in the specialty 054 "Sociology" is offered by the department (updated annually and approved by September 15), but students are given the opportunity to choose their own research issues, in accordance with intellectual preferences, scientific values, taking into account the materials of previous scientific works (coursework and essays), having previously agreed on the topic with the academic supervisor. The topics of certification papers should be relevant, aimed at solving certain research tasks, and the wording should be clear and concise. In the title, it is not desirable to use complications or generalizing terminology and to use such words as "research...", "analysis...", "study...", "questions...", "problems...". The name of the attestation work should not contain abbreviations (except for generally accepted ones). It is important that the wording of the topic is the same on the title page of the diploma works, the assignment for the diploma works, in the rector's order on fixing topics and supervisors, EC documents and the Annex to the diploma.

The choice of topic and supervisor should be made at the beginning of the 7th semester of study, but no later than October 1. The student, in agreement with the academic supervisor and the department, can change the wording of the topic, but no later than three months before the deadline for submitting the completed work. Lists of students with department-approved diploma works topics and academic supervisors are approved by the decision of the graduating department. Two months before the defense, a corresponding ORDER of the rector of the university is issued.

In the course of determining the topic of the diploma works, it is desirable for the student to carry out a critical **review** of available and accessible **sources** on the topic of research. Work with literary sources is carried out during the entire period of the bachelor's diploma works. The main work should be based on the analysis of information from systematic, alphabetical and subject catalogs, which are in the library of Igor Sikorsky Kyiv Polytechnic Institute and other scientific libraries. At the same time, it should be remembered that literary sources may have references to other works, which must also be taken into account and processed. When working on the formation of a source base, it is worth not just accumulating material, but considering scientific information, systematizing it, producing one's own ideas, concepts and approaches in order to use them for comparison or contrast. When

working with literature, to facilitate the process of systematization, the use of study guides and textbooks is allowed. After a general idea of the complexity and degree of scientific elaboration of the problem has already been formed, it is worth proceeding to the definition of the object, subject, goals and tasks of the bachelor's work and agreeing them with the academic supervisor. Having chosen the topic of the diploma works, the bachelor submits an application to the head of the Department of Sociology indicating the chosen field and the scientific supervisor.

An important element of the preparatory stage of the diploma work is the preparation of a detailed plan of the bachelor's diploma work. A plan is a general scheme for revealing a topic, all parts of which are logically determined and closely interdependent. The points of the plan are clearly related to the work tasks and contribute to their solution. Drawing up a plan is not a one-time act, as during all stages of work on the topic, the plan may change, depending on the developed source base. A preliminary version of the plan is developed during the first acquaintance with the problem; then, after discussion with the manager, the plan is clarified, modified, specified. The presence of a previously worked out plan contributes to the purposeful selection of research material on the topic of the work. In the course of the work, the process of clarifying the issues that make up the main content of the work continues. The final version of the plan is mandatory for implementation and is fixed in the work as its content.

The main stage begins with the issuance to the student no later than one month after the beginning of the 8th semester of the diploma works task (Annex 3), which is approved by the head of the department.

The next step of the main stage is the writing of the text and design of the diploma works in accordance with the established requirements. In the process of preparing a diploma work, students have the right to receive consultations on individual issues. Consultants can be professors, associate professors, scientists, university teachers and other educational institutions of III - IV different accreditations, highly qualified specialists of central and local government bodies, specialists in the field of sociological research. Consultants check the relevant section of the student's work and sign it.

In order to improve the quality of students' scientific works, the department implements a preliminary defense procedure, where the commission provides recommendations on improving the works submitted for preliminary defense.

At the **final stage**, the bachelor submits the finished paper work to the department, receives feedback from the supervisor (**Annex 8**). The feedback is written in an arbitrary form, indicating:

- the relevance of the topic, in the interests of or at the request of which organization it was performed (as part of the research work of the department, enterprise, research institute, etc.);
- compliance of the work performed with the assigned task;
- the level of disclosure of individual work issues and the degree of independence in performing work;
- the level of theoretical and practical training, knowledge of specialized literature, the student's readiness to make modern decisions;

- the ability to analyze the necessary literary sources, make reasonable (engineering, scientific) decisions, apply modern system and information technologies, conduct physical or mathematical modeling, process and analyze the results of experiments;

– the most important theoretical and practical results, their approval (participation in conferences, seminars, registration of patents, publication in scientific journals, etc.);

- compliance of the quality of the student's training with the requirements of the RVO characteristic of the specialist and the possibility of assigning him the appropriate qualification;

- other issues that characterize the student's professional qualities. (Holovenkin, Ugolnikov 2018, 35)

By order of the dean of the faculty, at the request of the head of the department, a reviewer (candidate or doctor of sciences) is appointed for each diploma work admitted to defense, whose name is indicated in the referral for review issued to the student on the preliminary defense (**Annex 11**).

The bound diploma work is handed over to the reviewer, who, within the set deadline, gives the student a review drawn up according to the established requirements (**Annexes 12 and 14**). It is important to pay attention to the fact that the review should not duplicate the supervisor's feedback, because the supervisor's feedback is, basically, a description of the student's professional and personal qualities and the progress of his work in the process of performing the certification work, and the review is a description of the quality of the certification work itself .

One week before the scheduled defense date, the student must submit the work and all necessary documents to the department to the EC.

1.2 Basic requirements for the design of diploma works

The structure of the diploma work:

1. Title page.
2. Tasks.
3. Abstract in Ukrainian and foreign languages.
4. Contents.
5. List of abbreviations, conventional designations, terms.
6. Introduction.
7. The main part (2 or 3 chapters and subsections).
8. Conclusions and recommendations.
9. List of links.
10. Attachments (if necessary).

The diploma work opens with a title page (Annex 1). On the next page, the Tasks issued to the student by the supervisor of the diploma work (Annex 3) are sewn. Then follows the Abstract of the diploma work with a volume of 0.5-1 page, which briefly reflects the general characteristics and main content of the diploma work.

The abstract should contain information about the volume of the text, the number of illustrations, tables, annexes and bibliographic names according to the list of references, the purpose of the work, the methods used and the results obtained, recommendations for use or (and) the results of the implementation of developments or research, a list of keywords (no more 20).

Приклад 1.

Анотація

Мацко-Демиденко І.В. Зразки мобільної та іммобільної поведінки жителів малих міст. – На правах рукопису. Дипломна робота за спеціальністю 054 «Соціологія». – Національний технічний університет України «Київський політехнічний інститут імені Ігоря Сікорського», кафедра соціології. – Київ, 2019. – 60 с., список джерел з 40 найменувань.

Виявлено чотири типи чинників територіальної іммобільності мешканців малого міста: «ресурсні», «інституційні», «символічні» та «мережеві». Зафіксовані та охарактеризовані 5 зразків професійної мобільності та іммобільності в сфері зайнятості – «тотально іммобільний», «комбінований», «міжорганізаційно мобільний», «зворотний» та «радикально мобільний». Основними причинами, що утримують від трудової міграції, є сімейні обставини, орієнтація на трудовий стаж та вік. З'ясовано, що ставлення до трудових міграцій відрізняється у професійно мобільних та іммобільних мешканців малого міста.

Ключові слова: соціальна мобільність та іммобільність, територіальна іммобільність, мале місто, зразки мобільної та іммобільної поведінки, чинники територіальної іммобільності.

Example 1.

Abstract

Matsko-Demydenko I. V. Patterns of Mobile And Immobile Behavior of Inhabitants of Small Towns. – Manuscript. Bachelor's Degree Diploma work. Speciality 054 – Sociology. – National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute", Department of Sociology. – Kyiv, 2019. – 60 p., 40 sources.

In the diploma work for bachelor degree four types of factors of territorial immobility of inhabitants of a small town are revealed: "resourceful", "institutional", "symbolic" and "network". Five types of professional mobility and immobility in the field of employment are recorded and described: "totally immobilized", "combined", "interorganizationally mobile", "reverse" and "radically mobile". The main reasons for refraining from labor migration are family circumstances, orientation to work experience and age. It is revealed that the attitude to labor migration differs in professionally mobile and immobilized inhabitants of a small town.

Key words: social mobility and immobility, territorial immobility, small town, samples of mobile and immobile behavior, factors of territorial immobility.

Анотація

Елізабет Фаусет. Страх викликає тривогу у виборця: кейс-стаді імміграційної та економічної політики на виборах 2016 року. – На правах рукопису. Дипломна робота за спеціальністю 054 «Соціологія». – Національний технічний університет України «Київський політехнічний інститут імені Ігоря Сікорського», кафедра соціології. – Київ, 2019. – 60 с., список джерел з 40 найменувань.

Традиційно вчені вважають, що рішення про голосування приймаються і повинні бути прийняті на основі раціонального мислення, загальноновизнаних фактів і аналізу недоліків-переваг кандидатів і їхньої політики. Але останні дослідження підтверджують, що рішення про голосування не базуються виключно на раціональності, скоріше емоційне сприйняття безпосередньо впливає на інтерпретацію виборцями інформації. Моє дослідження показує, яким чином емоції страху та тривоги впливають на раціональні процеси мислення та рішення, що приймаються в кабіні для голосування. Використовуючи приклад виборів президента Дональда Трампа 2016 року, я простежую, як президент Трамп використовував риторику страху під час передвиборчої кампанії, особливо при обговоренні імміграційної реформи та майбутнього американської економіки. Я прослідковую використання Дональдом Трампом риторики страху для мобілізації виборців, а також стверджую, що мінливий світ, в якому ми живемо, створив політичний простір, де риторика пана Трампа може бути особливо ефективною. Я роблю висновок, що такі заклики дозволили мобілізувати ту частину електорату, яку інші республіканці і демократи не мобілізували на останніх виборах, і це, в свою чергу, допомогло Дональду Трампу отримати перемогу в виборах президента.

Ключові слова: голосування, вибори, риторика страху, імміграційна та економічна політика

Abstract

Betsy Fawcett. Fear Appeals to an Anxious Electorate: A Case Study of Immigration and Economic Policies in the 2016 Election. – Manuscript. Bachelor's Degree Diploma work. Speciality 054 – Sociology. – National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute", Department of Sociology. – Kyiv, 2019. – 60 p., 40 sources.

Traditionally, scholars have assumed that voting decisions are made and should be made based on rational thought, commonly understood facts, and cost-benefit analyses of the candidates and their policies. But more recent research argues that voting decisions are not solely based in rationality, but rather, that emotional processing directly impacts how voters process information. My research examines how the emotions of fear and anxiety impact rational thought processes and the decisions made in the voting booth. Using the case study of the 2016 election of President Donald Trump, I observe how President Trump utilized fear-based rhetoric on the campaign trail, especially when he discussed immigration reform and the future of the American economy. I look at how Donald Trump utilized fear-based rhetoric to mobilize voters but I also argue that the fast-changing world we are living in has created a political space where Mr. Trump's rhetoric can be especially effective. I conclude that these appeals mobilized a different subset of the electorate that other Republicans and Democrats have not mobilized in recent elections, and that in turn, helped Donald Trump win the Presidency.

Key words: voting decisions, election, fear-based rhetoric, Immigration and Economic Policies.

Анотація

Елізабет Фаусет. "Пити чи не пити?": Дослідження культури вживання та утримування від алкоголю студентами коледжу Лютера. – На правах рукопису. Дипломна робота за спеціальністю 054 «Соціологія». – Національний технічний університет України «Київський політехнічний інститут імені Ігоря Сікорського», кафедра соціології. – Київ, 2019. – 60 с., список джерел з 40 найменувань.

Головною проблемою, з якою стикаються багато університетів сьогодні, є переважання в їхніх кампусах неповнолітніх, що вживають алкоголь. Коледж Лютера (Desoriah, Айова, США), невеликий приватний гуманітарний коледж, не відрізняється в цьому відношенні. Багато неповнолітніх студентів вибирають пити, але є також великий відсоток студентів, які вирішили утриматися від вживання алкоголю неповнолітніми. Дуже мало досліджень розглядали зв'язок між цими двома групами студентів. У цьому дослідженні вивчалися першокурсники, що вступили до Коледжу Лютера в 2013р. Я брала інтерв'ю, обстежувала і спостерігала як за студентами, що обирають вживання алкоголю, так і за тими, хто обирає утримання від алкоголю. Я зосередилася на з'ясуванні мотивів вибору обох груп та на їх думках про людей, які прийняли протилежне рішення. Під час вивчення цих груп, було з'ясовано, що між багатьма студентами в межах однієї з груп, що вживають алкоголь або утримуються, існують неформальні дружні стосунки. Це не означає, що студенти піддаються тиску друзів, що може бути чинником вживання алкоголю. Більш вірогідно, на вибір студентів впливає те, з ким вони перебувають у вихідні дні, коли відбуваються події, пов'язані з вживанням алкоголю. Я також встановила, що хоча і існує певна ворожнеча поміж цими двома групами, а також негативне ставлення по відношенню до тих, хто приймає протилежне рішення, більшість студентів коледжу Лютера схильні приймати рішення своїх колег-студентів, які стосуються вживання алкоголю.

Ключові слова: вживання алкоголю неповнолітніми, вибір вживати алкоголь, вибір утримання від алкоголю, мотиви вибору.

Abstract

Betsy Fawcett. "To Drink or Not to Drink?" An Investigation into the Culture of Luther College Drinkers and Abstainers. – Manuscript. Bachelor's Degree Diploma work. Speciality 054 – Sociology. – National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute", Department of Sociology. – Kyiv, 2019. – 60 p., 40 sources.

A major problem that many universities face today is the prevalence of underage drinking on their campuses. Luther College (Decorah, Iowa, USA), a small, private liberal arts college, does not differ in this respect. Many students choose to drink but there are also a large percentage of students who choose to abstain from underage alcohol use. Very few studies have looked at the relationship between these groups of people. In this investigation I studied the Luther College 2013 incoming freshman class. I interviewed, surveyed, and observed students who choose to drink and those who choose to abstain from alcohol. I focused on ascertaining both group's motives for their choices and what they thought about the people who made the opposite decision. While studying these groups I found that many students are part of the same group (drinkers or abstainers) as their closest friends. This does not mean that they are being peer pressured into drinking by their friends, which still might be a factor in student drinking. More likely, students are closer to those who they are with on the weekends, which is when much of the drinking occurs. I also found that while there is some animosity between the two groups and negative attitudes towards those who make the opposite decision, most Luther College students are accepting of the decisions their peers make as far as consuming alcohol.

Key words: underage drinking, choose to drink, choose to abstain from alcohol, motives for their choices.

The table of contents (Annex 5) reflects a specific step-by-step plan for the implementation of the diploma work, its structure. The table of contents contains the names and numbers of the initial pages of all sections and subsections, in particular, the introduction, general conclusions, and a list of used sources. Content headings must be identical to the headings and subheadings in the text, meaning they cannot be shortened or edited. The numbering of the pages of the diploma work begins with the Introduction, which is placed on page 3 and is carried out in the upper right corner of the page in Arabic numbers.

Each structural part (Contents, Introduction, Chapters, Conclusions, List of used sources, Annexes) begins with a new page, except for subsections of the work. They are separated from the main text by two spaces.

The text of the diploma work is printed in 1.5 intervals on a page of a standard A4 sheet. Times New Roman font. Font size "14".

Margins are made on the sheet: left - 25-30 mm, right - 10 mm, upper - 20 mm, lower - 20 mm. Paragraph indents are equal to 5 characters.

The diploma work must have clear, not blurred lines, letters, numbers and other signs. All lines should be black in medium bold. The density of the diploma work text should be the same.

The names of the structural elements of the work "INTRODUCTION", "CONTENTS", "CONCLUSIONS", "RECOMMENDATIONS", "LIST OF USED SOURCES", "ANNEXES" are not numbered.

Sections and subsections of the work have headings. Headings of structural elements and sections must be placed in the middle of the line and printed in capital

letters without a period at the end in bold. Headings of subsections, clauses and subsections must begin with a paragraph (5 characters). The name of the subdivisions is printed in small letters in bold. The distance between the title and the following or previous text should be at least two lines. You cannot place a heading at the bottom of the page if only one line of text remains after it.

Sections, subsections, clauses and subsections are numbered with Arabic numerals. The section number consists of the section number and the serial number of the section, separated by a period, for example: 1.1, 1.2, etc. The number of the item consists of the number of the section, the number of the subsection (if any) and the serial number of the item, separated by periods, for example: 1.1.1, etc.

The total volume of the diploma work should be within 50-70 pages. This volume does not include the list of used sources and annexes.

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), i.e. the first figure of the third chapter, or a return of the type: "... 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 diploma work or in the annexes, if they cannot be included in the main part due to the large volume or form of presentation.

An 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.	It's 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%
	Much improved	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.

References to sources (citations) to illustrate the diploma work of the researcher, to confirm this or that assumption, to refute a certain argument or to critically analyze the cited work are an integral part of the diploma 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 methods of citation are distinguished: 1) paraphrase (indirect citation, retelling, presentation of the opinions of other authors in one's own words) is not distinguished by quotation marks;

2) quotation within 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 quote (consists of three or more lines of text) is usually 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.

In 2017, the Ministry of Education and Science in the Order on "Approval

of Requirements for Designing a Dissertation" provided a recommended list of design styles for a list of scientific publications. This recommended list includes 11 international styles that reflect all areas of scientific research: MLA (Modern Language Association) style, APA (American Psychological Association) style, Chicago/Turabian style, Harvard style, ACS (American Chemical Society) style, AIP (American Institute of Physics) style, IEEE (Institute of Electrical and Electronics Engineers) style, Vancouver style, OSCOLA. (Order, 2017).

In order to speed up the process of the entry of Ukrainian science into world scientific communication, it is worth integrating international styles of citations and references into the scientific culture of students. One of the most convenient to use for the social sciences is the APA style (American Psychological Association (APA) Style) - a widely used method of designing academic papers in the social sciences, developed by the American Psychological Association. APA Style requires you to use in-text references whenever you cite a source, whether it's a paraphrase, inline quote, or block quote. The internal link contains information about the author of the work (editor/compiler/name of the quoted source, if the author is missing), what is cited, year of publication and page interval (numbers of the pages 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 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 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 last name is indicated in the sentence, then after the last name in round brackets it is necessary to indicate the date of publication and the page interval;

2) if the sentence contains a quotation without indicating the authorship, then in round brackets it is necessary to indicate the author's surname, the date of publication and page spacing.

Example:

- 1) 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."
- 2) Romantic poetry is characterized by "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. A block quote is 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) .

1.3 Requirements for the content of the structural elements of the work

The introduction is the most responsible part of the diploma work, therefore it should reflect all the fundamental provisions of the work. Experts recommend finalizing all entry provisions at the end of work on the diploma work, after writing the main part of the work.

The introduction contains the following elements:

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 and subject of research.
5. Research methods.
6. Theoretical and practical value of work.
7. Structure of work.

The relevance of the diploma work topic. This structural element contains the justification of the state of the investigated problem, its significance in modern times, expediency, importance and usefulness of conducting 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 elaboration 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 issues that are a tangential topic of the diploma and this should be equipped with references to their works in the list of used literature of the diploma work.

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. When performing scientific work, it should be remembered that the goal of any scientific work is to reveal new facts, conclusions, recommendations, regularities, or clarify previously known but insufficiently researched ones. 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 to individual problems of scientific research in relation to the general problem of the entire diploma work. Tasks should be formulated and specified very carefully, since the description of their solution is the content of the subsections of each section

For example, for the topic Samples of mobile and immobile behavior of residents of small towns, the goal and objectives of the diploma 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. Definition of the research subject is practically a specification of the scientific problem arising from the research tasks. It must be acceptable for cognition and subject to description. In the scientific research itself, something new must be said about the subject, or previously expressed ideas must be rethought.

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 the research methods, the author of the diploma diploma work lists the methods and approaches used to achieve the goal. They should be listed not separated from the content of the work, but briefly and meaningfully defining what exactly was researched by one or another method. This will make it possible to verify the logic and acceptability of the choice of these methods. Research can be based on the use of a number of general scientific (philosophical, political and sociological) and specific methods, principles and approaches.

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.

Theoretical and practical value of work. In a diploma work of theoretical importance, information on the scientific use of research results or recommendations for their use must be provided. And in the work that has applied value - 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 diploma work "Samples of mobile and immobile behavior of residents of small towns": The provisions developed in the diploma 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 direct structure of the diploma work is indicated here, indicating the number of source names in the list of references and the number of pages of the full volume of the work (without annexes).

Example:

The structure of the diploma work. The diploma work consists of an introduction, three chapters 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.

The main part of the diploma work. The first and second sections are theoretical. The first chapter is dedicated to the review of available literature and sources on the problem of the work, as well as consideration of the theoretical and methodological aspects of the research of the chosen problem. Such an analysis necessarily involves the student's own assessment of the provisions being studied. The literature review should reproduce the state of development of this issue at the current stage of sociological science, the degree of its study. A theoretical interpretation of the main concepts is also carried out here. It is necessary to find out who introduced the main categories that you are considering into sociological science, what is the history of their formation in domestic and foreign sociology. In the review of literature, the main stages of the development of scientific thought on the selected problem should be briefly and critically reviewed, and those questions that remained unresolved should be identified.

In the second section, as a rule, the main elements of the structure of the

phenomenon under study are analyzed, its types and types that have been studied to date are described, the conditions under which this or that type occurs are determined, and the main features and signs of the phenomenon under study are classified. Special attention should be focused on the causes of their occurrence.

In the next section, the results of the author's own research are indicated, highlighting the new things that he brings to the development of the problem, assessing the completeness of the solution to the tasks, comparing the obtained results (characteristics, parameters) of the research with similar results of domestic and foreign works, substantiating the need for additional research. An assessment of the heuristics and relevance of new ideas and provisions in the research programs of modern world and domestic sociology to the needs of social development and transformation of Ukraine is given. This section can begin with a short research program, in which the student briefly explains: the problem situation in practical and theoretical aspects (the fixed state of "knowledge about ignorance" of quantitative and qualitative changes, trends in the development of the process; identification of previously unresolved or insufficiently resolved issues); the object, subject, purpose and task of a specific sociological research that is being planned. The object of research is the carriers of a certain social problem (social groups and/or documents (newspapers, magazines, photographs, films, etc.) may appear. The object of research is the carrier of information necessary for research. The subject of research is a certain side, characteristic of the object , which is subject to direct study. The purpose of the research is the result that the author hopes to get after conducting the research. This is what the research is for, what should be found out as a result of the research. Research tasks specify the purpose, in fact, these are the steps that must be done to realize the goal, tasks are determined by the main blocks of the research toolkit. Research hypotheses are the main scientifically based assumptions about phenomena and processes that need confirmation or refutation. When formulating hypotheses, the student must proceed from the fact that:

1. the hypothesis should not contain concepts that have not undergone theoretical and empirical interpretation;
2. it should not assume evaluative judgments of the type "good" - "bad";
3. it should not have too many limitations and assumptions;
4. it should be verifiable, that is, the researcher should be able to develop such procedures that allow to feel and measure the connections and relations, the assumptions contained in the hypothesis.

An important element of the empirical part of the work is the justification and calculation of the sample. A detailed description of how the selection of respondents was carried out by the author of the work is necessary. The number of interviewed respondents and the type of sample should also be indicated.

It will be logical to place the analysis of the results obtained in the research process in the 2nd subsection of the empirical part of the diploma.

In general, the presentation of the material is subordinated to one leading idea clearly defined by the author. At the end of the sections, the material presented in them is summarized in the form of short conclusions.

Conclusions. In the final part of the diploma work, in accordance with the provisions of the defense and the tasks set, the structure of the work, it is necessary to briefly formulate the main ideas based on the results of the research, give a brief description of the assessment of the state of the problem, outline the main results of one's own research, give recommendations based on qualitative and quantitative indicators and determine directions for solving problems.

References. The list of references is arranged in alphabetical order of authors' surnames or book titles. (Recommendations for creating a bibliographic description are given in **Annex 13**).

Literary sources in a foreign language are given at the end of the general list, followed by Internet sources (if any).

If archival sources and legal documents are used in the work, they are separated into a separate group and the list of literature begins with them.

Annexes (if necessary). Annexes are drawn up as a continuation of the diploma work on its next pages, after the list of references, placing them in the order of appearance of references in the text of the work. Each of the annexes 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.

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

It is expedient to include in the annexes the supporting material necessary for the completeness of the perception of the diploma work:

- additional illustrations or tables;
- sociological research programs;
- copies of documents, separate extracts from regulations (instructions), etc.

1.4 Requirements for the admission of diploma work to defense

Diploma work whose topics are approved by order of the university rector, and the structure, content and quality of presentation of the material and design meet the requirements of the methodological recommendations of the department and "Regulations on graduation certification of students", which are confirmed by the supervisor's signature and the presence of the supervisor's feedback and review, are allowed to be defended in the EC. The supervisor's negative review or feedback is not a reason to prevent the student from defending the attestation work.

Admission to the defense of diploma work in the EC is carried out by the head of the graduation department, who makes a positive decision based on the above or the results of the preliminary defense of the attestation work at the department, which must be formalized in the appropriate minutes of the department meeting. Admission is confirmed by the visa of the head of the department on the title page of the diploma work.

Students who:

- completed the curriculum (do not have academic debts);
- completed the specialist training program;
- have a completed diploma work, executed in accordance with the requirements;
- the work has been checked for anti-plagiarism in the Unicheck program (<https://corp.unicheck.com>);
- received feedback from the scientific supervisor;
- received a review;
- do not have payment arrears;
- received a visa from the head of the department for admission to defense.

No later than a week before the defense, in accordance with the schedule, the student must submit to the EC secretary:

- a brochure-bound diploma work with all the necessary signatures;
- a set of illustrative materials, diagrams, graphs, and other visual information carriers for EC members (if any);
- a report on the results of the check in the Unicheck program;
- electronic version of the diploma work in .doc format;
- written consent to place the diploma work in the ELAKPI database;
- manager's feedback;
- a review;
- certified scorebook;

The dean's office provides a summary report on the students' implementation of the curriculum and the grades they received.

In case of fundamental deficiencies, significant deviations from the purpose and tasks of the work, inconsistency of the text of the work with the structure, the diploma work is not allowed to be defended. The decision on this is made at the meeting of the department, an extract from the minutes of which, together with the official letter of the head of the department, is submitted to the dean of the faculty for the preparation of materials for the rector's order to expel the student.

1.5 Defense of the diploma work

The public defense of the diploma work takes place at an open meeting of the EC. The academic supervisor, reviewers, members of the department, representatives of organizations and institutions where employment of department graduates is planned may be present at the defense.

A student is given 7-10 minutes for a public speech. During the report, he can distribute presentation materials to EC members (if there is a need for this): tables, diagrams, graphs, charts, posters, etc. The specified materials must be agreed with the academic supervisor.

During the defense of the diploma work, the student must:

- concisely justify the choice of topic, its relevance, purpose and task;
- reveal the theoretical and practical significance of the research;
- clearly formulate the main conclusions and recommendations;
- show thorough knowledge of primary sources and scientific literature

on the chosen problem, comprehensive mastery of the research material;

- demonstrate the ability to independently analyze and summarize research results.

The student is obliged to answer the questions of the chairman and members of the EC. After the student's speech, they listen to the feedback of the scientific supervisor, the evaluation of the work by the reviewer, and those who wish to express their opinion about the level of the student's research are given the floor.

The course of protection is recorded in the EC protocol. The evaluation is discussed at a closed meeting and announced by the head of the EC in the presence of commission members and the entire group of graduate students.

A student who has successfully defended a diploma work is awarded the qualification "sociologist" by the decision of the EC, a diploma of higher education and a supplement to the diploma are issued.

Provided that the student defended the diploma work with a grade of "excellent" and completed 75% of the mandatory and optional subjects of the curriculum with "excellent" and with a grade of "good" from other disciplines, he will be awarded a diploma with honors.

If the student received an unsatisfactory grade during the defense of the diploma work, or was not allowed to defend it by the decision of the department, he can receive admission to repeat the defense of the diploma work within three years after graduating from the university. For students who did not defend the attestation work for a good reason (documentally confirmed), the term of defense may be extended by the dean of the faculty until the next term of work of the EC, but not for more than one year.

1.6 Sample topics of diploma work in specialty 054 "Sociology"

1.	Polling of public opinion as a technology of an election campaign of a political party
2.	Formation of youth patriotism as a value in the conditions of modern globalization challenges
3.	Manipulative technologies of influence on mass consciousness (using the example of political talk shows)
4.	Virtualization of social relations in the context of globalization trends
5.	The current state of academic mobility of student youth (on the example of Igor Sikorsky Kyiv Polytechnic Institute)
6.	Peculiarities of the electoral behavior of the population of Ukraine (on the example of the extraordinary parliamentary elections of 2014)
7.	Social portrait of the modern consumer in Ukraine
8.	Social entrepreneurship as a type of social innovation
9.	Socially oriented Internet: problems of trust in communication
10.	The effectiveness of social advertising in the modern information society: world experience and Ukrainian realities
11.	Charity as a social phenomenon in the conditions of modern Ukraine

12.	Model of social policy: Ukrainian and foreign experience
13.	Social networks as a way of communication of modern youth
14.	A role model of a modern Ukrainian family
15.	Motherhood as a social value and a factor of women's alienation
16.	Historical changes in the institution of the family and prospects for its development in the 21st century.
17.	The specifics of marriage migration and marriage technologies: Ukrainian and foreign experience.
18.	Intellectual capital of innovative development of Ukraine
19.	Social aspects of the introduction of innovative educational technologies in modern universities of Ukraine
20.	The formation of a creative class in Ukraine on the example of the IT sphere
21.	The interaction of the university and the church in modern society (on the example of Igor Sikorsky Kyiv Polytechnic Institute
22.	The place and role of the institution of the family in the formation of the system of social values
23.	Gender relations in the family in the conditions of the development of the information society
24.	Adaptation and integration of internally displaced persons in modern Ukraine
25.	Gender specifics of a professional career under modern conditions of labor market development
26.	Gender stereotypes and their influence on the electoral behavior of the population of Ukraine
27.	Peculiarities of youth fashion in modern consumer society (on the example of television advertising in Ukraine)
28.	The influence of mass media on the formation of lifestyle features of modern Ukrainian students
29.	Social consequences of Internet addiction among student youth in modern Ukraine
30.	Perceptions of student youth regarding employment in modern Ukraine (regional aspect)
31.	Social advertising as a method of adolescent smoking prevention in Ukraine
32.	Peculiarities of formation of attitudes of students of Ukrainian universities regarding intellectual migration
33.	Economic activity of youth: current state and development trends
34.	Representation of rehabilitation strategies of ATO participants in Ukrainian online media

1.7 Criteria for evaluating bachelor's diploma work

The attestation diploma work as a means of diagnosing the results of students' studies in the specialty 054 "Sociology" must meet the defined system of

characteristics. The basis for the formation of the system of characteristics should be the basic competencies of the graduate. Grading of diploma work is carried out on a 100-point scale with subsequent transfer of points to the national assessment and ECTS assessment.

The first part of this evaluation takes into account the correspondence of the diploma work to the requirements for attestation papers of the first (bachelor) level of higher education in the specialty 054 "Sociology" and the requirements of the educational program of the specialty regarding the formation of the student's competence. Completion of the diploma work is estimated at 70 points (Annex 16).

The second part of the evaluation system concerns the student's report in the process of defending the main provisions of the diploma work. In this regard, the criterion characteristics of the submitted work should determine how clearly and fully the student disclosed the purpose of the work, the ways to achieve it, deeply argues the decisions made, demonstrates the ability to use presentation materials, is able to professionally defend his own point of view, as well as how he possesses professional knowledge at the modern level. The student receives 30 points for the defense of the submitted work (**Annex 16**).

The evaluation system includes six levels ("excellent", "very good", "good", "satisfactory", "sufficient", "unsatisfactory") of traditional evaluations. Each level corresponds to certain evaluation points: "excellent" - 95-100 points, "very good" - 85-94 points, "good" - 75-84 points, "satisfactory" - 65-74 points, "sufficient" - 60-64 points, "unsatisfactory" - less than 60. For all characteristics, the sum of the minimum positive points must be no less than 60 points. The table for transferring the sum of points to grades is given in **Annex 17 and 20**. The evaluation of the completion and defense of the diploma work is carried out by the examination committee. Also, when evaluating the work, the comments and suggestions indicated in the reviews of the scientific supervisor and the reviewer are taken into account.

A diploma work with signs of plagiarism is not allowed to be defended by the decision of the department. Defense of a new work (on a different topic) is possible no earlier than a year later.

A student who has not submitted a diploma work to the EC within the approved period has the right to re-attestation in the next period of work of the examination committee within three years after graduating from the university. In the event that the defense of the diploma work is deemed unsatisfactory, the EC determines whether the student can submit the same work with revisions for re-defense, or whether he must prepare a diploma work on a new topic.

MASTER'S DISSERTATION

2.1 Preparation of master's dissertation

The master's dissertation is the final stage of higher professional education, therefore it should ensure not only the consolidation of academic culture, but also the necessary set of methodological knowledge and methodological skills in the chosen field of professional activity. The main focus is on mastering the skills and abilities of scientific research work (organization and conduct of sociological research, interpretation and analysis of results using modern information technologies).

A master's dissertation is a qualifying work in a certain specialty, its content should reveal the author's presence of competencies that are specified in the relevant educational program and be related to the solution of specific scientific or applied problems, which are determined by the specifics of the relevant specialty and specialization. (Holoventin, Ugolnikov 2018, 46).

The purpose of the master's dissertation is to systematize and deepen knowledge about the process of scientific research, design and use of its results, and develop the skills of scientific research.

In the process of preparing and defending a master's dissertation, students must demonstrate:

Knowledge:

- methodologies of scientific research;
- general scientific and empirical methods of scientific research;
- content of the process and main stages of scientific research;
- requirements for registration of scientific research results.

Skill:

- conduct a systematic analysis of the problem and solve it based on known approaches, propose new ways to solve the problem;
- reasonably choose and apply general scientific and empirical methods in the process of scientific research;
- apply modern methods of experimental research in a specific field of knowledge, methods of planning an experiment and processing its results;
- scientifically analyze the obtained results and develop conclusions and provisions, the ability to defend them with arguments;
- evaluate the possibilities of using the obtained results in scientific and practical activities
- systematize and design research results;
- to possess modern information technologies.

Writing a master's dissertation involves a number of successive stages.

The preparatory stage begins with the selection of a research topic and a scientific supervisor, as a rule, from the teaching staff of the graduate department. The list of academic supervisors is approved at the department meeting. The approximate topic of master's dissertations in the direction 054 "Sociology" is offered by the department, but the student can propose his own research

problems, having previously agreed with the academic supervisor. In the title, it is not desirable to use complications or generalizing terminology and to use such words as "research...", "analysis...", "study...", "questions...", "problems...".

Before the final determination of the topic of the master's dissertation, it is advisable for the student to carry out a critical review of the existing literature on the topic of research. To compile a preliminary list of literature, it is necessary to review catalogs, collections of scientific works, periodicals. It is better to start looking at magazines from the last issue of the year, which contains a list of all the articles and publications printed during the year. It is useful to use the server of the Verkhovna Rada, on which all legislative acts and amendments to them are promptly presented, for the formation of the legal framework of the research. When working on a source base, one should not just accumulate material, but consider scientific information, develop one's own ideas, concepts and approaches or use them for comparison or contrast. When working with literature, it is not recommended to use study guides and textbooks. There are the following requirements for choosing topics:

- the topic should correspond to the inclinations of a particular student, his political and spiritual culture;
- the main texts must be accessible (physically available) for a specific student and correspond to his intellectual level (be understandable);
- the chosen methodology should really correspond to the capabilities of a particular student (Eko 2003, 17).

Having chosen the topic of the master's dissertation, the student submits an application to the head of the Department of Sociology indicating the chosen topic and the scientific supervisor. The topic and supervisor should be chosen at the beginning of the first year of study, but no later than October 1. The student, in agreement with the academic supervisor and the department, can change the wording of the topic, but no later than three months before the deadline for submitting the completed work. The lists of students with the indicated topics of work and scientific supervisors are approved by the decision of the Academic Council of the faculty. Two months before the defense, a corresponding ORDER of the rector of the university is issued.

The last step of the preparatory stage is the drawing up of an individual master's study plan (**Annex 6**). The student, coordinating his actions with the academic supervisor, develops the structure of the scientific work indicating the directions of research in accordance with the chosen topic and the schedule of its implementation for the first year of study. The individual plan, signed by the master's student and the academic supervisor, is approved by the head of the graduating department (no later than November 1 for the first year of study, and by September 15 for the second year of study). It is printed in two copies, one of which is kept at the department, and the other is with the student.

The main stage of work on the master's dissertation begins in September of the second year of study, when master's students undergo a three-week research practice. The task for the master's dissertation is issued to the master's

student no later than one week after the beginning of the period of direct preparation of the master's dissertation (conditional designation in the schedule of the educational process - "D") and is approved by the head of the department. **(Annex 4)**

The next step of the main stage **is the writing of the text and design of the master's dissertation** in accordance with the established requirements. In the process of preparing a master's dissertation, students have the right to receive advice on individual sections. Consultants can be professors, associate professors, scientists, university teachers and other educational institutions of III - IV different accreditations, highly qualified specialists of central and local government bodies, specialists in the field of sociological research. Consultants check the relevant section of the student's work and sign it.

In order to improve the quality of scientific works and their admission to defense, a preliminary defense procedure is carried out, where the commission provides recommendations for their improvement. The preliminary defense committee can suggest finalizing the dissertation or recommend the department not to allow the work to be defended if it does not meet the established requirements. Under the condition of admission to the defense, the student prepares an essay in which the main content of the work is briefly disclosed. Completed master's dissertation in non-pamphlet form is submitted to the supervisor for writing a review.

At the final stage, the master receives feedback from the supervisor **(Annex 9)** with a description of the student's activities during the execution of the master's dissertation.

By order of the dean of the faculty, at the request of the head of the department, a reviewer (candidate or doctor of sciences) is appointed for each master's dissertation admitted to defense, whose name is indicated in the issued student's preliminary defense referral for review **(Annex 11)**.

The bound master's dissertation is handed over to the reviewer, who, within the set deadline, gives the student a review drawn up according to the established requirements (Annex 13 and 14). A week before the scheduled defense date, the student must submit the work and all necessary documents to the department.

1.2 Requirements for writing master's dissertation

Structure of the master's dissertation:

introductory part, including:

- title page (Annex 2);
- tasks for a master's dissertation (Annex 4);
- abstract (abstract) in Ukrainian and foreign languages;
- content;
- a list of abbreviations, conventional designations, terms;
- introduction;

the main part includes:

- sections (chapters) that reveal the main content of the work in accordance with the list of questions provided in the task;
- each section (chapter) must end with conclusions;
- conclusion (general conclusions);
- References.

annexes (if necessary) (On the approval of the Requirements for the preparation of the dissertation. Order of the Ministry of Education and Science of Ukraine 2017).

The master's dissertation opens with a title page, which is drawn up accordingly (Annex 2). In accordance with the topic of the research, the bibliographic code of the UDC (The UDC Summary (UDCS)) is also indicated on the title page. On the next page, the Tasks issued to the student and filled out by him in his own hand are sewn (**Annex 4**). Then comes the Contents of the master's dissertation (**Annex 5**), which contains names and starting page numbers of all chapters and subsections, including introduction, general conclusions, list of sources used Table of contents headings should be identical to the headings and subheadings in the text, that is, they cannot be shortened or edited.

List of conventions, symbols, abbreviations and terms

The list should be printed in two columns, in which, for example, abbreviations are given on the left of the alphabet, and on the right - their decipherment.

If special terms, abbreviations, symbols, designations, etc. are repeated less than three times in the dissertation, the list is not compiled, and their decipherment is provided in the text at the first mention.

The numbering of the pages of the master's dissertation begins with the Introduction, which is placed on page 3.

Each structural part (Contents, Introduction, Chapters, Conclusions, List of used sources, Annexes) begins with a new page, except for subsections of the work. They are separated from the main text by two spaces.

The text of the master's dissertation is printed in 1.5 intervals on a page of a standard A4 sheet. Times New Roman font. Font size "14".

Margins are made on the sheet: left - 30 mm, right - 10 mm, upper - 20 mm, lower - 20 mm. Paragraph indents are equal to 5 characters.

Separate words and formulas that fit into the printed text should be black and close to the main text in density.

The names of the structural elements of the work "INTRODUCTION", "CONTENTS", "CONCLUSIONS", "RECOMMENDATIONS", "LIST OF USED SOURCES", "ANNEXES" are not numbered.

Sections and subsections of the work have headings. Headings of structural elements and sections must be placed in the middle of the line and printed in capital letters without a period at the end in bold. Headings of subsections, clauses and subsections must begin with a paragraph (5 characters). The name of the

subdivisions is printed in small letters in bold. The distance between the title and the following or previous text should be at least two lines. You cannot place a heading at the bottom of the page if only one line of text remains after it.

Sections, subsections, clauses and subsections are numbered with Arabic numerals. The section number consists of the section number and the serial number of the section, separated by a period, for example: 1.1, 1.2, etc. The number of the item consists of the number of the section, the number of the subsection (if any) and the serial number of the item, separated by periods, for example: 1.1.1, etc.

The pages of the work are numbered with Arabic numerals in the upper right corner of the pages, preserving the through numbering of the entire text. The title page is also included in the numbering, but the page number is not set. Task sheet is not numbered.

The total volume of the master's dissertation should be within 80-100 pages. This volume does not include the list of used sources and annexes.

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 taught, and where the reader should point to it, a reference is placed in the form of an expression in round brackets (Fig. 3.1), i.e. the first figure of the third chapter, or a reversal of the type: "... as can be seen from Fig. 3.1", or "... as shown in fig. 3.1". 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 master's dissertation or in the annexes, if they cannot be included in the main part due to the large volume or form of presentation.

Example of illustration design:

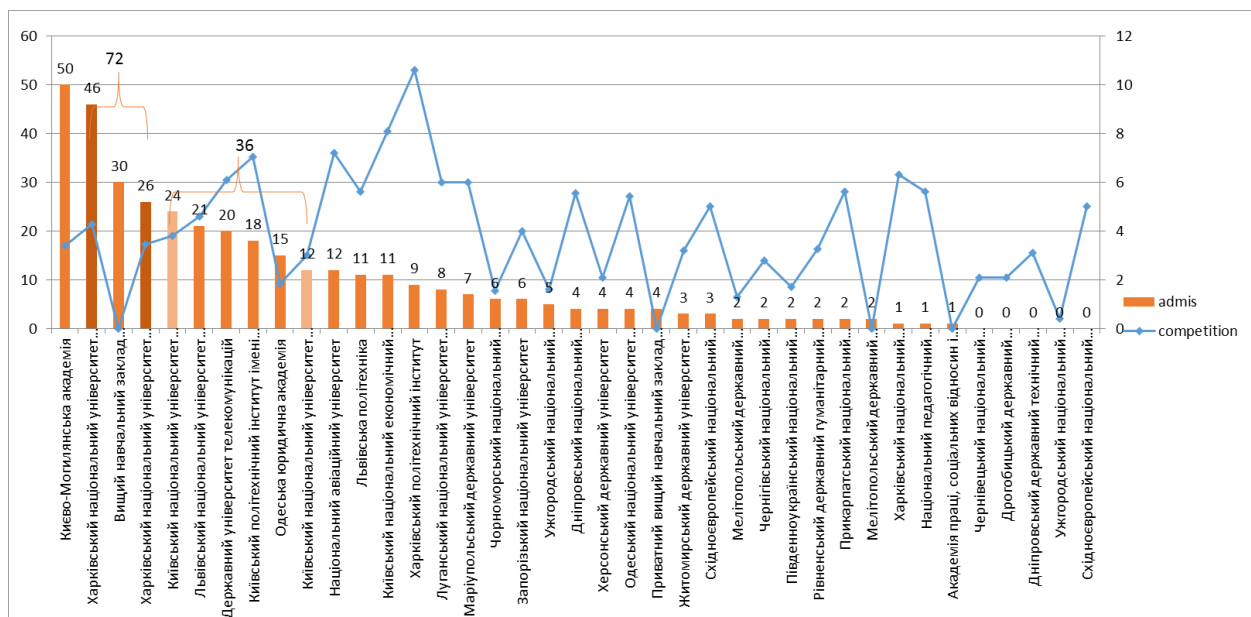


Fig. 3.1 The number of enrolled students and the competition for a budget place in the specialty "Sociology" among higher education institutions

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.

The opinion about which direction of foreign policy Ukraine should follow is dynamic, %

	Febr. 2015	Sep. 2015	Dec. 2015	Febr. 2016	May 2016	Sep. 2016	Dec. 2016	Febr. 2017
Accession to the European Union	48.9	46.0	52.5	49.3	47.7	45.7	46.5	46.7
Accession to the Customs Union of Russia, Belarus, Kazakhstan, Kyrgyzstan and Armenia	10.5	14.6	12.6	13.3	13.5	12.9	17.0	14.3
Or non-adherence to either the European Union or the Customs	27.6	28.3	22.3	24.7	26.4	30.3	26.2	27.9
Hard to say	13.0	11.1	12.6	12.7	12.4	11.1	10.4	11.1
TOTAL	100	100	100	100	100	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.

An integral part of the master's dissertation is references to sources (citations) to illustrate the dissertation of the researcher, to confirm this or that assumption, to refute a certain argument or to critically analyze the cited 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 methods of citation are distinguished: 1) paraphrase (indirect citation, retelling, presentation of the opinions of other authors in one's own words) is not distinguished 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 quote (consists of three or more lines of text) is usually 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.

In 2017, the Ministry of Education and Science in the Order on "Approval of Requirements for Designing a Dissertation" provided a recommended list of design

styles for a list of scientific publications. This recommended list includes 11 international styles that reflect all areas of scientific research: MLA (Modern Language Association) style, APA (American Psychological Association) style, Chicago/Turabian style, Harvard style, ACS (American Chemical Society) style, AIP (American Institute of Physics) style, IEEE (Institute of Electrical and Electronics Engineers) style, Vancouver style, OSCOLA. (On the approval of the Requirements for the preparation of the dissertation, 2017).

One of the most convenient to use for the social sciences is the APA style (American Psychological Association (APA) Style) - a widely used method of designing academic papers in the social sciences, developed by the American Psychological Association. APA Style requires you to use in-text references whenever you cite a source, whether it's 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 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 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 after the surname in round brackets it is necessary to indicate the date of publication and the page number

interval;

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

Example:

- 1) 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, p. 99) suggests, in the "shadow of organizations."
- 2) Romantic poetry is characterized by "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. A block quote is 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) .

1.3 Requirements for the content of the structural elements of the work

The introduction is the most responsible part of the master's dissertation, because it should reflect all the fundamental provisions of the work. Experts recommend finalizing all introduction provisions at the end of work on the dissertation, after writing the main part.

The introduction contains the following elements:

The main structural elements of the introduction:

1. Relevance of the topic.
2. Scientific elaboration of the research problem.
3. Connection of work with scientific programs, plans, topics.
4. The purpose and tasks of the research.
5. Object and subject of research.
6. Research methods.
7. Scientific novelty of the obtained results.
8. Practical significance of the obtained results.

9. Approbation of the results of the dissertation

10. Structure of the master's dissertation.

Actuality of theme. This structural element contains the justification of the state of the investigated problem, its significance in modern times, feasibility and usefulness of conducting scientific research.

Scientific elaboration of the research problem. A concise analysis of domestic and foreign literature on the research topic should demonstrate the degree of scientific elaboration 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.

Connection of work with scientific programs, plans, topics. Elucidation of the connection of the chosen direction of research with the plans of scientific research works of the department, as well as with industry and (or) state plans and programs. State registration numbers of research works must be indicated, as well as the role of the author in the performance of these research works.

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. When performing scientific work, it should be remembered that the goal of any scientific work is to reveal new facts, conclusions, recommendations, regularities, or clarify previously known, but insufficiently researched. 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 to individual problems of scientific research in relation to the general problem of the entire master's dissertation. 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 dissertation (About the approval of the Requirements for the design of the dissertation, 2017).

Example 1: for the research topic "The New Left as a social movement in a transforming society: on the example of Ukraine", the goal and objectives of the master's dissertation can be formulated as follows:

The purpose of the dissertation is to determine the causal mechanisms of the marginalization of the new left movement in Ukraine in the context of a transforming society. In accordance with the set goal, the following research tasks were selected:

- to conceptualize the concepts of "social movement" and "new left movement" in the context of modern sociological theories of social movements;
- to determine the main problematic aspects of the analysis of the mutual influence of socio-structural, ideological and socio-psychological factors in the main paradigms of the sociology of social movements;
- explain the theoretical and methodological principles of relational analysis of social movements;
- to determine the dynamics of organizational, ideological and strategic aspects of the global new left movement;
- to determine the main features of the macrostructural and ideological contexts of the development of the new left movement in the transforming Ukrainian society;
- to determine the cause-and-effect mechanisms of the formation of a new left movement in the transforming Ukrainian society;
- describe the socio-demographic characteristics of the activists of the new left movement in Ukraine and the features of its protest activity;
- to determine the causal mechanisms of the marginalization of the new left movement in the interaction of the new left with socio-economic protests in Ukraine.

Example 2: for the research topic "Factors of trust in the economic relations of modern Ukrainian society", the goal and objectives of the master's dissertation can be formulated as follows:

The purpose of the research is to generalize theoretical approaches regarding the determination of trust and, based on it, to identify the factors that determine trust in the economic relations of modern Ukrainian society. To realize the set goal, the following tasks must be solved:

- to determine the structural and subject-object characteristics of the possible social area of trust in the economic relations of society;
- clarify the social functions of trust in the economic relations of society;
- to assess the level of trust within the economy of modern Ukraine as a prerequisite for its modernization and development;
- to generalize theoretical approaches regarding the conditioning of trust;
- put forward and substantiate hypotheses about probable factors of trust in the economic relations of modern Ukrainian society;
- to outline the methodological principles of measuring trust and modeling its conditioning;
- identify specific factors of trust in state regulators of the economy and the main subjects of social, labor and financial relations;
- to find out the general factors of trust in the economic relations of modern Ukrainian society.

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

The subject of research is contained within the object, as that part of it that will be directly studied. Definition of the research subject is practically a specification of the scientific problem arising from the research tasks. It must be acceptable for cognition and subject to description. In the scientific research itself, something new must be said about the subject, or ideas already expressed by someone must be rethought.

Example 1: Master's dissertation topic "The New Left as a social movement in a transforming society: on the example of Ukraine."

The object of research is the new left as a social movement of the transforming Ukrainian society.

The subject of the study is the causal mechanisms of the formation and marginalization of the new left as a social movement in the transforming Ukrainian society.

Example 2: Master's dissertation topic: "Factors of trust in economic relations of modern Ukrainian society."

The object of the research is trust in the economic relations of modern Ukrainian society.

The subject of the study is the factors determining trust in the economic relations of modern Ukrainian society.

Research methods. In the research methods, the author of the master's dissertation lists the methods and approaches used to achieve the goal. They should be listed not separated from the content of the work, but briefly and meaningfully defining what exactly was researched by one or another method. This will make it possible to verify the logic and acceptability of the choice of these methods. Research can be based on the use of a number of general scientific (philosophical, political and sociological) and specific methods, principles and approaches. Research principles include: historical, terminological, functional, systemic, etc.

Example 1: for the research topic "The New Left as a social movement in a transforming society: on the example of Ukraine."

Research methods. To solve the set goal and tasks, the work uses a number of methods of a general scientific and specifically sociological nature: comparative analysis and synthesis (to conceptualize the concepts of "social movement" and "new left movement" and to determine the problematic aspects of the main paradigms of the sociology of social movements), typology (for classification of the main strategic models of the global and Ukrainian new left movements), the comparative-historical method (to explain the factors of the evolution of the global new left movement), the method of analyzing protest events (to determine the features of the mobilization potential of socio-economic protests in Ukraine and the protest activity of the Ukrainian new left) , a relational analysis of the causal mechanisms of the formation and marginalization of the new left movement in Ukraine based on in-depth interviews with activists of the new left movement, including observation during protests, meetings and other public events and discourse analysis of publications and documents of new left organizations and initiatives

Example 2: for the research topic "Factors of trust in economic relations of modern Ukrainian society".

Research methods. In the dissertation, a number of different methods were used to solve the set tasks: analysis (when determining the subjects and objects of social trust in economic relations, clarifying its functions, explaining the revealed tendencies of the conditioning of trust in the economic relations of modern Ukrainian society), synthesis (when definition of the phenomenon of trust, generalization of trust conditioning factors, summary consideration of general trust factors), systematization (when grouping a set of possible trust factors, putting forward hypotheses about them and operationalizing basic concepts), comparison (revealing the variability of levels of trust in various social objects in economic relations, establishing differences in the manifestation of the influence of various factors on it), multiple linear regression (in statistical evaluation of the degree of influence of various social factors on trust in economic relations).

The empirical basis of the dissertation work is a secondary analysis of data from a nationwide monitoring study, in particular surveys of 1992, 1994–2006 and 2008, 2010 and 2012 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" (n = 1800).

The important methodological foundations of the dissertation are the works of foreign and domestic sociologists, in which the content of the concepts of economic relations, trust and its functions, and factors determining trust are studied. Clarification of the social functions of trust in the economic relations of society is methodologically based on the typology of the functions of trust proposed by P. Shtompka, G. Zabolotna, and O. Dvoryanov. The generalization of theoretical approaches regarding the conditioning of trust is methodologically based on the concept of the formation of a culture of trust by P. Shtompka and the concept of trust factors proposed by W. Mishler and R. Rose.

Scientific novelty of the obtained results. A brief summary of new scientific provisions proposed by the author personally is presented. It is necessary to show the difference between the obtained results and the previously known ones, to describe the degree of novelty (obtained for the first time, improved, received further development).

Example 1: for the research topic "The New Left as a social movement in a transforming society: on the example of Ukraine."

For the first time, a relational analysis of the new left movement was carried out and the cause-and-effect mechanisms of its marginalization in the transforming Ukrainian society were determined.

The following results were obtained in the dissertation, which are characterized by novelty and are submitted for defense:

- in contrast to previous reviews of the development of the sociology of social movements, the main problematic aspects of existing approaches to the analysis of ideological, organizational and emotional factors in the main paradigms of the sociology of social movements, which consist in social-psychological and instrumentalist reductionism (in the paradigms of collective behavior and resource mobilization) and in an inadequate solution to the problem of essentialism in the paradigm of identity, overcome by a relational theoretical-methodological approach;

- the statement about the revival of the new left in the form of an alter-globalist movement, which is a social movement whose collective identity is defined by opposition to the "old left", which is criticized for 1) oligarchization and 2) ideological and practical retreat from socialist ideas, is proven;

- clarified the position that the post-Soviet transformation of Ukrainian society has a neoliberal character, which is manifested in large-scale privatization in the interests of the ruling elite, deregulation of markets and the reduction of the welfare state, which led to the growth of social inequality;

- by adapting the research methodology "European Protest and Coercion Data", for the first time in Ukrainian sociology, the method of collecting and analyzing protest events was applied to the current protests in Ukraine and supplemented previous studies of the protest potential of Ukrainian society by demonstrating tendencies towards localization and depoliticization of socio-economic protest initiatives;

- for the first time, the main stages of the formation of the new left movement in Ukraine were determined and characterized, depending on the determining influence of the processes of liberalization and mobilization/demobilization of socio-economic protests, which took place through the mechanisms of diffusion, polarization and border formation, as well as the socio-demographic characteristics of the activists of the new left movement in Ukraine and the peculiarities of its protest activity;

- for the first time, the method of action and the influence of the main mechanisms of marginalization of the new left movement in Ukraine (namely, self-enclosure and instrumentalization) on the internal dynamics of new left groups and their consequences for interaction in broad coalitions within protest initiatives (demotivation of systematic organizational and propaganda divisions, stimulation of sectarian competition), their connection with the countercultural and sectarian strategic models of the new left movement is defined.

Example 2: for the research topic "Factors of trust in economic relations of modern Ukrainian society".

For the first time in domestic sociology, a theoretical generalization of the existing approaches to determining trust in economic relations was carried out, and on the basis of its use, the factors that determine the trust of Ukrainian citizens in economic institutions and counterparties were identified.

Scientific propositions submitted for protection and claiming novelty:

- the theoretical typology of the functions of trust in economic relations has been further developed, supplemented by distinguishing the innovative function of trust (promoting the emergence and implementation of innovations) based on the analysis of the experience of classical and modern sociological theorizing;

- the sociological conceptualization of the conditioning of trust in macro-social relations has been improved by generalizing theoretical approaches regarding the determinants of trust and distinguishing within the totality of the last groups cultural, structural, personal, interactional and situational factors of trust in the economic relations of a transitional society;

- it was proved for the first time that the factor of distrust of the citizens of Ukraine in the state regulators of the economy (parliament, government, courts, local authorities, state tax inspectorate) is the arbitrariness of the relevant institutions of state power;

- it was found out for the first time that the factor of mistrust of Ukrainian citizens towards their main counterparties within social and labor relations (managers of state enterprises, private entrepreneurs, colleagues, trade unions) is the deterioration of employment guarantees;

- for the first time, the influence of the culture of mistrust (cynicism) on trust in the economic relations of modern Ukraine was revealed - the generalized suspicion of citizens towards their economic counterparties and institutions, which is a negative historical legacy, a negative social memory of society;

- for the first time, the influence of citizens' social optimism on trust in the economic relations of modern Ukrainian society, that is, their positive perception of the social environment, based on confidence in the presence of potential opportunities for the realization of personal economic demands, hopes and hopes, which reflects the extent of the adaptive potential of society under the conditions of global challenges;

- it was proved for the first time that trust in the economic relations of society is largely determined by citizens' perception of the general economic situation in Ukraine, i.e. the current state of the processes of social production, distribution, exchange and consumption, the growth of the level and pace of development of the national economy, the increase of the economic potential of society, the increase of its national wealth , which are subjectively associated with certain social institutions and strata;

- for the first time, the influence of their gender, age, settlement and regional localization within the social structure of society, as well as, in some cases, economic liberalism as a social orientation of economic culture, externality/internality as a psychological personal influence on the trust of citizens of the majority of their counterparties in economic relations characteristics, etc.

Practical significance of the obtained results. In the master's dissertation, which has theoretical significance, it is necessary to submit information about the scientific use of research results or recommendations for their use. And in the work, which is of significant importance, 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: for the research topic "The New Left as a social movement in a transforming society: on the example of Ukraine."

The practical value of the study lies in the fact that the results of the study of the cause-and-effect mechanisms of the marginalization of the new left movement can be used to solve the problems of organizing volunteer activities in order to bring social problems marginalized under the hegemony of neoliberalism to the level of public discussion. The adapted method of data collection and analysis of protest events can be used for further research on social movements, civil society and the political regime in Ukraine.

Approbation of the results of the dissertation. It is indicated at which scientific conferences and seminars the results of research included in the dissertation were made public. Publications (if available). A bibliographic description of the published works of the master's student on the topic of the dissertation research is provided.

The structure of the master's dissertation. The direct structure of the master's dissertation is indicated here, indicating the number of source names in the list of references (at least 80) and the number of pages of the full volume of work (without annexes).

Example: The structure of the work is determined by the logic of the research and consists of an introduction, four chapters, eight subsections, conclusions and recommendations, annexes and a list of used sources. The total volume of the work is 110 pages, of which the main text is 95 pages. The list of used sources contains 115 items.

The main part of the master's dissertation. The first section is the

theoretical and methodological basis of the research, in which the student develops a theoretical model for finding ways to solve the problem. This model is used for the analysis of relevant information in the analytical part, research search and justification of recommendations, proposals and conclusions in the research (project) part. This section is dedicated to the review of available literature and sources on the issues of the work, as well as the analysis of theoretical and methodological aspects of the positions of modern researchers. The literature review should briefly and critically review the main stages of the development of scientific thought on the chosen problem and indicate those issues that remained unresolved.

The chapter ends with a brief summary of the need for research in this area. The total volume of the literature review should not exceed 20% of the volume of the main part of the work.

The second section (analytical). Its content and structure are determined by the topic and are aimed at an in-depth study of a certain phenomenon, process, object of its essential characteristics, features, features, at the identification of directions and perspectives of the possible development of the object and the subject of research. The form of presentation of analytical material can be arbitrary (verbal, graphic, tabular, block diagram, etc.), but it must correspond to the model reflected in the theoretical part. For works of a purely theoretical nature, this section should contain a detailed analysis of the achievements, scientific work of a certain researcher or a review of one of the branch sociological theories and a search for interdisciplinary connections with already existing areas of research within sociology or other humanitarian disciplines.

The analytical component is mandatory for all master's dissertation. It should end with conclusions, which summarize the results of the analysis and formulate directions for further sociological research. For works that have a practical orientation, a mandatory condition is to specify the chosen research method and justify the feasibility of its application. For works of a theoretical nature, it is intended to indicate the directions of practical application of the scientific work of a certain researcher, and the innovative potential it carries.

In the third (practical) section, the results of the author's own research (content analysis, questionnaires, in-depth interviews, historical-sociological and theoretical analysis of sociological ideas) are noted, highlighting the new things that he brings to the development of the problem, assessing the completeness of the solution to the tasks, comparison of the obtained results (characteristics, parameters) of the study with similar results of domestic and foreign works. An assessment of the heuristics and relevance of new ideas and provisions in the research programs of modern world and domestic sociology to the needs of social development and transformation of Ukraine is given. For works of a theoretical nature, it is envisaged to indicate ways of improving the study of social phenomena, processes, social groups within a certain field.

There should be a clear logical connection between the structural parts of the work, that is, the sections should be interconnected and begin with a brief description of the issues that are revealed in this section in their

relationship with previous and subsequent sections.

At the end of each chapter, conclusions must be formulated with a concise statement of the scientific and practical results of the part of the research that was considered in the chapter. Conclusions to chapters should not repeat what was done in the chapter itself, but formulate what follows from it.

In general, the presentation of the material is subordinated to one leading idea clearly defined by the author. At the end of the chapter, the material presented in it is summarized in the form of short conclusions. They are an integral part of the section and should not be separated from the main text by a heading and start on a separate page.

Conclusions and recommendations. In the final part of the master's dissertation, it is necessary, in accordance with the provisions of the defense and the tasks, the structure of the work, to briefly formulate the main thoughts based on the results of the research, to give a brief description of the assessment of the state of the problem, to outline the main results of one's own research, to give recommendations based on qualitative and quantitative indicators and determine directions for solving problems.

References. The list of references is arranged in alphabetical order of authors' surnames or book titles. (Recommendations for creating a bibliographic description are given in **Annex 13**).

Literary sources in a foreign language are given at the end of the general list, followed by Internet sources (if any).

If archival sources and legal documents are used in the work, they are separated into a separate group and the list of literature begins with them.

Annexes (if necessary). Annexes are drawn up as a continuation of the dissertation on its next pages, after the list of references, placing them in the order of appearance of references in the text of the work. Each of the annexes 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.

Annexes should be marked consecutively with capital letters of the alphabet, for example, "Annex A", "Annex B", etc. The single Annex is designated as Annex A.

It is expedient to include in the annexes the supporting material necessary for the completeness of the perception of the dissertation:

- additional illustrations or tables;
- sociological research programs;
- copies of documents, separate extracts from regulations (instructions), etc.

1.4 Abstract

Writing an essay is the final stage of completing a master's dissertation before submitting it for defense. The purpose of the essay is to acquaint the members of the EC and the scientists present at the defense with the research methodology,

the actual results and the main conclusions of the work. The abstract is printed in the state language. The abstract should concisely but sufficiently thoroughly reveal the main content of the work, it should not contain excessive details, as well as information that is not in the work. It outlines the main ideas and conclusions of the master's research, the author's contribution to the conducted research, the degree of novelty and practical significance of the research results.

Structure of the abstract

Structurally, the author's abstract consists of a general description of the work, a brief content, conclusions and recommendations, a list of works and reports published by the author on the subject of the master's dissertation, and an abstract in Ukrainian, Russian, and English. The headings of the headings should not be separated into separate lines, it is enough to highlight them in bold or italics and place them in a selection with the text.

The general characteristics of the work presented in the abstract must correspond to its qualification features given in the introduction to the work:

- Actuality of theme;
- connection of work with scientific programs, plans, topics;
- the purpose and objectives of the research;
- object and subject of research;
- research methods;
- scientific novelty of the obtained results;
- practical significance of the obtained results;
- approval of the results of the dissertation;
- publications.

In addition, indicate the structure of the work (presence of an introduction, number of sections, annexes), the full volume of the master's dissertation in pages, as well as the volume occupied by illustrations, tables, annexes (with an indication of their number), a list of used literary sources (with an indication of the number of titles) .

Next, the content of the master's dissertation is briefly explained in sections (2-3 pages).

The main theoretical and practical results of the work are presented in the conclusions. Each theoretical and applied conclusion of the work must be formulated clearly and concretely (unequivocally). The wording reflects the essence and novelty of what was done.

The list of published works of the master's student (articles, theses of reports at conferences) on the topic of the master's dissertation is submitted in accordance with the requirements of the state standard, with the mandatory indication of the titles of the works and the surnames of all co-authors. It is necessary to indicate the topics of speeches at conferences and Days of Science and methodical seminars.

Abstracts. The last pages of the abstract contain annotations in Ukrainian, Russian and English. As part of the abstract, key words that are most important for revealing the direction of the work are presented, formed on the basis of the text of the work and placed at the end of the abstract. A list of 5-10 key words

(phrases) is printed in capital letters in the nominative case on a line, separated by commas.

Summary are made according to the form, which has the following content:

- surname and initials of the student;
- title of master's dissertation;
- type of master's dissertation (manuscript);
- specialty (code and name);
- the institution where the defense will take place;
- city, year;
- main ideas, results and conclusions of the master's dissertation;
- Keywords.

Example:

АНОТАЦІЯ

Гоч Р. М. Чинники довіри в економічних відносинах сучасного українського суспільства. — На правах рукопису.

Магістерська дисертація за спеціальністю 054 Соціологія. – Національний технічний університет України "Київський політехнічний інститут імені Ігоря Сікорського", кафедра соціології. – Київ, 2015. – 148 с., 5 іл., 2 табл., список джерел з 95 найменувань, 4 додатки.

Дисертація присвячена проблемі детермінації довіри в економічних відносинах сучасного українського суспільства. В роботі узагальнено теоретичні підходи стосовно детермінації довіри і на основі цього узагальнення виявлено чинники, що зумовлюють довіру економічним інституціям та контрагентам в Україні. Виявлено специфічні чинники, що зумовлюють довіру окремим державним регуляторам економіки та соціальним суб'єктам у межах соціально-трудова та фінансових відносин. Встановлено загальні чинники довіри громадян в економічних відносинах українського суспільства загалом (культура недовіри (цинізму), соціальний оптимізм громадян, сприйняття загальної економічної ситуації в країні, локалізації громадян у межах соціальної структури суспільства за ознаками статі, віку, типу поселення, регіону країни)

Ключові слова: довіра, економічні відносини, чинники довіри, функції довіри, сучасне українське суспільство.

SUMMARY

Goch R. M. Factors of trust in economic relations of modern Ukrainian society. — Manuscript. Master's dissertation on speciality 054 Sociology. — National technical university of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute", Department of sociology. — Kyiv, 2015. — 148 p., 5 fig., 2 tabl., 95 sources, 4 Annex.

The dissertation is devoted to the determination of trust in economic relations of modern Ukrainian society. Theoretical approaches to the determination of trust are summarized and according to this generalization, factors of trust to economic institutions and counterparties in Ukraine are presented. Specific factors that contribute to trust to individual state regulators of economy and social actors within the labor and financial relations are revealed. The general factors of public trust in the economic relations of Ukrainian society (such as the culture of distrust (cynicism), social optimism of citizens, the perception of the general economic situation in the country, the localization of citizens within the social structure of society based on the properties of gender, age, place of residence, region of the country) are determined.

Key words: trust, economic relations, factors of trust, functions of trust, modern Ukrainian society.

Completion of the abstract

The abstract should be approximately 7-9 pages in length.

The title page contains: the name of the graduating department, the master's name, first name, patronymic; code and name of specialty title "Abstract of master's dissertation"; from the subject: ".....", city, year, signatures of the master's student, supervisor and head of the department (Annex 7).

Page numbers are placed in the center of the top edge of the page. The numbering starts with the number 1 on the first page, which contains the general description of the work.

Structural parts of the abstract are not numbered, their names are printed in capital letters symmetrically to the text.

1.5 Requirements for the admission of a master's dissertation to defense

Master's dissertation, the topics of which are approved by the order of the rector of the university, and the structure, content and quality of the presentation of the material and design meet the requirements of the methodological recommendations of the department, which are confirmed by the signatures of the supervisor and work consultants, the presence of the supervisor's feedback and review, are allowed to be defended in the EC. The supervisor's negative review or feedback is not a reason to prevent the student from defending the attestation work.

Admission to the defense of a master's dissertation at the EC is carried out by the head of the graduation department, who makes a positive decision based on the above or the results of the preliminary defense of the attestation work at the department, which must be formalized in the appropriate minutes of the department meeting. Admission is confirmed by the visa of the head of the department on the title page of the master's dissertation.

Students who:

- completed the curriculum (do not have academic debts);
- completed the master's training program;
- have a completed master's dissertation, drawn up in accordance with the requirements;
- the work has been checked for anti-plagiarism in the Unicheck program (<https://corp.unicheck.com>);
- received feedback from the scientific supervisor;
- received a review;
- do not have payment arrears;
- received a visa from the head of the department for admission to defense.

No later than a week before the defense, in accordance with the schedule, the student must submit to the EC secretary:

- a bound master's dissertation with all necessary signatures;
- a set of illustrative materials, diagrams, graphs, and other visual information carriers for EC members (if any);
- a report on the results of the check in the Unicheck program;
- electronic version of the master's dissertation in .doc format;
- written consent to place the master's dissertation in the ELAKPI database;
- manager's feedback;
- a review;
- certified scorebook;
- a signed individual plan.

The dean's office provides a summary report on the students' implementation of the curriculum and the grades they received.

1.6 Master's dissertation defense

The public defense of the master's dissertation takes place at an open meeting of the EC. The academic supervisor, reviewers, members of the department, representatives of organizations and institutions where employment of department graduates is planned may be present at the defense.

The student is given 10-15 minutes for a public speech. For public defense, the master's student prepares a presentation of 15-20 slides. The presentation should justify the choice of the topic, its relevance, purpose, tasks, reveal the practical significance of the research, highlight the obtained results, and present the main conclusions and recommendations.

The main recommendations for the content of the presentation according to L. Lyeis:

- each slide should reflect one idea;
- the text should consist of short words and simple sentences;
- the line should contain 6-8 words;
- a total of 6-8 lines should be on the slide;
- the total number of words should not exceed 50;
- verbs must be in the same tense;

- headings should attract the attention of the audience and summarize the main points of the slide;
- the headings must contain both upper and lower case letters;
- the slides should not be too bright - unnecessary decorations only create a barrier on the way to the effective transfer of information;
- the number of blocks of information when displaying statistical data on one slide should not exceed four;
- signatures to the illustration are placed below it, not above it;
- all presentation slides should be in the same style.

During the report, you can also distribute materials to EC members (if there is a need for this): tables, diagrams, graphs, charts, posters, etc. The specified materials must be agreed with the academic supervisor.

During the defense of the master's dissertation, the student must:

- concisely justify the choice of topic, its relevance, purpose and task;
- reveal the theoretical and practical significance of the research;
- clearly formulate the main conclusions and recommendations;
- show thorough knowledge of primary sources and scientific literature on the chosen problem, comprehensive mastery of the research material;
- demonstrate the ability to independently analyze and summarize research results.

The master's report should be timed: 10-15 minutes. After the student's speech, they listen to the feedback of the scientific supervisor, the evaluation of the work by the reviewer, and those who wish to express their opinion about the level of the student's research are given the floor. Then the student must answer the questions of the chairman and members of the EC.

The course of protection is recorded in the EC protocol. The evaluation is discussed at a closed meeting and announced by the head of the EC in the presence of commission members and the entire group of graduate students.

A student who has successfully defended a master's dissertation is awarded the qualification "Master of Sociology" by the decision of the EC, a diploma of higher education and a supplement to the diploma are issued.

Provided that the student has defended his master's dissertation with a grade of "excellent" and passed 75% of the mandatory and optional subjects of the curriculum with "excellent" and with a grade of "good" in other disciplines, he will be awarded a diploma with honors.

If, during the defense of the master's dissertation, the student received an unsatisfactory grade, or was not admitted to the defense by the decision of the department, he can receive admission to re-defend the work within three years after graduating from the university. For students who did not defend the attestation work for a good reason (documentally confirmed), the term of defense may be extended by the dean of the faculty until the next term of work of the EC, but not for more than one year.

1.7 Sample topics of master's dissertation in specialty 054 "Sociology"

1	Volunteer activity in the zone of armed conflict as a form of social activity of citizens
2	Use of the mediation procedure in resolving family conflicts.
3	Visual methods of studying social inequality in the conditions of transformation of Ukrainian society
4	Virtualization of social relations in the context of globalization trends
5	Internally displaced persons in host communities: a comparative analysis of models of conflict-free interaction
6	Volunteer activity during military events in Ukraine and the world
7	The influence of mass communication on the perception of conflicts in society
8	The influence of mediation practices on the behavior of social groups
9	Implementation of the mechanisms for the application of transitional justice in the conditions of the armed conflict in Ukraine
10	Gender aspect of civil-military cooperation
11	Diplomacy in conflict conditions
12	Information warfare as a communication technology for the formation and development of the population's military mobilization potential
13	Control and security in the modern metropolis: a sociological conceptualization
14	Conflictogenicity of society in conditions of economic crises
15	Conceptual foundations of the study of the process of assimilation of IDPs
16	The concept of reconciliation in the context of the interpretive sociological paradigm
17	Xenophobia regarding ethnic groups in modern Ukraine
18	Mass sports in the system of everyday practices of Ukrainian youth
19	Mediation in corporate management
20	Mediation as a method of solving socio-political conflicts: experience of individual countries and prospects for Ukraine
21	Methodology of conflict risk analysis
22	The place of far-right political organizations in the political regime of Ukraine since 2014
23	Modernization of the political culture of Ukrainians: sociological dimension (on the example of the city of Chernihiv)
24	Organizational conflicts in Ukraine: causes, dynamics, settlement models
25	Peculiarities of adaptation of refugees from the zone of armed conflict in Donbas
26	Public relations in the activity of sociological services of Ukraine.
27	Patriotic education as a factor of national security in Ukraine
28	Prospects for unification of territorial communities in terms of public opinion

29	Political engagement or neutrality of science: modern sociological conceptualizations
30	Post-conflict settlement of armed conflict in Bosnia and Herzegovina: implementation of experience in Ukraine
31	The potential of local peacekeeping activities in Ukraine
32	Processes of transformation of marital relations in the conditions of modern Ukrainian society
33	The role of grassroots religious communities in the formation of radical Islam: Ukraine in the European context
34	World hegemony of the USA: conflicts and alternatives
35	The middle class in Ukraine: prerequisites, problems, prospects in the conditions of modernization shifts
36	Systems of early warning and early response to conflicts.
37	Sociological education as a factor in the formation of the sociological profession in Ukraine
38	Sociology of music as a separate branch of sociological knowledge
39	Modern experience of conflict management: military and non-military methods.
40	Technologies and methods of hybrid conflicts in the world: a comparative analysis
41	Technologies and methods of hybrid conflicts in the world: paramilitary operations, "soft" power and covert actions
42	Transformation of the identity of IDPs as a result of the conflict in Donbas
43	Transformation of everyday life during conflict: a women's perspective
44	Mass consciousness management as a tool of reconciliation
45	Factors of change in language practices of students on the example of institutions of higher education in Kyiv

1.8 Criteria for evaluating master's dissertation

The master's dissertation as a means of diagnosing the results of students' studies in the specialty 054 "Sociology" must correspond to the defined system of characteristics. The basis for the formation of the system of characteristics should be the basic competencies of the graduate. Evaluation of master's dissertation is carried out on a 100-point scale with subsequent transfer of points to the national evaluation.

The first part of this evaluation takes into account the compliance of the master's dissertation with the requirements for attestation papers of the second (master's) level of higher education in the specialty 054 "Sociology" and the requirements of the educational program of the specialty regarding the formation of student competence. Completion of the master's dissertation is estimated at 70 points (**Annex 18**).

The second part of the evaluation system concerns the student's report in the process of defending the main provisions of the master's dissertation. In this regard,

the criterion characteristics of the submitted work should determine how clearly and fully the student disclosed the purpose of the work, the ways to achieve it, deeply argues the decisions made, demonstrates the ability to use presentation materials, is able to professionally defend his own point of view, as well as how he possesses professional knowledge at the modern level. The student receives 30 points for the defense of the submitted work (**Annex 18**).

The evaluation system includes six levels ("excellent", "very good", "good", "satisfactory", "sufficient", "unsatisfactory") of traditional evaluations. Each level corresponds to certain evaluation points: "excellent" - 95-100 points, "very good" - 85-94 points, "good" - 75-84 points, "satisfactory" - 65-74 points, "sufficient" - 60-64 points, "unsatisfactory" - less than 60. For all characteristics, the sum of the minimum positive points must be no less than 60 points. The table for transferring the sum of points to grades is given in **Annexes 19 and 20**. The evaluation of the execution and defense of the master's dissertation is carried out by the examination board. Also, when evaluating the work, the comments and suggestions indicated in the reviews of the scientific supervisor and the reviewer are taken into account.

A master's dissertation with signs of plagiarism is not allowed to be defended by the decision of the department. Defense of a new work (on a different topic) is possible no earlier than a year later.

A student who has not submitted a master's dissertation to the EC within the approved period has the right to re-attestation in the next period of work of the examination commission within three years after graduating from the university. In the event that the defense of the master's dissertation is deemed unsatisfactory, the EC determines whether the student can submit the same work with revisions for re-defense, or whether he must prepare a master's dissertation on a new topic.

REGARDING THE INACCEPTABILITY OF PLAGIARISM IN SCIENTIFIC PAPERS

Plagiarism is the appropriation of authorship of someone else's work of science, literature, art, or someone else's discovery, invention, or rationalizing proposal, as well as the use of someone else's work in one's works without reference to the author (Busel 2005, 977).

According to the Law of Ukraine "On Copyright and Related Rights" No. 3792-XII in the edition of 04.11.2018, Article 50, Clause "c": "plagiarism - publication (publication), in whole or in part, of someone else's work under the name of a person who is not the author of this work." (Law of Ukraine "On Copyright and Related Rights", 2018)

Part 4 of Article 42 of the Law of Ukraine "On Education" No. 2145-VIII, as amended on January 19, 2019, defines academic plagiarism as "the publication (in part or in full) of scientific (creative) results obtained by other persons as the results of one's own research (creativity) , and/or reproduction of published texts (publicized works of art) of other authors without attribution." (Law of Ukraine "On Education", 2019)

In accordance with the Law of Ukraine "On Higher Education" No. 1556-VII in the edition of 01.01.2019, Article 16, Clause 2, Subclause 8: "The system of ensuring the quality of educational activities and the quality of higher education by institutions of higher education (system of internal quality assurance) provides for the following procedures and measures: 8) ensuring compliance with academic integrity by employees of higher education institutions and students of higher education, including the creation and ensuring the functioning of an effective system for preventing and detecting academic plagiarism." (Law of Ukraine "On Higher Education", 2019)

In order to properly implement the norms of the Laws of Ukraine "On Education" and "On Higher Education", which relate to the observance of the basic principles of academic integrity and a systematic approach to the development of methods and means of detecting plagiarism in the educational space, the Ministry of Education and Science of Ukraine has developed Recommendations on the prevention of academic plagiarism and its detection in scientific works (abstracts, dissertations, monographs, scientific reports, articles, etc.):

- Reproduction in the text of a scientific work without changes, with minor changes, or in the translation of the text of another author (other authors), the volume of a sentence or more, without reference to the author (authors) of the reproduced text.

- Reproducing in the text of a scientific work, in whole or in part, the text of another author (other authors) through its paraphrasing or arbitrary retelling without reference to the author (authors) of the reproduced text.

- Reproducing in the text of a scientific paper quotes from third sources given in another source without indicating which direct source the quote is based on.

- Reproduction in the text of a scientific work of scientific and technical information given in another source (other than generally known) without

indicating the source from which this information was taken.

- Reproduction in the text of a scientific work of published works of art without indicating the authorship of these works of art (Recommendations on prevention of academic plagiarism and its detection in scientific works 2018)

One of the modern ways of combating academic plagiarism is its detection and ascertainment with the help of computer programs. To date, there are few software tools that will help establish the percentage of text uniqueness (Table 1). Each software has its own features, advantages and disadvantages, which will be discussed further (Vergun, Savenkova and Chukanova 2016, 11-12).

Table 1. Anti-plagiarism software

№	The name of the software	Access to software
1.	AntiPlagiarism.NET	http://antiplagiarism.net/ru/
2.	Advego Plagiatus	http://advego.ru/plagiatus/
3.	Cognitive Text Analyzer	http://www.cognitivetpg.com/
4.	Compare Suite	http://www.comparesuite.ru/
5.	Double Content Finder (DC Finder)	http://progidarom.ru/soft/internet/DCFinder.exe
6.	Etxt Антиплагиат	https://www.etxt.ru/antiplagiat/
7.	Plagiarism-Detector Personal	http://plagiarism-detector.com/
8.	Turnitin	http://turnitin.com/en_us/
9.	Viper	http://www.scanmyessay.com/
10.	Unplag	https://unplag.com/
11.	Плагиата.НЕТ	http://www.mywebs.ru/plagiatanet.html

In order to implement the above, the works submitted for protection are carefully checked by the work manager in the Unicheck program (<https://corp.unicheck.com>). Acceptance of the work for protection is possible only if there are no elements of plagiarism in the work.

The recommended indicators of originality of scientific works are as follows:

- more than 90% - the text is considered original;
- from 80 to 90% - originality is satisfactory, you should make sure that there are references for the quoted fragments;
- from 60 to 80% of the material can be accepted for consideration after finalizing and checking the presence of references for quoted fragments;
- less than 60% - the material is not accepted for consideration.

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- Головенкін В. П. , (Уклад.). (2018). *Тимчасове положення про організацію освітнього процесу в КПІ ім. Ігоря Сікорського*. Київ: КПІ ім. Ігоря Сікорського. Доступно з <https://kpi.ua/regulations>
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ANNEXES

Annex 1. The title page of the diploma work

**NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
" IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE"**

Full name of the institute/faculty

Full name of the department

"Admitted to defense"

Head of Department

_____ Initials, surname

" ____ " _____ 20__ year

**Diploma work
to obtain a bachelor's degree
from the direction of training "Name"
on the subject: "Theme"**

Performed by:

IV year student, group XX-XX

Full Name _____

Head:

Position, academic degree, academic title,

Surname, initials _____

Consultant from section name:

Position, academic degree, academic title,

Surname, initials _____

Reviewer:

Position, academic degree, academic title,

Surname, initials _____

I certify that this diploma work contains
no borrowings from the works of other
authors without appropriate references.
Student _____

Kyiv - 20YY

Annex 2. Title page of the master's dissertation

**NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
" IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE"**

Full name of the institute/faculty

Full name of the department

"Admitted to defense"

Head of Department

_____ Initials, surname

"__" _____ 20__ year

**Master's dissertation
to obtain a bachelor's degree
from the direction of training "Name"
on the subject: "Theme"**

Performed by:

II year student, group XX-XX

Full Name _____

Head:

Position, academic degree, academic title,

Surname, initials _____

Consultant from section name:

Position, academic degree, academic title,

Surname, initials _____

Reviewer:

Position, academic degree, academic title,

Surname, initials _____

I certify that this diploma work contains
no borrowings from the works of other
authors without appropriate references.
Student _____

Kyiv - 20YY

Annex 3. Tasks for the dissertation

**National Technical University of Ukraine
"Igor Sikorsky Kyiv Polytechnic Institute"**

Full name of the institute/faculty

Full name of the department

Level of higher education - first (bachelor's)

Field of training (vocational training program) – "Name" ("Name of the professional training program")

APPROVED

Head of Department

_____ Initials, surname

"__" _____ 20__ year

TASK

for the student's diploma

Full Name

1. Topic of work "Topic", supervisor Surname, first name, patronymic, scientific degree, academic title, approved by order of the university from

"__" _____ 20__ year No. _____

2. Deadline for student submission of work

3. Initial data for work

4. Content of the work

5. List of illustrative material (including posters, presentations, etc.)

6. Consultants of work sections

Section	Surname, initials and position consultant	Signature, date	
		task published	task accepted

7. Issue date of the assignment _____

Calendar plan

No	The name of the execution stages diploma work	Deadline stages of diploma work	Note

Student

Initials, surname

Head of work

Initials, surname

Annex 4. Assignment for master's dissertation
National Technical University of Ukraine
"Igor Sikorsky Kyiv Polytechnic Institute"
Full name of the institute/faculty
Full name of the department

The level of higher education is the second (master's) according to the educational and scientific program

Specialty (specialization) – "Name of specialty" ("Name of specialization")

ЗАТВЕРДЖУЮ

Завідувач кафедри

_____ Ініціали, прізвище

«__» _____ 20__ р.

TASK
for a student's master's dissertation
Full Name

1. Dissertation topic "Topic", dissertation supervisor Surname, first name, patronymic, scientific degree, academic title, approved by the order of the university of "___" _____ 20__ year No. _____
2. Deadline for the student to submit a dissertation
3. Object of research
4. Subject of research
5. List of tasks to be developed
6. Approximate list of graphic (illustrative) material
7. Tentative list of publications
8. Consultants of dissertation sections

Section	Surname, initials and position consultant	Signature, date	
		task published	task accepted

9. Issue date of the assignment _____

Calendar plan

No	The name of the execution stages master's dissertation	Deadline stages of master's dissertation	Note

Student

Initials, surname

Head of master's dissertation

Initials, surname

Annex 5. The content of the work

CONTENT

INTRODUCTION	3
SECTION 1. TITLE OF SECTION	6
1.1. Unit name	6
1.2. Unit name	27
1.3. Unit name	50
SECTION 2. TITLE OF SECTION	59
2.1. Unit name	59
2.2. Unit name	67
SECTION 3. TITLE OF SECTION	78
3.1. Unit name	78
3.2. Unit name	83
CONCLUSIONS AND RECOMMENDATIONS	90
REFERENCES	95
APPENDICES (if necessary)	100

Annex 6. Individual master's study plan

**National Technical University of Ukraine
"Inor Sikorsky Kyiv Polytechnic Institute"
Faculty of Sociology and Law**

APPROVED
Head of the Department of Sociology

(signature) (initials, last name)

"__" _____ 20__ year

INDIVIDUAL STUDY PLAN

MASTER'S PREPARATION

by specialty _____

specialization _____

student(s) _____ course _____ group

(Full Name)

1. Enrolled by order of the rector dated _____ 20__ . No. _____

2. The term of study is from _____ 20__ to _____ 20__.

3. Research supervisor

(academic degree, academic title, surname and initials)

4. Topic of scientific research _____

5. The scientific supervisor and the topic of scientific research were approved by the decision of the Department of Sociology, protocol No. _____ of _____ 20__ year.

APPROVED
Head of Department

(name of department)

(signature) (initials, last name)

" ___ " _____ 20__ year

Work plan for the first year of study

No.	Names of educational disciplines	Number loans ECTS	Form reporting	Mark scientific manager
I semester				
1				
2				
3				
4				
5				
6				
7				
II semester				
1				
2				
3				
4				
5				
6				
7				

Changes (additions) to the plan:

Research supervisor _____

Master's student _____

.....

APPROVED
Head of Department

(name of department)

(signature) (initials, last name)

" ___ " _____ 20__ year

Work plan for the second year of study

No.	Names of educational disciplines	Number loans ECTS	Form reporting	Mark scientific manager
III semester				
1				
2				
3				
4				
5				
6				
7				
IV semester				
1				
2				
3				
4				
5				
6				
7				

Changes (additions) to the plan:

Master's dissertation topic

approved by the rector's order from " ___ " _____ 20 __ year No. _____

Research supervisor _____

Master's student _____

Master's report for the first year of study:

Decision of the meeting of the department, minutes No. ____ of _____ 20 __

Secretary of the department _____ Head of the department _____

Master's report for the second year of study:

Decision of the meeting of the department, minutes No. ____ of _____ 20 __

Secretary of the department _____ Head of the department _____

**NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
" IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE"**

Full name of the institute/faculty

Full name of the department

"On the rights of the manuscript"

UDC _____

"Admitted to defense"

Head of Department

_____ Initials, surname

"__" _____ 20__ year

ABSTRACT OF THE MASTER'S DISSERTATION

for a master's degree

in specialty XXX Title

on the subject: "Theme"

Performed by:

IV year student, group XX-XX

Full Name _____

Head:

Position, academic degree, academic title,

Surname, initials _____

Consultant from section name:

Position, academic degree, academic title,

Surname, initials _____

Reviewer:

Position, academic degree, academic title,

Surname, initials _____

I certify that in this master's
dissertation there are no borrowings
from the works of other authors
without appropriate references.

Student _____

Annex 8. Feedback from the diploma work supervisor

RESPONSE

**diploma work supervisor
to obtain a bachelor's degree,
performed on the topic: "Theme"
student Surname, first name, patronymic**

Supervisor diploma work
position, scientific degree, academic title

Initials, surname

Annex 9. Feedback from the supervisor of the master's dissertation

RESPONSE

**scientific supervisor of the master's dissertation
to obtain a master's degree,
performed on the topic: "Theme"
student Surname, first name, patronymic**

Supervisor master's dissertation
position, scientific degree, academic title

Initials, surname

Annex 10. Memo to the manager (for feedback)

The feedback is made in an arbitrary form (the use of template forms is unacceptable) with an indication of: the relevance of the topic, in the interests of or at the request of which organization the work was performed (as part of the research work of the department, enterprise, scientific research institute, etc.); conformity of the performed work to the issued task; a brief critical review of the content of individual parts of the work with an indication of the most important and significant issues that revealed the student's independence, his level of theoretical and practical training, erudition, knowledge of specialized literature; the student's readiness to make modern decisions, the ability to analyze the necessary literary sources, make correct (engineering, scientific) decisions, apply modern system and information technologies, conduct physical or mathematical modeling, process and analyze the results of experiments; the most important theoretical and practical results, their approval (participation in conferences, seminars, registration of patents, publication in scientific journals, etc.); the timeliness of the implementation of the calendar plan, the shortcomings of the work and those that appeared in the master's work and other issues that characterize the student's professional qualities. Conclusions regarding the compliance of the quality of the student's training with the requirements of the higher education standard and the possibility of awarding him a bachelor's degree (master's degree) and assigning a qualification (title).

DIRECTION FOR REVIEW

Respected

(academic title, surname and initials of the reviewer)

I ask you to prepare and submit a review by "___" _____ 20__

(date of submission of the review)

for a diploma project (diploma thesis, master's thesis)

student(s)

(surname, initials)

on the topic

(full name of the subject of DP (DR, MD))

Head of Department

(name of department) (signature) (initials, surname)

"___" _____ 20__

REVIEW
for the diploma work
to obtain a bachelor's degree,
performed on the topic: "Theme"
student Surname, first name, patronymic

Reviewer

position, scientific degree, academic title

Initials, surname

Seal of the reviewer's institution or organization (*for external reviewers only*)

Annex 13. Review of the master's dissertation

REVIEW
for a master's dissertation
to obtain a master's degree,
performed on the topic: "Theme"
student Surname, first name, patronymic

Reviewer

position, scientific degree, academic title

Initials, surname

Seal of the reviewer's institution or organization (*for external reviewers only*)

Annex 14. Note to the reviewer

The review is made in an arbitrary form (the use of template forms is inadmissible) with an indication of: compliance of the diploma project (diploma work, master's diploma) with the approved topic and task; relevance of the topic; the reality of the work (execution to the order of enterprises, organizations, according to the scientific topic of the department, scientific research institute, etc.); a general overview of the content of the work, while the reviewer evaluates each section of the work, the depth of the technical and economic justification of decision-making (for the project); degree of use of modern achievements of science, technology, production, information and engineering technologies; originality of the decisions made and the results obtained; correctness of calculations and design and technological solutions; availability and completeness of experimental (mathematical modeling) confirmation of decisions made; the quality of the execution of the explanatory note, compliance of the drafters with the requirements of the standards; possibilities of implementation of results; shortcomings; rating ("excellent", "very good", "good", "satisfactory", "sufficient", "unsatisfactory"), which in the reviewer's opinion the work deserves and its compliance with the requirements, the possibility of awarding the student with a bachelor's/master's degree and qualification (wording according to the curriculum).

Annex 15. An example of literature design
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, Ініціали. (Рік). Назва книги: Підназва (номер видання). Місце видання: Видавництво.</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>
Книга за редакцією	<p>Прізвище редактора, Ініціали. (Ред.). (Рік). Назва книги: Підназва (номер видання). Місце видання: Видавництво.</p>	<p>McNamara, R. H. (Ed.). (2008). <i>Homelessness in America</i>. Westport, CT: Praeger Publishers.</p> <p>Ophir, A., Givoni, M., & Hanafi, S. (Eds.). (2009). <i>The power of inclusive exclusion</i>. New York, NY: Zone.</p> <p>Фіголь, Н. (Ред.). (2009). <i>Українська мова</i>. Київ: НТУУ "КПІ".</p> <p>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.</p>

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

Автореферат або дисертація	Прізвище, Ініціали. (Рік). Назва роботи: Підназва. (Тип роботи з вказівкою наукового ступеня автора). Університет, в якому захищено дисертацію, Місто.	Mylott, E. (2009). <i>To flatten her sphere to a circle, mount it and take to the road: The bicycle</i> . (Master's dissertation). University at Albany, State University of New York, Albany. Саленко, О. (2001). <i>Наукові основи високоефективного гідрорізання</i> . (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). <i>Identity and privacy in the Internet age, 14th Nordic conference on secure IT systems, NordSec 2009</i> . Heidelberg, Germany: Springer Berlin. Поліщук, О. (Ред.). (2008). <i>Інженерія програмного забезпечення</i> , Матеріали конференції молодих вчених. Київ: Наука.
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Урядові публікації	Назва офіційного органу. (Рік). Назва урядового документа: Підзаголовок. Місце публікації: Видавець.	U.S. Department of Justice, Federal Bureau of Investigation. (2009). <i>The FBI story</i> . Washington, DC: GPO.
Патент	Прізвище винахідника, Ініціали. (Рік публікації). Номер патенту*. Місце видання: Патентне відомство. *вказати країну	Le Van Meautte, 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. <i>Назва журналу</i> , Номер журналу, Сторінковий інтервал.	Benjamin, A. C. (1960). The ethics of scholarship: A discussion of problems that arise in its application. <i>Journal of Higher Education</i> , 31(9), 471-480. Роїк, М. (2014). Сучасний стан реєстрації представників роду Salix. <i>Біоенергетика</i> , 1(5), 21-23.
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Звіт з науково-дослідної роботи	Прізвище, Ініціали. (Рік). <i>Назва роботи: Підназва</i> (номер звіту). Місце видання: Видавець.	Rowe, I.L., & Carson, N.E. (1981). <i>Medical manpower in Victoria</i> (4). East Bentleigh (AU): Monash University, Department of Community Practice. Нелін, Є.Н. (2011). <i>Високовибірні резонансно-тунельні кристалоподібні пристрої обробки сигналів (2332-п)</i> . Київ: НТУУ "КПІ".

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*Автор-укладач: Юлія Корян

Annex 16. Criteria for evaluating the diploma work

The maximum value of the DR assessment is 100 points and has two components. The first characterizes the quality of the diploma work (r) (maximum value – 70 points), the second component characterizes the quality of the defense of the diploma work (r). (maximum value 30 points).

Evaluation parameters	Rating range, points	Evaluation criteria on a point scale
Evaluation of the quality of diploma work	0 - 70	
Correspondence of the content of the diploma work to the topic and the approved plan	align="center">0-10	0 – the content of none of the sections of the diploma work does not correspond to the approved plan
		1-5 – the content of several sections of the diploma work corresponds to the approved plan
		6-10 – the content of all sections of the diploma corresponds to the approved plan
The degree of disclosure of the theoretical aspects of the problem chosen for research and the correctness of the use of the conceptual apparatus	align="center">0-15	0 – the conceptual apparatus is not formed; theoretical aspects of the problem are not disclosed
		1-5 – the conceptual apparatus is formed, but the theoretical aspects of the problem are not disclosed
		6-10 – the conceptual apparatus is formed, the theoretical aspects of the problem are partially revealed
		11-15 – the conceptual apparatus is formed, the theoretical aspects of the problem are fully disclosed
Availability of critical comparisons and generalizations of different points of view and approaches to posing and solving the problem	align="center">0-10	0 – critical comparisons and generalizations are absent
		1-5 – critical comparisons are present, but generalizations are absent or incorrect
		6-10 - critical comparisons are available and accompanied by correct generalizations
Degree of use of factual material; highlighting the peculiarities of the manifestation and solution of the investigated problem in domestic practice	align="center">0-10	0 – factual material is not used
		1-5 – involved factual material, features of the manifestation and solution of the problem in domestic practice are not covered
		6-10 – involved factual material, the experience of domestic practices is covered

The scope and adequacy of the primary sources used in the writing of the paper and compliance with the ethics of references	0-15	0 – only textbooks and manuals are used (up to 10 sources), link ethics are not respected
		1-5 – included materials from textbooks and manuals, periodicals, the ethics of links are partially respected
		6-10 - included materials from textbooks and manuals, monographs, statistical collections, the ethics of references are mostly observed
		11-15 – included materials from monographs, statistical collections and reference books, periodicals and the Internet (more than 25 sources), the ethics of references are observed
Conformity of the design of the diploma to the established requirements	0-10	0 – the text of the diploma work was prepared with significant violations of the established requirements
		1-5 - the text of the diploma work was prepared with minor violations of the established requirements
		9-10 - the text of the diploma is designed in accordance with the established requirements
Evaluation of diploma work defense	0 – 30	
The ability to clearly, concisely and logically present the main results of the research	0-15	0 – the student is unable to clearly and concisely present the main results of the research
		1-5 – the student presents the main results of the research in an unordered manner
		6-10 – the student is able to partly clearly and concisely present the main results of the research
		11-15 - the student is able to clearly, concisely and logically present the main results of the research
Completeness, depth, reasonableness of answers to questions	0-15	0 - the student is unable to provide answers to the questions
		1-5 – the student provides incomplete, superficial, unsubstantiated answers to the questions
		6-10 – the student does not provide sufficiently complete, in-depth answers to the questions
		11-15 – the student provides full, deep, substantiated answers to the questions

Annex 17. Table of the list of criteria for evaluating the diploma work and the corresponding sum of points and evaluation

Definition	According to the national system	According to the Igor Sikorsky Kyiv Polytechnic Institute system
the work has a research character, contains a well-explained theoretical base, a deep sociological analysis of the researched topic, a critical review of sources and literature, is characterized by a logical, consistent presentation of the material with appropriate substantiated conclusions; based on the results of work on the master's thesis, an article and (or) theses were published	perfectly	95-100
during the defense of the work, the master's student demonstrates deep knowledge of the topic, provides reasonable answers to the questions, orients himself in the relevant scientific schools.	very good	94-85
the work has a research character, contains a well-explained theoretical base, a deep sociological analysis of the researched topic, a critical review of sources and literature, is characterized by a logical, consistent presentation of the material with appropriate substantiated conclusions;	fine	84-75
however, certain inaccuracies are assumed by the graduate student during the defense of the thesis.	satisfactorily	74-65
the work has a research character, a sufficiently detailed analysis and critical consideration of the researched topic, is characterized by a consistent presentation of the material with relevant, but not always substantiated, conclusions;	enough	64-60
during the defense, the master's student demonstrates knowledge of the issues of the topic, answers the questions without much difficulty.	unsatisfactorily	1-59
the work has a research character, contains a theoretical section, but is characterized by a superficial analysis and insufficiently critical examination of the topic, it shows inconsistency in the presentation of the material, unsubstantiated conclusions are presented;	not allowed	0

Annex 18. Criteria for evaluating a master's dissertation

The maximum evaluation value of the master's dissertation is 100 points and has two components. The first characterizes the quality of the execution of the master's thesis (rv) (maximum value - 70 points), the second component characterizes the quality of the defense of the master's dissertation (rh). (maximum value 30 points).

Evaluation parameters	Rating range, points	Evaluation criteria on a point scale
Assessment of the quality of the master's dissertation	0 - 70	
Correspondence of the content of the master's dissertation to the topic and the approved plan	0-10	0 – the content of none of the sections of the dissertation does not correspond to the approved plan
		1-5 – the content of several sections of the master's dissertation corresponds to the approved plan
		6-10 – the content of all sections of the dissertation corresponds to the approved plan
The degree of disclosure of the theoretical aspects of the problem chosen for research and the correctness of the use of the conceptual apparatus	0-15	0 – the conceptual apparatus is not formed; theoretical aspects of the problem are not disclosed
		1-5 – the conceptual apparatus is formed, but the theoretical aspects of the problem are not disclosed
		6-10 – the conceptual apparatus is formed, the theoretical aspects of the problem are partially revealed
		11-15 – the conceptual apparatus is formed, the theoretical aspects of the problem are fully disclosed
Availability of critical comparisons and generalizations of different points of view and approaches to posing and solving the problem	0-10	0 – critical comparisons and generalizations are absent
		1-5 – critical comparisons are present, but generalizations are absent or incorrect
		6-10 - critical comparisons are available and

		accompanied by correct generalizations
Degree of use of factual material; highlighting the peculiarities of the manifestation and solution of the investigated problem in domestic practice	0-10	0 – factual material is not used
		1-5 – involved factual material, features of the manifestation and solution of the problem in domestic practice are not covered
		6-10 – involved factual material, the experience of domestic practices is covered
The scope and adequacy of the primary sources used in the writing of the paper and compliance with the ethics of references	0-15	0 – only textbooks and manuals are used (up to 10 sources), link ethics are not respected
		1-5 – included materials from textbooks and manuals, periodicals, the ethics of links are partially respected
		6-10 - included materials from textbooks and manuals, monographs, statistical collections, the ethics of references are mostly observed
		11-15 – included materials from monographs, statistical collections and reference books, periodicals and the Internet (more than 25 sources), the ethics of references are observed
Conformity of the design of the dissertation to the established requirements	0-10	0 – the text of the diploma dissertation was prepared with significant violations of the established requirements
		1-5 - the text of the diploma dissertation was prepared with minor violations of the established requirements
		9-10 - the text of the dissertation is designed in accordance with the established requirements
Evaluation of master's dissertation defense	0 – 30	
The ability to clearly, concisely and logically present the main results of the research	0-15	0 – the student is unable to clearly and concisely present the main results of the research
		1-5 – the student presents the main results of the research in an unordered manner
		6-10 – the student is able to partly clearly and

		concisely present the main results of the research
		11-15 - the student is able to clearly, concisely and logically present the main results of the research
Completeness, depth, reasonableness of answers to questions	0-15	0 - the student is unable to provide answers to the questions
		1-5 – the student provides incomplete, superficial, unsubstantiated answers to the questions
		6-10 – the student does not provide sufficiently complete, in-depth answers to the questions
		11-15 – the student provides full, deep, substantiated answers to the questions

Annex 19. Table of the list of criteria for evaluating the master's dissertation and the corresponding sum of points and grades

Definition	According to the national system	According to the Igor Sikorsky Kyiv Polytechnic Institute system
the work has a research character, contains a well-explained theoretical base, a deep sociological analysis of the researched topic, a critical review of sources and literature, is characterized by a logical, consistent presentation of the material with appropriate substantiated conclusions; based on the results of work on the master's dissertation, an article and (or) theses were published	perfectly	95-100
during the defense of the work, the master's student demonstrates deep knowledge of the topic, provides reasonable answers to the questions, orients himself in the relevant scientific schools.	very good	94-85
the work has a research character, contains a well-explained theoretical base, a deep sociological analysis of the researched topic, a critical review of sources and literature, is characterized by a logical, consistent presentation of the material with appropriate substantiated conclusions;	fine	84-75
however, certain inaccuracies are assumed by the graduate student during the defense of the dissertation.	satisfactorily	74-65
the work has a research character, a sufficiently detailed analysis and critical consideration of the researched topic, is characterized by a consistent presentation of the material with relevant, but not always substantiated, conclusions;	enough	64-60
during the defense, the master's student demonstrates knowledge of the issues of the topic, answers the questions without much difficulty.	unsatisfactorily	1-59
the work has a research character, contains a theoretical section, but is characterized by a superficial analysis and insufficiently critical examination of the topic, it shows inconsistency in the presentation of the material, unsubstantiated conclusions are presented;	not allowed	0

Annex 20 . Table of conversion of sum of points to grades

Points	Assessments
95...100	"Perfectly"
85...94	"Very good"
75...84	"Fine"
65...74	"Satisfactorily"
60...64	"Enough"
Less than 60	"Unsatisfactorily"