

**The Ministry of Education and Science of Ukraine  
Ukrainian-American Concordia University  
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APPROVED

Rector

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**GUIDELINES ON WRITING AND DEFENSE OF QUALIFICATION  
WORK**

**for Bachelor's students  
in specialization 292 "International Economic Relations"  
(the educational programs  
"International Economic Relations" and  
"International Business")**

AGREED:

at the meeting of the Academic Council

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Guidelines on writing and defense of qualification work for Bachelor's students are based on training programs in accordance with Core Curriculum for bachelor degree in the field 292 "International Economical Relations", educational program "International Economic Relations", "International Business" – Ministry of Education and Science of Ukraine, Kyiv 2020 (Order No. 357, March 4, 2020).

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The Guidelines were discussed at the meeting of the Department of International Economic Relations, Management and Business, Minutes No. 3, May 25, 2021.

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L. Zharova

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## **INTRODUCTION**

The need for bachelor's degree in International economic relations specialists in different levels and different activities are significantly increased in Ukraine in recent years. There are a lot of higher education institutions that are opening faculties or departments in these fields.

Bachelor's degree is the highest qualification level specialist based on Bachelor qualification and involves the deepening of knowledge and expertise, gaining some experience in their application and in solving professional and scientific problems in practice.

The guidelines represent the main stages of preparation and compilation of a bachelor's work and also prepare it for defense before the Examination Commission (EC).

Guidelines are designed in order to help the final year study's students accurately and promptly prepare the graduate work with the use of the theoretical knowledge and practical skills that were obtained during training.

For guidelines design were used materials for writing bachelor and bachelor works developed at the Faculty of Economics, Faculty of the Institute of International Relations of Taras Shevchenko National University of Kyiv, Kyiv National Economic University named after Vadym Hetman, industry-standard for higher education, and educational training program Bachelor's degree in specialty 292 "International Economic Relations", as well as state standards and norms including DSTU 3008-95 "Documentation. Reports in the field of science and technology. Structure and rules of registration", DSTU 3582-97 "Information and documentation. Word abbreviations in the Ukrainian language in the bibliographic description. General requirements and rules".

## **I. GENERAL INFORMATION**

Only the students who successfully passed the exam session, participated on scientific seminars, completed internships, and defended the report on pre-diploma practice were allowed to complete the bachelor's graduate work,

The bachelor's qualification work completes the study of students and represents the results of the bachelor's program execution and reflects the possibility of the student to independently solve the scientific problem.

Bachelor's work is an independent, original, completed scientific research in a particular field of science, has internal cohesion and contains a set of results, provisions proposed for public defense and evidence of the quality of the author as a scientist.

The theme of bachelor's work should be one of the up-to-date issues of international economic relations. Work can be performed on the order of a specific organization, where the student had his undergraduate practice or a company, which commissioned the student to prepare a bachelor's degree.

The purpose of the Bachelor's qualification work is the in-depth understanding of the professional problem, the complex bacheloring of the material and the methods of independent study, consistent teaching, as well as the practical application of theoretical knowledge for solving specific tasks to improve the management of enterprises, its foreign activity.

The content of the work can include the results of theoretical and experimental studies, the development of new methods and methodological approaches. The work should not have a compilative character.

Bachelor's qualification work should demonstrate the author's ability of briefly, logically and reasonably present the material. The student must confirm the level of general theoretical and special training. Bachelor's qualification work is the final qualifying work, on the basis of which the examination committee (EC) decides on the issue of awarding its author qualifications and the issuance of a diploma.

Writing a bachelor's qualification work involves:

- systematization, consolidation and expansion of theoretical and practical knowledge in the specialty and their application in solving specific research tasks;
- development of skills of independent work and bacheloring of research methods and experiments in solving scientific problems and issues;
- finding out the student's readiness for independent work in educational or research activity.

The language of the work is English, style is scientific, clear, without spelling and syntax errors, sequence – logical.

The Bachelor qualification work is not allowed to the defense in cases then the work does not meet the requirements to content and/or design, does not fit the approved plan, does

not contain materials of a specific research topic in a real enterprise and/or substantiated proposals, and does not have a reference from the object of research and external reviews. Public defense of the bachelor's qualification work in front of the examination commission (EC) completes the course of study at a higher educational institution and is the basis for obtaining a Bachelor's degree diploma in International Economic Relations (International Business).

## **2. MANAGEMENT OF WRITING AND DEFENSE OF BACHELOR'S QUALIFICATION WORK**

### ***2.1. The main steps of bachelor's qualification work***

#### **1. Choice of the theme and subject of the study, submission of the application form with the approval signature of the scientific instructor, approval of the topic.**

For each student the department appoints a scientific instructor who provides scientific and methodological assistance to the student in his independent work on bachelor thesis. The instructor conducts individual consultations, helps him to complete a bachelor's thesis plan, an individual assignment to pre-diploma practice, and also monitors compliance with the schedule of execution, reviews parts of the work and the manuscript, consults the student for defense.

Consultants can be appointed from the teachers and scientists of the department, as well as from the specialists of institutions and enterprises working on the profile of the bachelor's qualification work with the corresponding scientific degree.

The distribution of bachelor's qualification works, which must be performed by students, happens according to the principle of the continuation of scientific guidance of student research work in previous training courses, as well as taking into account the scientific interests identified by the student during this period.

The theme of the bachelor's qualification work (research subject) is one of the actual problems, which requires solving of professional tasks, provided by the variational component of the educational and qualification characteristics of the Bachelor by specialty (educational program).

The list of themes is developed by the department in accordance with the requirements of qualification characteristics of specialists, in accordance with the approved programs of the studied disciplines. The subject is reviewed annually and updated.

The student is given the right to independently choose the theme of bachelor's qualification work in accordance with the list that is approved by the department. Besides that, bachelor's qualification work can be carried out on topics that will be ordered by government agencies, enterprises and business structures that have concluded contracts with a higher education institution for the study of students or have cooperation

agreements with them and the commonwealth. The student, after consultation with the instructor, may propose his research theme with the appropriate justification of its expediency (according to the previous own research work, to the workplace, the possibilities of obtaining the necessary information at the research object).

Together with the choice of the theme, the object on the basis of which the work will be performed is determined. This should be an enterprise of any ownership form, which is a legal entity and has independent reporting. Activity of this enterprise should create the possibility of informational support of the study of the chosen topic.

If there are no ideas from the student for the object of the study, the department will appoint an enterprise or institution with which the university has the appropriate agreement.

It is desirable to execute the theme on the order of the research object's management. This order is accompanied by a letter.

Each graduate student in an application form in the name of the head of the department pointed to the theme and the full legal title of the research object (Appendix A). This form is the basis for the appointment of a scientific instructor.

After final adjustment with the scientific instructor and editing, the chosen themes of the bachelor's qualification work with indication of the objects on which they will be performed are expertise and discussed at the meeting of the department. The head of the department prepares a draft order and submits it to the rector.

The list of students, their themes and scientific instructors are appointed by order of the University. All subsequent changes (formulation of the name, object of research, etc.), if necessary, are argued in writing (the student's application), they agree with the scientific instructor (visa on the application) and require changes in the order upon the written request of the department (extract from the Protocol of the Department meeting).

The base of the internship, the theme of the bachelor's thesis and the scientific instructor fixed by the order of the rector of the university.

## **2. Developing the plan, the statement of the problem, drawing up a schedule of work execution**

The enterprise, on the basis of which the bachelor's research is carried out, is also the basis of pre-diploma practice. Before the practice begins, a special task-form is issued, which specifies the author's information, fixes the theme and plan, the purpose and tasks, the schedule of execution, as well as the term submission of the finished work to the department.

The task, signed by the scientific instructor and the student, approved by the head of the department, at the time of registration of the bachelor's qualification work should be provided with accompanying documents in a separate envelope.

Violation by the student of the calendar plan of execution is fixed by the scientific instructor who informs the head of the department.

Bachelor's thesis must be completed by the student in full accordance with the approved schedule and assignment. In case of lagging from the schedule, the student must provide an explanation to his scientific instructor or the head of the department.

In accordance with the subject student prepares a plan for his/her bachelor's qualification work. The plan should contain all the questions that will help to fully cover the topic.

The indicative structure of the bachelor's qualification work could include:

INTRODUCTION

THEORETICAL PART (2-3 questions)

ANALYTICAL PART (2-3 questions)

RESEARCH/PRACTICAL PART (2-3 questions)

CONCLUSIONS AND PROPOSALS

REFERENCES

APPENDICES

The draft plan the student agreed with the scientific instructor, who helps to formulate the problem and identify the main tasks, the solution of which will lead to the coverage of the chosen theme.

### **3. Choice and study of educational, scientific and methodical literature on the topic**

The student, on the recommendation of the instructor, is working on literature covering the topic of bachelor graduated work.

These can be scientific studies of domestic and foreign scholars, educational literature, state standards, branch methodical literature, legislative documents, as well as materials of international industry organizations and regional unions, periodicals. Each source must be properly inspected and analyzed.

### **4. Collection of actual material, its processing and analysis**

Bachelor's qualification work on the educational program "International Economic Relations" or "International Business" must be performed on the factual material, which reflects the development of a real socio-economic object in the field of international economic activity.

The source of information is the planned and actual indicators from the topic, statistical and accounting reporting, orders, survey results, surveys and other methods for collecting primary information used by the student during pre-diploma practice.

Special significance has the correct generalization of the accumulated actual material, data processing, on the basis of which the analysis is performed and the proposals are substantiated.



In order to process the actual material, it is necessary to apply analytical methods (statistical, mathematical, economic) that students have learned during university studies, as well as analyze and solve problems using standard computer programs on a PC.

### **5. Solving specific research tasks**

Submitted in the bachelor's qualification work tasks which are important for disclosing the theme must be solved using the actual data obtained in the research object. The constructed economic-mathematical models must be solved by using standard or special programs on a PC. The results of the study are desirable to report at student scientific conferences.

### **6. Writing the first version of the work, submitting it to the scientific instructor**

The collected, analyzed and systematized material is distributed by the student to separate sections and paragraphs in accordance with the developed plan. Thesis should have a logical construction, consistency and completeness of the consideration of the relevant issues. The total volume of work is **60 pages** of printed text, on paper of A-4 format, including a bibliography (the annexes are not included in the total volume!). The volume of the main text (without the list of used literature) is about **55 pages**.

### **7. Elimination of defects, writing the final version of the work, its design**

The thesis is submitted for review by the scientific instructor according to the schedule. Providing the final version to the dean's office requires full implementation of all comments. The return of work for revision is possible only after the recommendation of the commission on preliminary defense, the head of the department

### **8. Preliminary defense at the department**

In the case of availability of a positive review of the scientific instructor and respond from the enterprise - the object of the study of the reliability of the analytical calculations used in the work of the bachelor's work are registered in the dean's office and submitted to the head of the department who is made the decision about possibility and date of preliminary defense at a meeting of the EC.

### **9. External reviewing**

After completion of all admission procedures at the department, the bachelor's qualification work is transferred to the dean of the faculty to arrange the submission to an external review.

The list of external reviewers consists of the department not later than 4 weeks before the beginning of the bachelor's qualification work writing and is approved by the dean of the faculty.

In the presence of positive external reviews, certificates from the enterprise - the object of research on the reliability of the analytical calculations used in the data, the bachelor's qualification work is registered at the department and submitted to the head of the department, which should decide on the admission of the student to defend the work at a meeting of the EC.

## **10. Defense of the bachelor's qualification work before the EC**

Obligatory documents for defense:

- the individual task with the response of the scientific instructor;
- Certificate of reliability of the data from the enterprise, on the basis of which the work has been performed;
- external review;
- abstract in Ukrainian, English with keywords (no more than 1 page).
- act of introduction of research results (preferably);

### ***2.2. Methodical recommendations for the structure of the bachelor's qualification work***

Bachelor's qualification work is carried out in accordance with the requirements for scientific research and must testify to the presence of its author's primary skills in scientific work in the chosen area of scientific activity.

Bachelor's work should include:

- a material of a problematic or controversial nature with the formation of the author's position as an argument;
- the scientific novelty of the discovery of the topic of research with the use of modern techniques;
- own methodical developments with approbation on materials of operating enterprises;
- specific real suggestions for solving the problem.

**INTRODUCTION.** The introduction (**2-3 pages**) substantiated the relevance of the topic, the scientific and applied value of research. It is necessary to clearly define the purpose and tasks of the work (based on the plan), the subject, the object of research and provide brief information about it, as well as research methods.

The object and subject of study as a category of scientific process are related to each other as a general and partial. The object is allocated and the part that is the subject of the study.

It focuses on the student's focus, since the subject of the research determines the topic of the thesis, which is defined on the title page as its name.

Brief description of the enterprise, on the materials of which the research is carried out: ownership, organizational and legal form, branch affiliation; where and by whom, location, material and technical base (description of premises, warehouses, transport, etc.), cost estimate, basis, economic indicators for the reporting period, number of employees; scheme structure of the control apparatus with a commentary, a list of major competitors.

It is desirable to present the main results of the organization's business in the past years in the form of a generalized table. The following should be followed by the methods used and the information sources of the study.

Also, the introduction should find its own contribution in solving the problem, as well as the possibility of its practical application.

**CHAPTER 1.** It is a theoretical part which contains 3 subsections (**25% from the volume** of the whole text). The theoretical justification should determine the role and place of the phenomena and processes under study in the enterprise. In this section the theoretical basis of the chosen problem is substantiated, an overview of literary sources, modern research, published statistical data with reference to sources, other information related to the topic. On the basis of the study of scientific, educational and methodological literature the approaches of different authors to the solution of the problem are revealed, shows what is the similarity, and what is the difference between their views, and also substantiates their own views on the problem.

This section provides a very brief assessment of the existing laws, regulations, decrees and other official-administrative documents, a normative and reference base for the problem under study. The actual understanding of this database is revealed, necessity, expediency of separate documents is substantiated.

Theoretical substantiation, essence, significance, classification characteristics, history and current trends in the subject of research, methodological approaches should have certain elements of scientific novelty, polemicality, affirmed their own position on the chosen research methods, which allows to move to the next section to a specific analytical study.

Each **subsection** should contain the summarizing conclusions (**1-2 paragraphs**) provided to each item. At the end of each **section**, conclusions are formulated with a brief statement of the scientific and practical results presented in the section.

**CHAPTER 2.** It is analytical and research section which contains 3 subsections (**30-35% from the volume** of the whole text). This section from is a logical sequence of

research and it is a transition to the next third chapter and combine the acquired theoretical knowledge and the ability to use selected methods and certain methodological tools.

**The description**, the characteristic of the current state of the subject under study at the research object, the diagnosis of the enterprise as a whole, and the chosen direction of the study, a thorough analysis using the accumulated factual material and involving all theoretical knowledge, a certain methodical toolkit.

All analytical calculations, tables, graphs, diagrams should be accompanied by interpretations and conclusions that allow to determine the essence of the management and foreign activity processes observed in the organization, their features, trends, and create a basis for the identification of unused reserves.

The analysis of the problem should take into account the factors of positive and negative actions.

If possible, the text should be illustrated with real documents (*provided in the annexes*), which must be accompanied by a brief commentary.

In order to complete the second section, the student should gather actual data during pre-diploma practice.

The source of information is the planned and actual indicators of business activity, statistical and accounting reporting, orders, results of observations, surveys, and other methods for collecting primary information used by the student during pre-diploma practice.

The correct generalization of the accumulated actual material, grouping and processing of data is very important because it creates a basis for skilled analysis and proposals.

In order to support the acquired skills of work on the PC and skills in developing algorithms and programming, every student in the bachelor's work must use a computer. You can not restrict yourself to using a standard program to analyze the dynamics of key economic and financial indicators in the brief description of a research object, or use only the editor-editor for printing and text and illustration. It requires the use of a standard program adapted by the author or the development of his own program to simplify the time-consuming calculations in the analytical or research or in the design and advisory section.

This section should contain

- formulated task;
- the program by which it will be solved;
- a database (it is desirable to include in the application real documents that are sources of primary information - balance, other forms of reporting);
- calculation formulas;
- block diagram of the algorithm for solving the problem;
- result - in the form of a summary table, diagrams, graphs, etc.;

- analytical description of the result.

The use of a PC must be specified in the title of the corresponding point of the plan: “**with the use of a PC**”.

**CHAPTER 3.** It is project and recommendatory part (**40% from the volume** of the whole text). In this section student should develop specific recommendations, proposals, models for managing the development parameters and activities of the organization (strategy, business plan, consulting project, business process reengineering, restructuring) on the basis of the main theoretical positions, methodological approaches, methodological tools outlined in the first section, as well as the conclusions of the second section of the study.

**Improvement .... (object of research) on .... (object of research).**

**Ways of improvement .... (subject of research) on ....**

Detailed suggestions for improving the organization's activities should be in line with the theme of research: each with an elaborate justification, in communication, and as a consequence of the findings from the analysis carried out in the second section, based on the revealed deviations, problems and disadvantages. The proposed enhancements and innovations should include a calculation and quantitative justification.

Proposals of the student regarding the scientific and practical decision of the subject should meet the criteria of optimality, target efficiency and practical implementation.

It is possible to use a PC for calculations to substantiate proposals.

**CONCLUSIONS AND RECOMMENDATIONS.** The volume of the section should not be less than **3-5 pages**.

In this section a concise statement of the results of the research is given. Here briefly summarize the most important theoretical positions, which include: statement of solved problem; evaluation of the results of the study in terms of the relevance of the purpose of work and tasks which were set in the introduction; description of the elements of scientific novelty; proposals for improving the research area, which was detailed in the third section. The chapter could include recommendations that were not considered in the third section.

**LIST OF REFERENCES.** The number of literary sources is **45 titles**. This section is a list of all sources – scientific, methodological, statistical and other information that are referenced in the work or used in the study.

List of used literature is placed at the end of the text of the thesis with an independent numbering. The literature is placed in the **alphabetical order** of the names of the authors or the original words of names, if the authors are not specified.

In the text of the work, where the source is used, the number of this source and the pages from which the material is quoted is placed in **square brackets**.

**ANNEXES.** All additional information presented in text, tabular, graphical forms or in the form of statistical reporting forms that is not included in the main part, is provided in the appendix. Annexes must be numbered and each of them should have a link in the text.

### ***2.3. Recommendation for design the manuscript***

The design of the manuscript must be in line with the general requirements for the work being sent to the press.

***The main part.*** The material of the bachelor's qualification work should be submitted in the following sequence:

- title page;
- content;
- a list of abbreviation (if necessary);
- introduction;
- main part;
- conclusions and recommendations;
- references;
- annexes.

Completed and properly designed work must be signed on the title page by the author and the scientific instructor.

Direct copying in the work of materials from literary sources and plagiarism is unacceptable.

The work should be printed on one side of the standard white **A4** size paper (210x297 mm). The page is up to thirty lines with a minimum font height of 1.8 mm (computer set - **14th, 1.5 intervals, font - Times New Roman**).

The text of the manuscript is placed on a sheet with the following sizes of fields: from the **left** side, **top** and **bottom** – not less than **20 mm**, from the **right** - not less than **10 mm**.

Software documents should be printed on PC and fitted to A4 format and included in the general numbering of pages of work and placed, as a rule, in annexes.

The title page contains the name of the higher educational institution, the surname, name other information about the author, the topic of the bachelor's qualification work with a reference to the object of research, the surname, academic rank (position) of the scientific instructor; city and year.

The content contains the title and the numbers of the first page of every section and subsection of the work, introduction, conclusions, list of references and annexes.

The titles of the structural parts "CONTENT", "INTRODUCTION", "CHAPTER #", "LIST OF REFERENCES", "ANNEXES" are written or printed in capital letters

symmetrically to the text. Headings of subsections are written or printed in small letters (except for the first large one) with a paragraph indentation. The dot at the end of the header is not put.

The distance between the title (with the exception of the title of the section) and the subsequent text should be 2 intervals. Each section should start with a new page.

It is not allowed to put the title of the section or subsection at the bottom of the page, if only one line of text is placed after it.

**Numeration.** The numbering of pages, sections, subsections, illustrations, tables, formulas is given in Arabic numerals without the number #. Numbering without a dot after it is placed in the upper right corner of the subsequent pages.

The first page of the manuscript is the title page, which is included in the total numbering of the pages, and on which page number is not put.

CONTENT, INTRODUCTION, CONCLUSIONS and PROPOSALS, LIST OF REFERENCES, ANNEXES are not numbered as sections. The section number is placed after the words "CHAPTER". The subsections are numbered within each section, using the section number and serial number of the unit, between which a dot is given: for example, "1.4" (fourth subsection of the first section). Then in the same line is the title of the unit.

**Illustrations.** The content of illustrations should complement the text of work, deepen the disclosure of the essence of the phenomenon, clearly illustrate the views of the author, and therefore in the text for each of them should be a link with the commentary.

Illustrations (charts, schemes, etc.) and tables should be submitted directly after the text, where they are mentioned for the first time, or on the next page. If they are on separate pages of work, they are included in the total numbering of pages. Illustrative or tabular materials larger than A4 format are placed in attachments with reference to them in the text. All illustrations should contain links in the text.

Illustrations are marked with the word "Figure" and are numbered sequentially within the section, except for the illustrations in the annexes. The illustration number should consist of the section number and the serial number of the illustration, between which the dot is placed: For example, Fig. 1.2 (second picture of the first section). The number of the illustration, its name and explanatory signatures are placed sequentially under the illustration in the form "Fig. 1.2".

**Tables, Equation, References.** The tables are numbered sequentially (except those in the annexes) within the section. In the upper right corner there is an "Table" with the indication of its number, which consists of the section number and the sequence number

of the table, between which a point is placed: for example, “Table 2.3” (third table of the second section), the table name is placed below. Each table should have a name placed above the table and typed symmetrically to the text. The name and the word “table” begin with a capital letter. The name is not emphasized. After the table must be indicated in square brackets of the source.

In the case of transferring the table to another page over the subsequent parts is written: for example, “Continued tab. 2.3”

In the tables, it is necessary to indicate the unit of measurement. If all the units of measurement are the same for all table indicators, they are listed in the header. Units of measurement should be in accordance with the standards. The numeric values in the table should have the same number of decimal places. Column header starts with a capital letter.

The equations in the thesis are numbered within the section. The number of the formula consists of the section number and the ordinal number of the formula in the section, between which a dot is placed. Form numbers are written near the right bank of the page at the level of the corresponding formula in parentheses, for example: “(3.1)” (the first formula of the third section).

Digital material, as a rule, should be made in the form of a table.

The headings of the graph begin with capital letters, subtitles - from small ones, if they are one sentence with a heading, and from large ones - if they are independent.

The table is placed after the first mention of it in the text so that it can be read without rotation of the text or clockwise rotation.

Explanation of the values of symbols, numerical coefficients in the formulas must be submitted directly under the formula in the sequence in which they appear in the formula, and each - from the new line. The first line of explanation begins with the word “where” without a colon.

Equations and formulas should be separated from the text by free lines. Above and below each formula one should leave at least one free line. If the equation does not fit in one line, it should be moved after the equals sign (=) or after the plus (+), minus (-), multiplication (x) and division (:).

The references in the work text to the information source should be indicated by the serial number of references, separated by two square brackets, for example: “... in studies [1-9] ...”.

References to equations denote the ordinal number of the formula: for example, “in formula 3.1”. The references in the text on the tables are written abbreviated: for example, “in the table. 1.2”. In the repeated references on the table and the illustration, you must use the abbreviated word “see”: for example, “see Tabl. 1.2”, “see " Fig. 2.3”.



**List of references.** List of references should include all resources in alphabetical order taking into account the origin of the source. The order of mention in the general list:

- a) the laws of Ukraine;
- b) decrees of the President, government regulations;
- c) legislative materials of the Ministries;
- d) monographs, brochures, books;
- d) journal articles;
- g) guidance, regulations and other materials;
- h) foreign-language sources;
- c) electronic sources.

Information about the sources included in the list should be submitted in accordance with the requirements of the state standard with the obligatory indication of the names of works. Example of writing sources:

1. Гребельник О.П., Основи зовнішньоекономічної діяльності. – К.: ЦУЛ, 2022. - 452 с.
2. Управління зовнішньоекономічною діяльністю: Навч. посіб. / Під заг. ред. А.І. Кредисова. – К.: Фінансист, 2020. – 448 с.

**Annexes.** The annexes should contain informative materials that make up the base of analytical research according to the chosen theme. In addition, in the annex it is expedient to include the auxiliary material necessary for the fullness of the promotion of bachelor's work:

- real business documents;
- advertising materials;
- intermediate mathematical proofs, formulas, calculations;
- tables of auxiliary digital data;
- instructions, methodology, description of algorithms and programs of problem solving on a computer, developed in the process of bachelor's work;
- Illustrations of auxiliary characters.

Annexes are issued as a continuation of the theses and placed in order of references in the text of the manuscript.

The annexes must have a caption written or printed in lowercase letters with the first capital letter symmetrically to the text of the page.

In the middle of the line above the caption in lower case letters from the first large, the word “Annex” is printed, and next to it there is a capital letter denoting the application. The annexes should be indicated in successive capital letters of the English alphabet, for example, Annex A, Annex B, etc. The only annex is designated as Annex A.

The text of each annex can be divided into sections and subsections, which are numbered within each application, if necessary. In this case, before each number put the designation of the application (letter) and a point, for example: “A.2” - the second section of Annex A; “B.3.1” – the first subdivision of the third section of Annex B.

Illustrations, tables and equations appearing in applications are numbered within each application, for example: “Fig. D. 1.2”- the second picture of the first section of Annex D; “Formula (A. 1)” is the first formula of Appendix A.

#### ***2.4. Review and defense of bachelor's qualification work***

The graduate student must add to the work the review of the head of the organization - the object of research, certified by a stamp. This reference should indicate the reliability of the information given in the work, the truth of the actual data. It is desirable that it confirms the relevance of the topic for the company, the independence of the author of the study, the practical significance of the analytical and research section and the possibilities and prospects of implementation of the proposed recommendations.

At the end of the bachelor's qualification work, the instructor gives a brief review (conclusion) in which he evaluates both the quality of the work itself and the student's work on it, and concludes that the admission of the bachelor's work to protection in the EC. The conclusion of the head is possible at the end of the assignment for bachelor's work.

The hard copy of the manuscript of the completed bachelor's thesis is signed by the student and his scientific instructor. In case of availability of a positive characteristic of work in the written feedback of the scientific instructor, the student submits the manuscript to the head of the department, which makes decisions on the permit for defense and puts it on the title page of the thesis.

The manuscript is registered in the dean's office and is passed to the dean of the faculty to make a final decision about its admission to external review.

External reviewers can be leading specialists working in enterprises, scientific institutions, teachers of other higher educational establishments.

The external review is presented in writing in an arbitrary form and must contain the following components:

- conclusions about the relevance of the chosen topic, the practical significance of the completed bachelor's work;
- characterization of the completeness of the task of disclosing the topic of the bachelor's work, the compliance of the content of the work with the task;
- conclusions on the use of modern research methods, methodological approaches to improving the enterprise in line with the direction of the theme of the bachelor's work, elements of scientific novelty;

- evaluation of specific proposals, recommendations for improving the international economic activity, improving its efficiency;
- assessment of the general impressions of the bachelor's work (design, style and literacy of the statement, etc.);
- other issues at the discretion of the reviewer;
- conclusion of the reviewer on the correspondence of the quality of the bachelor's work to the requirements to such works, the possibility of admitting it to protection, and, if desired, can be expressed comments and opinions on the evaluation of work in a four-point system: excellent, good, satisfactory, unsatisfactory.

The reviewer must sign with his / her last name, first name and patronymic, place of work and position occupied, and to certify the signature. In order to prepare the student for explanations in connection with the possible comments of the reviewer, he is given an opportunity to review the review to defend the work at the EC meeting. The reviews are attached to the envelope with other supporting documents.

The final procedure for the admission of the bachelor's work to the defense is the consideration of these accompanying materials by the head of the department. The admission to defense procedure is carried out by the corresponding record of the head of the department in the conclusion of the department about the bachelor graduate work and on the title page of the manuscript. If the head of the department considers it impossible to allow the theses to be defense due to its unsatisfactory quality, this issue should be heard at the chair meeting with the participation of a scientific instructor.

The discussion is made by the protocol and submitted for approval, consistently, the dean of the faculty and the rector of the university.

The defense of the bachelor's qualification work takes place at an open meeting of the examination committee, the schedule of which is approved by the rector of the university.

The following documents are submitted to the EC meeting before the defense begins:

- excerpt from the rector's order to approve the staff of this commission;
- list of students of the examination group, which are admitted to the defense of bachelor's works (projects) signed by the dean of the faculty;
- a certificate from the dean's office on the implementation of the curriculum by the student and his assessment of theoretical disciplines, training and production practices;
- bachelor's qualification work of the student;
- written review of the instructor of the bachelor's work;
- external reviews for bachelor's work (2 external reviews);
- other materials that characterize the scientific and practical value of the bachelor's thesis (references on the introduction of the student's proposals into the practical activities of the company, published articles of the student on the theme of the bachelor's work, etc.).

During preparation for defense, the student must agree with his scientific instructor a concise presentation on the bachelor's work and visual materials (**4-6 pages** with the most important illustrative materials, made in the form of posters or in the form of photocopied distribution material, as well as floppy disks, slides, Photographs, mock-ups, brochures, etc.).

The presentation should reflect: the substantiation of the relevance of the topic, the purpose and task of the work, the main results of the analysis of the materials of the active enterprise and creative work of the author, to emphasize the elements of scientific novelty. A special place should be given to justified positions and recommendations and to assess their effectiveness.

Before defense the student, carefully read the review, pay attention to the comments made by the reviewer and, if possible, eliminate these shortcomings or give reasoned answers in the presentation.

The visual materials should consistently illustrate the student's presentation and provide a complete coverage of all provisions that are to be protected.

The defense procedure is registered by the secretary of the commission.

The student briefly reports to the commission the essence of the study, gives an assessment of the results obtained, illustrating the report by reference to the visual materials.

After the report of the student head of EC read reviews of the bachelor graduate thesis and the student is able to respond to all comments reviewers.

During the defense procedure the State EC members, presenting teachers, professionals can ask questions about the content of student work. The student's answers must be specific, argued, and brief.

After the student's answer to the question, the instructor of the completed bachelor's thesis is announced.

The results of the defense of the bachelor's qualification work at a closed meeting of the State EC makes the decision about the grade on the basis of discussion defense report and manuscript (including internal and external reviews, answers to questions), the assignment of appropriate specialist training and the granting him a State diploma.

The meeting of the EC is formalized by the protocol, which is accompanied by appropriate assessments for the examination and defense, the questions of the members of the EC and those present in the defense, the personal opinions of the members of the EC, are recorded, the educational level given, as well as the name of the state document on education (diploma) issued to a graduate of the University.

The protocol is signed by the chairman and members of the EC who took part in the meeting. The examination commission after the completion of the work is a report, which shows: the main quantitative indicators of the level and quality of the success of the

examinations and defense; The characteristics of the completed bachelor's works on the possibility of introducing concrete proposals in the practice of existing enterprises, on the level of application of modern, information and computer technologies in analytical studies, etc.

A student who received an unsatisfactory mark in defense of a thesis must be deducted from an institution of higher education, and in this case he will be given an academic certificate of the prescribed form. He retains the right to be re-admitted to state examinations (if he has received an unsatisfactory assessment on an exam) or to defend his bachelor's thesis for the next three years. Renewed bachelor work is carried out in the presence of a student's application for admission to defense, the permission of the rector and the decision of the graduate department on the approval of the subject and subject of the study, the appointment of a scientific instructor. At the request of the department, the topic of the bachelor's work may be changed or within the same subject materials the student can substantially update the manuscript.

If the defense of the bachelor's qualification work has not occurred for valid reasons that the student in the EC has to submit the relevant documents, the rector of the higher education institution may extend the term of his studies to the next term of the EC for the defense of bachelor's theses, but not more than one year.

Regardless of the reasons for the re-defense of bachelor's theses, compiling the state examinations in the same year is strictly prohibited.

**ANNEXES**

Annex A

**TEMPLATE OF APPLICATION FORM**

TO: Head of Management of Foreign Economic  
Activity and International Business Department  
Dr.of Sci. **Zharova L.V.**

FROM: Student

Research instructor's visa

\_\_\_\_\_  
\_\_\_\_\_  
*(course, groupe)*

\_\_\_\_\_  
*(student's full name)*

Application form

Please confirm the topic of my bachelor's qualification work

\_\_\_\_\_  
(theme)

and the object of the practice - \_\_\_\_\_

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(student's signature)

**TEMPLATE OF TITLE PAGE**

**The Ministry of Education and Science of Ukraine  
Ukrainian-American Concordia University  
Management and Business Faculty**

BACHELOR'S QUALIFICATION WORK

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*(topic)*

Bachelor's student of  
Field of Study 292 – International  
Economic Relations  
Educational Program – International  
Business

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*(First Name, Last Name)*

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*(signature)*

Research instructor

---

*(First Name, Last Name)*

---

*(academic degree, full name)*

---

*(signature)*

***TOPICS FOR BACHELOR'S QUALIFICATION WORK***