

Bachelor's Qualification Work

Syllabus

КРБ

PRP-424

Educational program "Business Administration in Management and International Business"

Quarter/Year: Fall/2022

ECTS Credits: 6

Main instructor: **Ph.D. Leshchiy L.A.**

US Credits: 3

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Course Description

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.

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.

Learning Outcomes

Upon successful completion of this course, students will be able to:

PH1. Know personal rights and responsibilities as a member of society, be aware of the values of civil society, the rule of law, human and civil rights and freedoms in Ukraine.

PH3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

PH4. Demonstrate skills to identify problems and justify management decisions.

PH5. Describe the content of the functional areas of the organization.

- PH6. Identify skills of search , collection and analysis of information , calculation of indicators to justify management decisions.
- PH7. Demonstrate organizational design skills.
- PH8. Apply management methods to ensure the effectiveness of the organization.
- PH9. Demonstrate skills of interaction, leadership, teamwork.
- PH11. Demonstrate skills of situation analysis and communication in various areas of the organization.
- PH17. Perform research individually and/or in a group under the guidance of a leader.

Competencies

- IK1. Ability to solve complex specialized tasks and practical problems, which are characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.
- 3K3. Ability to abstract thinking, analysis, synthesis.
- 3K4. Ability to apply knowledge in practical situations.
- 3K5. Knowledge and understanding of the subject area and understanding of professional activity.
- 3K10. Ability to conduct research at the appropriate level.
- CK1. Ability to identify and describe the characteristics of the organization.
- CK5. Ability to manage the organization and its departments through the implementation of management functions.
- CK10. Ability to evaluate the work performed, ensure their quality and motivate the staff of the organization.

Internationality

The bachelor's qualification work is devoted to describe real and modern issues, that exist in the world and national economy. As the main practical basis students should take a company, where they had their internship. Using database of this company, other competitive companies in the sphere on national and international level student should propose the solving of question which exist. As a theoretical and practical aspects for solving students take national and foreign references, calculate and create models, make proposals.

Communications

For individual issues, students should contact the their supervisors or the manager of the course ONLY by given e-mail or by Moodle. In the Subject line they should put: **UACUFirstNameLastName**. E-mail messages will normally be answered within 48 hours.

Note! Only emails sent from the student's corporate email address will be answered.

Student Responsibilities

Time Commitment

The study of courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

Technical Aspects

The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Grading Policy

The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note! The minimal grade to pass a subject is 60%.

Graduate Grading Guidelines

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 examination committee. The conclusion of the head is possible at the end of the assignment for bachelor's work.

Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	Student fully fulfilled the tasks provided for by this guideline, received positive feedback from the enterprise (organization) and from the university, consistently and logically reported on the results of the comprehensive research during the defense, demonstrated deep knowledge in all areas of the study and the ability to clearly express their thoughts, accompanied the report with meaningful illustrative materials, gave argument answers to all questions of members of the commission.

B	The student fully met the internship tasks, received a positive conclusion from the internship managers from some inessential remarks, sufficiently substantive reports on the results of a comprehensive research during the defense, accompanied the report with illustrative materials, as a whole, it was substantiated and without significant errors answered the questions of the members of the commission.
C	
D	The student completed the internship report in accordance with the requirements of this work program, but with some of the shortcomings highlighted in the instructor's conclusion, reported during the defense about the results of the internship without significant violations of the sequence of material presentation, demonstrated insufficient knowledge of the individual areas of the integrated research company (organization), did not accompany the report and illustrative materials (or materials were used, but were incommensurable), incompletely or insufficiently reasoned, answered the questions of members of the commission, made some errors in their responses.
E	
FX	The student completed the incomplete internship report (failed to complete the individual the tasks envisaged by this work program) or with significant shortcomings in the content and design, as indicated in the instructors's conclusion, was uncertainly focused on the contents of the report during its protection, could not consistently report on the results of a comprehensive study of the enterprise (organization), made gross mistakes or no answer the questions of the committee.

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.

The undergraduate student must add to the bachelor's qualification work additional document - the characteristic with 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.

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's qualification work and on the title page of the manuscript. If the head of the department considers it impossible to allow the theses to be defended 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.

During preparation for defense, the student must agree with his scientific instructor a concise presentation on the bachelor's work and visual materials. 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 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 comment's reviewers.

During the defense procedure the 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 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 diploma.

Academic dishonesty

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

1. Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.
2. Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
3. Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. Fabrication – altering or transmitting, without authorization, academic information or records.

Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic

dishonesty. Students who will not meet this requirement will be expelled from the course with grade “0”.

In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.

Submission or retaking of any assessment activities after deadlines are forbidden.

Submission & Return Policy

Bachelor’s qualification work and its chapters must be submitted to the supervisor on or before the due date indicated in the Course Schedule.

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

Content

INTRODUCTION

THEORETICAL PART (2-3 questions)

ANALYTICAL PART (2-3 questions)

RESEARCH/PRACTICAL PART (2-3 questions)

CONCLUSIONS AND PROPOSALS

REFERENCES

APPENDICES

3. Choice and study of educational, scientific and methodical literature on the topic
4. Collection of actual material, its processing and analysis
5. Solving specific research tasks
6. Writing the first version of the work, submitting it to the scientific instructor
7. Elimination of defects, writing the final version of the work, its design
8. Preliminary defense at the department
9. External reviewing
10. Defense of the bachelor’s qualification work before the EC

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➤ **Fabrication** — altering or transmitting, without authorization, academic information or records.

Recommended Materials

2. Guidelines on writing bachelor’s qualification work.

3. Official sites of companies.

4. Official sites of international organizations.

5. A complete guide to writing a master’s thesis

<https://www.oxbridgeediting.co.uk/blog/a-complete-guide-to-writing-a-masters-thesis/>

6. APA Style.org Frequently Asked Questions <http://www.apastyle.org/faqs.html>

Information about using the Publication Manual of the American Psychological Association (APA).

7. Research and Documenting Sources - Purdue University Online Writing Lab

<http://owl.english.purdue.edu/handouts/research/index.html#writing> Information on evaluating information sources, APA and MLA citation styles, and writing research papers.

8. Writing and Presenting Your Thesis or Dissertation - S. Joseph Levine, PhD -

Michigan State University <http://www.learnerassociates.net/dissthes/> Information on preparing a proposal, writing a thesis or dissertation, and defending a thesis or dissertation.

9. Writing Theses and Dissertations - Jennifer Hillman Helgren and David Parker -

Claremont Graduate University <http://www.cgu.edu/pages/880.asp> Information about choosing a topic, writing a proposal, conducting research, the writing process, organizing, revising, and time management.

Протокол засідання кафедр № 4 від 23.08.2022 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Л.В. Жарова

Викладач



Л.А.Лещі