

## Bachelor's Qualification Work

### Academic level - Bachelor

### Syllabus

### III 2.6

### PRP-424

### Speciality - 073 «Management»

### Educational programs – «Business Administration in Management and International Business»

Quarter/Year: Fall/2023 – Spring 2024

**Instructor in organizational issues: Ph.D. Leshchii L.A.**

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ECTS Credits: 6

US Credits: 3

### Course Description

The bachelor's qualification work (BQW) completes the study of students, reflects the results of the bachelor's program, 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 experiments in solving practical problems and scientific 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. Responsibly treat professional self-improvement, realizing the need for lifelong learning, show tolerance and readiness for innovative changes.
- PH4. Systematize and streamline the information received on the processes and phenomena in the world economy; evaluate and explain the influence of endogenous and exogenous factors on them; formulate conclusions and develop recommendations, considering the peculiarities of the national and international environment.
- PH5. Possess the skills of introspection (self-control), be understandable for representatives of other business cultures and professional groups of different levels (with specialists from other fields of knowledge / activities) based on appreciating diversity, multiculturalism, tolerance and respect for them.
- PH7. Apply the acquired theoretical knowledge to solve practical problems and meaningfully interpret the results.
- PH8. Understand, highlight and describe new phenomena, processes and trends of global development, mechanisms and tools for the implementation of economic policy and world integration / disintegration processes, including Euro-Atlantic integration.
- PH9. Understand and be able to apply, in accordance with other requirements of the educational program, modern theories and methods of solving specialized complex problems and practical problems in the field of international trade in goods and services, international capital flow, international monetary and financial relations, mobility of human resources, international technology transfer.
- PH10. Identify and highlight the features of the functioning of the subjects of international relations and models of their economic development.
- PH11. Substantiate own opinion regarding the specific conditions for the implementation of forms of international economic relations at the mega-, macro-, meso- and micro-levels.
- PH12. Carry out a comprehensive analysis of complex economic systems, compare and contrast their components, evaluate and justify evaluations of the effectiveness of their functioning.
- PH13. Select and skillfully apply analytical tools for studying the state and development prospects of individual segments of the international markets for goods and services using modern knowledge about the methods, forms and tools for regulating international trade.
- PH14. Understand and apply theories, principles, means and tools for the implementation of international monetary and financial and credit relations.
- PH15. Determine the functional features, nature, level and degree of interconnections between subjects of international economic relations of different levels and establish communications between them.
- PH17. Determine the reasons, types and nature of international conflicts and disputes, justify and apply economic, legal and diplomatic methods and means of their solution at the international level, defending the national interests of Ukraine.
- PH18. Investigate economic phenomena and processes in the international sphere based on an understanding of categories, laws; highlighting and summarizing trends, patterns of functioning and development of the world economy, taking into account the cause-effect and space-time relationships.

PH19. Understand and apply current legislation, international regulations and agreements, reference materials, current standards and specifications, etc. in the field of international economic relations.

PH20. Defend the national interests of Ukraine, taking into account the security component of international economic relations.

PH21. Understand and have the skills to maintain business protocol and business etiquette in the field of international economic relations, taking into account the peculiarities of intercultural communication at the professional and social levels, both state and foreign languages.

PH22. Apply appropriate methods, rules and principles of functioning of international economic relations for the development of foreign economic activity of Ukraine.

PH23. Recognize the need for lifelong learning in order to maintain a high level of professional competence.

PH24. Substantiate the choice and apply information and analytical tools, economic and statistical calculation methods, complex analysis techniques and methods of monitoring world markets.

PH25. Present the results of the research on the basis of which recommendations and measures for adaptation to changes in the international environment are developed.

### **Competences**

IK. The ability to solve complex specialized tasks and practical problems in the field of international relations in general and international economic, in particular, as well as in the learning process, which involves the use of new theories and methods in conducting comprehensive research of world economic relations, is characterized by complexity and uncertainty.

3K8. Ability to abstract thinking, analysis and synthesis.

CK2. Ability to use basic categories and the latest theories, concepts, technologies and methods in the field of international economic relations, taking into account their basic forms, to apply theoretical knowledge on the functioning and development of international economic relations.

CK10. Ability to justify the use of legal, economic and diplomatic methods (instruments) for resolving conflict situations at the international level.

CK16. The ability to constantly improve the theoretical level of knowledge, generate and effectively use them in practice.

### **Internationality**

The BQW 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 professor **ONLY** by given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.

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

Attention! The official and only language used for assessment activities is English. Official and only languages used for communication within the University are Ukrainian and English.

## 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 - for this, a schedule of writing stages has been developed.

### 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 minimum grade for a BQW to be accepted is 60%.**

### Graduate Grading Guidelines

At the end of the BQW, the instructor gives a brief review (conclusion) in which he/she 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 <a href="#">report</a> 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 <a href="#">report</a> 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 <a href="#">report</a> 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 <a href="#">report</a> and illustrative materials. Made mistakes in answers during defense of the work.
E	
FX	The student completed the incomplete internship <a href="#">report</a> (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 <a href="#">report</a> during its protection, could not consistently <a href="#">report</a> on the results of a comprehensive study of the enterprise (organization), made gross mistakes or no answer the questions of the committee.

Maximum total possible points – 100 points incl. the work itself and its defense - 85 points (85%), and 15 points (15%) - work with the supervisor and presentation at the preliminary defense: attending consultations, correcting remarks, observing the work schedule, etc.

### Academic dishonesty

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. 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 a 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. Including the use of artificial intelligence and pre-prepared answers to the questions of tasks is prohibited (unless otherwise specified in the task itself or allowed by the instructor).

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.

Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade (“0”) is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

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 topic 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.
3. Choice and study of educational, scientific and methodical literature on the topic, collection of actual material, its processing and analysis
4. Writing the first version of sections 1 and 2 of the work
5. Preliminary defense 1 at the department
6. Writing the first version of the whole work, submitting it to the scientific instructor
7. Elimination of defects, writing the final version of the work, its design
8. Preliminary defense 2 at the department
9. Consideration of all comments and external reviewing
10. Defense of the bachelor’s qualification work before the EC

**Schedule of bachelor's qualification work given on the page in Moodle, it may change slightly in case of blackouts, man-made disasters or other actions related to the war in Ukraine.**

### **Recommended Materials**

1. Guidelines on writing bachelor’s qualification work.
2. Official sites of companies.
3. Official sites of international organizations.
4. A complete guide to writing a master’s thesis <https://www.oxbridgeediting.co.uk/blog/a-complete-guide-to-writing-a-masters-thesis/>
5. APA Style.org Frequently Asked Questions <http://www.apastyle.org/faqs.html>

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

6. 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.

7. 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.

8. 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.

**Internet resources that students may need to find statistical data:**

<https://bank.gov.ua/>

<https://www.ukrstat.gov.ua/>

<https://www.federalreserve.gov/>

<https://www.imf.org/en/Home>

<https://www.worldbank.org/en/home>

<https://www.cia.gov/the-world-factbook/>

Протокол засідання кафедр № 4 від 22.08.2023 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Л.В.Жарова

Викладач



Л.А.Лещій





