



MASTER'S QUALIFICATION WORK

Master Degree

Syllabus

KPM

MBA 541

Specialty: 073 "Management"

Educational program "Business Administration"

Instructor: group of instructors

ECTS Credits: 6

US Credits: 3

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Course Description

Master's qualification 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 purpose of the Master's qualification work is the in-depth understanding of the professional problem, the complex mastering 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.

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.

Course Outcomes

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

PH.1. Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions.

PH.2. Identify problems in the organization and justify methods for solving them.

PH.3. Design effective management systems for organizations.

PH.4. Substantiate and manage projects, generate business ideas.

PH.5. Plan the activities of the organization in strategic and tactical sections.

PH.6. Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of applicable law, ethical considerations and social responsibility.

PH.12. Be able to delegate authority and management of the organization (unit).

PH.13. Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit).

Competences

IK. Ability to solve complex problems and problems in the field of management or in the learning process, involving research and / or innovation in the uncertainty of conditions and requirements

3K1. Ability to conduct research at the appropriate level;

3K6. Ability to generate new ideas (creativity);

3K7. Ability to abstract thinking, analysis and synthesis;

CK1. Ability to select and use management concepts, methods and tools, including in accordance with defined objectives and international standards;

CK2. Ability to set values, visions, mission, goals and criteria by which the organization determines further directions of development, to develop and implement appropriate strategies and plans;

CK4. Ability to effectively use and develop the organization's resources;

CK7. Ability to develop projects, manage them, show initiative and entrepreneurship.

Internationality:

Master's qualification work on the specialty "Business Administration" must be performed on the factual material, which reflects the development of a real socio-economic object in the field of international economic activity.

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.

Student Responsibilities

Time Commitment

The study of technical 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.

Only students signed-in with their own first and last name are allowed into video lectures in Zoom.

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 70%.

Graduate Grading Guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

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)
35% - 69%	FX	Not acceptable, possible repetition of course

Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – 100 points

Student Workload

For each student the department appoints a scientific instructor who provides scientific and methodological assistance to the student in his independent work on master thesis. The instructor conducts individual consultations, helps him to complete a master'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 Master's qualification work with the corresponding scientific degree.

The distribution of Master'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 Master'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 Master by specialty (specialization).

The list of topics 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 master graduate work in accordance with the list that is approved by the department. Besides that, Master'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 work place, 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 made by letter.

Each graduate student in an application form in the name of the head of the department pointed the theme and the full legal title of the research object. 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 Master'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 topics 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 Master's qualification work and the scientific instructor fixed by the order of rector on the university.

Assignment Format

The enterprise, on the basis of which the master'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 master graduate 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.

Master's qualification work 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 Master's qualification work. The plan should contain all the questions that will help to fully cover the topic.

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

INTRODUCTION

THEORETICAL PART (3-4 questions)

ANALYTICAL PART (3-4 questions)

RESEARCH PART (3-4 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.

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 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.

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.

Submission & Return Policy

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

Obligatory documents for defense:

- 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 and English with keywords (no more than 1 page);
- act of introduction of research results (preferably);
- the task is signed by the scientific instructor and certified by the head of the department;
- author’s agreement.

Recommended Materials

1. Guidelines

** The above schedule and procedures are subject to change in the event of extenuating circumstances.*

Протокол засідання кафедр № 2 від 23.08.2021 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Л.В.Жарова

Викладач



Н.М.Чаплинська