



Україна, 01601, м. Київ, вул. Пирогова, 9

ConcordiaUA

9, Pyrohova street, Kyiv, 01601, Ukraine

Тел./tel.: +38(044)236-90-85; моб./cell: +38(050)331-42-95

info@uacu.edu.ua • www.concordia.edu.ua

Bachelor's Qualification Work

Academic level - Bachelor

Syllabus

PRP-424

Speciality - 073 Management

**Educational programs – Business Administration in Management and International
Business**

Quarter/Year: Fall/2024 – Spring 2025

ECTS Credits: 6

US Credits: 3

Instructor in organizational issues:

Ph.D. Zhytkevych O.V. & M.A. Cherepynska A.F.

Research supervisors:

Dr. Zharova L.V. - lubov.zharova@uacu.edu.ua

Ph.D. Chaplynska N.M. – natalia.chaplynska@uacu.edu.ua

Ph.D. Serova L.P. - liudmyla.serova@uacu.edu.ua

Ph.D. Amalian N.D. - nataliia.amalian@uacu.edu.ua

Ph.D. Buriak G.S. – glib.buriak@uacu.edu.ua

Ph.D. Belova O.I. - olena.belova@uacu.edu.ua

Ph.D. Gordienko T.V. - tetiana.gordiienko@uacu.edu.ua

Ph.D. Leshchiy L.A. - lesya.leshchiy@uacu.edu.ua

Ph.D. Verhoglyad O.O. - olga.verkhohlyad@uacu.edu.ua

Ph.D. Seleznova R.V. - ruslana.seleznova@uacu.edu.ua

Ph.D. Liubachivska R.Z. - roksoliana.liubachivska@uacu.edu.ua

Ph.D Zhytkevych O.V. - olena.zhytkevych@uacu.edu.ua

Contact information:

Olena Zhytkevych olena.zhytkevych@uacu.edu.ua

Alina Cherepynska alina.cherepynska@uacu.edu.ua

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. 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 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 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. Attention! 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 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,
C	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.
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. Made mistakes in answers during defense of the work.
E	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' 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.
FX	

Maximum total possible points – 100 points

In order to successfully defend a bachelor's thesis, students must perform the work well and on time, as well as demonstrate its scientific value.

1. Adhere to the work performance schedules listed on Moodle.
2. To be present at the 1st and 2nd preliminary defense of the work.
3. Take part in two conferences or submit one scientific article for publication.

Only if these conditions are met, you can get an A grade (more than 90 points). If these requirements are not met, the maximum grade for the work will be B (max 89 points) REGARDLESS OF DEFENSE PERFORMANCE.

These requirements are related to the prevention of plagiarism and the use of artificial intelligence when writing papers (when you can do everything in the last night) and raising the scientific level of qualification papers.

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.

Including the use of artificial intelligence and pre-prepared answers to the questions of tasks, or prepare the text of BQW 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.

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.
9. David Shapiro, Daniel MacDonald, Steven A. Greenlaw (2022) Principles of Macroeconomics - for AP® Courses University of Mary Washington. 3e. Download for free <https://openstax.org/details/books/principles-macroeconomics-3e>
10. Access. The future of education - Textbook database // <https://openstax.org/subjects/business>

Internet resources that students may need to find statistical data:

- Національний банк України - <https://bank.gov.ua/>
- Державна служба статистики України - <https://www.ukrstat.gov.ua/>
- International Monetary Fund - <https://www.imf.org/en/Home>
- The World Bank - <https://www.worldbank.org/en/home>
- Federal reserve system - <https://www.federalreserve.gov/>
- The world factbook - <https://www.cia.gov/the-world-factbook/>
- Наукові публікації - <https://scholar.google.com/>
- Відкриваємо Україну - <https://opendatabot.ua/>
- Система YouControl — онлайн-сервіс перевірки компаній - <https://youcontrol.com.ua/>

Протокол засідання кафедр № 4 від 27.08.2024 року

Проректор з навчально-методичної роботи

Завідувач кафедри

Викладач



Л.І.Кондратенко

О.В.Житкевич

А.Ф.Черепинська