



Completing and Defending Graduation Thesis

Выполнение и защита выпускной квалификационной работы School of Advanced Studies

Semester 8

Administrative assistant: Irina Telipko i.telipko@utmn.ru The period in the

academic calendar: more specific dates will follow

Total hours: 324

Course prerequisites: students must have no academic debts to enter the defense procedure

Course Description

Undergraduate Qualification Thesis (UQT or *ВКР - Выпускная Квалификационная Работа*) is research completed for obtaining a qualification after completion of all other courses planned in the curriculum. To complete GQT, students must proceed to the GQT defense procedure (State Final Attestation or *ГИА - государственная итоговая аттестация*). UQT is defended on a meeting of State Examination Committee (SEC or *ГЭК - государственная экзаменационная комиссия*). SEC members are selected by the SAS administration.

The final documents set that reviewed by SEC:

- Signed research work completed by required standards;
- The official report from Antiplagiat uploaded from the system;
- Signed feedback from your supervisor.

The thesis work must be written in the English language.

Course Structure

Stages of GQT completion:

- Comprising a thesis project: formulating a working hypothesis, selecting the problem; -
- Comprising a first draft (fully done) of the thesis;
- Redrafting, comprising a final piece;
- Plagiarism check 1 (% of borrowing);
- Formatting, working on issues, highlighted in the work;
- Thesis topic confirmation with an administrative assistant, confirmation of the list of scientific advisors and/or consultants (last topic and supervisor change can happen no later than 1 month before the defense);
- Pre-defence (Research Seminar);
- Working on issues highlighted at pre-defence;
- Plagiarism check final official (administrative assistant and/or scientific advisor) - will be on your record, attached to UQT;
- Acquiring the feedback completed by your consultants and signed by your scientific advisor;



- Submitting the work to the administrative assistant → the work is sent to SEC - Defense.

Student Learning Goals

By the time of UQT completion, students are considered to have all skills and knowledge required to successfully graduate SAS. The main goals and objectives of UQT are the following:

Learning goals	
Knowledge goal:	Systemize, confirm theoretical knowledge;
Knowledge goal:	Improve and consolidate the project and research skills acquired in the learning process applied to solving specific professional tasks;
Practical skill:	Master the research methodology, summarize and logically justify, reasoned description of the results obtained, identify patterns and generalizations, conclusions, and recommendations.
Practical skill:	Successfully present research in a clean and comprehensive manner

Required Coursework and Evaluation Criteria

Students have to complete the following:

Assignment or Task	Due date/s Percent
Written work formatted as per UTMN requirements	submitted earlier than the defense to collect the feedback and 50
Feedback signed in the name of the scientific advisor and completed in the official template	
Antiplagiat report	
Presentation	on the day of defense 50

Written work 50%

Submitted in identical printed and electronic forms in the volume of not less than 30 pages

(without the attachments). Written work is completed in English as per personal request application submitted to the administrative assistant (*заявление на ВКР*). Good quality work

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corresponds to the structure required, formatted correctly, the content should be of high quality and it should correspond to the desired structure of work.

Structure of work:

- *Title page*
 - *Table of contents* -- a list of all chapters (sections), paragraphs (subparagraph), vocabulary part (if needed), attachments that are marked in a strict sequence with pages. The table of content should be composed automatically. The list of short names and abbreviations should be composed if there are more than 5 of them (the same is applied for the list of terminology).
 - *Body of work:*
 - Introduction:* highlights the relevance/significance of work, subject and object of the research, goals, and objectives of the research, methods of research, short characteristics of the sources used, testing of the research results (if those are present).
 - Main part:* equal in volume chapters, where chapters/sections are highlighting an independent area of the problem and paragraph -- a part of this issue. Ideally, all chapters and paragraphs should be of equal size.
 - Conclusion:* contains the main, most important take-away messages, results, that the author came up with after they have conducted a research. It can also include recommendations on using the research results, their scientific and practical value, or an economic effect.
 - Bibliography* follows last and it includes all materials used.
- The list of illustrative materials (optional): tables, graphs, photos, pictures, etc.
Attachments: could be included if needed, if there are a lot of them, they come in a separate folder.

Formatting:

Each new part of the thesis should start with a new page. Each section is stated in capital letters, e.g. INTRODUCTION. The same manner should be followed in the table of content. No abbreviations. The names of chapters should be identical to the name of the chapter in the text.

Mandatory font: Times News Roman.

Point size: 14 pt for normal text and 12 pt for the footnotes, tables, attachments. Interval: 1,5 mm.

Indent: 1.25 mm.

A4 (210 x 297 mm).

Page parameters, fields, mm:

Left: 30;

Upper: 20;

Right:10;

Lower: 20.

Central align, no indentation. All pages must have numbers except for the title page (the

next page will be page 2). A number of the page should be in central alignment on the upper side of the page.

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Standards of formatting:

Body of text:

ГОСТ 7.0.11-2011 “Диссертация и автореферат диссертации. Структура и правила оформления” OR ГОСТ 7.32-2001 “Отчет о научно-исследовательской работе. Структура и правила оформления (оформление научной работы).”. Citations: ГОСТ 7.0.5-2008 “Библиографическая ссылка. Общие требования и правила составления”.

See this document for more information on the formatting requirements:

https://www.utmn.ru/upload/medialibrary/01f/12_1-1_.PDF

Feedback

A supervisor chooses the format of consultations and timing and demands attentiveness from students for recommendations. When grading the thesis they can consider how well the students were following the schedule and deadlines.

Written feedback evaluates:

- the quality of written work;
- relevance and importance of the objectives;
- most successfully developed concepts of the topic;
- level of individual decision making;
- justification of conclusions and the value of practical recommendations; - main flaws of work;
- recommended thesis grade;
- recommendation to defense.

This feedback will be read aloud at the defense and the students will see their feedback and prepare a response to the notes of the scientific advisor in advance.

Antiplagiat report

There will be two Antiplagiat checks - one before pre-defense or shortly after and the other is final after final submission of written work.

According to official regulations, the demand for the originality of the text is not less than 50%. Students who acquire less may fail the defense. Students are expected to comply with the SAS Academic Integrity Document (see the updated English version [HERE](#) or Russian version [HERE](#)).

Student provides work in any format (doc, pdf, and a few others) to either supervisor or a responsible person (if the work is >20MB, needs to be rar/zip), the name should state ВКР_ФИО_name of the educational program and its code_year

Example: ВКР_ИвановИИ_38.03.01_Экономика_2017

The name of the file cannot be changed in the next uploads.

All text must be formatted in accordance with the requirements.



In case if the originality of the text does not comply with the requirement (50%) or if there were detected ways of cheating (for example, replacement of Latin letters with Russian letters, etc., lack of citations), the written work will not be recommended to the defense (students still can defend but the chance of passing will depend on the decision of the SEC).

Self-citation is allowed but in minimal volume but it is best to avoid it.

Presentation & speech(50%)

The time limit is 10 minutes. The student should not present for more than 10 minutes and the overall time limit of both presentation and discussion by SEC cannot exceed 30 minutes.

Criteria for presenting:

- The logic behind the speech, structure of the speech, way of communicating; - Degree of developing main conclusions and results;
- Quality of the presentation;
- Quality of responses to questions from SEC, comments, and recommendations.

Approximate structure:

- Topic relevance.
- Theoretical elaboration of the topic in the works of (list) (it is a brief review of the literature - who else from the professionals researched this topic and what approximately they considered).
- Answer the question, what is the novelty of the research? That is, a description of the original idea or method, how it relates to the well-known concepts that you tested with your research, and what your work contributes to.
- Based on the fact that the topic is not fully covered in the works of others (research gap is certain), you were able to determine: object, subject, the purpose of the study. - Hypothesis (if applicable).
- Results - here you can also say about the results of the study and how you implemented them in your practical work, confirmation, or refutation of a hypothesis (if there was a hypothesis)
- Conclusions;
- Suggestions, recommendations (if applicable).

* Please note that we are required to publish your works at the library of UTMN, you will need to submit an application allowing us to publish your work. This is mandatory.

Determination of Final Grades

SEC will be determining grades on a scale from 1 to 5. Each member will be filling the grades per the components of evaluation and then will discuss the points in the closed-door meeting after the defense (the meeting lasts no more than one hour). The results will be announced on the continuation of the open meeting on the same day.

Canvas and Other Course Resources

Defined together with the consultant or scientific advisor.



Other resources: the title page and examples can be found here:

<https://www.utmn.ru/obrazovanie/vysshee-obrazovanie/qia/>

You can also see already published UQT works on the library website:

https://library.utmn.ru/search/result?q=%d0%b2%d0%ba%d1%80&f=group_collection%3a%d0%92%d1%8b%d0%bf%d1%83%d1%81%d0%ba%d0%bd%d1%8b%d0%b5+%d0%ba%d0%b2%d0%b0%d0%bb%d0%b8%d1%84%d0%b8%d0%ba%d0%b0%d1%86%d0%b8%d0%be%d0%bd%d0%bd%d1%8b%d0%b5+%d1%80%d0%b0%d0%b1%d0%be%d1%82%d1%8b&c=5

Sources

Here is the list of regulations of UTMN that are more specific about the requirements for the UQT:

Order of UTMN from 10.01.2017 #7-1 on Regulation of the State Final Attestation

https://www.utmn.ru/upload/medialibrary/a6e/prikaz-7_1.pdf

Order of UTMN from 20.01.20 # 12-1 on Regulation of common requirements to GQT

https://www.utmn.ru/upload/medialibrary/613/12_1.PDF

Order of UTMN from 12.05.2020 #270-1 on Temporary Regulation of the defense procedure with the use of distant connection technologies

https://www.utmn.ru/upload/medialibrary/5fc/270_1.pdf

Order of UTMN from 26.02.2018 #97-1 on Regulation of plagiarism check and library publishment

https://www.utmn.ru/upload/medialibrary/891/97_1.PDF

Policies and Expectations

Before submitting the final package you should also fill:

- Signed agreement/disagreement on publication of students' research work in the library;
- Signed document of holidays after graduation (completed before in advance).

To acquire a degree with honors you need to comply with the following conditions: -

- all grades for disciplines/modules, practice (internships), coursework (projects) are "excellent" and "good";
- all "excellent" grades (for everything mentioned above) should comprise not less than 75% out of 100%.



Examination Format

This part of the curriculum does not imply retakes, however, in the case of failure it is possible to try once more next year.

Timeline

Approximate	Defense dates	Item Assignments
20.06.21	ANSO	Plagiarism check 1 (% of borrowing) - before the 22nd of May (of a few days after); happen no later than 1 month before the defense)
20.06.21	CULT 20.06.21 ECON 20.06.21 IT	Pre-defence (22nd of May);
20.06.21	FIME 20.06.21 LIFE 20.06.21	Plagiarism check final official (administrative assistant and/or scientific advisor) - no later than two weeks before the defense;
HIST		Acquiring the feedback completed by your consultants and signed by your scientific advisor - no later than two weeks before the defense;
Course literature		
Thesis topic confirmation with an administrative assistant, confirmation of the list of scientific advisors and/or consultants (last topic and supervisor change can		Submitting the work to the administrative assistant → the work is sent to SEC - no later than two weeks before the defense.

Иванова, Е. Т. Как написать научную статью: методическое пособие / Е. Т. Иванова, Т. Ю. Кузнецова, Н. Н. Мартынюк. — Как написать научную статью, Весь срок охраны авторского права. — Электрон. дан. (1 файл). — Калининград: Балтийский федеральный университет им. Иммануила Канта, 2011 — 32 с. — Весь срок охраны авторского права. — Книга находится в премиум-версии ЭБС IPR BOOKS. — Текст. — электронный. — <URL:<http://www.iprbookshop.ru/23783.html>>. (дата обращения:

30.05.2021). Интернет-ресурсы

Российское научно-популярное интернет-издание. URL:
<https://nplus1.ru/>; Научно-популярный онлайн-проект. URL:
<https://elementy.ru/>;

Информационно-сервисный портал, посвященный науке. URL:

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Проект о современной фундаментальной науке и ученых, которые ее создают. URL: <https://postnauka.ru/>;

Российская научная электронная библиотека. URL: <http://www.e-library.ru/>; Национальная электронная библиотека. URL: <https://rusneb.ru/>.

Date Syllabus Last Updated: 03.06.2021



Приложение 1. МАКЕТ титульного листа ВКР бакалавров

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО
ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
Федеральное государственное автономное образовательное
учреждение высшего образования
«ТЮМЕНСКИЙ ГОСУДАРСТВЕННЫЙ
УНИВЕРСИТЕТ» НАЗВАНИЕ ИНСТИТУТА/ШКОЛЫ
Название кафедры (при наличии)

РЕКОМЕНДОВАНО К ЗАЩИТЕ В ГЭК
Заведующий кафедрой/Директор школы
(указать ученую степень, ученое звание)

_____ Инициалы, фамилия
_____ 20__ г.

ВЫПУСКНАЯ КВАЛИФИКАЦИОННАЯ РАБОТА
бакалаврская работа

ТЕМА РАБОТЫ

Код и наименование направления подготовки
Профиль «...» (при наличии)

Выполнил (а) работу
студент (ка) __ курса
очной (заочной, очно-заочной) Подпись Фамилия Имя Отчество формы
обучения
Руководитель
(указать ученую степень, Подпись Фамилия Имя Отчество ученое звание)
Консультант (при наличии)
(указать ученую степень
(при наличии), ученое звание Подпись Фамилия Имя Отчество при
наличии), занимаемую должность,
наименование организации)

Тюмень
Год



Приложение 2. Макет оглавления
ОГЛАВЛЕНИЕ

СПИСОК СОКРАЩЕНИЙ И УСЛОВНЫХ ОБОЗНАЧЕНИЙ 3
ВВЕДЕНИЕ 5 ГЛАВА 1. ОСОБЕННОСТИ СТРОЕНИЯ ЧЕРЕПА
ЧЕЛОВЕКА 7 1.1. ЧЕЛОВЕК: ФИЗИОЛОГИЧЕСКИЕ
ОСОБЕННОСТИ ЧЕРЕПА 7 1.2.

1.3.

ГЛАВА 2.

2.1.

2.2.

2.3.

ГЛАВА 3.

3.1.

3.2.

ЗАКЛЮЧЕНИЕ

БИБЛИОГРАФИЧЕСКИЙ СПИСОК

СПИСОК ИЛЛЮСТРАТИВНОГО МАТЕРИАЛА

ПРИЛОЖЕНИЕ. ЗАВИСИМОСТЬ СКОРОСТИ РЕКЦИИ
ОТ ТЕМПЕРАТУРЫ...

57

(если приложение одно, его номер не указывается)

ПРИЛОЖЕНИЕ 1. СКОРОСТЬ ОСЕДАНИЯ ЭРИТРОЦИТОВ...

48

ПРИЛОЖЕНИЕ 2. СТРОЕНИЕ ОТДЕЛОВ ГОЛОВНОГО МОЗГА

49

(если количество приложений не более пяти указывается номер и

название) 10



46

(если количество приложений более пяти) 11



ЧЕЛОВЕКА 1.1. ЧЕЛОВЕК: ФИЗИОЛОГИЧЕСКИЕ
ОСОБЕННОСТИ ЧЕРЕПА

Текст ...

ПРИМЕРЫ БИБЛИОГРАФИЧЕСКОГО ОПИСАНИЯ В БИБЛИОГРАФИЧЕСКОМ СПИСКЕ1

Книжные издания

Книга одного автора:

Каменский П.П. Труды по истории изобразительного искусства: художественная критика. Санкт-Петербург: БАН, 2017. 215 с. Книга двух авторов:

Колтухова И.М., Морозова С.Л. Классика и современная литература: почитаем и подумаем вместе: учебно-методическое пособие: по направлениям подготовки 45.03.01 Филология (русский язык и литература). Симферополь: Ариал, 2017. 151 с.

Книга трех авторов:

Игнатьев С.В., Мешков И.А., Брёкерс М. Принципы экономико-финансовой деятельности нефтегазовых компаний: учебное пособие. 7-е изд., испр. и доп. Москва: МГИМО, 2017. 144 с.

Книга четырех авторов:

Распределенные интеллектуальные информационные системы и среды: монография / А.Н. Швецов, А.А. Суконщиков, Д.В. Кочкин, Д.Н. Корякин. Курск: Университетская книга, 2017. 196 с.

Книга пяти и более авторов:

Изобретения XXI века / Е.М. Белов, Е.Б. Котков, Д.В. Никулин [и др.]2. Томск: Издательство ТГУ, 2015. 96 с.

Устав:

Устав Профессионального союза работников народного образования и науки Российской Федерации / Профсоюз работников нар. образования. Москва: [б. и.]3, 2010. 48.

Сборники без общего заглавия:

Стругацкий А.Н. Полдень, XXII век; Страна багровых туч; Путь на Амальтею. Москва: АСТ, 2017. 699. (Звезды советской фантастики).

Бюллетень:

Бюллетень / Рос. акад. наук. 2000. Москва: Ин-т востоковедения РАН, 2008. Вып. 14: Труды Института востоковедения РАН. 2008. 166 с.

Законодательные материалы:

Об общих принципах организации местного самоуправления в Российской Федерации: Федеральный закон № 131-ФЗ:

на 01.08. 2017. Москва: Эксмо, 2017. 350 с. О порядке присуждения ученых степеней: постановление Правительства РФ от 24 сентября 2013 г., № 842: ред. от 01.10.2018 // Консультант Плюс: справочно-правовая система. Режим доступа: локальная сеть ТюмГУ.

Правила:

Правила дорожного движения: с новыми штрафами: по состоянию на 01.06.2017. Ростов-на-Дону: Феникс, 2017. 94 с.

Правила обеспечения безопасности при выводе из эксплуатации ядерных установок ядерного топливного цикла: (НП-057-17): официальное издание: утверждены Федеральной службой по экологическому, технологическому и атомному надзору от 14.06.2017: введены в действие 23.07.2017. Москва: НТЦ ЯРБ, 2017. 32 с.

Стандарты:

ГОСТ Р57647–2017. Лекарственные средства для медицинского применения. Фармакогеномика. Биомаркеры: дата введения 2018-07-01. Москва: Стандартинформ, 2017. 7 с.

Патентные документы:

Патент № 2637215 Российская Федерация, МПК В02С 19/16 (2006.01), В02С 17/00 (2006.01). Вибрационная мельница: № 2017105030: заявл. 15.02.2017: опубл. 01.12.2017 / К.И. Артеменко, Н.Э. Богданов; заявитель БГТУ. 4 с.

Депонированные научные работы:

Лабынцев Н.Т., Шараватова Е.А. Профессионально-общественная аккредитация и независимая оценка квалификаций в области подготовки кадров и осуществления бухгалтерской деятельности. Ростов-на-Дону, 2017. 305 с.

Неопубликованные документы (диссертация и автореферат диссертации):

Аврамова Е.В. Публичная библиотека в системе непрерывного библиотечно-информационного образования: специальность 05.25.03

Библиотечноеведение, библиографоведение и книговедение: дис. канд. пед. наук. Санкт-Петербург, 2017. 361 с.

2. Электронные издания

Сайты, порталы:

Правительство Российской Федерации: официальный сайт.

Москва. URL: <http://government.ru> (дата обращения: 19.02.2018).



4 Если в издании приведены два города и два места издания (издательства) они разделяются знаком ; и приводятся в том порядке, в котором указаны на издании.

- 1 Источники на иностранном языке оформляются по аналогии с русскоязычными изданиями. Соблюдается порядок элементов описания, знаков и т.д., позволяющих идентифицировать документ.
- 2 При включении в библиографический список источника с пятью и более авторами, за косой чертой указываются первые три автора со словами [и др.], заключенными в квадратные скобки.
- 3 Если в издании отсутствуют сведения об издательстве, то после места издания (города) приводится [б. и.] в квадратных скобках.