DIPLOMA WORKS

METHODICAL RECOMMENDATIONS FOR STUDENTS OF THE SPECIALTY 292 «INTERNATIONAL ECONOMIC RELATIONS»

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INTRODUCTION

The methodical recommendations are developed in accordance with the requirements of higher education standards for the training of specialists in the educational degree of the Master of Science in the field of knowledge 29 "International relations" in specialty 292 "International economic relations", designed to assist students in carrying out the thesis in accordance with the current standards of Ukraine and contain the basic requirements, which are put forward to the content and design of the thesis, the organization of its implementation, the order of protection and evaluation.

The methodical recommendations are developed taking into account the requirements of state and industry standards of Ukraine:

Educational-professional program of master's degree on specialty 292 "International economic relations";

Documentation. Reports in the field of science and technology. Structure and rules of registration;

other normative documents regulating the procedure for the execution, registration, protection and evaluation of theses.

These guidelines provide: general requirements for master's thesis work; directions of the topics of master's theses; the structure and content of master's theses; rules for master's degree theses; order of preparation for protection; criteria for assessing students' knowledge during the defense of theses.

The Master is an educational degree obtained at the second level of higher education and awarded by a higher education institution as a result of successful completion of a relevant education program by a higher education student.

The graduation work done by the student is an integral part of state certification, final qualification, work that allows to reveal the level of mastering of theoretical knowledge and practical training, the ability to work independently in the chosen specialty.

The master's thesis of the student is provided by the curriculum and completes his training at the university.

The master's degree work is carried out in accordance with the requirements for the directions of scientific research and should certify the level of professional training of the graduate, to find out his special and general scientific training, the ability to apply the knowledge gained at the university for the solution of scientific and practical tasks, the ability to conduct research, systematization and conscious assimilation knowledge, the presence of its author's scientific work skills. An essential component of
master's work is compulsory preparation based on research results of a scientific article and its publication in the publications included in the scientific-metric bases and in international editions.

The methodical recommendations are intended to assist students in the implementation of the master's work. They contain the main requirements for the content and design of the master's work, the organization of its implementation, the order of protection and evaluation.

1. GENERAL PROVISIONS

Professional training of the Master in specialty 292 "International Economic Relations" is aimed at obtaining students of high qualification level in the international economy, which ensures their implementation of a set of different types of professional activities: planning, economic, organizational and research work in organizations and institutions, in the bodies of the State Customs Service, in design and research organizations, in training institutions, in the system of state and municipal management, etc.

The master's degree training process involves acquiring profound practical skills and skills for the listed types of professional activity. Therefore, the knowledge, skills and abilities received by the Master in specialty 292 "International Economic Relations" should provide him with:

— compliance with such levels as the chief and chief specialist, the head of the department of management;
— the potential for independent management of state, local foreign economic relations and foreign economic activity of entrepreneurs;
— possibility of activities in educational, scientific, consulting organizations and institutions, state and municipal government bodies.

The advanced level of preparation of masters in international economics is provided by a set of compulsory fundamental, special disciplines and disciplines of specialization, current and graduation examinations using innovative technologies of training and knowledge control, development of a research program with the subsequent protection of the master's thesis.

**Graduate work of the Master** is an independent individual research activity of the student, carried out by the student at the final stage of studying at the university, a comprehensive scientific research, a summary of the study of the disciplines envisaged by the curricula of preparation and passing of practice.

Master's work is an independent, original and completed scientific research in a particular field, has an internal consensus, a set of results, conclusions, recommendations offered for public protection, and testify to
the possibility of a graduate student to solve problem innovative professional and scientific tasks.

She is a qualification document, on the basis of which the State Examination Commission determines the level of theoretical and practical training of the graduate, his readiness for independent work in the specialty and decides on the awarding of a qualification and the issuance of a Master's degree.

The content of the master's thesis is the results of theoretical and experimental research on topical problems of the international economy and management of international business.

*The purpose* of the thesis is to deepen the student's theoretical and practical knowledge in the chosen direction of specialization, to develop skills to apply them in solving specific practical problems; assistance in the development of the search for modern scientific achievements in a particular field and the ability to apply them independently in solving applied problems; definition of the degree of preparation of the graduate for independent practical activity.

It is important to adhere to the basic requirements for the scientific level of the master's thesis, its content, structure, form of presentation of the material, as well as design.

While working on a thesis, the mastership has:
- to learn the skills of correct statement of the problem and the substantiation of its relevance, the formulation of the purpose and objectives of the study;
- to be able to systematize, consolidate and deepen (development) theoretical and practical knowledge in the specialty and apply them in solving urgent innovative research tasks;
- to develop skills of independent work and to master the modern methodical apparatus and technologies of economic research in solving scientific problems and issues;
- It is logical to plan and optimize the structure of work in accordance with literary sources and statistical information;
- analyze and evaluate various aspects of the company's activity, which is the basis of the research;
- to substantiate their own generalizations, conclusions and proposals.
- to increase the degree of mastering general theoretical and special disciplines and preparedness for independent management, consulting and pedagogical activity.

*Objects* of the thesis may be:
- *world economy and its components:* world financial, insurance, credit markets, goods and services market; integration processes in the global
conditions of development;
- **foreign economic relations of the state:** financial, fiscal, tax, investment, monetary and credit policies and their impact on foreign economic activity of enterprises; foreign economic policy of the state within the framework of processes of internationalization and globalization;
- **Mergers and Acquisitions in International Business:** activity of strategic alliances; activity of international companies; activity of joint ventures;
- **foreign economic activity of enterprises:** the process of forming the foreign economic strategy of the enterprise; organization of work of the department of foreign economic activity of the enterprise; organization of management of foreign economic activity of the enterprise on the basis of financial management; risks in the foreign economic activity of the enterprise; accounting of foreign economic operations of the enterprise, etc.

**The main tasks** of the graduate work of a specialist are:
- substantiation of the relevance and significance of the chosen topic;
- studying (or deepening) and generalization of theoretical and methodological principles in the chosen direction of research;
- comprehensive analysis of the research object, on the basis of which the thesis is executed, using modern tools;
- development and evaluation of alternative approaches to solving certain problems, calculation of the expected economic effect from the implementation of proposals;
- preparation of the report and visual materials conveying the main content of the work and the proposals of the author, with their further public defense.

During the implementation of the thesis for the collection and processing of information, the following **methods** are most widely used: - systematization; abstraction, synthesis and comparison; statistical analysis (grouping, selective, average values, relative variables); structural and logical analysis; economic analysis and mathematical programming (correlation and regression, rank correlation, main components, static and dynamic programming, and others); a rating assessment.

The thesis should be logical, evidence-based, reasoned, based on the search for truth in various versions of concepts, views, own conclusions of the master's degree, which give the work certainty and practical significance.
2. ORGANIZATION OF EXECUTION
MASTER'S DIPLOMA WORKS

2.1. Sequence of the thesis preparation

Master's work is carried out on the basis of in-depth study and creative critical reflection of professionally oriented domestic and foreign literature, current Ukrainian legislation on foreign economic activity of enterprises, international economic cooperation, tariff and non-tariff regulation of foreign economic activity, best practices in solving the chosen problem (including foreign), as well as the results of the master's own research of a real object in order to solve certain professional tribute. The implementation of the master's thesis begins with the choice of the topic. The choice of the theme is carried out by the master student individually in accordance with the theme that is recommended and is constantly updated by the department.

The process of master thesis includes a set of activities that are carried out in the following sequence:

- Appointment of the scientific supervisor and the choice of a graduate student in the field of study
- Harmonization and approval of the topic of thesis
- Pre-diploma practice (at the enterprise, institution chosen by the subject of the diploma research)
- Processing of data on the activity of the research object, drawing up an appropriate report on the passing of the practice
- Writing the diploma work
- Norma-control of the thesis
- Preparation of accompanying documents for thesis (reference of scientific supervisor, external review, act of introduction of research results)
- Submission of the thesis to the Department of International Economics for a recommendation for protection
- Preparation of materials (report, visual accompaniment) for a speech at a meeting of the EC
- Defending thesis at a meeting of the EC
The recommended topics for master's theses are given in appendix A. A student has the right to offer a research direction on his own if he is considering topical issues in the development of international economic relations and the management of international business.

When choosing a theme, one should proceed from its scientific and practical relevance, perspective, correspondence of the specialty of studying the student, the availability of the necessary materials for writing the work, the expediency of reflecting the processes taking place in the international economy and foreign economic activity of the enterprise. The preference is given to the topics related to the scientific research of the department. The choice of the theme of the master's thesis must coincide with the direction of his research in the course work on the specialty, the material of which can be used to prepare the theoretical and analytical part of the thesis.

Thesis should be performed on the materials of a really functioning object. It is desirable that this object be the basis of pre-diploma practice. The choice of the subject and the research object should be discussed with the head of the thesis.

Master's work is carried out under the direction of a leading teacher of the department or a third-party specialist involved in the management of such works, which has a degree in professors or associate professors, a scientific degree of a doctor or a candidate of sciences, and has carried out research in this field.

The scientific supervisor carries out individual student counseling, helps to master the master's work plan, monitors compliance with the schedule of execution, reviews all parts of the work and completes the manuscript, prepares the student for public defense of the research results.

After the election and agreement of the topic with the head of the topic approves the head of the department of international economics. Approval of the topic of thesis is at the meeting of the graduation department. After that, an order is prepared for the University regarding the approval of the topics and executives of the thesis.

In accordance with the topic, the supervisor, together with the student, develops the tasks for the work in accordance with the established form (Appendix B). The task for the thesis is approved by the head of the department.

According to the chosen theme and the developed task, the student prepares a detailed thesis plan and coordinates it with the supervisor. An example of a thesis plan (content) is given in Appendix B.

The next stages of the work should be the compilation of an individual plan for the master thesis and the collection of materials necessary for writing the work.
Material on the topic of research student collects during pre-diploma practice. At the same time, there should be an in-depth study of a wide range of normative and literary sources regarding the problem being studied by the master student.

Acquaintance with the published papers on the topic of thesis by scientific works begins immediately after the development of the basic idea of the thesis. This formulation of the problem allows to purposefully choose literary sources and it is better to work out the material published in the writings of scientists, because the sources of the main issues of the problem are almost always laid in earlier studies. Once all available literature and related Internet sites have been investigated, you can begin with its in-depth study, ranging from simple to more complex material.

Studying literature, the master student should not only try to borrow the material, much attention should be paid to the formation of their own conclusions, based on the research of scientific papers by leading scholars. This process should continue throughout the work on the topic, then the own thoughts that arose during the acquaintance with literary sources, will become the basis for obtaining new knowledge. In the process of studying literature, it is necessary to monitor the design of abstracts, in order to further use them easily. When working on a unit or a section, it is necessary to constantly monitor its connection with the problem as a whole, while developing a broad problem - be able to divide it into parts.

**The main tasks of the literature review are:**

1) acquaintance with the materials on the theme of the master's thesis, their classification, selection of the most interesting studies, the basic fundamental works, the most significant results;

2) the identification of areas of research that are of greatest interest, are not yet sufficiently explored and can be developed;

3) formulation of research directions, description of the main sections of the theoretical and analytical parts of the thesis.

In order to achieve the tasks of the research during the pre-diploma practice students, according to selected topics of theses, are sent to the relevant functional and structural divisions of enterprises and institutions for studying the state of the object and the chosen direction of research, identifying problems in this area and possible ways of their solution.

For the most complete analysis of the functioning of the object and the study of the problem under study (according to the chosen topic), it is recommended to consider the following areas: the characteristics of the object of research, the analysis of the results of the object of research, the development of a system of measures to improve the state of the problem under investigation.
The planned and actual data collected by students for the last two full years and the reporting period of the current year are used when writing the master's thesis. If there is a need and opportunity, information can be presented over a longer period of time. Based on these data students analyze the indicators in the following sequence:

1) general analysis of indicators;
2) analysis of factors influencing the dynamics of performance indicators (if necessary);
3) conclusions on the analysis of indicators.

The following list of questions is common to all students. During the pre-diploma practice, attention should be paid to the materials and calculations that reveal the subject of the thesis. For the full disclosure of the topic, it is necessary to broaden the range of relevant issues by agreeing them with the head of practice.

The total amount of time allocated for writing a thesis should be in accordance with the time table given in Table. 2.1.

<table>
<thead>
<tr>
<th>Structural elements of the thesis</th>
<th>Training time, %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents, introduction, abstract</td>
<td>5</td>
</tr>
<tr>
<td>1 section</td>
<td>20</td>
</tr>
<tr>
<td>2 section</td>
<td>25</td>
</tr>
<tr>
<td>3 section</td>
<td>25</td>
</tr>
<tr>
<td>Conclusions, annexes, list of references</td>
<td>5</td>
</tr>
<tr>
<td>Consultations, registration of work, norm-control</td>
<td>10</td>
</tr>
<tr>
<td>Preparation for the diploma work defense</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

The regulations for the preparation and execution of master's theses by students of full-time and part-time forms of education are set by the graduation department.

Students who successfully passed the examination session, passed the practice at the object of writing the master's thesis and defended the report on its results are allowed to perform the master's work.

Master's work must have a logical, demonstrative, reasoned character and meet the following requirements:

– contain an in-depth, comprehensive analysis of the problem under study;
– contain the results of independent studies and calculations performed using information technology;
– to submit substantiated proposals on improvement of activity on the investigated object;
– to be duly executed;
– have all the necessary supporting documents;
– To be executed and submitted to the department in the period stipulated by the schedule of the educational process.

Master's work that does not meet the requirements for content and design is written without following the approved plan, which does not contain the materials of a specific study of the topic in accordance with the chosen direction on the materials of the real enterprise or data of the regulatory authorities of Ukraine, substantiated proposals, and does not have a review of the head of 'The subject of the study and the external review - to the protection is not allowed.

2.2. Guidelines for the preparation of thesis

The head of the master's thesis is the leading researcher of the department of international economics.

The duties of a scientific supervisor include:
♦ Assist the masters in determining the direction of the research;
♦ Issuance of the master's thesis for the thesis work, indicating the terms of each section implementation;
♦ advice on the choice of literary and other information sources, recommendation of additional literature;
♦ discussion with the student on issues related to the structure and content of the thesis;
♦ advice during the preparation of the preliminary plan of work, the calendar schedule of its implementation, the task of preparing the thesis;
♦ checking drafts of individual parts and all work, recommendation on the need for additions and changes;
♦ control over the individual stages of work performed in accordance with the schedule approved by the department and providing regular information on this process to the head of the department;
♦ advice on work scheduling, report preparation and graphic material;
♦ preparation of a review of the thesis of a specialist with a thorough description of its quality in accordance with the structure of the evaluation criteria.

The head of the work systematically conducts consultations on separate sections of work according to the schedule developed by the
Department of International Economics, assesses the progress and results of the implementation of the individual plan, the deviation from which is communicated to the Dean's Office.

The head of the thesis draws the student's attention to the disadvantages in the work (design, style of writing, spelling, the content of the units, the sequence of the text), but does not correct them himself.

The state of the thesis preparation is regularly discussed at the meeting of the department and recorded in the minutes. Lists of students who work irregularly and do not adhere to the established schedule are submitted to the dean's office for taking appropriate measures.

After completing the work, the supervisor checks the thesis, provides feedback and approval for the passage of regulatory control.

The review of the scientific supervisor's thesis should reflect:
- degree of independence and initiative of the student in preparing the work;
- presence of elements of novelty;
- degree of achievement of the goal set in the work;
- ability to analyze the information received and make substantiated conclusions and proposals;
- quality of execution and execution of work;
- general level of work, compliance with its proposed requirements, admission to protection, preliminary assessment of work.

In the case of a negative decision on the admission of a magistrate for the defense of thesis, this issue is considered at a session of the department with the participation of a scientific adviser.

The general structure of the supervisor's response is given in Appendix D.

Norm control is carried out by the graduation department for the compliance of the thesis with the requirements for its writing.

After passing the norm-control and corresponding updating, if necessary, the work is directed to binding, which should have a solid foundation. Softcovering or use of folders for a diploma is not allowed.

Together with the work the masters must submit to the department a review of the specialist certified by the seal of the company where the reviewer works.

If the thesis is executed on the materials of a particular enterprise or institution (which confirms its reality), the relevant economic entity may, at its own discretion, introduce into the management of its activities the scientifically substantiated recommendations made by the student for ensuring the effectiveness of its functioning and make it appropriately in the form an act or certificate on the implementation of the results of the diploma
(Appendix E), which is also attached to the thesis and presented to the department.

Documents (review, supervisor's report, act or certificate of introduction) must be in an envelope that is stuck on the inside of the hard cover.

Interlaced work is signed by the master student, the head of the work and is presented together with the documents for approval approved by the head of the department of international economics.

Until the day of the defense, diploma work with documents is at the student.

3. STRUCTURE, CONTENT AND DIPLOMA WORK

The graduate work of a specialist as an original theoretical and applied research should have a certain logic of construction, consistency and completeness. In the work the student must show a sufficiently high level of theoretical and special training, the ability to skilfully analyze specific socio-economic phenomena and processes.

The work should be done taking into account state and industry standards (DSTU 2.105-95. Documentation: reports in the field of science and technology, structure and rules of registration).

Language of thesis - state (Ukrainian); style of teaching material - scientific, clear, without spelling and syntax errors.

According to the structure, the diploma thesis of a specialist should contain the following elements: title page, typical job description form, annotation (in Ukrainian and English), content of work, introduction, theoretical, analytical and research, calculation and recommendation parts, conclusions, list of sources used, applications.

The total volume of thesis (without appendixes) should be 90-120 standard pages of printed text, including tables and figures that are consistently contained in the text. The content of the thesis should be fully illustrated with tabular and graphic material that needs to be analyzed and commented.

The author presents the presentation of the material using the pronoun "we" and its derivatives. This characterizes the integrated approach to solving the problem and allows you to reflect your own opinion as the position of a certain group of scientists or a school of science.

Title page.

The title page contains information on the title of the topic, the data on the executive and the head of the work, the admission of the head of the department to the protection, an example of the compilation of the title page
is given in Appendix J.

**Task for work.**

A typical Job Job Form is posted directly after the title page. Appendix B provides an example of assignment for graduation thesis.

**Abstract.**

The abstract contains brief information about the results and conclusions of the thesis, as well as the proposals of the graduate student.

The abstract should include:
- information on volume of thesis, number of drawings, tables, applications, number of sources used;
- annotation text;
- a list of keywords.

The annotation text should reflect the purpose and object of research, the main content of the thesis, the results obtained.

The list of keywords should describe the content of the thesis and include from 5 to 15 words (phrases) in the nominee excellence, typed in a string through a comma in capital letters.

The key word is the word or phrase from the thesis text, which in terms of information retrieval carries a meaningful load. Commonly used economic terms are used as keywords.

The abstract is in two languages: Ukrainian and English (German, French). Annotation should be 1-2 pages. An example of annotation is provided in appendix Z.

**The content of the work.**

The content of the thesis should reflect the essence of the problem, its complexity and the logic of research. The titles of sections and subdivisions should be concise and understandable, literally literate, closely related to the name of the work, but not repeat it.

The content can take 1-1.5 pages, it records the names of all sections and subunits with the indication of the initial pages. By the content of the structural elements of the thesis include the following sequence:
- introduction;
- names of sections and subdivisions of the main part;
- conclusions;
- list of sources used;
- applications.

Against each name is the number of page on which the beginning of the element is placed. The word "page" or its abbreviations do not write. The end of the item name is separated from the page number by dots.

An example of the content of the thesis is presented in Annex B.
**Introduction.**

The introduction should contain the following information:

- **Relevance of the topic,** which briefly reveals the current state of the problem under consideration, its role in the international economy and the prospects for its development; **scientific and practical value;** the degree of development by renowned scholars who are engaged in problems in selected topics;

- **Purpose of work;**

- **Main tasks of the work** should correspond to the purpose of the study, based on what the structure of work is constructed (therefore the research task is formulated on the basis of the name of the sections and units);

- **Object of research** - sphere of international economic relations, activity of enterprises or organizations on the basis of which the thesis is carried out;

- **Subject of the research** is the problem (the range of questions), which are researched in the work on the example of the object of research;

- **Research methods;**

- **Elements of scientific novelty** - grounded new solutions to the tasks; new principles for solving problems have been developed; new phenomena investigated; new methods are presented;

- **Methodological basis of the master's degree study** - the basic laws and regulations, literary sources, information base of the research are briefly indicated.

At the end of the entry you must list the publications (titles of articles and abstracts at scientific conferences), which has a student, on this topic.

Historical references, the description of previously published works and general knowledge in the introduction do not lead.

Recommended volume of admission - 3-5 pages.

**The main part of master's thesis.**

The content of the main part of the thesis consists of three structural elements:

- 1 section;
- 2nd section;
- 3 sections.

Each section should have 2-4 units.

The volume of the main part of the thesis must be 90-100 pages of text in electronic form.

The text of the main part (structure of teaching, drawing tables, formulas, parcels on information sources, units of measure and notes) must be performed in accordance with the guidance given in section 4.

**The first section** is devoted to the review of theoretical sources on the
chosen topic of thesis.

The theoretical part examines the general theoretical approaches to the problem under study using a variety of literary sources. It should cover the description, description of the current state of the problem, review and comparison of the points of view on the problem of various researchers, theoretical substantiation, essence, significance, classification characteristics, history and current trends of the subject of research, methodological approaches.

Student independently selects literary sources according to the chosen theme of the thesis: legislative acts of Ukraine, official documents, printed materials - books, brochures, articles, or mass media on economic trends; accumulates departmental materials on the topic, studies them.

It is desirable, when studying literary sources, to get acquainted with the domestic and foreign economic literature on the problem under study, with the interpretation of concepts, terms, indicators of accounting, analysis and forecasting of international economic relations, foreign economic activity of enterprises, to get acquainted with the views and proposals of well-known economists.

Writing thesis involves mandatory study of the current legislation, resolutions of the Cabinet of Ministers of Ukraine, orders, letters and instructions of the relevant ministries and other management bodies on issues related to the topic of thesis.

Particular attention should be paid to the study of materials on topics published in the periodical press. For writing a thesis, statistical materials of the State Statistics Committee of Ukraine and its organizations should be used, in particular, Statistical Yearbook of Ukraine, Ukraine in Figures, statistics published in periodicals.

During the selection of theoretical information it is necessary to pay attention to its modern types. For example, information from professional consulting firms, information and marketing centers that inform about the situation on the markets of Ukraine and other countries, allows us to track rating ratings of certain economic actors.

Today the Internet has become widespread. It should be used by the student as a source of information about economic and political events in the state and abroad, the search for statistical or other necessary information.

The presentation of the theoretical part should not be reduced to the rewriting of various instructional and departmental materials, literary sources, and must contain an independent view of the student, his relation to the problem, certain elements of scientific novelty, affirmed their own position regarding the chosen methods of research.

This section should be closely related to the content of the topic, serve
as the theoretical basis for the subsequent study of the actual data and the
development of practical recommendations, from the angle of the chosen
direction of the study.

At the end of this section, you need to draw conclusions that allow you
to proceed to the next statement of the material.

The volume of the first section should be 20-35 pages.

The content and structure of the second section of the thesis is the
analytical and research part.

The analytical and research part of the beginning should include the
technology of conducting the analysis. Technology is a structural and logical
scheme in which consistent analytical calculations will be carried out on an
example of a research object using actual material and involving theoretical
knowledge. In describing the analysis technology, you must specify the
source information base to be used for the analysis, namely, statistical,
financial, tax reporting, if necessary, primary documents, accounting
registers, accounting accounts data, and other sources. You can also give a
methodical toolkit, through which an analytical study will be conducted.

An important point is the right choice of research methods,
corresponding methods and techniques of economic analysis and
mathematical apparatus. The research methodology should be elaborated in
detail, with the justification of its choice. In addition, the purpose and the
program of the corresponding specific calculations are described, their
essence is stated.

The analysis is performed on the given technology on the basis of
economic information about the object being studied.

Organization of information collection involves: definition of
indicators to be collected; development of methodology for obtaining
separate indicators; proper documentation of these research data.

The work to determine the list of indicators to be collected is carried
out in several stages.

At the first stage, a list of all output indicators for each issue under
study is developed. It is important to differentiate between indicators and
analytical indicators.

The second stage consists of a summary list of all output indicators on
the topic, that is their systematization.

At the same time, the initial indicators necessary for the study of
individual issues are subject to logical analysis in terms of their repetition,
interconnection and the possibility of obtaining further analytical indicators.

In the third stage, sources of information are determined for each of the
output indicators. It turns out what indicators can be obtained from the
reporting of economic entities, materials of the study of economic literature,
and which are to be obtained in the process of studying the object of research.

When collecting metrics that are reflected in accounting, financial and statistical reporting, it is necessary to determine the sources of data acquisition (reporting form or accounting book), the period during which the collection of indicators is to be (it should be comparative), units of measurement. It is necessary to check the relationship between indicators for individual forms (identity units, reporting period, etc.).

The reporting data should typically cover a period of 2-3 years. For comparison it is important to study the experience of the functioning of similar research objects.

To obtain special materials and data that are not in the accounting or statistical reporting, the student must independently perform the necessary calculations.

The basis of the development of a method for obtaining indicators by means of special surveys should be put: obtaining a certain method of collecting indicators (timekeeping measurements, photographs of working time, questionnaires, etc.), a clear classification of the investigated processes, the determination of the number of observations that provide a reliable idea of each process or the question.

In the construction of the forms of the collection of indicators, firstly, indicators are derived from the data of accounting and statistical reporting, then - indicators of the special survey. In the process of analysis of the collected material it is necessary to ensure the comparability of all indicators by the criteria of time (periods), price, structure of the object of research.

The main form of documentary processing of economic materials is tabular information documents. Tables are a tool for processing summary and grouping results, as well as data analysis. They provide an opportunity to submit the results of the study in a form that facilitates their reading and analysis. Tables can be in the form of consolidated or separate tables. At the same time information should be arranged in a certain order, convenient for its comparison between themselves and the calculation of various indicators. Indicators are grouped by separate questions (sections) of the thesis or by the characteristics of the individual blocks of the functioning of the research object.

In the process of processing materials it is advisable to use not only tabular but also graphical data display. Graphic techniques are used to better perceive and understand economic phenomena and processes, as well as trends and patterns of their change and development. Charts and charts clearly represent economic information in a variety of forms. The use of modern computer technology of data processing greatly facilitates the
process of constructing graphs and diagrams, reduces the complexity and improves the quality. In this case, the student, first of all, it is necessary to choose the most successful form of graphical data guidance.

The use of a PC is also offered during other studies, namely, in the calculation of relative, average values, grouping, that is, during analytical processing of information in order to further generalize and substantiate the recommendations. For data processing, it is proposed to use the programs of the MS Office package.

Analysis of the data presented in the form of graphs and tables can be done using the MS EXCEL program.

All received information requires verification in terms of its reliability, logical compliance with the final results.

In the process of analysis, the dynamics of indicators is determined, their deviation from the planned data, the causes of deviation are revealed, tendencies are revealed, the factors influencing the corresponding changes are investigated, the efficiency improvement reserves are identified, the necessary information is provided for carrying out the planned calculations. The mathematical dependences obtained in the work are recommended to be illustrated by an example of concrete calculations.

The final stage of the analysis should be a deep study and synthesis (calculation) of operating reserves, on the basis of which will be determined measures for their implementation.

By providing a logical sequence of research, the second section should become a transition to the next third (design-recommendation) section and combine the acquired theoretical knowledge and the ability to use selected methods and certain methodological tools.

The volume of the second section should be 30-40 pages.

**The third section** should contain substantiated proposals of the master student, aimed at achieving the goal set forth in the introduction. The purpose of writing the third chapter is the substantiation of reserves of quantitative growth and improvement of qualitative indicators of the functioning of the research object, calculation of economic efficiency. In this case, it is necessary to take into account not only the positive effect, but also to calculate and compare with this effect the volume of the associated costs - labor, material, financial. Without such an assessment it is impossible to determine the degree of reality of the conduct and the payback period of the measures.

The reality of the economic substantiation of the proposed measures to improve the activities of the enterprise, corporation, institution must necessarily be confirmed by specific calculations.

When calculating planned indicators, different methods should be used
to justify the use of each. It should proceed from the results of the analysis. The planning process should be completed by the product of the optimal plan for a particular aspect of the operation of the research object.

All sections of the calculation and recommendation part must end with the interpretation of the results and description of their possible application. In general, this part is devoted to the review of the ways and the reasons for the improvement of the economic situation and the directions of solving the issues being investigated.

The volume of this section can be 30-40 pages.

**Conclusions**

Before making the conclusions - a brief presentation of the results of the study - it is necessary to check the completeness of each individual part of the work and the relevance of the arguments of the whole work in general. Only after this should formulate conclusions about the essence of the problem, the directions of solving this problem, practical significance and the use of the results obtained.

The findings should include an assessment of the results in terms of their relevance to the purpose and objectives of the work. They consist of the presentation of the main results of the study and the main measures for the effective resolution of issues that were considered in the thesis. The conclusions need to be formulated carefully and accurately, without overloading them with explanations and particulars. The justification of the conclusions is contained in the previous sections of the work.

Their volume should not exceed 3-6 pages.

**References.**

The list of sources used is a list of not only the works that were quoted and mentioned, but also those with which the student got acquainted in the process of gathering information and writing a thesis.

Sources of information for writing a thesis may be:
- normative-legal acts;
- instructions, normative-technical and other official documents;
- scientific publications of domestic and foreign authors;
- articles in specialized periodicals and scientific publications;
- reports on research work;
- dissertation;
- information resources of the electronic network of the Internet.

The recommended amount of information sources for a thesis is not less than 100 titles.

**Attachments.**

In the form of applications illustrative material, tables, formulas, calculations, text of auxiliary character, copies of independent documents,
which do not differ from the original (photocopies) are issued.

Directly in the text of the thesis it is necessary to place links to the applications.

The content of the thesis can be specified as the first page of applications, as well as each of the applications that are in operation.

Attachments must have a through-the-world numbering of the pages, with a general thesis.

4. RULES FOR PREPARING DIPLOMA WORKS

**Terms.**

The thesis must be executed and executed with observance of all technical requirements for scientific works.

Work text should be typed on a computer using MS Word, as well as using other Microsoft Office application packages, on one side of a sheet of A4 paper (210x297 mm). The following parameters should be taken into account:

- Font Times New Roman.
- Font size 14 points.
- The minimum height of the font is 1.8 mm.
- The distance between the rows is 1.5 intervals (up to 30 lines per page).
- The size of the fields: the upper, the bottom - not less than 20 mm, the left - not less than 25 mm, the right - not less than 10 mm.
- Abbreviation - 1.25 cm

If necessary, tables or figures on sheets of A3 format are allowed.

The compactness of the text of work must be the same.

Insert into the text separate foreign words, formulas, symbols in ink, ink, paste only in black color, while the compactness of the inserted text should be close to the compactness of the main text.

The general requirements for the dissertation are: clarity of construction; logical sequence of material presentation; persuasiveness of argumentation; the accuracy of the wording; the exclusion of the possibility of subjective and ambiguous interpretation; specificity of the presentation of research results; the validity of the proposals.

Material of the thesis should be given in the following sequence:

- title page (appendix G);
- task (appendix B) - printed on the letter on both sides;
- abstract (appendix C);
- content (Annex B);
- a list of symbols (if necessary). If specific terminology is used in the
work, as well as little-known abbreviations, designations and so on, then their list can be presented in the work as a separate list;
- introduction;
- main part;
- references;
- applications.
All the components of the thesis must be properly completed.

The headings of the structural parts of the work "TASK", "ANNOTATION", "CONTENTS", "LIST OF CONDITIONS", "INTRODUCTION", "SECTION", "CONCLUSIONS", "LIST OF USED SOURCES", "APPENDICES" are printed in capital letters (not semifinished (normal) image) symmetrically to the text. The titles of the units are typed in small letters (except for the first large one) symmetrically to the text and the usual image. The dot at the end of the title is not put. If the title consists of two or more sentences, they are separated by a dot. Headings of items are typed in small letters (except for the first large one) from the paragraph indent in the discharge to the selection of the text. A dot is placed at the end of the title printed in the selection for the text.

Heading word transcription is not allowed.

The distance between the title of the section and the title of the unit should be equal to one interval, but there is no distance between the title of the unit and the text at all.

Each structural part of the work (introduction, sections, general conclusion, literature, annexes) must begin with a new page.

On the last page, after the conclusion, the student puts his signature.

**Numbering.**

The numbering of pages, sections, subdivisions, paragraphs, figures, tables, formulas is given in Arabic numerals without the symbol number.

Title page, job assignment, annotation and content are not numbered, but are included in the total numbering. On the following pages, the number is placed in the upper right corner of the page without a dot at the end.

Such structural parts of the work as content, the list of symbols, introduction, conclusions, list of sources used do not have a serial number. The section number is put after the word "SECTION", after the number is not put a dot, then the new line is printed after a single interval header section.

Subsections are numbered within each section. The unit number consists of the section number and serial number of the unit, between which put a point. At the end of the unit number should be a dot, for example "2.3." (Third section of the second section). Then in the same line is the title of the unit.
Items are numbered within each division. The item number consists of the ordinal numbers of the section, subdivision, point, by which the dot. At the end of the number should be a dot, for example: "1.3.2." (Second paragraph of the third section of the first section). Then in the same line the heading of the item is indicated. Item may not have a title.

The sub-items are numbered within each item according to the same rules as items.

Drawings, charts, diagrams, diagrams, tables and formulas are executed in accordance with DSTU 2.105-95. Each drawing, graph, each diagram and scheme are marked with a word - a drawing, and they must be signed, the tables - have a name.

The numbering of sections, subdivisions, paragraphs, figures, tables, formulas is given in Arabic numerals in bold lower case letters without the number ı and numbered sequentially within the section.

The illustration number should consist of the section number and the serial number of the illustration, between which the dot is given as follows:

Fig. 1.3. Classification of the customs tariff

1 – the section number
3 – the serial number of the illustration in this section.

The table is placed under the text in which the link was first given to it, or on the next page. If the table goes beyond the format of the page, it is divided into parts, with each part repeating its head or sidewall and make an inscription in the upper right corner of the page "Continuation of the table."

The word "Table" and its number are written in the right corner. Each table should have a name placed above the table and typed symmetrically to the text. The name and the word "table" begin with a capital letter. The name is not underlined, it is given in a non-lean font., The words "Continuing over" are written over other parts. Tab. "And indicate the table number, for example:" Continued. Tab.1.2 ".

Formulas in the thesis (if they are more than one) are numbered within the section. The number of the formula consists of the section number and the ordinal number of the formula in the section, between which put a point. Form numbers are written at the right-hand side of the sheet at the level of the corresponding formula in round brackets, for example: (3.1) (the first formula of the third section).

Notes on the text and tables, which provide background and explanatory data, are numbered sequentially within the same page. If the
notes on a single sheet are a few, then after the word "Notes" put a colon, for example:

Notes:
1. ...
2. ...

If there is one note, then it is not numbered and after the word "Note" put a dot.

**Illustrations.**

The main types of illustrative material in the dissertation are: drawings, technical drawing, diagram, photograph, diagram and graph.

Illustrations are used for better perception and understanding of phenomena and processes, as well as trends and patterns of their change and development in time, space, etc.

Illustrations must have a number and a name. If necessary, the illustrations are supplemented by explanatory data.

![Graph of Foreign Trade](image)

**Fig. 2.1.** The volume of foreign trade of the Republic of Belarus with some countries in 2018 (for example)

The drawing is executed in one spacing from the main text. After the drawing, the main text is continued through one interval.

It is not worthwhile to make references to illustrations as stand-alone phrases, which only repeats what is contained in the signature. In the place where the topic is devoted to the illustration, and where the reader must point to it, place the reference in the form of an expression in the round brackets "(Figure 3.1)" or the reverse type: "... as can be seen from the rice . 3.1 "or" ... as shown in Fig. 3.1 ".

25
The quality of the illustrations should ensure that they are clearly reproduced.

Tables

Digital material, as a rule, should be made in the form of tables. An example of constructing a table is given below.

Each table should have a name placed above the table and typed symmetrically to the text. The word "Table" and its number are written in the right corner. The name is given in non-lean font.

According to the logic of constructing a table, its logical subject, or subject (the designation of those objects that are characterized in it) are placed in the sidewall, the head, or both of them, and not in the program; the logical predicate or the predicate of the table (that is, the data that is characterized by the subject) - in the program, and not in the head or side. Each heading above the graph refers to all data in this graph, each heading in the sidebar - all the data in that row.

The title of each graph in the table head should be as short as possible. Avoid repeating the subject header in the headings of the graph, the unit of measurement should be indicated in the thematic header, make the generalizing headings of repetitive words.

The case, like the head, needs laconicity. The repetitive words are also placed in the unifying headings; Common words for all headings in the sidebar are placed in the title above it.

In a program, duplicate items that are related to the entire table are placed in a thematic heading or in the header of the graph; homogeneous numerical data are placed so that their classes coincide; heterogeneous - in the middle of the graph; the paws are used only instead of the same words that stand one by one.

Headers of the graph must begin with capital letters, subtitles - from small ones, if they are one sentence with a heading, and from large ones, if they are independent. The height of the rows must be not less than 8 mm. The graph with serial numbers of rows to the table should not be included.

The table is placed after the first mention of it in the text, so that it can be read without turning the interweaving block of thesis or by turning clockwise. A table with a large number of rows can be moved to the next page. When you move the spreadsheet to the next page, the name can only be placed over its first part. A table with a large number of graphs can be divided into parts and place one part under another within a single page. If the rows or graphs of the table go beyond the page format, in the first case in each part of the table repeat its head, in the second - the sidebar.

If the text that is repeated in the table of the table consists of one word, it can be replaced by paws; if from two or more words, then at the first
repetition it is replaced by the words "That's", and then with the paws. It's not possible to put quotes instead of digits, marks, marks, mathematical and chemical characters that are repeated. If the numeric or other data is not presented in any row of the table, then a dash is placed in it.

The table is executed in one spacing from the main text. After presentation of the table of teaching the main text continues through one interval.

An example of constructing a table

Table 2.3

Dynamics of volume of export-import operations of Ukraine and the EU for 2011-2018

<table>
<thead>
<tr>
<th>Head</th>
<th>Headings graph</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sub-headings graph</td>
</tr>
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<td></td>
<td></td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lines</th>
<th>Outset (header lines)</th>
<th>Graphs (columns)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

The layouts of the tables should be prepared in advance, prior to the beginning of the analytical work, so that in the monitoring process, the indicators required for the final tables are not missed.

Formulas.

The formulas must center, have numbering, also separated from the rest of the text by one line. The numbers of the formulas are indicated in parentheses, which should be aligned to the right border of the text. Formulas are numbered within the section. The number of the formula consists of the ordinal number of the formula in the section, between which put a point.

Formula language - Microsoft Equation - italics.

The largest, as well as long and cumbersome formulas, which contain the sum of the signs, the product, the differentiation, the integration, are placed on separate lines. This also applies to all numbered formulas. To save
space, several short uniform formulas, separated from the text, can be submitted in one line, rather than one by one. Small and simple formulas that do not have an independent meaning are written inside the lines of the text.

Explanations of the values of symbols and numerical coefficients should be submitted directly under the formula in the sequence in which they are given in the formula.

The value of each character and numeric coefficient must be presented from a new line. The first line of explanation begins with the word "de" without a colon.

Equations and formulas should be separated from the text by free lines. You must leave at least one free line above and below each formula. If the equation does not fit in one line, it should be moved after the equals sign (=) or after the plus (+), minus (-), multiplication (x).

**Link.**

When writing a thesis, the master student should give references to the sources, materials or individual results of which are given in the work, or ideas and conclusions of which develop the problems, tasks, issues, the study of which is devoted to the work.

Such links allow you to search for documents and verify the authenticity of information when quoting a document, provide the necessary information about it, help to find out its content, the language of the text, the volume.

Reference should be made to the latest publications. Earlier editions can only be referenced when they have material that is not included in recent editions.

References in the text of the thesis to the sources should be indicated by the serial number in the list of references, separated by two square brackets, for example, "... in works [1-7] ...".

When it is necessary to refer to the component part or specific pages of the relevant source in the text of the thesis, references in the footnotes may be indicated, with the reference number corresponding to its bibliographic description in the list of references.

Example:

Quote in the text: "... regardless of the priority value of language communication channels between business partners, in no case can not ignore the largest channels of information transmission [13, p. 29] ".

References to the illustration of the thesis indicate the serial number of the illustration, for example "fig. 1.2 ".

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References to the thesis formulas indicate the ordinal number of the formula in brackets, for example "... in formula (2.1)".

All the tables of the thesis should be a link in the text, with the word "table" in the text write abbreviated, for example: "... in the table. 1.2 ".

**List of sources used.**

Sources can be placed on the list in one of the following ways: in the order of the appearance of references in the text (most convenient for use), in alphabetical order of the names of the first authors or titles, in chronological order.

Details of the sources included in the list must be given in accordance with the requirements of the state standard with the obligatory indication of the names of works.

In the form of applications illustrative material, tables, formulas, calculations, text of auxiliary character, copies of independent documents, which do not differ from the original (photocopies) are issued.

The list of used sources is issued according to the following standard:

**Attachments.**

In the appendixes, the master student must provide all forms of accounting or accounting of the investigated enterprise, institutions, statistical material characterizing the development of certain economic processes at the level of the state or the world economy, which were used during the analysis.

Appendices are issued as a continuation of the thesis on its subsequent pages or as a separate part, placing them in the order of the appearance of references in the text of the work.

If the attachments are executed on subsequent pages of work, each such application should begin with a new page. The attachment should have a headline printed in uppercase letters first large symmetrically relative to the text of the page. In the middle of the line above the caption in lower case letters (the first one is large), the word "Attachment ___" is printed and a capital letter denoting the application.

The attachments should be indicated consistently in uppercase letters of the alphabet, for example, Appendix A.

When filling out applications with a separate part on the title page, capital letters are printed with the word "ADDITIVES".

The text of each application can be divided into sections and subsections, which are numbered within each application, if necessary. In this case, before each number put the designation of the application (letter) and a point, for example: A.2.

Illustrations, tables and formulas appearing in applications are
numbered within each application, for example: Fig. D.1; formula (A.1).

5. RECOGNITION OF DIPLOMA WORK

The completed thesis is sent by the master student to external review. External reviewers can be leading specialists working in enterprises, financial institutions, scientific institutions, teachers of other educational institutions.

An external review is provided 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 thesis;
- description of the completeness of the task of opening the theme of the thesis, the correspondence of the content of the work to the task;
- conclusions on the use of modern research methods, methodological approaches to improving the activities of the enterprise in the direction of the theme of the thesis;
- assessment of the validity of specific proposals, recommendations for improving the management of certain economic processes, improving their efficiency;
- an assessment of the compliance of the content with the requirements set;
- summarizing the reviewer's report on the quality of the completed thesis to the requirements for such works, about the possibility of admitting it to protection, and, if desired, the level of 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, the place of work and position occupied, and to certify the signature.

In order to prepare for explanations in connection with the possible comments of the reviewer, the student is given an opportunity to review the review to protect the work at the EC meeting, so the reviewer must return the work to the department not later than two days before its protection.

6. PROTECTION OF DIPLOMA WORK

Diploma work with the reference of the head, external review and certificate (certificate) of introduction is given to the head of the department, which decides on the admission of work for protection.

In addition to the above documents to the thesis must be added and other materials that characterize its scientific and practical value - published
articles on the topic of work, theses of reports at scientific conferences and others.

Students who have not completed the curriculum and have academic debts are not allowed to be protected.

During preparation for defense, the student must agree with his supervisor a concise report on thesis and its visual accompaniment (the most important illustrative materials in the form of posters, handouts, or slides created with the help of the Power Point (Master of Presentations) Microsoft Office) The visual materials should consistently illustrate the student's report and provide the coverage of all provisions that are to be protected.

Before the defense, the student must familiarize himself / herself with the feedback and review, analyze them and prepare responses to comments.

The defense of diploma works is carried out at an open meeting of the State Examination Commission at a higher educational institution.

During the defense of the thesis, the student must report in two languages - in Ukrainian and in English (German, French). The student's report in the Ukrainian language should be for 10 minutes and cover the following issues:

1. Justification of the choice of the theme, its significance and relevance.
2. The main content of the work, but without listing what is described in each section. It is necessary to consider the questions devoted to own research, analysis and results obtained in this case.
3. Conclusions, recommendations and their justification.

The length of the student's report in a foreign language should be 5 minutes and contain information about the purpose, content and results of the thesis.

The master must freely present the results of his study using the visual material prepared. Upon completion of the report, the members of the DEC and other members present in the defense may ask the graduate student questions regarding the content of the thesis, both in Ukrainian and in foreign languages. Answers must be given by the student in a concise, specific and reasoned manner in the language in which the questions were asked.

The total time for thesis defense should not exceed 30 minutes on average per student.

The procedure for the defense of theses is recorded by the EC secretary.

After discussing the results of the defense at the closed meeting of the EC a decision is made on the results of the assessment of students. In case of disagreement between the members of the EC, the opinion of the chairman
is decisive. The decision of the commission is announced by its chairman on the day of the thesis defense.

Students who have received unsatisfactory marks during the protection are deducted from the university, obtaining an academic certificate. Before re-defense, the thesis may be submitted within three years after graduation. After the defense, the thesis is transferred to the archive of the university.

7. CRITERIA FOR EVALUATION OF DIPLOMA WORK

The final assessment of the master's thesis is determined by the State Examination Commission, its decision is final and not subject to appeal.

In the process of determining the assessment, a number of important indicators of the quality of the thesis of a specialist are taken into account, namely:

1) the substantive aspects of work:
   – relevance of the chosen research topic;
   – the focus of work on the development of real practical recommendations; the correspondence of the logical construction of the work to the set goal and objectives; adequacy of the methodological and diagnostic apparatus;
   – availability of alternative approaches to solving certain problems;
   – the level of validity of the proposed solutions;
   – the degree of independence of the conducted research;
   – conformity of the presented material to the scientific style;
   – general design of the thesis;

2) the quality of work protection:
   – Ability to briefly, consistently and clearly outline the nature and results of the research;
   – ability to reasonably defend their proposals, thoughts, views;
   – general level of student training;
   – possession of a presentation culture.

Basic evaluation criteria.

The results of the defense of the final qualifying work are determined by the estimates: "excellent", "good", "satisfactory", "unsatisfactory" and the number of points on the ECTS scale.

<table>
<thead>
<tr>
<th>ESTS Score</th>
<th>Definition</th>
<th>According to the national system</th>
<th>On the system KSUFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent - excellent performance or error-free answer</td>
<td>5 (perfectly)</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Very good - work with minor mistakes (up to</td>
<td>4 (fine)</td>
<td>82-89</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Percentage</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Well - in general, the right job, the answer with a few minor mistakes (up to 10%)</td>
<td>74-81</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Satisfactory - not bad, but with a certain number of errors that do not interfere with the full coverage of the question, the answer (up to 25%)</td>
<td>64-73</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Enough - the performance of the works meets the minimum criteria for a positive assessment (up to 40%)</td>
<td>60-63</td>
<td></td>
</tr>
<tr>
<td>FX</td>
<td>Unsatisfactory - you need to work extra for a positive evaluation</td>
<td>35-59</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory - serious further work is needed to get a positive assessment</td>
<td>1-34</td>
<td></td>
</tr>
</tbody>
</table>

**Perfectly.** Thesis work is impeccable: contains elements of novelty, of practical importance, the report is logical and short, freely proclaimed, knowledge of the case, feedback and review are positive, answers to the questions of the members of the EC are correct and concise.

**Fine.** The theme of the work is uncovered, but there are some disadvantages of a non-principal nature: in the theoretical part a superficial analysis of literary sources is made, elements of novelty are not clearly defined, insufficiently used informational materials of the object of the research, there are some comments in the reviews and reviews, the logical report is proclaimed freely, the answers to the questions of the members of the DEC are basically correct, the execution of work within the requirements.

**Satisfactorily.** The theme of the thesis is mainly disclosed, but there are shortcomings of the content: the unclear formulation of the purpose of the work, the theoretical section has a pronounced compilation nature, scientific polemics are absent, in the analytical part there is an excess of the elements of the narrative, the selection of information materials (tables, graphs, schemes) is not always substantiated, measures and proposals contained in the third section are substantiated unconvincingly, the review and reviews contain separate comments, the report is read by the text, not all answers to the question member The EC is correct or complete. There are remarks on the completion of thesis.

**Unsatisfactorily.** Unclear purpose of graduation work. Sections are slightly related. There is no critical review of modern literary sources. The analysis is executed superficially; the narrative of the material prevails. The proposed measures are random, from the analysis do not follow, the economic substantiation is incomplete. The design is far from the model. There are no illustrations for protection. Answers to questions from members of the EC are inaccurate or incomplete.

**Degree work for protection is not allowed** when it is given to the
Table of correspondence of the results of defense of the master's degree work on different scales and criteria of evaluation

<table>
<thead>
<tr>
<th>Score points on a 100-point scale</th>
<th>Estimate in ECTS</th>
<th>The value of the ECTS evaluation</th>
<th>Criteria for evaluation</th>
<th>Competence level</th>
<th>Score on a national scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>Excellent</td>
<td>The score is set for the qualifying work, which is research-based, drawn up according to the requirements for qualification papers, the material is presented logically and consistently with the relevant conclusions. The work has positive feedback from the supervisor and reviewer. With her defense, the student shows profound knowledge on the subject, operates the research data, makes suggestions on the topic of research, during the report proficiently uses the presentation, confidently and in detail answers the questions posed.</td>
<td>High (creative)</td>
<td>Excellent</td>
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<td>The score is set for the qualifying work, which is research-based, drawn up according to the requirements for qualification papers, the material is presented logically and consistently with the relevant conclusions. The work has positive feedback from the supervisor and reviewer. Under her protection, the student shows knowledge on the subject, operates the data of the study, during the report proficiently uses the presentation, without any difficulty answers the questions. There are only minor errors in the language of work.</td>
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The grade is put up for a qualifying work that is of a research nature, drawn up according to the requirements for qualification work, but has a surface analysis, the material is presented inconsistently and unreasonably. The work has a commentary by the reviewer on the content and methodology. A presentation of the report is prepared to protect, but visual information is not always commented. The main theses of the work are revealed, but not sufficiently substantiated, conclusions, suggestions and recommendations are unclear. When protected, the student shows insecurity, shows weak knowledge of the subject, does not always give exhaustive reasoned answers to the questions. The student reproduces a significant part of the theoretical material, reveals knowledge and understanding of the basic provisions; with the help of a teacher can analyze the training material, correct errors, among which there is a significant amount of essential

Medium (reproductive) satisfactorily

The grade is put up for a qualifying work that is of a research nature, executed according to the requirements for qualification work, but has insufficiently critical analysis, the material is presented inconsistently and groundlessly. The work has significant comments from the reviewer on the content and methodology. A presentation of the report is prepared for defense, but the visual information is not commented. The main theses of the work are revealed, but not sufficiently substantiated, conclusions, suggestions and recommendations are unclear. When protected, the student shows insecurity, shows weak knowledge of the subject, does not give exhaustive reasoned answers to the questions. A student reproduces a significant part of the theoretical material, reveals knowledge and understanding of the main provisions, and only with the help of the teacher can correct errors, among which there is a significant amount of significant.

Low (receptive-productive) unsatisfactorily

The grade is put up for a qualifying work that is not research-intensive, has no analysis and does not meet the requirements for qualification papers. In the work there are no conclusions or they are declarative in nature. The reviews of the supervisor and the reviewer are critical remarks. Unfortunately, the presentation of the report is not prepared. When defending a qualifying work the student answers involves
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Appendix A

**Recommended topics of thesis**
for students in specialty
292 "International Economic Relations"

1. Features of development of the system of global management of economic processes.
2. Economic globalization, its essence, positive and negative aspects of its influence on the development of the world economy.
4. Energy security and problems of its provision in the modern world economy.
5. The place and role of the state in the global economic system
6. Features of development of state management in the global economic system.
7. Functioning of the institutions of global economy management.
8. Features of transnationalization of the modern world economy.
10. Strategy of development of the international company (on a concrete example).
11. Tactics of realization of the main strategic directions of development of the international company (on a concrete example).
12. Development of corporate strategy of an international company (on a concrete example).
13. Development of functional strategy (marketing, production, financial, personnel) of an international company (for a specific example).
14. Management of integration processes of international companies (for a specific example)
15. Areas of international cooperation of companies (on concrete examples).
16. Features of organization and development of international functional (production, marketing, financial, scientific and technical) alliances (on a concrete example).
17. Effectiveness of the activities of international strategic alliances (on a concrete example).
18. Development of global (product, geographic, functional, consumer-oriented, matrix) organizational structures of management by international corporations (on a concrete example).
Continuation of Appendix A.

19. Monitoring the financial activities of the international corporation (for a specific example).
20. System control over the activities of the international corporation (for a specific example).
21. Efficiency of development of international companies (on a concrete example).
22. Managing international tax conflicts (for a specific example).
23. Personnel management in international corporations (for a specific example).
24. Management of cash flows of international corporations (for a specific example).
25. Development and implementation of international financial strategies of transnational corporations.
26. Formation of marketing policy in international corporations.
27. Management of economic risks in international corporations (for a specific example).
29. Development of Internet commerce and its efficiency on the international market.
30. Integration processes in the global conditions of development.
31. Efficiency of development of international vertically integrated business structures.
32. Efficiency of development of international horizontally integrated business structures.
33. Efficiency of activity of internationally diversified integrated business structures.
34. Features of the development of integration cooperation in different regions of the world.
35. Features of development of cooperation of the country with different integration groups.
36. Geopolitical and economic factors of national integration policy (on the example of a particular country).
37. Development of Ukraine's International Integration Policy.
38. Integration of Ukraine into the world economic space.
40. Euro integration and its role in the development of the world economy.
41. Potential and strategy of development of the European Union.
Continuation of Appendix A.

42. Functioning of major integration associations: EU, NAFTA, APEC, ASEAN, CIS.
43. Analysis of short-term and long-term prospects for the development of Ukraine-EU relations.
44. Potential and problems of CIS countries development (in the context of Ukraine's interests).
45. Implementation of Ukraine's economic interests in the BSEC.
46. Realization of economic interests of Ukraine in international economic cooperation.
47. Development of bilateral international economic relations of countries (on a concrete example).
48. Comparative analysis of strategies for the development of national economies in terms of integration.
49. Formation of national policies in the framework of cooperation with international organizations (on concrete examples).
50. The experience of carrying out economic reforms in foreign countries (on a concrete example).
51. Ukraine's interaction with the COT (problems and perspectives, directions of development).
52. Ukraine in the international movement of capital.
53. Problems of moving Ukrainian capital abroad.
54. Problems of attraction and functioning of foreign capital in the economy of Ukraine.
55. International crisis of external debt and ways of its settlement.
56. The monetary and credit policy of Ukraine in modern conditions.
57. Governance of external indebtedness of countries in the conditions of globalization.
58. Optimization of external sources of financing of national economic development.
59. Formation of an effective foreign debt strategy of Ukraine.
60. Trends in the development of the modern world labor market.
61. The labor market, the mechanism for its functioning (comparative analysis at the level of countries).
62. Managing the competitiveness of an enterprise in a globalizing environment.
63. The role of the external economic factor in the development of various sectors of the economy.
64. Features of the market of innovations in the modern world economy.
Continuation of Appendix A.

65. Competitiveness of national enterprises in the world market: assessment and ways to increase (on a concrete example).
66. Assessment of the competitiveness of companies in international services markets (on specific examples).
67. International competitiveness of products (services) of Ukrainian enterprises (organizations), its estimation and ways of growth.
68. Justification of international competitive strategies of domestic enterprises (on a concrete example).
69. The pricing policy of the enterprise in the international market.
70. Global strategies for the competitiveness of national economies.
71. Competitiveness of the Ukrainian economy (macroeconomic analysis).
72. Justification of the strategy of the exit of foreign commodity producers into the Ukrainian market (on a concrete example).
73. Justification of the strategy of the exit of Ukrainian companies to the foreign market (on a concrete example).
74. Justification of the strategy of the exit of foreign financial institutions into the Ukrainian market (on a concrete example).
75. Justification of the strategy of the exit of Ukrainian companies to foreign financial markets (on a concrete example).
76. Justification of the strategy of foreign banks' exit to the credit and financial market of Ukraine (on a concrete example).
77. Activities of foreign banks in Ukraine.
78. Activities of Ukrainian companies in foreign markets (stock, credit, currency, insurance: on a concrete example).
79. Strategic motivation and features of the activities of branches of foreign corporations in Ukraine.
80. Strategies and peculiarities of activity of international financial organizations in Ukraine.
81. Efficiency and problems of the activity of foreign companies in the Ukrainian market.
82. Activities of TNCs in Ukrainian markets (on specific examples).
83. Economic substantiation of development of an international strategy of enterprises in the conditions of globalization.
84. Analysis of the structure and dynamics of the development of international commodity markets.
85. The role and effectiveness of intermediary organizations in international business activities (for a specific example).
86. Intellectual property management in international economic activity.
87. Estimation of price factors of development of international commodity markets.
88. International commodity markets and their regulation.
89. Implementation of international cartel agreements in the markets of raw materials.
90. Formation of regulatory state policy on international commodity markets.
91. The activity of commodity exchanges in the infrastructure of global markets.
92. The role of chambers of commerce in the development of international business.
93. State regulation of foreign economic activity (international analysis).
94. Substantiation of foreign economic policy of the state in the global conditions of development.
95. Export State Policy in the Context of Global Competition.
96. Analysis of the export potential of Ukrainian industries (to choose from).
97. Problems of development of foreign economic relations and protection of the national market.
98. Ukraine's Foreign Economic Policy in the Oil and Gas Sector.
99. Protectionism in the strategies of economic development of countries (regions) of the world.
100. Efficiency of the system of state incentives for exports.
101. Development of international tourism in Ukraine.
102. Integration of Ukraine into the world market of tourist services.
103. Development of international transit services in Ukraine.
104. Development of international exhibition activity in Ukraine (on a concrete example).
105. Management of advertising activity in international business.
106. Substantiation of modern technologies of international advertising business.
108. Accounting and analysis of international economic activity of an enterprise (organization) in international business (for a concrete example).
109. Accounting and analysis of enterprises with foreign investments.
110. Analysis of consolidated financial statements in international corporations.
111. Development of consulting activity in the system of international business.
112. Substantiation of the company's marketing policy in foreign markets.
Continuation of Appendix A.

113. International management consulting: the state of development and global perspectives.
114. Methodical principles for assessing the investment attractiveness of a country (region, industry, enterprise).
115. Estimation of investment attractiveness of the enterprise in the international business.
117. Analysis of the development of international investment markets (current trends and regulatory infrastructure).
118. Substantiation of motivation and strategy of direct investment in a competitive environment.
120. Investment Portfolio Management in International Business (for a specific example).
121. Economic assessment of investment risks in international investment activity.
122. Management of international investment projects.
123. Mergers and acquisitions of companies in international business (for a specific example).
124. Development of merger and acquisition processes of institutions in the banking sector of Ukraine.
125. International investment funds and evaluation of their activities in Ukraine.
126. World experience of venture capital enterprise, problems of its formation and development in Ukraine.
127. Ways of activization of international investment activity of Ukraine.
128. Efficiency of foreign investment activity and macroeconomic measures of its stimulation in Ukraine.
129. Estimation of attractiveness of Ukrainian enterprises in the international investment market.
130. Formation of an investment strategy by a Ukrainian enterprise in international business.
131. Formation and mechanisms of functioning of the foreign exchange market of Ukraine.
132. Development of the securities market of Ukraine in the conditions of internationalization.
Continuation of Appendix A.

133. Estimation of the level of stability of the national currency and ways to increase it.
134. Currency risks and their insurance in international business (with illustration on concrete examples).
135. Analysis and features of the development of international stock markets.
136. Efficiency of functioning of the system of international payments in Ukraine.
137. Status and prospects of development of the system of international payments in Ukraine.
139. Analysis of the development of factoring operations in international business.
140. The mechanism of forfeiting operations in international business.
141. Project management of implementation of technical assistance programs.
142. Specificity of EBRD project management.
143. International project management (for example, a specific project).
144. Substantiation of problems of realization of national interests and international project initiatives.
145. Effectiveness of projects of international organizations in Ukraine (on concrete examples).
146. Small business in the economy of Ukraine and developed countries: comparative analysis.
147. Balance of payments analysis as a system of indicators of the country's foreign economic situation.
148. Creation and peculiarities of the functioning of free economic zones in Ukraine.
149. Free economic zones and their role in attracting foreign capital.
150. Analysis of the development of international insurance business in Ukraine.
151. Modern directions of development of economic cooperation between Ukraine and Russia.
152. Trends in the development of trans regional international economic relations of Ukraine with the countries of Central Europe.
153. Directions of development of international economic relations of Ukraine with strategic partners (on a concrete example).
154. Management of international activity of Ukrainian enterprises (on a concrete example).
A sample of a task form for a thesis

Kharkiv State University of Food Technology and Trade

(full name of a higher educational establishment)

Institute, Faculty, Department of Economics Faculty

Chair (cyclical commission) Department of International Economics

Educational degree master’s degree

Specialty 292 "International Economic Relations"

(cipher and name)

APPROVED:

«____» __________ 20___

TASK
FOR THE DIPLOMAS PROJECT (WORK) OF
STUDENTS___________________________________________________________

1. Theme of the project (work)________________________________________

approved by the order of the university from «___» _________ 20__

Project manager (work) _____________________________________________

(surname, name, patronymic, degree, academic rank surname, name, degree, academic rank)

2. Deadline for submission by the student of the project (work)___________

3. Output to project (work)___________________________________________

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4. Table of contents of the explanatory note (list of issues to be developed)

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5. List of graphic material (with exact indication of mandatory drawings)

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6. Project consultants (work), indicating the sections of the project relating to them

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7. Date of issue of the assignment ________________________________

**CALENDAR PLAN**

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**Student-Diploma**

(signature) (surname and initials)

**Head of the diploma work**

(signature) (surname and initials)
Appendix C
An example of compiling the content (plan) of the thesis

CONTENT

Introduction.................................................................................................................. 5

SECTION 1. Theoretical aspects of investment activity in the system of international business.................................................................................................................. 9
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  1.2. General characteristics of the modern investment policy of the enterprise................................................................................................................................. 20
  1.3. Direct investment strategy, as a form of enterprise exit to foreign markets.................................................................................................................. 29

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  2.1. Assessment of the main trends of international investment activity in Ukraine.................................................................................................................. 35
  2.2. Analysis of indicators of financial and economic activity of CJSC "Consol".................................................................................................................. 50
  2.3. An analysis of the competitive environment of the enterprise in the Ukrainian market...................................................................................................... 60

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  3.1. Formation of CJSC "Consol" of the investment project of product promotion to the foreign market.................................................................................. 72
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Feedback form of the supervisor

RESPONSE
for diploma work

on the topic ____________________________
(the name of the topic)

From student ____________________________
(surname, initials, course, faculty, group)

(Review text)

The general assessment of the student's thesis and conclusions on the recommendation for protection in the EC.

Supervisor

_________________                  ____________             _______________
(position, place of work)            (signature)               (initials, surname)
Appendix E

Form of the act of introducing the results of the thesis

Ministry of Education and Science of Ukraine
Kharkiv State University of Food Technology and Trade

AGREED
Vice-rector for scientific work
Kharkiv State University of Nutrition and Trade
Ph.D., professor
_________________ V.M. Mykhailov

APPROVED
Director of LLC "FENIX-1"

_________________ I.I. Ivanov

"____" ___________________201

ACT
IMPLEMENTATION OF SCIENTIFIC AND RESEARCH WORK

Customer LLC "FENIX-1" (organization name)
_________________
Director I.I. Ivanov (Leader of the organization)

This act confirms that the results of the thesis, which is performed on the topic "Investment Risks in Contemporary International Investment Activities" (naming the topic)

which was carried out at the Department of International Economics KSUFT. introduced LLC "FENIX-1" (name of the enterprise where the implementation was carried out).

1. View of the implemented results Recommendations on the definition and reduction of investment risks of enterprises in international business______________

2. Characteristics of the scale of implementation: unique ________ (unique, single, party, mass, serial)

3. Form of implementation:

   Scientific and methodical tools for assessing the investment risks of enterprises in the implementation of foreign economic activity.

4. Novelty of research results: development of recommendations for reducing the investment risk of enterprises in international business.

_
5. Experimental and industrial testing of the test in the enterprise in working order

6. Implemented:
   - in industrial production (plot, shop / and process)
   - into the activity of the enterprise LLC "FENIX-1" (specify the object, the enterprise)

7. Annual economic effect (calculation is appended) _______ - _______
   expected __________________________ tис. грн. ______ - _______
   фактичний __________________________ тис. грн. ______ - _______
   у тому числі часткова (дольова) участь ВНЗ __________________________ tис. грн. ______ - _______

8. Питома економічна ефективність впровадження результатів __________ - ___________ грн/грн. ______ - _______

9. Volume of implementation __________ - __________ from the amount of implementation that underlies the calculation of the guaranteed economic effect, which is calculated after the completion of the research: \( Егар. = \) тис. грн., а під час поетапного впровадження: \( Егар. \) під час укладення договору.

10. The social and scientific and technical effect is to develop a roadmap for the enterprise, based on the approach of international risk management, which will allow the company to effectively manage international investment risks.

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<th>FROM ENTERPRISE</th>
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<td>Head LLC &quot;FENIX-1&quot;</td>
</tr>
<tr>
<td>E.V. Kot</td>
<td>I.I. Ivanov</td>
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Performer of the diploma work

V.S. Udovik

(initials, surname)
Appendix F

An example of registration of the title page of the thesis

Kharkiv State University of Food Technology and Trade
(full name of a higher educational establishment)

Faculty of Economics
(full name of the faculty)

Department of International Economics
(full name of the department)

EXPLANATORY NOTE
to graduation work
master's degree
(educational degree)

on the topic: «Substantiation of investment strategy
exit of the enterprise to the foreign market»

Completed: 5th year student,
group
specialty 292 «International economic relations»
(cipher and name of the field of training, specialty)

(surname and initials)

Head
(surname and initials)
Reviewer
(surname and initials)
Reviewer
(surname and initials)

Kharkiv – 2018

50
ANOTATION

To the diploma project of the master on the theme
SUBSTANTIATION OF THE INVESTMENT STRATEGY
OF THE ENTERPRISE GOING OUT TO THE FOREIGN MARKET
of the 5th year student of economics faculty
Ratushnaya N.A.

The structure and the scope of the diploma work. The project consists of 120 pages and includes introduction, three chapters, and conclusion. The work contains 14 tables, 9 pictures, 6 additions. The list of literature includes 97 sources.

The aim of the presented work is to study external and internal factors, which influence the process of the investment strategy of entering the foreign market.

The object of the research is the investment activity of the enterprise as a form of entering foreign market.

The work studies the essence, the aims of investments, and their types. The last trends in the development of foreign investment processes are generalized. The main motivation reasons of capital transfer from one group of countries to another are analyzed. The work characterizes modern investment policy of the enterprise in general; its main advantages and disadvantages are stated. The structure and trends of the Ukraine investment market development, financial-economic activity of the enterprise, and its competitive environment in the Ukrainian market are analyzed on the example of the joint stock “Konsol”. The investment project of entering the enterprise under research out to foreign market is developed, its efficiency is estimated; directions for the formation of the enterprise investment strategy are suggested.

Key words: INVESTMENT, INVESTMENT STRATEGY, INVESTMENT PROJECT, DIRECT FOREIGN INVESTMENTS, INVESTMENT ACTIVITY, INVESTMENT EFFICIENCY, INVESTMENT MARKET, INVESTMENT POLICY.
Educational electronic edition

Can be used in local and network modes

Compilers

ANDROSOVA T.
KOT O.
CHERNISHOVA L.
TISHENKO O.

DIPLOMA WORKS

METHODICAL RECOMMENDATIONS
FOR STUDENTS OF THE SPECIALTY
292 «INTERNATIONAL ECONOMIC
RELATIONS»

Відповідальний за випуск зав. кафедри Кот О.В.

В авторській редакції

План 2018 р., поз. ___/ 3,2 д.а.

Підп. до друку 25.12.2017 р. Один електронний оптичний диск (CD-ROM);
супровідна документація. Об’єм даних Мб. Тираж прим.

Видавець і виготівник
Харківський державний університет харчування та торгівлі
вул. Клочківська, 333, Харків, 61051.
Свідоцтво суб’єкта видавничої справи ДК № 4417 від 10.10.2012 р.