

Approved

by the decision N 12 - 3 of May 27, 2022 of the
Academic Council of the State Non-Commercial
Organization "Armenian State University of Economics",
Chairman of the Academic Council, Rector

/signature/ D. R. Galoyan

May 27, 2022

SEAL - * "ARMENIAN STATE UNIVERSITY
OF ECONOMICS" SNCO 01503224

REGULATION

ON THE PREPARATION, PRESENTATION FOR DEFENSE AND PUBLIC DEFENSE OF A MASTER'S THESIS AT THE ARMENIAN STATE UNIVERSITY OF ECONOMICS

1. GENERAL PROVISIONS

1. The legal basis of this provision is the Law of the Republic of Armenia "On Higher and Postgraduate Professional Education", the Charter of the State Non-Commercial Organization "Armenian State University of Economics" (hereinafter - ASUE), regulations on the "Organization of education process, knowledge assessment and administration in the full-time and part-time Master's program of ASUE" and other legal acts of ASUE.
2. This regulation defines the processes and requirements for students' master's thesis preparation, presentation for defense, organization of administration and public defense in the final certification committee approved by the curricula of ASUE master's educational programs.
3. This regulation is approved and subject to change and addition by the decision of the ASUE Academic Council.
4. The execution and public defense of the master's thesis, as generalizing processes, certify the achievement by the student in the education process of the final result determined by the educational program.
5. Public defense of a master's thesis is the final attestation stage of a student's professional education.
6. Students who have overcome the threshold of a positive assessment based on the results of public defense are awarded a qualifying master's degree in the given profession.
7. A master's thesis is an independent work that is carried out by a master student based on the study of professional literature, legislation and by-laws, scientific articles and analyzes, as well as the collection of the necessary information, analysis and generalization of the results in compliance with the rules of academic behavior.
8. The presentation of the results of other's research, including generalizations, conclusions, statements, proposed ideas and theses, expressed thoughts, without proper reference to the work or source is considered as **plagiarism**, the presence / absence of which, as well as the

degree of originality of the thesis, are checked by the ASUE anti-plagiarism system before sending the master's thesis for professional review.

9. A student can check his master's thesis in the ASUE anti-plagiarism system on his own initiative no more than 3 times.

10. In case of fixing the fact of plagiarism when checking the master's work (before sending it for review), the student is notified in writing form and is not allowed to participate in the final certification.

11. Master's theses with proper references, but less than 80% degree of originality or more than 2% coincidence with only one literary source in the total number of words of the thesis (without a list of references) are not allowed for public defense without a written opinion of the publishing commission under the ASUE Academic Council.

12. Before issuing a conclusion, the publishing committee organizes a meeting with the student who has committed the inaction specified in paragraph 11 of this regulation, based on the results of which it makes a decision to prohibit or allow the participation of the latter in the final certification.

13. Public defense of a master's thesis is allowed only if the student has already scored all the credits of the components intended by this educational program.

14. A master's thesis can only be defended by those students who have fully completed the educational program of respective educational program and completed the theoretical course with the appropriate order.

15. Students who fail to complete the prescribed credits are disqualified from completing their master's thesis and are excluded from the ASUE.

2. THE SELECTION OF THE TOPIC OF THE MASTER'S THESIS

16. As a rule, the topics of master's theses are assigned by lecturers of the chair (chairs) implementing the educational program. The final list of topics is discussed and approved at a joint session of the chair or chairs (if the given educational program is implemented by more than one Chair) no later than 2 months before the deadline for submission to the student selection.

16.1 During the same period, students can also propose a topic for a master's thesis, which is also a subject to discussion and approval (rejection) at a session of the same chair (chairs). Students propose a preferred topic to the chair by filling out the application form specified in Annex N 1 of this regulation.

17. Topics proposed by students and approved by the chair are published in a separate list.

18. The list of topics of master's theses approved by the chair is offered to students for selection in the Moodle system.

18.1 in case of full-time 2-year master's educational programs, in the second semester of the 1st year, until the end of February,

18.2 in case of full-time 1.5-year master's educational programs, in the first semester

of the 1st year, until November 15,

18.3 in case of full-time 1-year master's educational programs, in the first semester of the 1st year, until October 15,

18.4 for 2 and 2.5-year master's degree programs - in the first semester of the 2nd year - until September 30.

19. The selection of topics for master's thesis is carried out on the Moodle platform (except for topics proposed by students, approved at a session of the Chair).

20. The number of topics offered to students on the Moodle platform must exceed the number of students in the group by at least 20%. At the same time, at least 50% of the topics must be updated (new topic or change of the object of study).

21. The final list of topics for the master's thesis (by students and supervisors performing the topic) in Armenian, Russian and English is first approved at the chair, and then at a session of the faculty council within one month after the selection on the Moodle platform and is submitted to the educational division.

22. A change of supervisor or master's thesis topic is allowed in exceptional cases, according to the supporting facts.

23. Students who have not completed 2-year educational programs of full-time and part-time educational programs in previous years have the right to choose a topic in **September** of each academic year, and eligible students of full-time 1.5-year educational programs and 2.5-year part-time educational programs have the right to choose a topic in **February** of each academic year.

3. FUNCTIONS OF MASTER'S THESIS SUPERVISOR

24. The Chair appoints the Supervisor of the master's thesis from the academic staff of the Chair in compliance with the conditions determined by the subparagraphs "a)", "b)", "c)", "d)" and "e)" of paragraph 15 of the regulation on the formation of the academic staff of the "Armenian State University of Economics" State Non-Commercial Organization.

25. The Head of the Chair approves the signed schedule of joint work of the student and supervisor, in the form of Annex N 6 to this regulation.

26. The maximum limits of control over the master's thesis by the teaching staff are regulated by ASUE with the norms determined by the decision of the Academic Council 9-2 of April 14, 2021 "On the calculation of the volume of educational work and on approving the norms of the educational load of the lecturers".

27. This regulation does not prohibit the supervision of a master's thesis by lecturers of other Chairs, universities or organizations who have the appropriate qualifications, academic degrees, academic titles or positions equated to positions defined by subparagraphs "a)", "b)", and "c)", of paragraph 15 of the "Regulation on the formation of the academic staff of the "Armenian State University of Economics" State Non-Commercial Organization.

28. During the preparation of the master's thesis, the supervisor is obliged to perform the

following functions:

28.1 To guide the student in choosing the sources of the necessary professional literature, research, publications, data, statistical information,

28.2 To guide the student in determining the object and objectives of the study, setting tasks, choosing research methods,

28.3 To competently discuss with the student, give the necessary advice and help in the process of preparing individual sections of the master's thesis,

28.4 To evaluate the compliance of the work performed with the requirements of the master's thesis and provide the necessary advice,

28.5 To report information about the progress of the student's work at the sessions of the Chair,

28.6 To guarantee (not guarantee) the public defense of the master's thesis based on the results obtained by the student and the degree of compliance with the requirements established by this regulation.

28.7. To work with the student during the defense of the master's thesis, in the direction of preparing speeches and presentations.

29. The supervisor guarantees the public defense of the work with his/her signature on the 1st page of the title page of the master's thesis.

30. A master's thesis that is not guaranteed by a supervisor is not allowed for public defense.

31. The supervisor and the student are equally responsible for submitting the master's thesis on time and in accordance with the requirements of this regulation.

32. Those representatives of the faculty of ASUE, whose master's theses under their supervision for 2 years in a row reveal facts of plagiarism or originality below the established level, are subject to disciplinary penalty.

4. PREPARATION OF THE MASTER'S THESIS, STRUCTURE AND SCHEDULE

33. Research within the framework of master's thesis is carried out in the following main stages:

33.1 Selection of the topic of the master's thesis,

33.2 Clarification of the object of study, subject and definition of the goal, setting problems,

33.3 Study of thematic and related literature, publications and research materials of the master's thesis, writing a literature review,

33.4 Study of the method(s) of conducting the study, the selection of the applied methodology and its justification,

33.5 Collection, compilation and processing of statistical information,

33.6 Conduction of analysis (analyses), summarizing and presenting the results,

33.7 Summary of the results of the study in the form of conclusions,

33.8 Formation of the list of used literature,

33.9 Writing a summary, keywords and introductory sections of the master's thesis.

34. The preparation and defense of a master's thesis is carried out according to the sequence of the following stages:

34.1 Approval of the chosen topic and Supervisor at the Chair and academic council of the faculty,

34.2 Drawing up and agreeing a work schedule with the Supervisor, within a maximum of **one month** after choosing a topic,

34.3 Writing the master's thesis,

34.4 Submission of the master's thesis at the Chair,

34.5 Thesis check in the anti-plagiarism system

34.6 Preliminary defense of the master's thesis,

34.7 Review of the master's thesis,

34.8 Public defense of the master's thesis.

35. Dates of the main stages of the master's thesis:

35.1 Presentation of individual sections of the master's thesis according to the schedule agreed with the Supervisor,

35.2 Submission of the master's thesis to the Chair in accordance with the schedule approved by ASUE for respective academic year (within the period established for the given form of education),

35.3 Checking the master's thesis by the Chair in the ASUE anti-plagiarism system at least 10 days before sending it for review.

35.4 Organizing the review of the master's thesis at least 5 days before the defense.

5. MASTER THESIS STRUCTURE AND ESSAY

36. It is written in printed form, volume: 8100-11400 words, without annexes and bibliography, page: 28-32 lines, font format: Unicode, font type: Ghea Grapalat, writing in a foreign language: Times New Roman, font size: 12, line spacing: 1.5, margins 10 mm on the right of the page, 30 mm on the left, 20 mm on the top, 25 mm on the bottom, page numbering on the bottom from the right. The title page is not numbered. The text is written on one side of white A4 paper.

37. Quotations, references and footnotes should be indicated in the footnotes of each Page (including the last name and first name of the author (or the full name of the publishing organization), the title of the work, place of publication, publisher, year, page(s). When citing electronic materials, it is necessary to indicate not only the full address of the site, but also the page (in case of numbering) from which the citation or link was made, and the date of access.

38. Distribution of tables by volume. Large tables are placed in the annex, and small ones in the text. Each table must have a serial number, a name (written above the table) and a unit of measurement.

39. Schemes and drawings are submitted with a separate numbering, and each of them must have a serial number and a title (written below).

40. The images are presented with a separate numbering, and each of them must have a serial

number and a name (written below).

41. Tables, figures, diagrams and drawings in the master's thesis are numbered from 1 to __th separately. It is forbidden to start numbering from 1 in the description of each new section.

42. The main structural sections of the master's thesis are the following:

- title list,
- content,
- abstract,
- introduction,
- literature review,
- research methodology,
- analysis,
- conclusion,
- bibliography,
- annex if necessary.

43. The **title list** is the first page of the master's thesis, which is filled in according to the form of Annex N 2 of this regulation.

44. The thesis submitted for public defense is approved by the signatures of the student, Supervisor and Head of the Chair.

45. The title list is followed by a **table of contents** listing all sections of the work, including bibliography and annexes.

46. Section start pages are listed in the table of contents. Content headings should repeat text headings.

47. The **title** of the master's thesis is a comprehensive reflection of the topic and content of the study.

48. The **abstract** is a general summary of the main content of the master's thesis and the results obtained, which presents the proposed problem(s), purpose, applied methodology, conclusions/results and main conclusions.

49. The **introduction** is the main message of the study, which substantiates the theoretical and applied significance of the topic.

50. The **literature review** is the study of scientific literature on the topic of a master's thesis and the synthesis of analyzes carried out by other researchers (studies, articles, publications, theses, monographs, etc.) in order to solve the problems posed within the framework of the study.

51. The **research methodology section** substantiates the selection and expediency of methodological approaches in the context of solving the set tasks and achieving the research goal.

52. In the **analysis and results** section, a comprehensive analysis of the object of study is carried out, its patterns, trends of change, development directions, obstacles, limitations, etc. are identified, which are briefly summarized in the form of theoretical and (or) applied results at the end of the writing.

53. **Conclusion** is the final section of the research work, which presents solution (solutions) to

the problem (tasks) posed in the introduction.

54. The **bibliography** summarizes the literature used in the course of the study, at least 70% of which should be reflected in the work in the form of a list of references.

55. Additional material interpreting (and/or explaining) the work is presented in annexes, which should be titled, numbered, but not paginated.

56. The content and technical design of the sections of the master's thesis, defined in paragraphs 42-54 of this regulation, must comply with the requirements of the guidelines of Annex N 3 to this regulation.

6. USE OF OTHER SOURCES IN RESEARCH AND THE REGULATIONS FOR REFERENCES

57. **Citation** in the master's thesis is the use of texts from other sources, their separate parts (thought, formulation, definition, formulas, data, tables, diagrams, other elements) with the obligatory indication of the source with a bibliographic reference.

58. The reference is an obligatory component of scientific research and a means of scientific communication.

59. The author of the master's thesis is obliged to comply with the ethical and legal standards of reference.

60. The citation link should contain accurate and complete information not only about the cited work, but also about the author, journal, book, publisher, publication date, etc.

61. The link should make it possible to find the original source from which the quote is made, having received full information about the latter.

62. References to quotations from printed materials should contain full information on the requirements for the formation of a list of references, defined in paragraph 37 of these regulations and subparagraphs 8.1 and 8.2 of clause 8 of Annex N.3, in accordance with the exact pages from which the citations were made.

63. In case of quoting from electronic sources, the website is given as a link, which must be active and provide access to that part of the source from which the link was made at any time. In case of a link to an electronic address, the date and time of access must be specified.

64. Making a bibliographic reference to the source in the master's thesis **is mandatory in the following cases:**

- direct and literal quoting of the text, its separate parts, formulas, clarifications, definitions, ideas, tables from the works of other authors,
- non-literal quoting of the text, its individual parts, formulas, clarifications, definitions, ideas, tables,
- a non-literal quoting from another text (перифраз, paraphrase),
- analysis of the text or its separate part in other publications,
- presentation of the most complete version of the material under discussion.

65. The design of direct quotations, borrowings, rewriting thoughts (перифраз, paraphrase) and abstracts of quotations in the master's thesis, as well as the implementation of their proper references, must comply with the requirements set forth in Annex N 4 to this regulation.

66. In cases specified in paragraph 64 of this regulation, the absence of a reference, the formation of direct quotations, borrowings, rewriting thoughts (перифраз, paraphrase) and summaries of quotations that do not comply with Annex N 4 of this regulation, as well as the presence of cases provided for by the relevant articles of the "Regulations on the Prevention of Academic Plagiarism of the Armenian State University of Economics" in the master's thesis, will be considered **plagiarism**.

67. In case of detection of plagiarism in the master's thesis, the student is subject to the requirements set forth in paragraph 10 of this regulation, as well as the actions provided for by the relevant articles of the "Regulations on the Prevention of Academic Plagiarism of the Armenian State University of Economics".

68. In case of proper references in the master's thesis, but insufficient scientific elaboration of direct quotations, borrowings, rewriting thoughts (перифраз, paraphrase) or a large amount of quotation summary and originality below the minimum degree of originality defined by this regulation, the requirement of paragraph 11 of these regulations are applied to the student.

7. THE REVIEW OF MASTER'S THESIS

69. The master's thesis is sent for external review to other universities, scientific or professional organizations related to the topic.

69.1 In the conditions of a state of emergency or martial law established by the Government of the Republic of Armenia, with the consent of the authorized body, the review of master's thesis can be organized at other professional departments related to the professional field of the given Chair of ASUE.

70. The purpose of the review is to assess the degree of fulfillment of the requirements for the master's thesis in accordance with this regulation.

71. The review process takes 5 business days. In exceptional cases, a response may be submitted later, but no more than 3 days before the public defense of the student, with an accompanying cover letter from the Head of the institution.

72. In case of non-compliance with the requirements for reviewing, payment to the reviewer is not made, and the master's thesis is transferred for review to another specialist.

73. The reviewer conducts a review in the form of Annex N 7 to this regulation, which must necessarily contain the following:

73.1 The purpose of the master's thesis, the chosen object and the defined subject, their role in a comprehensive and comprehensive research,

73.2 Evaluation of solutions to the problems set in the research work according to the degree of implementation of the goal,

73.3 In the literature review, the number / degree of representation of research on this topic by others,

73.4 Providing a comprehensive coverage of the topic and a diversity of points of view, according to the selected literature and other sources,

73.5 Chronologically correct reflection of the current state and trends of this problem, according

to selected literary sources and statistical data,

73.6 assessment of the student's compliance with the rules of academic behavior when directly quoting, changing words (borrowings), rewriting thoughts (перифраз, paraphrase) and summaries of quotations,

73.7 Assessment of the chosen research methodology as a comprehensive study of the problem and a means of solving the problems and ensuring the purpose of the study,

73.8 In the section of analyses and generalizations, a comprehensive analysis of the object of study, regularities of the object, trends in change, directions of development, obstacles and restrictions, as well as an assessment of the relevance of statistical data,

73.9 assessment of the conclusions section as a set of logical generalizations and conclusions of the study, as well as a literature review, summary part and analysis and summary section that are not a simple reprint,

73.10 the relevance of the conclusions to the content of the research,

73.11 compliance/non-compliance of the master's thesis with the requirements set,

73.12 the fact that the author of the master's thesis is worthy of the qualification of a master.

74. The review is mandatory provided to the student at least 3 days before the public defense to get acquainted with the observations and comments of the reviewer and respond to them during the public defense.

8. MASTER'S THESIS DEFENSE

75. Before the public defense, the student, under the guidance of the supervisor, prepares a speech and presentation materials.

76. Before the public defense of the master's thesis, the supervisor organizes a preliminary defense, the purpose of which is to prepare students for the public defense.

77. During the preliminary defense of the master's thesis, each student is given up to 30 minutes to present a presentation, including the content of the work, research results and abstracts.

78. During the preliminary defense, the supervisor checks the content and structure of the student's speech, the quality and time of the presentation, the compliance of the content of the speech and presentation with the content of the master's work.

79. The student is given time to eliminate the shortcomings identified in the master's thesis or in the process of preparing a presentation, without violating the deadlines established by the schedule for the final attestation.

80. The student defends his/her master's thesis before the summary attestation commission formed for the given academic year.

81. During the public defense, the student is given 45 minutes, 30 of which are for the speech, to present the content of the completed work, the presentation including the key theses, as well as for the speech, for answering questions and opinion of the reviewer.

82. The student is obliged to fully answer the questions of the members of the final attestation commission and the comments of the reviewer. In case of non-acceptance of the reviewer's comments, he/she is obliged to provide exhaustive justifications.

83. The final attestation commission evaluates the student based on the student's

performance, answers to the questions posed and, of course, on monitoring and reviewing the work (according to the forms of Annex N 5 of this regulation).

84. The procedure for public defense of the master's thesis in the final attestation commission, the assessment scale, the threshold for a positive assessment and the procedure for summing up the results of the assessment are determined by the rules for organizing training, testing knowledge and administering master students in full-time and part-time forms of study, in accordance with paragraphs 139-142 and 131-141, respectively.

85. Summing up and publication of the student assessment are organized in accordance with the "Formation and works of final attestation commission at the Armenian State University of Economics".

86. The appeal of the final attestation commission is carried out in accordance with the regulation on "Discussion and Appeal of the Final Attestation grade of the Armenian State University of Economics"

87. Master's theses are stored in the ASUE archive for 3 years after the date of defense.

9. TRANSITIONAL PROVISIONS

88. This regulation shall enter into force upon adoption.

89. Paragraphs 10, 11, 12, 32, 67 and 68 of this regulation shall enter into force on January 1, 2023.

90. Subparagraph 16.1, paragraphs 17 and 20 of paragraph 16 of this provision does not apply to the selection of the topic of the master's thesis by students in the 2022-2023 academic year.

91. The issues related to the points not applicable to students, included in the paragraph 90 of the transitional provisions of this regulation, are regulated by the provisions defined by sub-clauses 2.1.1-2.1.9 of paragraph 2.1 of the "Methodical guidelines for the preparation and defense of a master's thesis", approved at the session of the academic council on March 5, 2018 (protocol N 5).

92. Paragraphs 36, 42-56 of this provision do not apply to students admitted to the full-time 1 and 1.5-year educational programs of the ASUE master's program in the 2021-2022 academic year and who defended their master's thesis in January 2022 and to students enrolled in part-time 2.5-year educational programs in the 2020-2021 academic year and defending master's theses in January 2022.

93. The issues related to the points not applicable to students, included in the paragraph 92 of the transitional provisions of this regulation, are regulated by the regulations defined by subparagraphs 2.3.1-2.3.24 of clause 2.3 of the "Methodical guidelines for the preparation and defense of a master's thesis", approved at the session of the academic council on March 5, 2018 (protocol N 5).

To Mr. (Ms.) _____,
Head of the Chair of the _____ of
the Armenian State University of Economics
_____, _____ year
Master's student majoring in _____
Tel.: _____
E-mail address: _____

APPLICATION

Please, let me write master's thesis with the following title:

“ _____ ”.

Applicant:
(signature)

(name, surname)

**MINISTRY OF EDUCATION, SCIENCE,
CULTURE AND SPORTS OF THE RA**

ARMENIAN STATE
UNIVERSITY OF
ECONOMICS

MASTER'S THESIS

Topic

Faculty

Chair

Specialty

Educational program

The master's thesis is guaranteed for public defense.

Head of the Chair: _____ (name, surname)

The master's thesis is ready for public defense.

Supervisor: _____ (name, surname)

I ensure that the master's thesis is written independently.

Executor: _____ (name, surname)

Yerevan 20__

METHODOLOGICAL GUIDE FOR THE DESIGN OF SECTIONS OF THE MASTER'S THESIS

1. Master's thesis **title**:

- should be concise (no more than 10 words), clear and express the content of the problem,
- academically, should be well formulated, indicating the field of research,
- should help solve the problem formulated in the research or get answers to the questions posed,
- cannot contain abbreviations, acronyms and initials.

2. The **abstract** should be:

- informative (should not contain general expressions),
- substantive (including the main content of the thesis and the main results of the research),
- structured according to the specified format,
- compact (should not have subsections, tables, diagrams, links).

Usually, the abstract is written at the end of the research and is written in frames of up to 200 words.

3. In the introduction - the relevance of the research topic, the object and subject, the sphere of influence, the most famous and authoritative works on the topic, the sources of data used, the feasibility of using ways and methods to solve the proposed problem (problems), as well as the expected result are justified. Written within 1000-1200 words.

3.1. The **goal and objectives** of the master's thesis are set out in a separate paragraph in the **introduction**.

3.2. The key questions of the research conducted within the framework of the master's thesis are presented through the **goal and objectives**. Solutions to the problems presented in the research work contribute to the realization of the goal.

3.3. The goal cannot repeat the thesis title in the same way.

3.4. At the end of the research, it is necessary to indicate how the goal has been achieved.

3.5. The research cannot be considered complete if the goal is not achieved.

3.6. Research **objectives** define the steps and ways to achieve the research goal, identify key research questions and problems, and help find their solutions.

3.7. When formulating the research problems/objectives, one should be sure that they are Specific, Measurable, Achievable, Relevant and Time-bound (SMART).

3.8. Goals and objectives are defined within up to 200 words.

The **literature review** should present the degree and directions of study of the topic, indicating the relevant academic studies and authors (in what direction and to what depth this research topic has been developed).

It should be written within 1500-2000 words.

- 4.1. When writing a literature review, it is necessary to use reliable academic sources.
 - 4.2. The available literature is conditionally classified according to primary and secondary sources. It is recommended to rely mainly on primary sources.
 - 4.3. Professional and scientific literature, scientific journals with a high reference number and impact factor, professional newsletters, analyses and publications of international and local authoritative organizations, national statistical bodies, reports from government departments and local governments are considered primary reliable sources of direct relevance to research topic.
 - 4.4. Useful secondary literature for research can also be papers presented at conferences, publisher websites, online platforms for academic discussions and online databases (websites that collect scientific articles and analytical or economic data), publications and reports of private sector organizations, the Internet.
 - 4.5. Newspapers, Wikipedia, blogs and other similar sources of information cannot be the basis for a literature review.
 - 4.6. The volume of literature reviewed and discussed in the literature review should be sufficient to justify the requirements put forward in the research.
 - 4.7. The researcher should not simply create a list of works partially related to the topic in order to artificially increase the amount of literature used.
 - 4.8. Partial citation of literature reviews by other researchers, as well as their inclusion in the list of references, is not allowed.
 - 4.9. When quoting, the author must take into account the norms of academic behavior.
 - 4.10. When writing a literature review, the author can use his/her own publications (if available) and refer to them, but only to state the problem, and not to increase the number of references.
 - 4.11. It is desirable to end the literature review with a statement of the unresolved problem, identifying and highlighting contradictions, shortcomings, omissions and limitations in the results of previous studies, as well as justifying the need to continue research within the chosen topic in this field. In this case, the author must also present his/her position regarding the authors and trends that have studied the topic, substantiating it.
5. In the **research methodology** section, both generally accepted and widely used research methods, as well as the own methodological approach, if any, can be presented. The completeness and argumentation of the research work are determined by the methodology used and the validity of its selection. This is written within 750-1500 words.
- 5.1. The sources of the methods used must be specified.
 - 5.2. In case of using known method(s), there is no need to explain in detail, it is enough to present the general approach and indicate the source.
 - 5.3. If the author uses his/her own methodological approach or a modified version of known methods, then it is necessary to describe in detail the new method or proposed change.
 - 5.4. The results of the research should be presented in accordance with the methods used and described.

5.5. When writing a research methodology, the following sequence of steps should be taken into account:

5.5.1. To describe the chosen method by presenting:

- research implementation methodology and approaches,
- data collection or generation methods,
- the essence of the unpopular method used,
- sources that served as the basis for choosing a method.

5.5.2. To justify the feasibility of the chosen method by describing:

- criteria for data collection,
- disadvantages and advantages of the method,
- ways to overcome the problems that arose during the study,
- other applicable methods less suitable than the selected method.

5.5.3. To describe the relationship between the chosen methods and the goal, emphasizing:

- the relevance of the analysis for research purposes,
- to what extent the analysis contributed to the solution of the problems/objectives set,
- applicability and usefulness of the research results.

The **analysis** section comprehensively identifies the regularities of the object of research, trends of change, development directions, obstacles, limitations, etc., which are summarized in the form of theoretical and (or) applied results. The writing should be within 3500-4500 words. If necessary, this section can also have subsections.

6.1. The quality of analyses and conclusions largely depends on the accuracy of their implementation, provided with a strong theoretical base.

6.2. The analysis is carried out using critical and evidence-based approaches.

6.3. The analysis of quantitative indicators should be carried out with the help of economic, mathematical and statistical tools, methods of sociological research.

6.4. In order to correctly perform the analysis, as well as emphasize its reliability, it is advisable to use diagrams, figures, tables, schemes, drawings.

6.5. The analysis carried out and the results obtained cannot be of practical importance without their correct interpretation.

6.6. The results should be presented in a logical order of importance.

6.7. The research results must be verifiable.

6.8. The results of the research can confirm / refute the hypotheses put forward in the framework of the research, which becomes the author's contribution to the study of the topic.

6.9. It is necessary to describe the results in an understandable form, indicating the conclusions and their evidence base.

6.10. The obtained results and conclusions should be summarized at the end of the writing.

6.11. The statement of the results should be written in the past tense, avoiding the expressions "I found", "we found". Instead, it is necessary to use "as a result of research, it was found, it was revealed" and other expressions.

7. When drawing **conclusions**, it is necessary to avoid literal retelling of the wording used in the previous sections of the research. Results that were not discussed in the research should not be presented. Conclusions are written within 1200-2000 words.

7.1. The conclusions are presented by comparison with the problems outlined in the introduction, emphasizing their novelty and practical significance.

7.2. In conclusion, the confirmation or refutation of the research problem is emphasized, the significance of the result is discussed.

7.3. In the conclusion section, it is shown that the researcher answered the questions posed and confirmed the hypotheses put forward by him/her.

8. In the bibliography.

8.1. First of all, the legal acts are reflected according to the order of use in the text.

- At the beginning: full name of the legal act, section, article, paragraph, year, month, day of adoption, adopting body, at the end - link (if available). **For example**, the Constitution of the Russian Federation was adopted on July 5, 1995 as a result of a referendum, link.

8.2. After that, professional literature in Armenian is presented in alphabetical order of the last names of the author(s).

- Surname of the author(s), first letters of the first name and patronymic, full title of the work, separator: //, volume, publisher, place of publication, year, total number of pages, DOI (if available). **For example**: Poghosyan A., Grigoryan G., Borders of the State and Optimization of Public Spending // V. 1, Economist, Yerevan, 2022, 258 pages, DOI.

8.3. Works by the same author should be arranged in ascending order of publication date or in order of mention in the summary.

8.4. The list of foreign-language literature is formed according to the same logic as the Armenian one, the sources are in the original language.

8.5. At the end, the reference list sites are filled in.

8.6. About 50% of the total number of professional books and publications included in the list of references must be published at least 5 years ago.

**A GUIDE TO TECHNICAL FORMATTING AND REFERENCING TO CITATIONS OR
PARAPHRASING IN THE MASTER'S THESIS**

1. **Direct quotation** is a literal quotation of another, already published text or its separate part in the master's thesis.
2. The quote must be enclosed in quotes without changing the style, meaning/semantics or syntax.
3. The quotation must be complete. Quoted text cannot be arbitrarily shortened.
4. If a full sentence (and/or a paragraph not exceeding 3 lines) is quoted, the first word of the quotation is capitalized and enclosed in quotation marks.
5. If a part of a complete thought expressed by the author is quoted, a semicolon is placed before or after the quoted word in the text, depending on which part of the thought is quoted. For example, "... quoted thought" or "quoted thought ...".
6. Explanatory words can also be used to shorten the quoted text (keeping the meaning) (separating them with brackets).
7. If the quoted text exceeds 3 lines, the font must be changed (by writing in italics). It is also necessary to leave 2 spaces on the left for the entire quoted text.
8. Each quoted part must have its own link, which is placed immediately after the quote and is given by the requirements for the formation of a list of references, defined in this regulation.
9. In the certificate, the information about the source must be presented completely and accurately.
10. A large number of direct quotations without detailed analysis are prohibited. In such cases, the thesis is considered not independently completed.
11. **Paraphrasing** (перифраз) is the use of the quoted material as a result of scientific processing, in its own formulation, while maintaining the general logic of the thought expressed.
12. Thought **paraphrasing** is used in the case of a large number of quotations, a variant of which is also a summary of the quotation.
13. In case of **paraphrasing** (перифраз) or summarizing a quotation, the reference refers to the entire thought placed at the end of a paragraph (or sentence).
14. The choice of options "direct quotation", "rewriting" and "summary of quotation" depends on

which master's thesis section is formed. For literature review, a short citation review is acceptable and applicable, in the case of definitions, direct citation, and for generalizations, **paraphrasing of** thoughts.

Annex N 5

Assessment sheet of the final committee of the defense of the master's theses of the 2nd (3rd) year of the full-time (part-time) master's program of the “_____” educational program of the “_____” specialty of the Armenian State University of Economics.

	Surname, first name, patronymic of the student	Master thesis topic title	Weight of assessment factors* (points)			
			I	II	III	IV

Chairman of the final attestation commission

Member of the summary certification committee

Note:

- I. the content of the master's thesis,
- II. the degree of independence of the master's thesis,
- III. the quality of the master's thesis presentation,
- IV. completeness and depth of answers to questions and comments.

I APPROVE

ASUE “ _____ ” Head of the Chair

(signature)_____
(name, surname)**Master's thesis preparation schedule**

	Task	Term	Signature of the Supervisor	Signature of the student
	Date of initial discussion of the topic and approval of the action plan.			
1.	Suggestion of the purpose of the research, formulation of the main questions and problems arising from the proposed purpose, clarification of the object and subject of the study.			
2.	Collection, study and review of professional literature, publications and research materials on the research topic.			
3.	The study of research implementation methods, the selection of methodology used and the rationale for the selection.			
4.	Collection, generalization and processing of statistical information necessary for the research.			

5.	Carrying out analysis (analyses), generalization and presentation of results.			
6.	Summarizing the results of the research and summing up.			
7.	Checking the master's work in the anti-plagiarism system, at the request of the student.	1.		
		2.		
		3.		
8.	Formation of a list of used literature.			
9.	Writing a summary, keywords and introduction to the master's thesis.			
10.	Joint discussion, approval and presentation of the final version to the Chair.			
11.	Preparation of the defense speech and defense of a master's thesis.			

Considerations of the Supervisor regarding compliance with the approved schedule of the master's thesis

	Task	Approved term	Considerations of the Supervisor	Signature of the Supervisor
1.	Setting the goal of the research, formulating the main questions and objectives of the research based on the goal, clarifying the object and subject of the research .			
2.	Collection, study and review of professional literature, publications and research materials on the research topic.			

3.	The study of research methods, the selection of methodology used and the rationale for the selection .			
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4.	Collection, generalization and processing of statistical information necessary for the research.			
5.	Carrying out analysis (analyses), generalization and presentation of results.			
6.	Summarizing the results of the research and summing up.			
7.	Checking the master's work in the anti-plagiarism system, at the request of the student.	1.		
		2.		
		3.		
8.	Formation of a list of used literature.			
9.	Writing an abstract, keywords and introduction to the master's thesis.			
10.	Joint discussion, approval and presentation of the final version to the Chair.			
11.	Preparation of the defense speech and defense of a master's thesis.			

REVIEW

on the master's thesis on the “_____”

topic of _____, 2nd (3rd) year student of the full-time (part-time) master's program of the faculty of _____ of ASUE

Basic questions on the master's thesis

	Question	Yes	Partially	No
1.	The relevance of the topic of the master's thesis is justified in the introduction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	The purpose of the master's thesis, the chosen object and a certain topic contributed to ensuring the completeness and comprehensiveness of the study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Solutions of the problems presented in the research work contributed to the realization of the goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The literature review shows the extent to which a topic has been studied by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	The selected literature and other sources provide a comprehensive coverage of a given topic and a variety of points of view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	The selected literary sources and statistical data chronologically reflect the current state and trends of this problem.	13	13	<input type="checkbox"/>
7.	In direct quotation, thought rewriting, and quotation summarization, the student properly followed the rules of academic behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	The methodology chosen for the study contributed to an increase in the level of knowledge of the topic, a comprehensive study of the problem, the solution of tasks and the achievement of the goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	In the analysis and summary section, the analysis of the object of study is complex, reflecting its current state, patterns, development process, problems and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Conclusions are a set of logical generalizations of the research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks

- 1.
- 2.
- 3.

The master's thesis **corresponds/does not correspond** (underline) to the requirements proposed.

_____ is offered **to award / not to award** (underline)
(name, surname of the student)

_____ Master's degree

Reviewer _____
(position, full name, signature)

“ ” 20 _____

The document is translated in «AG Translation Service».

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