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FACULTY OF INTERNATIONAL ECONOMIC RELATIONS
DEPARTMENT OF INTERNATIONAL ECONOMIC RELATIONS**

**METHODOLOGICAL RECOMMENDATIONS FOR
WRITING, DESIGN AND DEFENSE OF
BACHELOR'S THESIS
SPECIALTY 292
INTERNATIONAL ECONOMIC RELATIONS**

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The methodological recommendations define the general requirements for the content, structure, registration and defense of theses of higher education applicants for Bachelor's degree in specialty **292 International Economic Relations** of all forms of education.

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INTRODUCTION

In accordance with the Law of Ukraine “On Higher Education”, a bachelor's degree is an educational degree that is obtained at the first level of higher education and is awarded by a higher education institution as a result of successful implementation of an educational and professional program by a higher education applicant.

Writing a thesis is the final and most responsible stage of study. The quality of work depends on the degree of student acquisition of knowledge in the field of international economic relations, the ability to think creatively and critically, and to draw logical conclusions. In the process of completing the thesis students have a number of organizational and methodological tasks: choosing the topic of the work, developing an individual plan, selection of the source base and research methods, presentation of research results using multimedia equipment and presentation of the work to the department for defense before the State Examination Commission.

To successfully complete the thesis you also *need to know*:

- how to determine the main directions of disclosure of the topic of work on the basis of study and review of literature;
- how to analyze the object of study;
- what methods to apply in the research process.

The purpose of the methodological recommendations is to assist students in solving the tasks in terms of content and procedure of graduation theses, as well as to highlight the defense procedure and performance evaluation criteria.

1. ORGANIZATION OF PREPARATION FOR WRITING A THESIS

1.1. General Provisions

Bachelor's graduation thesis is a research work performed at the final stage of a student's bachelor's degree program aimed to objectively control the degree of knowledge formation, the ability to solve typical problems mainly related to organizational, managerial, executive technological and operational functions.

The purpose of writing a bachelor's graduation thesis is to systematize, consolidate and expand theoretical and practical knowledge in the specialty and apply them in solving specific scientific, technical, economic production and other problems; develop skills of independent work and master research and experimentation techniques related to the topic of the project (work).

The topic of the graduation thesis should be relevant, indicate the presence of unresolved or insufficiently substantiated problems in scientific sources, legislation, practical activities of organizations, institutions, enterprises and government agencies; meet the current state of certain economic activities and prospects for their development.

The thesis must contain:

- substantiation of the relevance of the selected topic;
- clearly defined subject and object of research;
- research goals and objectives for the implementation of scientific research, which will ensure the achievement of the established goals;
- a brief scientific and analytical review of information sources, regulatory and legal material on the origin and current state of the research problem;
- analysis of monographic and periodical scientific publications on the research topic;
- presentation of key information in a comprehensible form (tables, diagrams, illustrations, etc.);
- independent research, calculations performed with the use of modern information technologies, conclusions, practical recommendations and proposals for improving the activities of organizations, institutions, enterprises or government agencies.

The student is obliged to:

- clearly follow the schedule of preparation of the bachelor's thesis;
- draw it up in accordance with the requirements of the graduating department;
- meet the deadline for the preliminary defense of the bachelor's thesis at the department;
- submit the thesis for the defense before the state examination commission (hereinafter referred to as the SEC) in die time;
- respond reasonably and ethically to the comments of the supervisor and reviewer, answer questions of the SEC members and those present at the open defense of the bachelor's thesis.

The thesis is defended before the state examination commission which awards the graduate the appropriate qualification.

The bachelor's thesis should be written in the state language, scientific style, logically and reasonably.

THE MAIN STAGES OF PREPARATION AND COMPLETION OF THE BACHELOR'S THESIS

1. Selection and approval of the topic.
2. Selection of sources and literature for the preparation of the thesis.
3. Drawing up a preliminary work plan and coordinating it with the supervisor.
4. Approval of the plan by the educational and methodical commission of the faculty.
5. Preparation and approval of the task for the thesis.
6. Presentation of the text of the thesis according to its structure.

7. Drawing up conclusions.
8. Submission of a draft thesis to the supervisor.
9. Correction of errors according to the supervisor's remarks and refinement of the thesis.
10. Preliminary defense of the thesis at the department and its admission to the defense at the SEC meeting.
11. Submission of the completed thesis to the supervisor for its verification for plagiarism (*if there is a high percentage of borrowing (more than 40%), the work needs to be finalized*).
12. Completion of the thesis and its submission to the graduating department for registration.
13. Peer review of the thesis.
14. Defense of the thesis at the State Examination Commission meeting.

When planning time for preparing and writing a bachelor's thesis, you should take into account the necessary procedures that precede its defense (Table 1.1).

Table 1.1

PROCEDURAL REQUIREMENTS FOR COMPLETING A BACHELOR'S THESIS PRECEDING THE DEFENSE

Procedure	Duration of the procedure
Choosing the topic of the thesis	The final list of topics is formed by the department no later than 4 months before the defense
Familiarization of the supervisor with the text of the thesis, receiving comments and correcting the errors	During the entire period of preparation of the work
Preliminary defense of the thesis at the department and correction of possible errors	14-21 days before the defense
Verification of the work for borrowing (plagiarism)	14-18 days before the defense
Printing and binding the thesis	No later than 7-14 days before the defense
Registration of the finished work with the student's personal signature on the title page at the department	No later than 7-14 days before the defense
Writing a feedback by the supervisor with the personal signature on the title page of the thesis	No later than 7 days before the defense
Writing a review of the thesis by the reviewer and submitting it to the graduating department	No later than 5 days before the defense

1.2 Selection and approval of the topic of the thesis

Choosing a topic is the most important stage of scientific research. Practice shows that the appropriate topic of the thesis ensures half of its successful implementation.

In the process of choosing a topic, the main criteria should be the following:

- relevance, novelty and prospects;
- availability of theoretical and practical information.

Having chosen the topic, the student should realize the essence of the proposed idea, its novelty and relevance, theoretical importance and practical expediency. This greatly facilitates the assessment and final choice of the selected topic.

Noting the novelty of the idea (topic), one should not forget the well-known statement that not everything new is necessarily progressive, just as the old is not always conservative. Thus, almost any relevant research topic can ensure the successful completion of the thesis. It all depends on the depth and breadth of its development and the researcher's (student's) own vision.

The researcher chooses the topic of the thesis independently from the list proposed by the Department.

***IMPORTANT!* A graduate student has the right to independently propose their own topic that is not included in the proposed list, provided that the expediency of its development is substantiated. Such topic is considered and approved at the meeting of the graduating department and must be approved by the educational and methodological Commission of the faculty. The deadline for submission of the student's own topic is until the final approval of the topics of bachelor's theses by the graduating department.**

After the student chooses the topic of the thesis, it is necessary to coordinate it with the supervisor. The supervisor helps the student form a thesis plan and gives tasks for completing the thesis. Based on the task, the student makes a schedule for completing the thesis.

The student must write an application addressed to the head of the department indicating the chosen topic of the thesis (*see Appendix K*) no later than the last semester of the bachelor's program, at least 4 months before the defense.

Each topic from the list of graduation theses can be selected by only one student.

***IMPORTANT!* The chosen topic of the thesis is assigned to the student and cannot be changed at their own discretion. Therefore, students should clearly remember the**

wording of the topic of their theses, since even minor changes in the wording (for example, rearranging words) are considered inconsistent with the approved topic.

When writing a graduation thesis, a bachelor's student is allowed to use the materials of their own independently completed and defended term papers, if the topic of the thesis is similar in subject matter.

***IMPORTANT!* Late submission of the topic is considered a violation of the educational process. In this case, the department can independently, at the suggestion of the supervisor, assign the corresponding topic of work to the student, which cannot be changed in the future.**

1.3 Processing of literature sources on the chosen topic

Familiarization with the literature on the topic of the thesis begins immediately after the development of the idea, that is, the idea of scientific research, which, as noted above, is reflected in the topic and work plan. This work organization helps to search for literature sources on the chosen topic purposefully and elaborate the material better as the origins of the main issues of the problem are almost always laid down in earlier research.

How do I find the right literature? It is necessary to review all types of sources (primarily publications in recent years), the content of which is related to the topic of the graduation thesis. These sources include materials published in various publications by Ukrainian and foreign authors, official materials, and statistical information.

The most important books and articles must be read in the original. Having studied a literary source, immediately make its complete bibliographic description, so as not to lose the reliability of the information.

When studying literature, don't just try to borrow material. At the same time, think over the information you find. This process should continue throughout the entire work on the topic, then your own thoughts that have arisen in the course of getting acquainted with other people's works will become the basis for obtaining new knowledge. Usually not all the information contained in a particular source is used, but only the part that directly relates to the topic of the thesis and is therefore the most valuable and useful. Thus, the criterion for evaluating what has been studied is the possibility of its practical use in the work.

The main objectives of the literature review are:

- *familiarization with the materials* on the topic of the thesis, their classification, selection of priority research, the main fundamental works, the most essential results;

- *formulation of the directions of the thesis*, characteristics of the method and main sections of the theoretical and practical parts of the work;

- *getting the source material* for writing part of the thesis, compiling an annotated index of articles and books on the selected topic.

1.4 Drawing up a plan of the thesis

After the necessary material is collected and systematized, a detailed plan of the thesis is drawn up. The student should offer their own vision of the structure of their scientific work: the number of sections, subsections, and their working names (*see Appendix B*).

The student offers the supervisor a preliminary work plan for consideration. If there are any comments, it is adjusted according to the recommendations of the supervisor.

After the approval by the supervisor, the plan must be submitted to the Educational and Methodological Commission of the faculty for approval. After this procedure, the student can start writing a thesis according to the approved plan.

2. STRUCTURE AND CONTENTS OF THE THESIS

The structure of a bachelor's thesis is a clearly regulated sequence of its main components of a reference, accompanying and semantic nature. It reflects the external placement and internal logical connection of scientific research and indicates the level of its general methodological support. The structure of the text should correspond to the generally accepted logic of any scientific work.

The bachelor's thesis consists of the following structural parts:

- title page;
- contents;
- list of symbols, abbreviations and terms (if necessary);
- introduction;
- first (theoretical) chapter;
- second (analytical) chapter;
- third (optimization) chapter;
- conclusions;
- literature;
- appendices (if necessary).

In addition to the thesis itself, the student must provide an A4 envelope containing the supervisor's feedback, a review, a standard assignment form for the work, an abstract in Ukrainian and one of the foreign languages that the student is studying (English, German or French), and a disk with the thesis.

An abstract briefly reflects the main aspects of the research and is formed on the basis of the completed thesis. Its volume should be 1-2 pages (*see Appendix L*).

The chapters of the thesis should be divided into subchapters: the main chapter (second) into three subchapters, the first and the third chapters into two or three subchapters depending on the scope of the paper and the logic of the presentation of the material.

IMPORTANT! The recommended volume of a bachelor's thesis is from 40-50 pages of the main text (introduction, chapters and conclusions). This volume does not include the list of literature used and appendices.

You should use the following (approximate) page allocation when writing the paper (in %).

Table 2.1

Approximate content distribution of the thesis by volume in the %

Sections of the thesis	Volume of work, %
Introduction	5
First chapter	25
Second chapter	30
Third chapter	25
Conclusions	5
List of literature used	10

The title page of the paper contains the name of the ministry, higher educational institution, faculty and department where the thesis was performed; the surname, the first name and the patronymic of the author; the title of the paper; code and name of the direction of training or specialty; the surname and initials, position, scientific degree and academic title of the supervisor, city and year of the defense of the thesis (*see Appendix A*).

The contents of the bachelor's thesis is submitted on a separate page. It should be complex and contain an introduction; three chapters, each consisting of at least two or three subchapters; conclusions, a list of literature sources used, and appendices (if necessary).

The word "CONTENTS" must be written as a title (symmetrically to the text) in capital letters. The contents consistently include the names of all parts of the thesis (introduction, titles of chapters and subchapters, conclusions, list of literature used and appendices) in accordance with the text. Titles that are included in the "CONTENTS" should be written in lowercase letters, starting with a capital letter. Each title is indicated on the right side of the sheet by the page number from which the part of the paper begins (*see Appendix B*).

List of symbols, abbreviations, and terms. If the thesis uses specific terminology, as well as little-known abbreviations and new symbols, their list can be presented as a separate list on a separate page that is placed before the introduction. It should be compiled as follows: on the left an abbreviation (in alphabetical order), on the right a transcript (*see Appendix B*).

If a special term, abbreviation, symbol, or sign is repeated less than three times, its interpretation is given in the text at the first mention.

The ***Introduction*** (approximately 2-3 pages) provides a scientific substantiation of the relevance and significance of the chosen topic; formulates the purpose, objectives, object and subject of the research; information about scientists who have already studied this problem, a list of applied research methods, the information base of the research, the practical significance of the results, as well as briefly presents the structure of the work.

In the introduction, these structural elements are typed in bold. Let us look at the main parts of the introduction in more detail.

Relevance of the topic is a mandatory requirement for any thesis. The coverage of relevance should not be verbose. It is enough to express the main thing in a few sentences – the essence of the problem, which implies the relevance of the topic.

From the substantiation of the research problem, it is logical to move on to the formulation of the *research goal*, as well as indicating *specific objectives* that will be solved in accordance with the established goal.

The purpose of the research is the final result of the study, which involves the solution of the set problem. The purpose of the bachelor's thesis should be to solve the problem situation by analyzing it and finding new patterns between the phenomena and processes of social development.

Research objectives are clearly defined areas of scientific research to achieve this goal. They are usually outlined in the form of an enumeration (analyze, develop, generalize, identify, prove, implement, show, elaborate, find, define, describe, establish, find out, make recommendations, establish relationships, make a forecast, etc.). The objectives must correspond to the chapters of the thesis.

An obligatory element of the introduction is the definition of the object and subject of research.

The object of the research is a process or phenomenon that creates a problem situation and selected for study.

Example: The object of the research is the activities of the IMF and IBRD at the present stage. (The object of research and the following examples of elements of the introduction are defined on the topic thesis "Activities of the IMF and IBRD in the field of international currency relations regulation").

The subject of the research is the problem (range of issues) that are studied in the work on example of the object of study.

The subject is within the object. Object and subject research as a category of scientific process are correlated as general and partial. In the object stands out that part, which is the subject of research. The main attention of the student is directed to it as the subject of research defines a theme of the graduate work.

Example: The subject of the study is the mechanism of cooperation between the IMF and the IBRD with participants in international monetary relations, in particular with Ukraine.

Research methods are a set of specific techniques and methods focused on obtaining new scientific knowledge and determining the parameters of implementation of the research program, its theoretical and practical objectives, aimed at achieving this goal.

The method is a way to obtain the result of the study. The student must know how and in which case one or another method was used. You should not specify a method that is not used when writing the work.

Thus, to achieve the goal and formulated graduate's work objectives Bachelor's theses should be used as specific research methods (observation, measurement, experiment), and general scientific methods that are means of cognition and thinking (analysis and synthesis, induction and deduction, abstraction, generalization, modeling, idealization).

Example: The following research methods were used to solve the set objectives : abstract-logical and system-structural analysis, in defining and clarifying the essence of the concepts of "International Monetary Fund" and "International Bank for Reconstruction and Development"; comparative analysis and grouping at the study of the IMF and IBRD in the field of international regulation currency relations; factor analysis at determining the conditions of cooperation between Ukraine with international financial institutions; graphic at constructing graphs and charts.

Practical significance of the obtained results. The study provides information about practical application of the obtained results or recommendations on them using. Noting the practical value of the results obtained, it is necessary to provide information on the degree of their readiness for use and its scale.

The main applied results of the work are briefly characterized and the possible field of their implementation is determined.

Example: The theoretical and practical significance of the work lies in the fact that the research's results is the theoretical basis for further research on this topic. The results of the study are published in the form of a scientific article in the international research and production journal "Sustainable Economic Development".

Information base includes links to the actual materials performed this work. Here is a description of the main sources obtaining information (official, scientific, literary, bibliographic) and the methodological principles of conducting the research are indicated.

Example: The information base of the thesis was the data of official state statistics in the field of foreign economic activity and experts of international financial organizations research.

Also textbooks, reference books, textbooks, monographs, electronic information resources were used. Majority statistical data was found on the official websites of the Ministry of Finance of Ukraine, the National Bank of Ukraine, the International Monetary Fund, the World Bank.

At the end of the introduction it is advisable to present the structure of the graduate's work, i.e. to list its structural elements, justify the sequence of their placement and briefly reveal their content.

Example: Structure of the thesis. The graduation thesis consists of an introduction, 3 chapters, conclusions, a list of literature used (a brief description of the main sections is attached). The total volume of the thesis is ... pages. The list of literature includes ... names. The thesis contains ... figures and ... tables.

For an example of introduction, see in Appendix D.

The main part of the thesis consists of chapters and subchapters.

IMPORTANT! Each new chapter starts on a new page. At the end of each chapter and subchapter there are brief conclusions (about half a page) with a summary of the scientific and practical results.

In the main part of the thesis the student outlines the stages of development of scientific thought on the subject of the thesis; formulates the issues that remain unresolved and determines its place in solving the problem; substantiates the choice of research direction and general methods of conducting them; presents the results of his own research.

The most acceptable is the structure of the work, which provides for 3 chapters.

The first chapter, as a rule, is devoted to the study of the theoretical foundations of the topic: the main categories and concepts of international economic relations, world economy, foreign economic activity of the enterprise, patterns of development of this problem, the system of scientific terms. In this chapter it is necessary to consider the essence of the studied category (process, problems), the place and role in the theory of international economic relations and in modern practice of development of world economic relations, and show its origin.

Based on the analysis of theoretical approaches and generalization of different points of view, the graduate must express and justify his own vision, or express his own original point of view.

In the second chapter (analysis) on the basis of study, processing and generalization of analytical materials it is necessary: to characterize the chosen object of research; the current state of the subject in the dynamics over a period of years; identify the dynamics of relevant indicators that characterize the state of the international economy and international economic relations in general, in particular; identify the features of international economic integration; determine the influence of various factors on research processes and identify the causes of deficiencies; assess unused opportunities to improve the management of relevant processes; to formulate conclusions on possible measures aimed at solving problematic issues.

The materials of this section should be based on an accurate, comprehensive and in-depth analysis of statistical and economic material collected in the process of studying and summarizing materials for selected topics.

The third chapter (optimization) should be devoted to improving the subject of research in accordance with promising areas of international economic relations in the context of integration world economic processes. The tasks to be solved are:

- review of areas for improvement of the subject of research in relation to the object of study;
- optimization of the subject of research or several of its most significant elements, including the use of mathematical methods and models;

- use the capabilities of computer technology to improve certain aspects of the subject of study;

- substantiate recommendations and proposals on: outlining promising areas for intensification of international economic and foreign trade relations, optimization of integration world economic processes, solving global economic problems of the world economy.

IMPORTANT! Implementation of the graduation thesis is a creative process, so the structure of the paper depends on the specifics of the subject of study, the goals and objectives. The joint work of the supervisor and the student is to properly build the structure of the study, adhering to the division of labor into theoretical, analytical and optimization chapters.

Short conclusions should be made after each subchapter of the scientific work.

The **conclusions** (approximately 3-4 articles) summarize the results of the study.

It is necessary to clearly and consistently (in any form: theses, figures, etc.) set out the main generalizations of the results of research, indicate the extent to which tasks are solved and the goal of the work, which was formulated in the introduction is achieved (*scientific formula*).

General conclusions should not contain identical theses to those that were used in the conclusions to each section of the thesis. It is recommended to draw conclusions clearly, logically balanced, putting forward certain proposals, it is necessary to note their effectiveness.

To comply with the desired style in the conclusions it is useful to use the following words and expressions: analyzed, established, found, that allowed, proven, shown, researched, developed, obtained, proposed, recommended, considered appropriate, and others.

IMPORTANT! The conclusions are entirely the student's own opinion and should not contain citations or repeat other people's opinions.

The style of presenting the material in the work should be strictly scientific and restrained, correct in controversy. When constructing sentences, it is desirable to use verbs that are in the indefinite-personal form or in the 1st person plural, for example: "It is considered appropriate to offer ...", "In our opinion", **but not**: "I suggest ...", "I think...".

Appendices. Information presented in text, tabular, graphical form, intermediate mathematical models and proofs, etc., which are not part of the main part, but which the student considers appropriate to include in the thesis, are included in the appendices.

If necessary, it is advisable to include in the appendices the supporting material necessary for the completeness of the perception of the bachelor's thesis: materials of sociological surveys, questionnaires, expert assessments; tables of auxiliary statistical, analytical, digital data; cumbersome calculations and tables; schemes, block diagrams, algorithms; instructions, regulations, methods; graphics, illustrations of an auxiliary nature; certificates of implementation; other relevant materials.

IMPORTANT! Tables, graphs, diagrams given in the appendices must be numbered and have headings.

3. PROCEDURE OF VERIFICATION OF THE GRADUSTION THESIS FOR ACADEMIC PLAGIARISM

The bachelor's thesis is checked for borrowings (plagiarism) in order to improve the quality of preparation for the certification of students of the institute in terms of qualifying work.

Plagiarism is the literal reproduction or copying of a text (from a phrase to a set of sentences) from books, articles, Internet resources or other sources without a clear separation of the copied text and reference to the author (source).

Conducting of the verification of the papers is entrusted to supervisors.

The procedure for collecting and checking theses for borrowings (plagiarism) is as follows:

1. Verification of the graduation thesis is carried out by the supervisor and ends no later than 14 days before the defense of the thesis.
2. The thesis must be submitted in the electronic form (CDs, DVDs or flash drives). The media should contain only one file with the bachelor's thesis in Word Document format (*.doc, *.docx).
3. The thesis that has at least 60% of the original text, may be admitted to the defense. Based on the analysis of the results of the examination of the thesis for the presence of borrowings (plagiarism), the head of the department and supervisor make decisions on the admission of the thesis to the defense.

If the level of uniqueness is insufficient, the bachelor's thesis needs to be finalized and re-examined no later than 10 days before the defense.

4. REQUIREMENTS FOR DESIGN OF THE THESIS

4.1 General requirements for the procedure for presenting the material of the work

As mentioned above, the structure of the bachelor's thesis contains the following components:

- title page;
- content;
- list of conditional abbreviations (if necessary);
- introduction;
- the main part of the thesis, divided into chapters and subchapters;
- conclusions;
- references;
- appendices (if necessary).

4.2 Requirements for structural elements of the thesis

The thesis must be designed on A4 sheets (210x297 mm), printed on a computer on one side of a white paper sheet using Word text editor fonts (e.g., Times New Roman) size 14 points (minimum font height 1.8 mm) with 1,5 line spacing. The text of the work must be printed in the following margins: top - 2 cm, bottom - 2 cm, right - 1 cm, left - 3 cm. The distance between the title and the text is 2 spaces. Each structural part of the work should start on a new page, except for subsections.

The first page of the thesis is the title page, which is included in the general numbering of pages, without putting a number on it.

IMPORTANT! The table of contents, the list of abbreviations and the first page of the entry are also not numbered, but are included in the general numbering. Next pages are numbered in the upper right corner of the page without a dot at the end. Numbering of pages, sections, subsections, figures, tables, formulas are given in Arabic numerals without the sign No.

The text of the main part of the graduate's work is divided into sections, subsections.

Requirements for chapter titles: bold, centered. The print font should be clear, the tape - black, medium bold. The density of the text must be the same everywhere. Typos, graphic inaccuracies found during the writing of the thesis cannot be corrected with a pen or pencil.

Requirements for the text in the tables: the font Times New Roman, size 12 pt, space between lines 1.0, indents are not allowed. Illustration requirements for the text: the font Times New Roman or Arial, size no more than 14 pt. Formulas in the thesis must be done in the Microsoft Equation 3.0 formula editor, graphs and charts with using Microsoft Excel or Microsoft Graph editors.

Headlines of structural parts of the work "CONTENTS", "INTRODUCTION", "CHAPTER", "CONCLUSIONS", "LIST OF REFERENCES", "APPENDENCIES" are printed with letters in the center and highlighted in bold. Headlines units are printed with small letters (except the first capital) from the paragraph indentation, bold. DO NOT PUT A FULL STOP AT THE END OF THE TITLE. If the title consists of two or more positions, they are separated with a full stop.

IMPORTANT! It is not allowed to highlight the text in italics, bold, underlining or other selections, except for the names of structural parts of the work and figures (tables)

Tables

Digital material should usually be presented in tabular form. Each table should have a title, which is placed above the table and printed symmetrically to the text.

The table must be placed after the reference to it in the text so that it can be read without turning the page on which it is placed, or in landscape orientation of the page, so that to rotate the view clockwise one time.

The tables must be numbered sequentially within the section, except for the tables in the appendices. The word "Table" with the number appears in the upper right hand corner above the corresponding title of the table. The table number consists of the chapter number and the ordinal number of the table, separated by a dot, for example: Table 1.2 (the second table of the first chapter). If there is one table in the thesis, it is numbered according to the general rules. The table should be preceded by a preamble or a brief analysis, where the first reference to the table is made followed by the phrase "see table__". Then indicate the table number (without "No."). If part of the table continues on another page write the words "Table 1.2 (continued)". If the table is split, then the next page also transfers the column headings or their digital display.

Below the table in square brackets there must be a reference to the source from which the table is taken. If the table is designed by the author, write the phrase: “Developed on the basis of source [14; 25]” below the table on the left.

For an example of table design in the thesis, see Appendix E.

Graphic material

The title “figure” is used to denote any graphic material. The figure is placed immediately after the text in which it is mentioned for the first time, on the next page, or if necessary in the appendix. Graphic material should have a thematic title, which is placed under the figure aligned to the center of the page and highlighted in bold. Immediately under the title (left, in regular font) there must be a link to the source. The figure number consists of the chapter numbers and the sequence number of the figure, separated by a dot, for example: Fig. 1.1. As with source references for tables, if the figure is built by the author on the basis of statistical data, generalization of existing theoretical developments or with their own additions, it should be noted: “Developed on the basis of source [7]”.

For an example of figure design in the thesis, see Appendix E.

Formulas

Formulas, other than those in the appendices, must be numbered in Arabic numerals with ordinal numbers within the chapter, printed at the level of the formula on the right in parentheses. The formula number consists of a chapter number and a serial number of the formula, separated by a dot. References in the text to the ordinal numbers of the formula are given in parentheses. Equations and formulas must be highlighted in the text with free lines (above and below each formula you must leave at least one free line).

Example:

$$Q \text{ d. avg} = Qq / D, (1.1)$$

where $Q \text{ d. avg}$ is daily average load profile of the factory as a whole, l/day; Qq - quarterly load profile l/qtr, D - the number of working days in the quarter.

Explanations of the symbols and numerical coefficients included in the formula, if they are not explained in the text, should be given directly below the formula. An explanation of each symbol should be given on a new line in the order in which the symbols are given in the formula. The first line of the explanation should begin with the word “where” without a colon.

General rules for citations and references

When writing a thesis, the student must refer to the cited literature or the literature from which the ideas, conclusions, tasks, issues have been used and to which the paper is devoted. You can refer to the structural elements of the study itself. Reference should be made to the

latest publications. The works of other authors can be used by quoting, paraphrasing or generalizing. In the case of references to the structural elements of the paper, the numbers of chapters, subchapters, paragraphs, sub-paragraphs, items of lists, figures, formulas, equations, tables, appendices must be indicated. References should be made by using the following expressions: “in section 2”, “see Table 2.1”, “according to Fig. 2.3”, “according to Table 3.2”, “according to formula 3.1”, “(Appendix A)”, etc. It is allowed to use in the link generally accepted and standardized abbreviations according to DSTU 3582, for example: “according to Fig. 2.10”, “see Table 3.3”, etc. Referring to the position of the list, it is necessary to indicate the number of the structural element of the thesis and the number of the position of the list in parentheses, separated by a comma.

References in the text are placed in square brackets, for example: [11, p. 34], where “11” is the number of the publication to which the author refers in the bibliography, and after a comma there is the page number of this publication from which the quoted text is taken. It is allowed to cite sources of information in footnotes.

IMPORTANT! In the case of the use of a borrowed material without reference to the author and the source, the thesis is considered plagiarism and is suspended from defense. When the text of the study is overloaded with quotes and continuous references, there are no author’s considerations, then the work acquires the nature of a compilation (the process of writing a work, scientific work on the basis of other authors’ materials without independent research and development of sources; compilation). A quote that has a reference to a source that does not contain such information is considered false. Falsification - fake or change of source data in order to prove the correctness of the conclusion (hypothesis, etc.), as well as the purposeful use of false data, is unacceptable. Scientific etiquette requires to accurately reproduce the quoted text, prevent the least reduction in the above extraction from distorting the content laid by the author. General citation requirements are as follows:

- the text of the quotation begins and ends with quotation marks and is presented in a grammatical form of a source with the preservation of the original spelling features. The scientific terms proposed by other authors are not highlighted by quotation marks, with the exception of those that caused general controversy. In these cases, the expression “so-called” is used; Citation should be complete, without an arbitrary reduction of the author's text and without distortion of the author's opinion.
- omission of words, sentences, paragraphs in quotation is allowed without distortion of the author's text and is indicated by three dots in square brackets: [...]. They are placed in any part of the quote (at the beginning, in the middle, or at the end). If a punctuation mark preceded or followed the omitted text, it is preserved.
- each quote must be accompanied by a reference to the source;

- in indirect quotation (paraphrase, presenting the opinions of other authors in your own words), which significantly saves the text size, you should be extremely accurate in reference to the author's opinion, correct in the evaluation of their results and give relevant reference to the source; if you need to express an attitude to individual words or thoughts from the quoted text, put an exclamation mark or a question mark in parentheses after it;
- when the student (the author of the thesis) uses a quote and highlights some words in it, there should be a special reservation, that is, the text that explains the highlighted part is followed by a dot, then a dash and the author's initials, and the entire text of the reservation is placed in the parentheses. The variants of such reservations are, for example: (*italics ours* – A. B.), (text break ours – AB) (the first letters of the name and surname of the author of the thesis).

Generalization allows to render the content of the whole chapter or the entire author's work in one sentence. The use of other authors' works helps to support your own opinion, to illustrate your own position, to oppose your opinion to that of some authorities or to demonstrate the weakness of opponents' arguments. However, your own opinion should not be mixed with the cited one in the text.

IMPORTANT! You must indicate only the sources to which reference is made in the text of the thesis. The minimum number of sources for a bachelor's thesis is 50. The list of literature includes the entire list of scientific publications used by the author (both printed texts and electronic resources). References are added immediately after the quotation in square brackets, where the source serial number in the list of literature and the corresponding source page are indicated, for example: [4, p. 35]); if reference is made to several sources, then it should be indicated as follows: [4; 35; 40].

IMPORTANT! It is recommended to use modern official and regulatory documents, new special literature and the latest information sources on the topic of the research (over the past 5 years), and statistical data over the past 3 years. The list of literature should be placed in the following order:

- 1) in the alphabetical order of the name of the first author or headings;
- 2) in the order of reference in the text of the thesis;
- 3) in chronological order.

If the list of literature is arranged in the alphabetical order, the regulatory acts (laws, orders, decrees, etc.) are placed on the top. At the very end, foreign literature is given in the foreign alphabet order.

IMPORTANT! In the list of literature, the latest editions must prevail. The list must contain at least 25% of literature in foreign languages. Requirements for the list of literature are given in Appendix H.

Appendices

Appendices are formed as a continuation of the thesis after the list of literature. Each appendix must begin with a new page. On top on the right write the word “Appendix” and a capital letter denoting the appendix. Appendices must be indicated by capital letters of the Ukrainian alphabet, with the exception of letters Г, Ґ, Є, Й, І, Ї, Ў, О, Ч, Ђ, for example: Appendix A; Appendix B. If appendices are arranged in a separate part, the word “APPENDICES” in capital letters should be printed on the title sheet. This page is numbered, and the remaining appendices indicated by letters are not.

After discussing the results of the defense at a closed meeting of the commission, its decision is made. In case of disagreement of the commission members, the opinion of the commission chairman is decisive. The decision of the commission for the defense of theses is announced by its chairman on the day of their defense.

Students who received unsatisfactory grades during the defense carry out re-defense in accordance with the procedure established by UzhNU.

Thesis after defense is transferred to the archives of the department.

5. DEFENSE AND CRITERIA FOR EVALUATING THE BACHELOR’S THESIS

The completed thesis must be submitted to the department two weeks before the state certification and undergo an *obligatory* pre-defense procedure with the participation of the supervisor.

Preliminary defense of the thesis takes place at the graduation department meeting. The student must submit to the commission appointed by the department from the representatives of the department the printed (not stitched) thesis, briefly state the content of the paper (indicating the amount of illustrative material, the availability of relevant statistics, the level of use of foreign sources).

The commission in the presence of the student and the scientific supervisor of the work analyzes the state of readiness of the thesis, logic of its structure, degree of the solution of the set tasks, conformity of the work to methodical requirements.

The remarks made by the members of the commission are recorded, and the implementation of the recommendations of the commission is taken into account by the head of the department when deciding on the admission of the work to the defense.

The completed thesis, signed by the student, is submitted to the department. An envelope with accompanying documents is submitted separately for the graduation thesis: a feedback form, review form, work task form, calendar schedule form, abstract in 2 languages and a DVD-disk on which the bachelor’s thesis is written). Examples of cover letters are in *Appendix I*.

The supervisor checks the thesis and gives it together with the written feedback to the head of the department. The head of the department decides on the admission of the student to the defense and makes a corresponding note on the thesis. Then the theses are sent for review in the manner prescribed by the department.

Defense procedure before the state examination commission

The thesis is defended before the state examination commission. The student prepares for the defense a report, presentation and handouts for each member of the commission. The presentation and handouts should contain tables, graphs, figures that highlight the results of the study, the main conclusions, generalizations and proposals contained in the work. The desired number of slides and illustrations is 8-10.

The defense of the thesis begins with the report of its author, in which they should state within 5-7 minutes the relevance of the topic, the structure of the work, the objectives (briefly); the main provisions of the chapters, the obtained results and conclusions in accordance with the tasks set in the work, and the proposed ways to solve the problem.

In the end, the student should indicate: where, in their opinion, the results of the research should be applied; what is the expected socio-economic effectiveness of the measures proposed by them.

The members of the commission present at the defense may ask the student questions in order to determine the level and independence of the work preparation.

The amount of time for general defense of the work should not exceed 7-10 minutes.

After discussing the results of the defense at a closed meeting, the commission makes its decision. In case of disagreement among the commission members, the opinion of the commission chairperson is final. The decision of the commission for the defense of theses is announced by its chairperson on the day of the defense.

Students who received unsatisfactory grades during the defense, undergo re-defense in the manner prescribed by UzhNU.

After the defense the thesis is deposited in the archives of the department.

Performance evaluation criteria

The grade “*excellent*” is given to a student who has performed deep and systematic independent research in the thesis, fluent in the material, familiar with the literature, has perfect skills of necessary calculations, competently and logically teaches the material, gives meaningful and reasoned answers to questions.

The grade “*good*” is given to a student who has shown complete knowledge of the material, mastered the basic literature on the research topic, has practical skills, understands

the calculations, but the answer allows some inaccuracies, does not interpret the results of research, while teaching the material at a high enough levels.

The grade “*satisfactory*” is given to a student who has shown knowledge of the main material of work in a limited amount, but sufficient to understand the main issues of economic research, weakly connects theoretical knowledge with practice, reports and answers build inconsistently. Mistakes in the answers and calculations of the student can be corrected under the guidance of the teacher.

The grade “*unsatisfactory*” is given when the student has a superficial knowledge of the main material of the work, makes gross errors in answers and calculations, does not understand how to apply the results in practice, can not build their report, obviously, graduation without additional training.

Appendices

EXAMPLE OF COVER PAGE DESIGN

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
UZHHOROD NATIONAL UNIVERSITY
STATE HIGHER EDUCATIONAL INSTITUTION
FACULTY OF INTERNATIONAL ECONOMIC RELATIONS
DEPARTMENT OF INTERNATIONAL ECONOMIC RELATIONS

STUDENT'S SURNAME, NAME, PATRONYMIC

TITLE OF THE THESIS

Code - Name of specialty (name of specialization if applicable)

Thesis for a Bachelor's degree

**Supervisor: Last name, first name,
patronymic**

scientific degree, academic title, position

Uzhhorod - year of the defense

Reverse of title page (numbered as page 1)**Registration** _____

(number)

_____ 20 _____

(signature of the laboratory assistant of the department) (surname, initials)

Thesis is admitted to the defense

Head of Department

(signature) (surname, initials)

(scientific degree, academic title)

_____ 20 .

Reviewer

(signature) (surname, initials)

(scientific degree, academic title)

**EXAMPLE OF DESIGNING THE CONTENT OF THE THESIS
CONTENT**

INTRODUCTION.....	3
CHAPTER 1. FEATURES OF THE FORMATION OF THE CHINESE ECONOMY IN THE CONDITIONS OF GLOBALIZATION.....	7
1.1 Economic preconditions of the Chinese economic miracle.....	7
1.2 Concepts and strategies for reforming the Chinese economy.....	13
CHAPTER 2. ANALYSIS OF THE CURRENT STATE OF ECONOMIC DEVELOPMENT OF PRC.....	23
2.1 China's current market situation.....	23
2.2 Free trade areas as catalysts for economic development.....	30
2.3 Innovative component of the Chinese economy.....	39
CHAPTER 3. PROBLEMS, THREATS AND DEVELOPMENT PROSPECTS CHINA.....	51
3.1 Problems, threats and methods of overcoming them.....	51
3.2 Prospects for future development of China.....	63
3.3 Economic cooperation between Ukraine and China, problems and prospects..	73
CONCLUSIONS.....	79
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EXAMPLE OF MAKING A LIST OF CONDITIONAL ABBREVIATIONS**LIST OF CONDITIONAL ABBREVIATIONS**

GDP – Gross Domestic Product (GDP)
GNP – Gross National Product (GNP)
TEU - Treaty establishing the European Economic Community
TEU - Treaty on European Union
DESA - Treaty establishing the European Community
EEA - Single European Act (SEA)
EU - European Union (EU)
EU-15 - European Union before enlargement in 2004 and 2007.
EEC - European Economic Community (EEC)
ENP - European Coal and Steel Community (ECSC)
MFA - Ministry of Foreign Affairs
NATO - North Atlantic Treaty Organization (NATO)
NGOs - Non-Governmental Organizations (NGOs)
United Nations - United Nations (UN)
WTO Common Agricultural Policy - World Trade Organization (WTO)
CEE - Central and Eastern Europe (CEE)

EXAMPLE OF INTRODUCTION

Relevance of the topic. The outbreak and spread of the COVID-19 virus have caused severe economic losses. Every country, whether to a greater extent or to a lesser extent, has felt the effects of the coronavirus effect. The epidemic was spreading so aggressively that such a rapid economic downturn came as a shock to the world. The dynamics of the spread of coronavirus and its consequences came as a shock to the world economy and humanity as a whole. The consequences can be even worse than during the Great Depression. The pandemic had a negative impact on all spheres of economic life and led to a number of serious consequences. That is why the fight against the consequences of the epidemic is currently the most urgent.

In order to protect their citizens and prevent the spread of coronation, the EU leadership and the governments of the member states were forced to impose restrictions on most activities. Limited supplies and production cuts have led to the closure of workshops, factories and even entire businesses. And this, in turn, led to an increase in unemployment. The EU government already has a plan to fight COVID-19, but it will take more than a year to rebuild the economy, and this will certainly be a difficult task.

Lively discussion of the problem of the spread of coronavirus disease is taking place in the mass media, where the views are expressed by ministers, representatives government agencies, leading economic experts, sociologists and political scientists, others leading experts in this field. In particular, these are A. Gurria, K. Lagarde, R. Hutt, I. Petrashko, A. Pustova, V. Medechuk, A. Amelin, A. Blinov, V. Katsenelson, J. Lavrik, D. Monin and others.

The purpose of the bachelor's thesis is to study the economic consequences of the COVID-19 pandemic for the economies of the member states of the European Union.

The complex nature of the goal has led to a number of tasks, the solution of which is devoted to certain parts of the work, in particular the main ones are: to consider the features of the COVID-19 pandemic;

- identify the factors influencing global pandemics on economic development;
- analyze the main indicators of EU countries;
- identify ways for the government to help European business;
- to investigate the problems of overcoming the consequences of the coronary crisis;
- assess Ukraine's policy to combat the effects of the pandemic;\

The object of research is the socio-economic consequences of the corona crisis.

The subject of the research is the mechanisms of forming a unified policy for overcoming coronavirus, as well as the implementation of measures to combat the immediate and long-term consequences of COVID-19.

The information base of the research is electronic information resources, periodicals (scientific articles, abstracts), textbooks, annual reports of international organizations.

The following **methods of scientific research** were used in the work to solve the set tasks: abstract-logical and system-structural analysis, in determining and clarifying the essence of the concepts "COVID-19" and "world pandemic", etc .; comparative analysis and grouping - in the study of the activities of the EU government in the field of response to the pandemic and combating its consequences; graphic - when building figures.

The theoretical and practical significance of the work lies in the fact that the results of the research are the theoretical basis for further research on this topic. The results of the research are published in the form of a scientific article in the international scientific-practical journal "Economic and innovation-investment processes in the conditions of changing market conditions".

The structure of the work. The bachelor's thesis consists of an introduction, three chapters, conclusions and a list of sources used.

The introduction reveals the topicality of the topic, purpose, formulated tasks, defines the object and subject of the work, describes the scientific novelty and theoretical and practical significance of the study.

The first section is devoted to the study of the features of COVID-19, as well as the factors influencing the largest pandemics on world economic development.

In the second chapter, we analyzed the main economic indicators of the European Union in the context of the crisis caused by the pandemic and examined the means of responding to overcoming the negative consequences of the crisis. They also assessed the government's policy in support of European business.

The third chapter identifies the problems and ways to restore the economies of the European Union after the pandemic. The state of Ukraine under the influence of the pandemic and the possibility of overcoming it are outlined.

The conclusions summarize the results of the research.

The total volume of work is 81 pages. The list of used sources includes 74 names. The work contains 17 figures and 6 tables.

EXAMPLE OF DESIGN OF TABLES AND FIGURES IN THE THESIS

Table 1.1

Volume and share in world trade of exports and imports of China and the FTA as of 2021

Sphere of trade	Export			Import		
	billion . USD	% in world exports	Annual change (%)	billion. USD	% in world imports	Annual change (%)
commercial services	282	4,6	4	497	8,7	-5
agricultural products	82	4,6	-1	199	11,2	2
food	71	4,7	-1	137	9	12
fuel and energy	79	2,7	-1	579	18,4	3
industrial products	2321	18	0	1240	9	-5
iron and steel	55	13,3	-12	25	5,9	5
chemical substances	160	7,2	-4	218	9,5	-2
office and telecommunication equipment	633	32	-3	454	20,4	-4
automotive products	59	4	-2	80	5,3	-8
textile	120	39,2	1	16	5	-12
clothing	152	30,8	-4	9	1,7	8
transport	46	4,5	9	105	8,7	-3

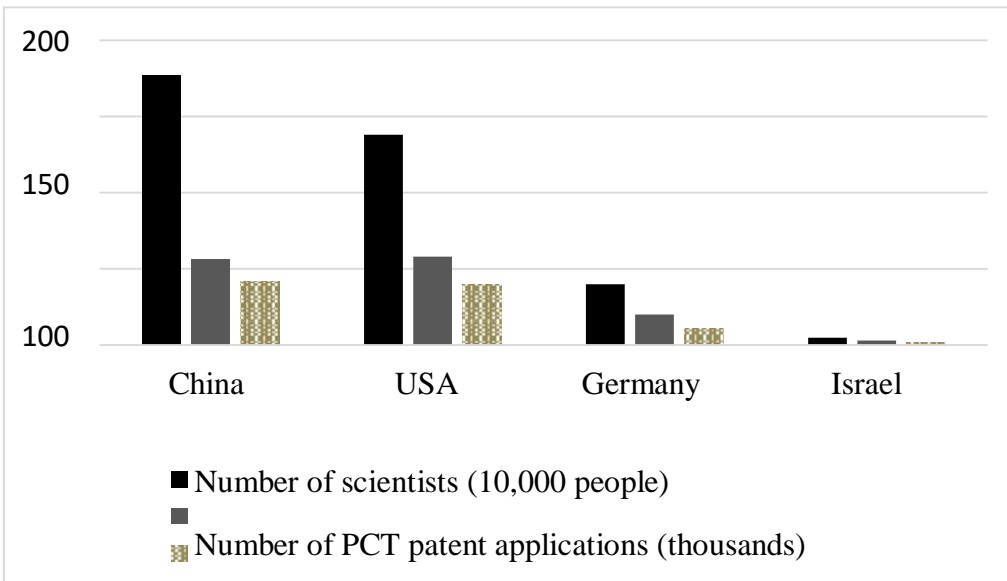
Source: developed on the basis of source data [81]

Table 2.2

The leading franchise networks of the hotel and restaurant business in Europe in 2021 according to the network of sites Franchise Direct

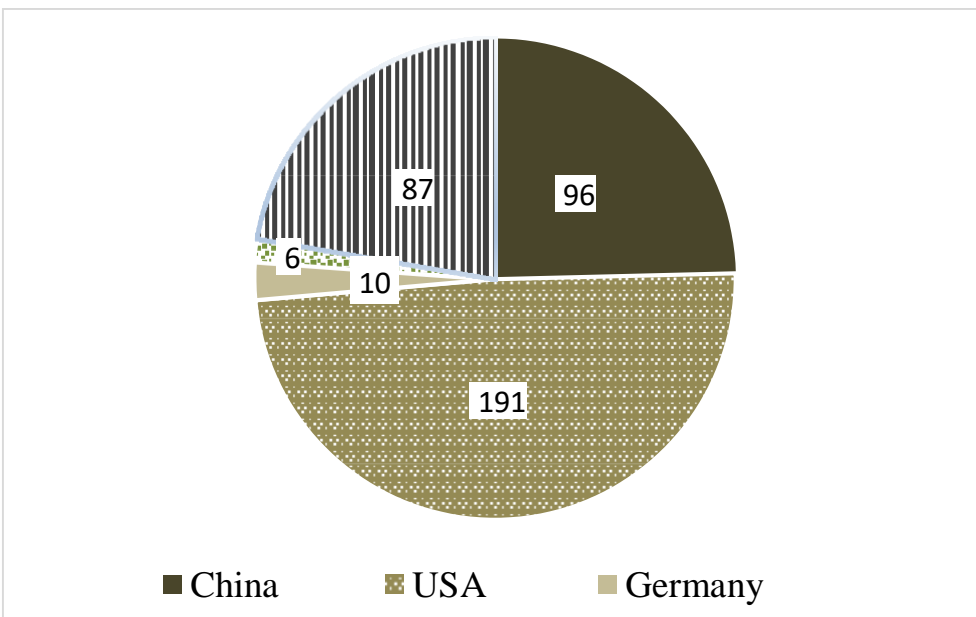
Ranked	Name of Company	Sphere of activity	Country	Number of enterprises
3	McDonald's	Network of restaurants fast service	CIHA	36500
5	KFC	Network of restaurants fast service	CIHA	19955
6	Pizza Hut	Restaurant chain	CIHA	15605
8	Domino's Pizza	Restaurant chain	CIHA	13200
10	Dunkin 'Donuts	Network of restaurants fast service	CIHA	12000
20	Choice hotels	Hotel chain	CIHA	6400
22	InterContinental Hotels Group (IHG)	Hotel chain	CIHA	5063

Source: [101]



Pic. 2.1 Comparison of innovation indicators in research in China, the United States, Germany and Israel as of 2021

Source:[71]



Pic. 2.2 The global distribution of the number of startups "unicorns" as of 2021

Source:[75]

**EXAMPLE OF BIBLIOGRAPHICAL DESCRIPTION IN THE LIST OF
LITERATURE SOURCES**

(according to DSTU GOST 7.1: 2015)

I. Legislative and regulatory documents:

1. The Constitution of Ukraine: official. text. Kyiv: KM, 2013. 96 p.
2. About the statement of Requirements to registration of the dissertation: the order of the Ministry of Education and Science from January 12. 2017 No. 40. Official Gazette of Ukraine. 2017. No 20. 136–141pp.
3. About the Concept of improvement of informing of the public on questions of Euro-Atlantic integration of Ukraine for 2017-2020: the Decree of the President of Ukraine from 21.02.2017 No. 43/2017. Government courier. 2017. 23 Feb. (No. 35). 10 p.

II. Monographs, textbooks, manuals, brochures, reference books

1. Batrakova T.I., Kalyuzhna Y.V. Banking operations: textbook. way. Zaporozhye: ZNU, 2017. 130 p.
2. Bychkivsky O.O. Private international law: lecture notes. Zaporozhye: ZNU, 2015. 82 p.
3. Gorbunova A.V. Management of economic security of the enterprise: theory and methodology: a monograph. Zaporozhye: ZNU, 2017. 240 p.
4. Dakhno I.I., Alieva-Baranovskaya V.M. Intellectual property law: textbook. way. / for ed. I.I. Dakhna. Kyiv: CUL, 2015. 560 p.
5. Management in the XXIth century: methodology and practice: a collective monograph / Poltava National Technical University. Yu. Kondratyuk. Poltava: Simon, 2015. 347 p.
6. Chepinoga V.G. Fundamentals of economic theory: textbook. way. Kyiv: Lira-K, 2017. 240 p.
7. Yakobchuk V.P., Bogoyavlenskaya Yu.V., Tishchenko S.V. History of economics and economic thought: textbook. way. Kyiv: CUL, 2015. 476 p.

III. Dissertations, dissertation abstracts

1. Vinichenko O.M. System of dynamic control of socio-economic development of industrial enterprise: dis. Dr. Econ. Science: 08.00.04. Dnipro, 2017. 424 p.
2. Ustyan O.Y. Client-oriented marketing of enterprises in the field of entertainment and recreation: author. dis. ... cand. econ. Science: 08.00.04. Poltava, 2018. 20 p.

IV. Articles

1. Blyzniuk O.P., Staverskaya T.O., Ivanyuta O.M. Formation of credit and monetary mechanism to ensure sustainable development of trade enterprises of Ukraine. *Business Inform.* 2019. No 7. 240–249pp.
2. Murashko I.S. Bionomic approach to sustainable development of the enterprise. *Bulletin of Zaporizhia National University. Economic Sciences Series.* 2017. No 4. 43–49 pp.
3. Spurina S.O. Trends in educational migration and its impact on the institutional environment in Ukraine. *Bulletin of the Mukachevo state. un-tu.* 2019. Vip. 1. 496–505 pp.

V. Abstracts, conference proceedings

1. Maistrenko V.M., Osadchuk O.P. Theoretical foundations of quality management system. *Problems of management and economics of enterprises in modern conditions: materials of the XV International. scientific-practical conf., Kyiv, April 23-24. 2019.* Kyiv: NUHT, 2019. 18-21 pp.
2. Antsiperova I.I. Historical and legal aspect of the budget act. *Research of problems of law in Ukraine through the eyes of young scientists: thesis add. All-Ukrainian scientific-practical conf., Zaporozhye, April 24. 2014.* Zaporizhia, 2014. 134–137 pp.

VI. Internet resources

1. Academic honesty as a basis for sustainable development of the university / for general. ed. T.V. Finikov, A.E. Artyukhov. Kyiv: Tucson, 2016. 234 p. URL: http://www.univer.kharkov.ua/images/redactor/news/2016-09-07/chesnist_osnova_rozvitk_Univers.pdf (access date: 02.11.2017).
2. State Statistics Service of Ukraine: website. URL: <http://www.ukrstat.gov.ua/>(addition date: 02.10.2020).
3. Employment and unemployment in the first half of 2020. URL: <https://www.dcz.gov.ua/publikaciya/karantynne-bezrobittya-v-ukrayini-zroslo-mayzhe-na-tretynu> (access date: 25.11.2020).
4. Kostyuchenko Y.M. Dispute settlement mechanisms in the Association Agreement between Ukraine and the EU. *Scientific Bulletin of Uzhhorod National University. Series: Right.* 2019. Vip. 56, v. 2. pp. 144-147. URL: http://www.visnyk-juris.uzhnu.uz.ua/file/No.56/part_2/31.pdf (access date: 23.08.2019).

5. An overview of the measures taken by countries around the world to combat the pandemic and overcome its consequences. URL: <https://niss.gov.ua/sites/default/files/2020-04/svitova-ekonomika-ta-pandemiya.pdf> (access date: 25.11.2020).

6. On standardization: Law of Ukraine of February 11, 2014 No. 1315. URL: <https://zakon.rada.gov.ua/laws/show/1315-18> (access date: 02.09.2019).

VII. Foreign sources:

1. 4th Annual Report on Immigration and Asylum. URL: <http://ec.europa.eu/dgs/homeaffairs> (accessed: 01.10.2020).

2. Algan, Y. Cultural integration of immigrants in Europe. Oxford University. URL: <https://doi.org/10.1093/acprof:oso> (accessed: 10.10.2020).

3. Assessment report on asylum and migration policies in Europe. URL: <https://www.ceps.eu/wp-content/uploads/2019/10/MEDAM-assessment-report-2019.pdf> (access date: 01.11.2020).

5. Eastern Partnership 3.0 Principles, priorities, and prospects. URL: [https://www.europarl.europa.eu/Reg\(2020\).pdf](https://www.europarl.europa.eu/Reg(2020).pdf) (accessed 30.10.2020).

EXAMPLE OF APPENDIX DESIGN

Appendix A

Table A.1

China's free trade zone

FTA	Square	Year Found-ation	Task
Chongqing	120km ²	2017	development of the concept “One Belt, One Road”
Fujian	118km ²	2015	cooperation with Taiwan; increase investment and tourism
Guangdong	116km ²	2015	cooperation with Macau and Hong Kong in the field of education and high technologies; development of the concept of the “Sea Silk Road”.
Henan	120km ²	2017	development of transport and logistics systems for One Belt, One Road concept
Hubei	120km ²	2017	accelerate the development of Central China and its industrialization
Liaoning	120km ²	2017	development of the North-East. parts of China; to build a marine and railway intermodalism
Shaanxi	120km ²	2017	support for the development of high technology, agricultural techniques of cultural and scientific exchange
Shanghai	121km ²	2013	development of free trade, attracting foreign investments; trade and tax reform
Shanghai	120km ²	2017	promotion of the concept of “Development of Western China”
Tianjin	120km ²	2015	increase in production, logistics services; development of maritime transport
Zhejiang	120km ²	2017	development of international trade in raw materials and petroleum products; shipbuilding

Source: developed on the basis of data sources [46; 50; 51; 52; 57; 65]

**EXAMPLE OF WRITING AN APPLICATION FOR APPROVAL OF THE THEME
OF THE BACHELOR'S THESIS**

To the Head of the Department _____
(name of the department)

(Full Name)

From _____
(surname, name, patronymic of the student)

IV / V year student

full-time / part-time study

specialty (code - name of specialty)

(name of specialization if applicable)

APPLICATION

Please approve the topic of the bachelor's thesis

(topic of the thesis)

and appoint _____ as a supervisor.

(surname, name, patronymic of the supervisor)

_____20_____

(Student's signature)

CHECKLIST OF NECESSARY ACCOMPANYING DOCUMENTS
FOR THE THESIS

TYPICAL TASK FORM

Ministry of Education and Science of Ukraine
State Higher Educational Institution
"Uzhhorod National University"
Faculty of International Economic Relations

Head _____
(name of the department)

field of knowledge: _____ code - name)
specialty: _____ (code - name of specialty)

APPROVED:
Head of Department

(name of the department)

(signature) (surname and initials)
" ____ " _____ 20 ____

TASK

for a bachelor's thesis

student _____
(Full Name)

1. Theme of the thesis:

_____ approved by the decision of the department _____
protocol No. __ from " ____ " _____ 20 ____ .

2. The deadline for the thesis completion _____

3. List of issues to be developed _____

4. Initial data for the thesis _____

5. List of graphic materials, tables, figures _____

6. Date of issuance of the task for the thesis _____

Supervisor _____
(signature) (surname and initials)

Task accepted by _____
(signature) (surname and initials)

**EXAMPLES OF A TASK AND CALENDAR PLAN DESIGN FOR A
BACHELOR'S THESIS**

Ministry of Education and Science of Ukraine
State higher Educational Institution
“Uzhhorod National University”
Faculty of International Economic Relations
Department of International Economic Relations
Area of expertise: 29 “International Relations”
Specialty: 292 “International Economic Relations”

APPROVED:

Head, Department of International
Economic Relations
PhD, prof. V. P. Prikhodko
_____ 20__

TASK

for a bachelor's thesis

student Kurutz Anhelina Vasylivna

1. Topic of the thesis: “China's Economic Development in the Context of Globalization: Problems, Threats and Prospects”, approved by the decision of the Department of international Economic Relations, Protocol No. 7 of February 8, 2021.
2. The term of completion of the thesis: from 17.02.2021 to 08.06.2021.
3. The issues for research are as follows: analysis of the current market situation in China, research of FTA as a catalyst for economic development; assessment of the innovative component of the Chinese economy.
4. Initial data for the research: statistical data, reports, analytical materials, regulatory legal acts, etc.; quarterly, annual reports, theoretical provisions given in literature; materials collected in the course of production internship, etc.
5. List of graphical materials: 5 tables and 10 figures.
6. Date of the assignment of the task for the bachelor's thesis: 19.02.2021.

Supervisor _____
(signature) (last name and initials)

The task accepted for execution by _____
(signature) (last name and initials)

CALENDAR PLAN

№	Stages of the bachelor's graduation thesis	Deadline	Notes
1.	Selection of the topic of the thesis and the appointment of a supervisor	17.02.2021	Completed
2.	Receiving the task to conduct research	19.02.2021	Completed
3.	Preparation of calendar plan for completion of the thesis, coordination with the supervisor and approval by the head of the relevant department	21.02.2021	Completed
4.	Preparation and approval of an extended thesis plan	05.03.2021	Completed
5.	Writing Chapter 1 and the subchapters of the thesis	16.03.2021	Completed
6.	Writing Chapter 2 and the subchapters	30.03.2021	Completed
7.	Writing Chapter 3 and the subchapters	13.04.2021	Completed
8.	Preparing a draft thesis for the first reading by the scientific supervisor	15.04.2021	Completed
9.	Correction of errors according to the supervisor's remarks, submission of the draft version for the second reading	27.04.2021	Completed
10.	Preliminary defense at the Department	11.05.2021	Completed
11.	Submission of the thesis for plagiarism verification	18.05.2021	Completed
12.	Completion of the thesis; presentation of the thesis to the supervisor for preparing feedback	26.05.2021	Completed
13.	Preparing the thesis for review; receiving a review	08.06.2021	Completed
14.	Submission of the thesis to the examination commission	12.06.2021	Completed

Scientific supervisor of the thesis: _____

The task is accepted by the student for completion: _____

EXAMPLE OF DESIGN OF THE ABSTRACT OF THE BACHELOR'S THESIS

ABSTRACT

Bachelor's thesis on the topic:
Activities of the IMF and IBRD in the Field of Regulation of International Monetary Relations

The bachelors graduation thesis contains 80 pages, 12 tables, 7 figures, the list of 80 sources on 7 pages, and 5 appendices.

Key words: IMF, IBRD, international monetary and financial relations, monetary and financial cooperation.

The object of the study is the activities of the IMF and IBRD in the regulation of international monetary relations.

The subject of the study is the mechanism of cooperation between the IMF and the IBRD with participants of international monetary relations, in particular with Ukraine.

The purpose of the thesis is to study the theoretical foundations of international financial institutions, analyze financial and credit policy of the IMF and IBRD in relation to Ukraine and member countries of these organizations, identify areas for the improvement of Ukraine's cooperation with international financial institutions and the improvement of the mechanism of cooperation with member-states.

The theoretical and methodological basis of the study are the fundamental provisions of foreign and Ukrainian theory of the functioning and development of international monetary and financial organizations. To achieve the goal, the following general scientific methods were used depending on the complexity of scientific tasks: analysis and generalization, classification, evaluation; systematic and comparative analysis.

STANDARD REVIEW FORM
FOR A BACHELOR'S THESIS

State Higher Educational Institution

“Uzhhorod National University“

Faculty of International Economic Relations

Department of International Economic Relations

Department of International Politics/Department of International Economic Relations
(the department of the supervisor is indicated)

Supervisor Review of the Bachelor's Thesis

_____ *(surname, name and patronymic of the student)*

on the topic _____

performed on the following materials _____

1. General characteristics of all chapters of the thesis

2. The shortcomings of the thesis

3. Diligence and efficiency of the student

4. Degree of independence and initiative

5. Inclination towards scientific research

6. Ability to draw correct conclusions

7. Participation in student research work

The thesis _____ for the defense.
(is recommended / is not recommended)

Scientific supervisor _____

(signature) *(position, surname, initials)*

_____ 20__

STANDARD THESIS REVIEW FORM
BACHELOR'S DEGREE

State Higher Educational Institution

“Uzhgorod National University“

Faculty of International Economic
Relations

Department of International Economic Relations

Department of International Politics / Department of International Economic
Relations

(the department of the reviewer is indicated)

REVIEW
for a bachelor's thesis

Student _____

Topic _____

1. Relevance of the topic _____

2. Practical value of the thesis _____

3. Shortcomings _____

4. General conclusion and evaluation of the Bachelor's thesis

Reviewer _____

(signature)

(position, surname, initials)

Methodological recommendations for writing, completing and defending a bachelor's thesis in specialty 292 International Economic Relations of all forms of study are formed in accordance with the “Regulations on Gradation Thesis (Project)”, approved by the Academic Council of the State Higher Educational Institution "Uzhhorod National University” (Protocol No. 14 of 13.12.2016) on the basis of DSTU 8302:2015 “Information and documentation. Bibliographic Reference. General Requirements and Rules of Compilation”.