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**METHODOLOGICAL RECOMMENDATIONS
FOR EXECUTION AND DEFENSE OF
QUALIFYING BACHELOR THESES
SPECIALTIES: 073 MANAGEMENT**

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INTRODUCTION

Methodical recommendations developed in accordance with the requirements of laws of Ukraine "On education", "On higher education", "On scientific and scientific and technical activity"; The standard of higher education for the first (bachelor) level with specialty 073 "Management", regulation on organization educational process in the International European university, regulation on the procedure for creating and organizing the work of the examination commission in Private institutions of higher education "International European university", of the Code of Academic Integrity of Scientific and Pedagogical, Scientific, Pedagogical Workers and Students of Higher Education of the International European University, Regulation on prevention and detection of plagiarism in scientific and academic texts of the International European University, Regulations on checking academic and scientific texts for plagiarism of the International European University.

A qualifying bachelor's thesis is independently completed research work on a specific topic, which is applied in nature and has the main purpose of demonstrating the student's level of competence and his ability to solve specific theoretical and practical tasks.

In the process of preparing a qualifying bachelor thesis, the student develops a breadth of thinking, acquires research work skills, and demonstrates the level of application of the acquired professional knowledge in practice. The qualifying bachelor's thesis should be relevant and aimed at solving today's economic problems.

Qualifying bachelor's thesis on the specialty 073 "Management" performed by a student in the eighth semester. It is the final stage of study by specialty and summarizes the educational process in the plan of special and professional training. In terms of special training, she designed to show how the student mastered the complex disciplines of the curriculum. In terms of professional training, the work should demonstrate the ability to conduct research and make informed management decisions in the specific conditions of the enterprise, institution, or organization.

These guidelines are intended to guide the implementation and defense of qualifying bachelor theses of students in specialty 073 "Management".

GOAL AND OBJECTIVES OF THE QUALIFIED BACHELOR'S THESIS

A qualifying bachelor's thesis is an independent scientific qualification thesis, in which, on the basis of the studies performed by the student, provisions are formulated and substantiated, which have managerial, financial, and socio-economic significance in the field of management and administration.

The qualifying bachelor's thesis should be applied research on the topic

chosen by the student and have practical significance for improving the management of enterprises and organizations.

The purpose of the qualifying bachelor's thesis is to solve and develop a specific professional task based on mastering the theoretical material for the entire period of study (from the specialty 073 "Management" of the first (bachelor) level of higher education in the field of knowledge 07 "Management and Administration") and methods of independent research, consistent teaching, practical application of theoretical knowledge regarding improvement of the management of separate areas of activity of the real research object.

The qualifying bachelor's thesis is a final work that makes it possible to reveal the level of assimilation of theoretical knowledge and practical training by the student, the ability to work independently from the specialty 073 "Management" in primary positions in accordance with the generalized object of activity.

A qualifying bachelor's thesis as a method of assessing the level of quality of training must demonstrate that the bachelor possesses a system of special knowledge acquired in the process of training and practical training at the level of the latest scientific achievements in the subject area of activity, which is a guarantee his/her professional activity, and is able to:

- work with information sources (legislative and normative documents, scientific special literature, including published in foreign languages, Internet materials, statistical and financial reporting data);
- present the material logically and with arguments;
- use modern didactic technologies and methods;
- use statistical and mathematical methods to analyze problems and justify management decisions;
- master modern scientific methods for conducting theoretical and empirical research;
- use acquired skills to develop proposals and justification of recommendations on the subject of research;
- draw conclusions about the results of the conducted research.

To achieve the set goals, students must solve the following tasks:

- taking into account the topic of diploma theses recommended by the department, the field of scientific and practical interests of the student, current management problems, choosing the topic of the work, determining the object and subject of the research;
- assess the situation that has developed at a certain enterprise or in organizations, identify problems, detail the hierarchy of interdependent problems, independently set the goals and objectives of one's work, determine their place in a number of interrelated problems;
- demonstrate communication and organizational skills in obtaining the necessary information, show the ability to work in a scientific or industrial team;

- to apply the acquired theoretical knowledge of the disciplines in practice curriculum, justify the choice of methodical tools for solving tasks;
- to formulate criteria for assessing the achievement of work goals and objectives, as well as to determine the main limitations of their implementation, to attract the necessary educational, scientific-economic, normative-methodical, statistical information, periodic reporting documentation, as well as to obtain the required information based on sample studies and observations;
- apply modern methods of scientific research, put forward alternative options for solving the problem situation, taking into account factors of uncertainty and risk, and predicting their possible consequences;
- to determine the conditions for the expedient use of this or that option for solving the problem;
- use computer and organizational equipment, packages applied or original programs, means of presentation of completed work;
- to ensure compliance with the norms of economic legislation, instructional and methodical materials, requirements of higher education standards;
- prepare and defend a qualifying bachelor's thesis at an open meeting of the Examination Commission.

The qualifying bachelor thesis must be written in the official language, in a scientific style, logically, and with arguments.

The main stages of preparation and execution of the qualifying bachelor thesis:

- choosing and approving the topic;
- drawing up and approving the assignment;
- conducting research;
- elaboration and presentation of research results;
- design of work;
- preliminary defense of work at the graduation department and admission to it
- defense at the Examination Commission (EC);
- external review;
- defense of the qualifying bachelor thesis at the meeting of the EC.

2. DEVELOPMENT AND DEFENSE PROCEDURE

2.1. Formation of the topic

The topic of the qualifying bachelor's thesis should reflect problems of functional areas of managerial activity and be constructed on the basis of production functions and typical activity tasks that form the components of the bachelor's professional competence. The criterion for choosing a research topic is its relevance in relation to modern development trends in science and practice in the field of management.

When forming the subject of works, the following is taken as a basis:

- a) current directions of scientific research in the field of management at the state and regional levels;
- b) propositions of enterprises, institutions, or organizations;
- c) the availability of agreements for the training of specialists and the needs of specific workplaces;
- d) topics of research works of the department and educational and scientific institute;
- e) the nature of the distribution of graduates.

The possibility of attracting the required initial data is also taken into account.

When choosing a topic, the student focuses on the topic recommended by the department. Students can offer their topics for approval by the department if they are based on their previous coursework, research, conference presentations, and related to the practice base where they may work in the future. This offer must be accompanied by a motivation for the expediency of implementation and the possibilities of information support of the qualifying bachelor's thesis. When choosing a topic, you need to familiarize yourself with analytical reviews and articles in the scientific literature, new statistical data, consult with specialist-practitioners in this professional field.

The title of the qualifying bachelor thesis must be concise, contain an unambiguous interpretation, correspond to the essence and goals of the scientific problem being solved. Sometimes you can add a small (4-6 words) subtitle to the title of the topic to make it more specific. Titles that begin with the words: "Research of the question ...", "Research of some ways ...", which do not sufficiently reflect the essence of the investigated problem, should be avoided.

2.2. Definition and approval of the topics

For the preparation and defense of qualifying bachelor theses students with no academic debt are admitted. Having chosen the topic of the work, the student applies to the graduation department with a request to assign this topic to him.

The head of the department appoints thesis supervisors from among the scientific and pedagogical staff of the graduation department in accordance with the planned distribution of the pedagogical workload. Academic supervisors of diploma theses are appointed first, who are indicated in the students' applications and who have given the appropriate visa-approval. The department has the right to appoint a different person than the one indicated in the student's application as a scientific supervisor. The department may refuse to approve the topic of the thesis in the event that two or more students claim to perform the same or related topics (preference is recommended to the student with the best academic performance) or in the event that the topic offered by the student does not match the content of the major or the requirements for qualifying bachelor's

theses. At the same time, the student may be asked to adjust the topic.

Together with the choice of the topic, the object of research is determined, based on the materials on which the work will be performed. It must be an enterprise (organization, institution) of any form of ownership, which is a legal entity and has independent reporting. The activity of this enterprise should create the possibility of information support for the research of the chosen topic.

The topics of qualifying bachelor theses are discussed and are agreed upon at the meetings of the graduate department and included in the draft order for the university for approval of the topics assigned to students and the composition of supervisors of diploma theses. Changing the topic of a qualifying bachelor's thesis can be done in exceptional cases with a justification.

2.3 Tasks for the qualifying bachelor's thesis and the calendar schedule for its implementation

In the assignment for the performance of the qualifying bachelor thesis (see Appendix B), the initial data, the list of questions and posters to be developed, and the calendar schedule for its implementation are set. The supervisor of the qualifying bachelor's thesis prepares the task together with the student.

The task is signed by him and approved by the head of the department. During the individual interview, the supervisor reveals the level of the student's readiness to perform the work, explains the essence of the assigned task and the main issues to be developed, provides assistance in drawing up a calendar schedule for the entire period of work, recommends sources of educational, scientific and methodological, reference literature to the student. Successful completion of a qualifying bachelor's thesis largely depends on clear compliance and consistent completion of individual stages. At the same time, the following terms are recommended:

1. Selection of the topic of the qualifying bachelor thesis (see Appendix A) and its approval at the department no later than one and a half months before the start of practical training.

2. Scientific information search and provision of a list of sources of information to the scientific supervisor no later than before the start of production practice.

3. Preparation and submission to the scientific supervisor of the manuscript of the introduction and the first section of the work (25% readiness) 10 days before the end of the practical training.

4. Finalization of the first section, taking into account the remarks of the scientific supervisor, preparation of the second and third sections (additional 50%).

5. Completion of the entire qualifying bachelor's thesis in the first version and its submission to the supervisor no later than one month before the

estimated date of defense.

6. Designing the work in the final version and submitting it to the scientific supervisor two weeks before the defense of the qualifying bachelor's thesis.

The calendar schedule is made in two copies: one copy is given to the student, and the second remains with the supervisor for further control over its implementation.

2.4 Control over the progress of the qualifying bachelor's thesis

Introductory lectures are organized by the teachers of the department at the first stage of the performance of the qualifying bachelor's thesis. Direct control over the course of preparation of the qualifying bachelor thesis is carried out by its supervisor. The supervisor conducts individual classes and consultations regularly, at least once a week. Each time the student must report on the completed part of the work. The supervisor is obliged to check the decisions made, point out errors and shortcomings, explain what corrections and clarifications need to be made. The work supervisor periodically makes notes in his copy of the plan-schedule about the progress of execution and the degree of readiness of the work.

The state of preparation of qualifying bachelor theses is discussed at the meetings of the graduation department. Three main terms of the department's control over the course of preparation of qualifying bachelor theses are recommended. As part of the first control, trainees should receive an assignment on the performance of work, and determine its structure (content). In this period, students must complete approximately 20% of the total volume of work, prepare the following elements of the main part of the explanatory note: review the sources of information; provide a list of sources of information; determine the forms of involvement of digital information.

During the second control, the student must prepare the main part of the work (about 70% of the total volume).

During the third check of the state of preparation of works at the department, they are checked for plagiarism and preliminary protection, a computer version of the materials and posters that are handed out as handouts are drawn up.

The estimated amount is 90% without providing other documents for admission to protection.

The head of the department records the level of readiness of qualifying bachelor theses and takes the necessary measures in case of non-compliance with the training schedule or in the event of other problems. Extracts from the minutes of the department's meetings, indicating the names of students who are significantly behind schedule, are submitted to the directorate of the ESI for the adoption of appropriate disciplinary measures. Two weeks before the defense, the explanatory note to the qualifying bachelor's thesis together with graphic

material must be completely completed, drawn up in accordance with the requirements of the methodological instructions and signed by the student, and submitted by the student to his supervisor for feedback and signature.

2.5 Organization of work preparation for defense

2.5.1 Structure and description of documents for admission of work for defense

The head of the department, for the admission of a qualifying bachelor's thesis for defense, examines the content of the submitted documents and draws up a conclusion on admission, the basis for which are the following documents:

1. Feedback from the scientific supervisor.
2. Explanatory note and graphic material.

2.5.2 Graphic material

A mandatory part of the work is graphic material (posters, foils, graphics, diagrams). The graphic material characterizes the object of the qualifying bachelor's thesis, the dynamics of its main technical and economic indicators, the problematic situation that has developed at the object of research, methods of solving problems, algorithms, and results of performed calculations, conclusions, and recommendations. All graphic materials must be displayed in the text of the explanatory note.

For the presentation of the work, the graphic material can be designed on standard sheets of Whatman, foils for the overhead projector, in the form of a Rower Point presentation. In the latter cases, it is desirable to make several copies of the handout on A4 sheets according to the number of EC members (but not less than five). The number of slides for the presentation of a qualifying bachelor's degree thesis is determined in accordance with the provisions submitted for protection, but not less than 8.

Among the mandatory ones, the following materials must be prepared:

- 1) characteristic of relevance, purpose, task, object, and subject research;
- 2) characteristics of the general scheme, research logic;
- 3) dynamics of the main indicators of economic activity of the research object;
- 4) description of typical research methods;
- 5) the main results of the research must be presented in the form of graphs, tables, diagrams, which will make it possible to clearly present the material of the report.

The presence in the work of not only a qualitative description of processes but also an assessment of quantitative indicators is appreciated: the presence of formulas, a glossary of special terms for the problem;

- 6) evaluation of the economic efficiency/effectiveness of proposals.

Other slides may be prepared upon agreement with the supervisor.

Mandatory slide elements are:

- on the first title slide, information is provided about the name of the higher education institution, the name of the bachelor, the title of the qualifying bachelor thesis, information about the supervisor (name, academic title, academic degree), the year of defense;

- the goal, task, object, and subject are indicated on the second slide research.

A sample design of the slides is given in Appendix E.

As additional material, it is allowed to use economic documentation, methodological developments, advertising materials.

2.5.3 Feedback from the scientific supervisor

If the decision is positive, the supervisor signs the work and issues a review (see Appendix F).

In the feedback, the supervisor must answer the following questions:

- compliance of the work with the assigned task and the requirements for its implementation;

- the relevance of the work (for solving which scientific and practical issues it is intended);

- assessment of content (originality, depth of development, correctness, reasonableness of assessments and conclusions, independence in solving assigned tasks);

- positive aspects (stage and degree of solving the problem; conformity of the used theoretical and methodical apparatus, etc.);

- shortcomings in the method of presentation, interpretation, argumentation of conclusions, structure of work, organization of preparation;

- preliminary assessment of the work according to the four-point system ("excellent", "good", "satisfactory", "unsatisfactory") and a conclusion on the possibility of awarding the graduate with the educational qualification "Bachelor of Management";

- additional information for EC members (participation in Olympiads, seminars, conferences, public work, availability of publications, etc.).

In the feedback, the manager can give a preliminary proposal for submitting the work to the competition.

Provided that the qualifying bachelor's thesis is submitted on time, the supervisor gives feedback to the student no later than a week before the defense of the thesis.

The student should familiarize himself with the feedback and prepare answers to the supervisor's remarks.

The graduate department organizes the preliminary defense of works, the purpose of which is to acquire skills in the effective presentation of work, rational distribution of the time allocated for the report, and correct placement of emphasis on the key results of the completed work. After passing the

preliminary defense, the qualified bachelor's thesis that meets the established requirements is signed by the head of the department, and the student is allowed to defend it. If the head of the department considers it impossible to admit the student to the defense, this issue is considered at the meeting of the department in the presence of the student and the supervisor. As a result, one of the following decisions may be made:

- admit to defense;
- postpone the term of job protection;
- to issue an academic certificate of passed exams and credits for the period of study at the university without assigning the educational qualification "Bachelor of Management".

An extract from the protocol of the department's decision to postpone the deadline for the defense of a qualifying bachelor's thesis or to issue a certificate is submitted to the rector of the university for approval.

Qualifying bachelor's thesis, which is admitted to the defense, sent for external review. Professors and associate professors of other departments of the university who have a scientific degree can be involved as reviewers.

2.5.4 External review for qualification bachelor's thesis

To obtain an independent objective assessment of the graduate's thesis an external review of the qualifying bachelor thesis is carried out. The review (see Appendix G) should indicate the importance of the research on this topic, its relevance, and how successfully the graduate coped with the consideration of theoretical and practical issues. Then a detailed description of each section of the work is given, highlighting the positive aspects and deficiencies. In the conclusion, the reviewer presents his point of view about the general level of the qualifying bachelor thesis and evaluates it. Provided the work is submitted on time, the review must be given to the student no later than three days before the defense.

2.6 Defense of qualification bachelor's thesis

Assignment of the educational qualification "Bachelor of Management" from specialty 073 "Management" is carried out by the university EC, whose head is approved by the IEU rector.

The defense of qualifying bachelor theses is held at EC meetings. The following documents are submitted to the EC meeting:

- qualifying bachelor theses;
- written reviews, reviews of works;
- certificates of institutions and organizations about the use of their materials when writing papers (if provided for);
- certificates or acts on the implementation of scientific research, order letters of enterprises for the performance of works (if provided for);

– student publications (if any).

The student is given up to 30 minutes of time for the report. In the course of the report, the bachelor must: display the name of the topic of the work, characterize the problem situation that has developed at the object, justify the accepted solution to the problem, the field of effective use of the given recommendations.

Structurally, the report can be divided into three parts.

The first part of the report in its main points repeats the introduction to the qualifying bachelor thesis. Here, the relevance of the chosen topic is substantiated, the characteristics of the scientific problem are given, the goal, tasks of the work, the object and subject of the research are formulated. Next, it is necessary to name the research methods on the basis of which the main results of the work were obtained, to give a general description of the structure and logical relationship of individual parts of the work. The second, most comprehensive part of the report characterizes in a logical sequence the obtained scientific results, the program and the results of the analytical research section, argumentation of applied results. The report ends with the final part, which is built on the basis of the text of the conclusions of the work.

The report should be coordinated with graphic material. In the process of the report, it is necessary to make a reference to all the posters presented by the EC. For a successful presentation of the work, the student is recommended to prepare short theses in advance, as well as pass a preliminary defense.

In addition to the report, the defense includes:

- the student's answers to the questions of EC members and persons present at the defense;
- listening to the supervisor's feedback;
- the graduate's answers to the deficiencies and remarks indicated in the feedback.

In his answers, the student must demonstrate knowledge of all sections of the work and a sufficient level of theoretical and professional training.

2.7 Criteria of assessment of qualification bachelor's thesis

The level of quality of bachelor's training is determined by a complex evaluation system, which involves a combination of ECTS (on the scale "A", "B", "C", "D", "E", "FX", "F"), national (on the scale "excellent", "good", "satisfactory", "unsatisfactory") and higher education systems (on a 100-point scale) (see table 2.7.1, 2.7.2, 2.7.3).

Table 2.7.1 – Criteria assessment qualification work

No i/o	Criteria assessment	Number points
1	Presentation, structure form, structure Title page, relevance of topic and content, three sections, conclusions, list of used sources, Appendices. Structure of scientific works:type, spacing, titles sections, subdivisions	0-10
2	Relevance, language and style Introduction: justification relevance of the chosen topics, setting goals and specific tasks, object, subject, methods research. Style, orthography	0-10
3	Theoretical justification The quality of the analysis of literary sources by research topic,reference to the literature	0-20
4	Methods and research organization Description of the process and availability research. Availability of two groups in research and their corresponding name, adequacy of research methods. Availability methods of mathematical statistics	0-5
5	The results of research Completeness disclosure of topic's work, sequence and logic, carrying out ascertaining and formative experiment, rating of the received results research and their discussion, illustrations,tables	0-30
6	Originality Original approach to solution problems by the topic research	0-5
7	Conclusions Formulation of conclusions, the most important and practical results, compliance with their tasks, reasonableness and reliability	0-10
8	Literature Correspondence of literary sources to the topic of research, structure of literary sources according to the requirements, the minimum number is 40 sources,availability 70% of new literature (for the last 10 years)	0-10

Table 2.7.2. – Scale of assessment: national and ECTS

The sum of points for all types of educational activity	Rating ECTS	Assessment by national scale
90-100	A	excellent
82-89	B	good
74-81	C	
66-73	D	satisfactorily
60-65	E	
30-59	FX	unsatisfactory with possibility of repeated pass
1-29	F	unsatisfactory with mandatory repeated study of disciplines

Table 2.7.3. – The main conditions of receiving an assessment

" excellent "	The work, in which a proper assessment of various literary sources was made, modern research methods were used, a formalized model of the problem was built, complex scientific studies, calculations were carried out and, based on them, conclusions were argued and propositions were substantiated
"good"	The work, in which the own assessment of the used literary sources is made, the selected material is independently analyzed, the reporting data of the enterprise/organization on the basis of which the topic was studied, comprehensive research is conducted, conclusions are drawn and propositions are formulated, but they are not sufficiently reasoned
"satisfactorily "	The work in which the topic is disclosed, the necessary literary sources are referenced, relevant information and statistical databases are analyzed, research is conducted, conclusions are formulated without the necessary substantiation
<i>work not allowed for defense</i>	The work was submitted to the scientific supervisor for review or for any subsequent stage of examination in violation of the terms established by the regulations. It was written on a topic that was not approved by the order of the university in a timely manner. It was not done independently. The structure does not meet the requirements. There is no economic justification for the proposed measures. Not framed in a hardcover, carelessly structured.

The decision of the EC on the evaluation of the knowledge revealed during the defense of the qualifying bachelor's thesis, as well as on the awarding of the appropriate degree of higher education to the applicants and the assignment of qualifications and the issuance of diplomas to graduates (general or with honors) is taken in closed session meetings of the commission by open voting by the majority of votes of the members of the commission who participated in its meeting. In case of an equal number of votes, the vote of the Chairman of the EC is decisive.

The results of the defense of qualifying bachelor theses are discussed by the EC at a closed meeting. The evaluation of the completed works is carried out on the basis of objective criteria, which are:

- I. Content aspects of the work:
- conformity of the direction of training with professional qualification characteristics and specialty passport;
 - compliance of the topic submitted for the defense of its content;
 - relevance of the selected research topic;
 - logical relationship and mutual subordination of work sections;
 - breadth and adequacy of the diagnostic apparatus;
 - participation in seminars, conferences;
 - the level of reality of developments and proposals, the degree of resolution of set problems and tasks;
 - the level of substantiation of the proposed decisions;
 - conformity of the design of the work with the requirements of standards

and quality of graphic material;

- the degree of independence of the research;

II. Quality of work protection:

- presentation of work, presentation style, language literacy, quality graphic material;
- the ability to defend one's proposals, thoughts, views with arguments;
- reaction to the questions, communication skills of the bachelor;
- use of computer and organizational equipment;
- feedback from the manager and responses to the reviewer's remarks.

At the same time, the student's academic performance is taken into account according to the certificate of academic performance, feedback from the supervisor, and external reviews.

Based on the results of the public defense of the qualifying bachelor's work at a closed meeting, the EC makes a decision by majority vote on the evaluation of the defense and the work (taking into account the feedback of the manager, the external reviewer, the content of the report, answers to questions). Students who receive an unsatisfactory grade, are expelled from the university and have the right to re-defend within the next three years.

3 STRUCTURE AND CONTENT OF THE QUALIFICATION BACHELOR THESIS

When preparing a qualifying bachelor's thesis, it is necessary to comply with certain requirements. The work should have the character of scientific research, and contribute to the solution of specific applied problems in the field of management. The research should be carried out according to the following logical scheme:

characterizing the relevance of the chosen topic, determining the purpose and specific tasks of the research, choosing the object and subject of the research, substantiating the theoretical and methodological basis, performing the analytical and research part of the work, proposing proposals, their approval and evaluation of the obtained results.

When preparing a qualifying bachelor's thesis, the student must make references to the sources of information from which scientific statements or digital material are borrowed. The work should reveal the student's ability to present the material of the explanatory note succinctly, logically, and with arguments. The design of the explanatory note must meet the requirements for works submitted for publication.

The qualifying bachelor thesis consists of an explanatory note and a graphic part. The total volume of the explanatory note is 80–90 pages of typewritten text, printed in one and a half-pacing while complying with the font size and margin requirements in section 6.

The explanatory note should include the following sequence of the following structural elements:

- the title page of the prescribed sample (see Appendix B);
- job assignment (see Appendix C);
- abstract (see Appendix D);
- a list of conditional designations;
- content;
- introduction;
- the main part;
- conclusions;
- list of used sources;
- applications.

The explanatory note is conditionally divided into:

- introductory part;
- the main part;
- applications.

4 METHODOLOGICAL INSTRUCTIONS FOR PERFORMING THE INTRODUCTORY PART OF THE WORK

4.1. Introductory part

The introductory part of the work includes:

- title sheet;
- task on work;
- abstract;
- a list of conditional designations;
- content.

4.2. Title sheet

The title sheet and assignments are issued at the graduation department.

These elements of the text of the explanatory note are drawn up by the student according to the standard model.

4.3. Task on work

The task for the qualifying bachelor's thesis contains the purpose, object and subject of the research, the detailed content (plan) of the thesis, and the calendar schedule for the execution of the thesis. The task is approved by the supervisor and the head of the graduation department.

4.4. Abstract

The abstract is intended for a brief introduction to the work and should reflect its main content and results in a concise, informative form. In the abstract, the volume of which is up to 800 characters, the name and initials of the student, the title of the qualifying bachelor thesis, the main content, and the results of the research are indicated.

The title is the word "ABSTRACT", located in the middle of the line, without a period in the end. On the next line, the name and initials of the student, the title of the work are indicated. Below, one line at a time is a list of

keywords that are required to ensure search in information systems. A list of keywords (phrases) in the amount of 5 to 7 words printed after the word combination "keywords" in capital letters, in the nominative case, separated by commas.

The text of the abstract, no more than one page, is given in one line. It should display the following information:

- information about the number of work pages, tables, figures, and sources;
- the purpose of the work
- object and subject of research;
- the main content (the essence of the work is briefly presented by sections, a concise content of the main sections of the work);
- keywords (words of specific terminology by topic, which most often found at work). Keywords are presented in the nominative case, printed on a line separated by a comma.

The abstract is submitted in Ukrainian and one of the foreign languages (mainly English) and is placed on a separate sheet together with keywords.

4.5 List of conditional designations

A list of conditional abbreviations is provided in the qualifying bachelor's thesis if specific terminology is used in it, as well as little-known abbreviations, new symbols, notations, etc. are used. If in the text of the explanatory note, there are conditional designations, abbreviations, symbols, units of measurement that are not provided for by the current standards, as well as special terms, then their list is drawn up in a separate list in the form table or column, where conditional designations, abbreviations or terms are indicated on the left in alphabetical order, followed by their decoding. The list of conditional designations is placed immediately after the table of contents, starting from a new page. If conditional designations occur up to three times in the text, the list of abbreviations and conditional designations is not given. At the first appearance of these elements in the text of the explanatory note, their transcription is given.

The list of conditional designations is given in the following sequence: 1) abbreviations, including abbreviations; 2) conditional designations; 3) units of measurement; 4) terms.

4.6 Content

The content of the qualifying bachelor thesis is determined by its topic and is displayed in the plan approved by the academic supervisor, placed immediately after the list of conditional abbreviations, starting on a new page. The content includes: introduction; sequentially listed names of all sections and subdivisions; conclusions; list of used sources; appendices with the page numbers on which they appear. The categories of page numbers are placed exactly one below the other. The word "page", "p.", "p" is above the page numbers is not written. The names of the content elements are separated from

the page number by dots.

5 METHODOLOGICAL INSTRUCTIONS FOR PERFORMING THE MAIN PARTS OF THE EXPLANATORY NOTES

5.1 Structure of the main part of explanatory notes

The main part of the qualifying bachelor's thesis consists of sections (theoretical, research-analytical, recommendation) and subsections, which must be interconnected, and the material must be presented consistently and logically with a critical analysis of theoretical provisions, statistical data, information of a diverse nature. At the end of each section, conclusions are formulated with a concise statement of what is stated in its results of scientific and applied research.

The structure of the explanatory note and the volume of its sections and subsections depend on the specifics of the subject of the qualifying bachelor thesis.

The following recommended structure of the main part of the work contains: an introduction, three sections - theoretical, research-analytical, and recommendation (see table 5.1.1). The number of pages in individual sections is not strictly regulated but must meet the requirements of sufficient information and reasonableness of conclusions. The recommended volume of work is 80–90 pages. This volume does not include the list of used sources and appendices. A deviation of $\pm 10\%$ is allowed. The content of the main part of the explanatory note has the following typical requirements.

Table 5.1.1. - Approximate structure of the main part of the thesis bachelor's degree

Name of the section	Approximate number of pages	Note
Introduction	3-4	
Section 1. Theoretical aspects of researched problems 1.1. ... 1.2. ... 1.3. ...	20-25	
Section 2. Research of problematic situations in scientific region, on the company / organizations 2.1. ... 2.2. ... 2.3. ...	25-30	
Section 3. Organizational and legal principles of improvement of the investigated problem at the enterprise 3.1. ... 3.2. ...	20-25	
Conclusions	3-4	
List used sources		50–80 sources

5.2 Introduction

In the introduction of the qualifying bachelor thesis, the following are indicated: the problem that needs to be solved, the degree of its research; the relevance of the chosen topic, purpose, and task is substantiated; the object and subject of research, methods of scientific research are formulated. The length of the introduction, as a rule, should not exceed 3-4 pages.

The relevance of the topic is presented in the form of a critical analysis and directions for solving the problem, substantiating the need for research for enterprises, organizations and institutions. The justification of relevance should not be wordy. Accurate definition of the problem, its clear formulation are of fundamental importance, they set the direction of scientific research.

Then one should evaluate the degree of study of the researched problem, indicate which aspects of this problem are theoretically and practically solved, and which are debatable, differently covered in the scientific literature. Characterizing the state of the investigated problem, one should name the authors who made a significant contribution to the development of this problem, the main laws and normative acts of Ukraine, and the international law on

which the work is based.

Next, the formulation of the goal of the work and the main tasks for its achievement follow logically. You should not formulate the goal as: "research", "study", because these words indicate the means of achieving the goal, and not the goal itself. The purpose and tasks of the work must be clearly formulated and reflect the research topic. The tasks set in the work should correspond to the research objectives. The formulation of tasks can be imagined using enumerations of the type: study ..., describe ..., determine ..., discover ..., derive a formula ..., etc. As a rule, the structure of the work is built on the basis of the research tasks, that is, the research tasks usually correspond to the content of the sections and subsections of the work. After that, you need to define the subject and object of the research.

The object of research is a process or phenomenon that creates a problem situation and is chosen for study. Every enterprise, organization, or their structural subdivision should not be called an object of research.

The subject defines the research topic and is contained within the object.

The subject of research work is socio-economic regularities of the functioning and development of the object, its various qualities, properties, etc.

The object and subject of research as a category of the scientific process are related to each other as general and partial.

The state of scientific research largely determines the choice of research methods that allow to achieve the set goal (comparative economic analysis, statistical data processing methods, market survey methods, etc.). Research methods are a way of acquiring reliable scientific knowledge, skills and practical skills in various spheres of activity.

If there are individual work results published by the student, information about articles, abstracts of reports prepared on the basis of work materials, speeches at scientific and practical conferences is given.

5.3 Theoretical aspects of researched problems

In the theoretical section of the main part, the theoretical aspects of the researched problem are considered, a retrospective review of the scientific-economic and instructional-methodical literature is given, different views are analyzed, their scientific classification is given, and a comparative analysis of the boundaries is given the appropriate use of certain methods, the final choice of methods for solving the formulated problem is substantiated, the main factors influencing the condition and development of the object under study are investigated, etc. When preparing this section, it is necessary to establish what has been done by scientists on the chosen topic.

Theoretical justification, essence, meaning, classification the characteristics, history, and development trends of the research subject should contain elements of polemics, reveal one's own position regarding the research subject, which creates prerequisites for conducting the next section's own scientific research.

Findings and substantiation of general theoretical conclusions and trends are conducted on the basis of the study of special domestic and foreign literature (in particular, data published in relevant encyclopedias, monographs, handbooks, foreign sources, publications), best practices on the selected problem, as well as the results of own research of a real object in order to solve applied problems in the field of future professional activity.

It is important to find similarities and differences in the points of view of different authors, to give their comparative analysis, to identify possible contradictions and inaccuracies, to justify one's own position. When studying literature, you should not completely borrow the read text. It is necessary to select only scientific facts that form the basis of scientific knowledge, reflect objective qualities of things and processes. Scientific facts are characterized by such features as novelty, accuracy, objectivity, and reliability.

Literary sources should be selected and used in accordance with the content of the problem being investigated. It is necessary to thoughtfully and critically analyze and evaluate scientific and methodical publications in order to agree or, on the contrary, disagree with the scientific views of individual authors.

The use of scientific and methodical sources is accompanied by a mandatory reference to the source and the page from which certain information was borrowed.

The result of the theoretical section should be a justification of the tools and methods of solving the problem.

5.4 Analysis of the problem situation in the scientific field (at enterprise)

In the research and analytical section, the student, using factual material and collected information, analyzes and reveals the content of the issues on the example of specific enterprises, institutions, organizations. The study of the problem should be carried out on the basis of the accumulated and systematized material, grouping, and processing of data, which allows to carry out a qualified analysis, justifying the propositions in the next section.

When performing the analytical and research section, the student uses actual materials collected during industrial practice. These materials should be sufficiently complete and reliable so that on their basis it is possible to analyze the state of affairs, reveal reserves, and outline the ways of their use, as well as eliminate the revealed deficiencies in the work. You should avoid unnecessary information, selecting only those that will be used to justify the conclusions and recommendations of the work.

The analytical section of the explanatory note contains the general organizational and economic characteristics of the research object. For example, activity profile, type of production, nomenclature of products or services, raw material and sales markets, positioning of the enterprise in its field, management structure, main factors of the production process. The description

of the object is completed with a summary table of the dynamics of the main economic indicators of activity over the past two or three years in comparison with the average values in the industry and similar indicators of the best companies. When characterizing the object of analysis, it is necessary to pay primary attention to those aspects of the work, to identify its features that are directly related to the topic of the work. The analysis should reveal unused reserves in the practice of the enterprise's economic activity.

The student must highlight and summarize the external conditions of the business environment, and critically analyze the positive aspects of management at domestic enterprises and abroad, showing the possibilities of increasing the effectiveness (efficiency) of activities at the selected facility. An important component is a comprehensive review, and most importantly, an assessment of the solution to the problem at the research object in order to identify positive aspects and shortcomings. The criteria for such an assessment are the level of compliance with the management of the existing situation, recommendations of theory, methodology, and progressive practice.

To study the influence of various factors on the processes and efficiency of economic activity, methods of comparative economic analysis, probability theory, mathematical statistics, methods of situational SWOT analysis and modeling, the law of prioritization (ABS-distribution or the 20/80 law), mathematical game theory, use optimization of socio-economic processes, as well as packages of applied computer programs as tools of scientific research. Empirical, graphic dependences, models, schemes, procedures, financial and economic decisions can act as research results. The bachelor's own assessment of the identified trends and justification of proposals aimed at solving a problem situation. The student must demonstrate the ability to independently perform research, apply modern economic and mathematical methods, give a scientific and analytical description of phenomena, and use new knowledge to solve applied problems of activity management. The materials in this section are recommended illustrate with tables, graphs, diagrams, schemes.

5.5 Development of propositions with solution of problematic situations

The third section contains several interrelated subdivisions, which provide specific scientifically based proposals, projects for improving management and increasing the efficiency of enterprises, institutions, and organizations. This section also reveals the content and results of one's own research, presents specific methods and models.

The task of the recommendation section is the justification of specific ones propositions for improving the results of the economic activity of the enterprise - the object of the study. In this section, on the basis of theoretical generalizations and analysis of the state of the investigated problem at the enterprise and state-legal regulation of the activities of business entities in Ukraine, new approaches to solving the problem, theoretical, methodical and

practical proposals, as well as organizational and financial and economic measures to eliminate identified deficiencies, improve the management of economic activity. This section presents numerical calculations closely related to the results of the analytical section of the work.

The substantiation of propositions involves the formulation of their content, expected results, prerequisites for practical application, and required financial, material, and other resources for the application of organizational and legal forms of solving the investigated problem at the enterprise - the object of the study.

At the same time, it is desirable to use Microsoft Office Excel toolkit, Microsoft Office Access, Microsoft Office Project, accounting and audit application packages, etc. A mandatory condition for the high-quality performance of the third section is the use of modern computer technology, economic and mathematical methods, and research results.

Proposals for solving the problem situation can take the form of instructional and methodological materials, economic-organizational, economic-financial, social-financial, innovative, financial-technological measures, economic-mathematical models, procedures.

5.6 Conclusions

The main part of the explanatory note ends with conclusions, in which the author summarizes the results of the work in a logical sequence, formulates conclusions and proposals for each section and the work as a whole in accordance with the tasks set. The most important scientific and practical results obtained in the work and their practical significance are displayed here in appendices to business entities. When formulating conclusions, it is necessary to emphasize the quantitative and qualitative characteristics of the obtained results, to substantiate their reliability. In conclusion, general data on the economic efficiency (effectiveness) of proposals and work recommendations, about the advantages of their use in the practice of business management. Characterizing the main theoretical and practical results, the student notes the degree of solving the work tasks. The volume of conclusions, as a rule, should not exceed 3-4 pages.

5.7 List of used sources

The list of sources is given at the end of the work after the chapter "CONCLUSIONS", starting on a new page.

The list of used sources includes sources to which there are references in the text, as well as those used in the presentation of specific scientific provisions. The list consists of legislative acts, regulatory materials, domestic and foreign scientific and special literature, professional publications, information resources on the Internet. All sources are indicated in the language of the publication.

The list of information sources is formed in the order of the appearance of references to them in the text or, as an exception, in alphabetical order

according to the following groups:

- 1) laws of Ukraine, government resolutions, and other normative legal acts;
- 2) used scientific literature;
- 3) sources of labor protection and civil protection.

The number of used sources is not normatively regulated and depends on the degree of investigation and complexity of the problem. Based on the experience of preparing qualifying bachelor theses, the recommended number of items of used literature from the main part of the work should be at least 100 sources.

When compiling the list of used sources, it is necessary to adhere to the national standard DSTU 8302:2015 "Information and documentation. Bibliographic reference. General requirements and rules of drafting"

Examples of bibliographic description of sources of information by their types are given in Appendix H.

5.8 Appendices

Supporting materials are included in the appendices: copies of documents, extracts from legislative and regulatory documents, reports, instructions/regulations/rules, results of sociological and marketing research, bulky tables, figures, etc. The appropriateness of applications is determined by the author in agreement with the scientific supervisor. Appendices include material that:

1) is necessary for the completeness of the work, but its inclusion in the main part of the explanatory note can clutter the logical presentation of the work;

2) cannot be consistently located in the main part of the work due to the large volume or methods of reproduction.

Appendices (see Appendix M) contain intermediate mathematical conclusions, tables of auxiliary output data, regulations on the management department, reporting forms (accounting balance sheet, report on financial results, etc.), illustrations of an auxiliary nature, questionnaires, prospectuses. In the text of the explanatory note, there should be references to these programs.

6 RULES FOR THE STRUCTURE THE EXPLANATORY NOTE

6.1 General requirements to the structure

The qualifying bachelor thesis is a combination of text, illustrations and tables, it is submitted in paper and electronic form. The work is drawn up on A4 format pages (214x297 mm) and is performed using computer technology, printed on one side of a white paper page. TimesNewRoman font size must be used 14 pt with an interval of 1.5; the size of the margins: upper and lower – 20 mm, left – 30 mm, right – 15 mm.

The headings of the structural parts of the work "CONTENTS", "INTRODUCTION", "CHAPTER", "CONCLUSIONS", "LIST OF USED SOURCES", "APPENDICES" are printed in capital letters in bold font symmetrically to the text in the center of the page. Headings of subsections are printed in small letters (except for the first capital letter) in bold type with paragraph indentation in width.

Do not put a period at the end of the title. A dot is placed after the number that indicates the numbering of the section or subsection. Each main structural part of the work "CONTENTS", "INTRODUCTION", "CHAPTER", "CONCLUSIONS", "APPENDICES", "LIST OF USED SOURCES" must be started on a new page. Subsections within a section (for example, subsections 1.2., 1.3., 2.2., 2.3.) are printed consecutively, with an indentation of two lines from the previous subsection, one after another - not from a new page. Numbering of work pages is carried out in Arabic numerals, but the number is not put on the title page, on the sheet with the content of the work. Numbering begins with the 3rd sheet (Introduction). On the pages, put the number in the upper right corner.

On the last page, the student and supervisor must sign against their first and last name (surname, first name, and patronymic), indicating the date when the work was submitted in its final form to the graduation department.

The qualifying bachelor's thesis, bound in hardcover, is submitted for signature to the head of the graduation department. After the preliminary defense, the head of the department makes the final decision regarding the admission of the work to the defense before the EC, about which he makes a corresponding mark on the title page.

Appendices should be drawn up as a continuation of the work in the form of a separate part, placing them in the order of references to them in the text. At the same time, the appendices have the same end-to-end page numbering as the entire work.

The appendix must begin with a title printed under the word APPENDIX in small letters with the first capital symmetrically relative to the text of the page. If the attachments are copies of documents, prospectuses, etc., then a blank sheet with the word "APPENDIX" and its name written in the middle should be placed in front of the copy. The pages of the copies are numbered, continuing through the numbering.

During the preparation of the qualifying bachelor's thesis, the author must give references in the list of used sources to the author and the source from which the materials are borrowed, individual provisions are cited. Therefore, special attention should be paid to the list of references. The list of used sources must be drawn up in accordance with the norms of the State Technical Service of Ukraine. It includes legislative and normative acts; works used, indicating the title of the work, place and year of publication; periodicals. References to sources of information in the text of the work should be indicated by serial

numbers in square brackets.

6.2 Requirements to numbering

6.2.1 Numbering of pages

The pages of the work should be numbered with Arabic numerals, following the numbering throughout the entire text of the work. The page number is placed in the lower right corner of the page without a period at the end.

The title page is included in the general numbering of the pages of the work. The title page, assignment sheets, and table of contents are not numbered. Pages are numbered starting with the "Introduction".

Illustrations and tables located on separate pages are included in the overall page numbering of the work.

6.2.2 Numbering of sections, subdivisions

Chapters and subsections of the work should be numbered with Arabic numerals.

The chapter number is placed after the word "CHAPTER", without a period, and then the title of the chapter is printed from a new line in capital letters. For example: CHAPTER 1.

Subsections must have sequential numbering within each section. The subdivision number consists of the section number and the serial number of the subdivision, separated by a dot. A period is placed at the end of the subdivision number. For example: "2.3." (the third subsection of the second section), after which the title of the subsection is indicated in the same line. Headings of subsections are printed in small letters (except for the first capital letter) with paragraph indentation. Do not put a period at the end of the title.

6.3 Abbreviation

It is not allowed to abbreviate words in the text and in the tables. Exceptions are abbreviations of words and phrases established in state standards or generally accepted in the Ukrainian language. Abbreviations of words and phrases characteristic of the professional field of knowledge may be used. Such abbreviations are recorded in one of two ways: 1) if each of them is repeated at least three times, directly in the text (in brackets after the full name at the first mention); 2) or in the list of conventional designations

6.4 Illustrations

Illustrations (drawings, diagrams, diagrams) placed in the text are called figures. A picture, as a rule, should be placed immediately after the first mention of it in the text or on the next page. All illustrations must be referenced in the text of the paper.

Illustrations placed on separate pages of the work include to total page numbering. An illustration larger than A4 size is recommended to be placed in attachments.

All illustrations must have a title. Illustrations are marked with the word

"Pic." and numbered in Arabic numerals with sequential numbering within the section, except for the illustrations given in the appendices. The number, name of the illustration and explanatory captions are placed consecutively below the illustration, separated by a dot. The illustration number consists of the section number and the serial number of the illustration, separated by a dot. For example, "Pic. 2.1." – the first drawing of the second chapter. The drawing number is separated from its name by a dot.

The distance between illustrations and subsequent or previous text should be at least one line.

6.5 Tables

For ease of presentation of the text, digital material should be presented in tables. The table should be placed immediately after the text in which it is mentioned for the first time or on the next page. All tables must be referenced in the text of the paper.

Tables should be numbered in Arabic numerals with sequential numbering within the section, except tables that appear in appendices. The table number consists of the section number and the serial number of the table, separated by a dot. For example, "Table 1.3" is the third table of the first chapter. All tables must have a title. The name should be concise and reflect the content of the table. The word "table" is written without paragraph indentation, the table number is separated from its name by a dash. The name of the table is printed in small letters (except for the first capital letter), without a period at the end, and placed above the table on the same line as its number. The name of the table is printed in small letters without highlighting and italics (except for the first capital letter) and placed above the table. The name should be concise and reflect the content of the table.

If the rows or columns of the table go beyond the page format, then the table is divided into parts, transferring part of the table to the next page. When dividing the table, the headings of the columns on the next page are replaced by Arabic numbers, which are given in an additional line on the previous page. The word "Table..." is indicated once on the left above the first part of the table, above the other parts on the right:

"Continuation of the table ..." indicating the table number.

Example.

Table 1.3 – Classification of markets types of sales LLC "ABC"

Classification sign	Type market	Features sales market companies
1. Territorial coverage	National market. Regional market	The company's products are used popularity among consumers due to high quality and low the price in comparable with analogues
2. Type of consumer (customer's)	Consumer market	Consumers: enterprises retail trade, enterprises sewing room industry; physical persons

If the table moves to another page, its transfer is formalized so:

Continuation of table 1.3

1	2	3
3. Degree of aggregation of goods	Commodity market for general group sign / commodity market by group a sign	Market of non-food products / market tissues, sewing accessories

Headings of table graphs begin with a capital letter, and subheadings - with a small letter, if they form one sentence with the heading. Subheadings that have an independent meaning are capitalized. Do not put periods at the end of table headings and sub-headings. Headings and subheadings of the table are indicated in the singular. The distance between tables and subsequent or previous text should be equal to one line.

6.6 Enumeration

Enumerations in the text are indicated by Arabic letters with brackets. Further detailing of the calculations is allowed. For this purpose, lowercase letters of the Ukrainian alphabet with brackets are used. Each item in the list should be preceded by a number with a parenthesis, or without numbering, a dash (the first level of detail). For further detailing of the list, you should use lowercase letters of the Ukrainian alphabet with brackets (second level of detailing). Lists of the first level of detail are printed in small letters with paragraph indentation, second level - with indentation relative to the location of the lists of the first level.

6.7 Formulas

Formulas are placed immediately after the text in which they are mentioned for the first time, in the center of the line. Only one formula can be placed in one line. Each formula is separated from the text by one free line. Formulas are numbered within a section. The number of the formula consists of the number of the section and the serial number of the formula in the section, separated by a dot. The number of the formula is indicated at the level of the formula in round brackets in the extreme left position, for example: (2.1) (the first formula of the second section). Explanations of the values of the symbols and numerical coefficients of the formula are given below it in the sequence in which they are presented in the formula. The value of each symbol and numerical coefficient is written from a new line. The first line of the explanation begins with the word "de" without a colon. Transferring formulas to the next line is allowed only on the signs of the performed operations, repeating the operation sign at the beginning of the next line. When formulas are transferred to the sign of the multiplication operation, the sign "x" is used.

Example.

Return on capital characterizes the efficiency of the use of fixed assets of the enterprise and is determined by the formula:

$$RO = GT : FA; (1.3)$$

where GT is gross turnover;
FA - average annual cost of fixed assets.

6.8 Examples and notes

Examples are placed immediately after the text, which requires explanations.

Notes are placed immediately after the text, figure or table to which they belong. Notes to the table are placed below the line that marks the end of the table. The note is printed with a single interval. The word "Note" ("Example") is written from the paragraph, with a capital letter, without underlining.

A full stop is placed after these words and the text of the note (example) is written in capital letters on the same line. Notes are numbered consecutively within one page. One note (example) is not numbered.

Example.

"Note. Data on the volume of exports are given in current prices."

6.9 Links

When working with different sources, scientific etiquette requires precision to reproduce the quoted text, since the slightest reduction can distort the content presented by the author. References to sources of information in the text of the work should be indicated by serial numbers in square brackets indicating the source and the corresponding page. The first number in square brackets corresponds to the source number in the list of used sources, the second to the page number.

Example.

The quote in the text "... in the total amount of working time part information work exceeds 70% [7, p. 46]".

References to sections, subsections, clauses, illustrations, tables, formulas, and appendices indicate their numbers. When using links, you should write: "in section 1 ...", "in fig. 2.1 ...", "according to the formula (2.4) ...", "in the table. 3.4...", "in Appendix B". In repeated references to tables and illustrations, the word "see" is abbreviated, for example, "see table 3.2".

See Appendix H for a sample of the text of the explanatory note.

6.10 Structure of appendices

Appendices should be drawn up as a continuation of the work in the form

of a separate part, placing them in the order of appearance of references to them in the text. Appendices must have page numbering common to the entire work. Each application is printed from a new page. All applications must be listed in the content.

Appendices, as a structural element of an explanatory note, begin with a separate sheet, on which the word "Appendix" (but without the number sign) and a capital letter denoting the addendum are printed in lower-case letters from the first capital on the top right side of the line. For example: "Appendix A". Appendices are indicated by capital letters of the Ukrainian alphabet, except І, Є, З, І, Ї, О, Ч, Ђ. If there is only one appendix, it is also marked as "Appendix A". The appendix must have a title printed under the word "Appendix" in lowercase letters with the first capital letter symmetrically relative to the text of the page.

If the attachments are copies of documents, prospectuses, etc., then a blank sheet should be placed in front of the copy, on which "Appendix" and its name are written in the middle. The pages of the copies are numbered, continuing through the numbering. The text of each appendix may be divided into sections and subsections, which are numbered within each appendix. If the content of the application is not

fits on one page, then on the next page in the upper right corner "Continuation of the application..." is indicated.

Illustrations, tables, formulas, and equations in the text of the program follow numbers within each application. For example: "Pic. E3." – the third figure of Appendix E; "Table A.2" - the second table of Appendix A; formula (B.1) is the first formula of Appendix B. See the sample form in Appendix M.

APPENDICES

Appendix A

**A list of recommended topics for qualifying papers
for bachelor's degree holders of higher education
under the educational and professional program "Management"
with specialty 073 "Management"**

1. Planning of production and economic activities of the enterprise.
2. Information support for the functioning of the organization.
3. Development and implementation of the enterprise's investment strategy
4. Management of increasing the investment attractiveness of the enterprise.
5. Formation of a system of effective corporate management.
6. Management of corporate property of enterprises.
7. Study of the system of corporate control in the joint stock company society and development of measures for its improvement.
8. Corporate culture as a factor in the effectiveness of modern management in the company
9. Implementation of modern personnel management technologies in the enterprise.
10. Formation of organizational culture of enterprises.
11. Socio-psychological methods in enterprise management.
12. Conflict management in the workforce.
13. Formation of the personnel policy of the enterprise.
14. Evaluation of the activity of personnel at the enterprise in modern conditions.
15. Marketing management of the enterprise.
16. Management of production and assortment of products.
17. Management of material and technical support of the enterprise.
18. Implementation of strategic management at the enterprise.
19. Management of enterprise competitiveness.
20. Ethics of managerial activity in the organization.
21. Organization of anti-crisis management of the enterprise at different stages of its life cycle.
22. Leadership in the agricultural enterprise management system.
23. Technology of development and implementation of managerial decisions in the management of the company
24. The system of formation and development of the leader's personality and efficiency in his management activities.
25. Motivation and stimulation of work as a means of increasing efficiency

- in the work of the enterprise (organizations, institutions).
26. Management of the innovative policy of enterprises on the goods market and services
 27. Improvement of the enterprise management system.
 28. Quality management of agricultural products.
 29. The role of controlling in the enterprise management system.
 30. Formation of social responsibility of business in market conditions of management.
 31. Digitalization of management in the agricultural sector.
 32. Enterprise risk management.
 33. Investment support for the production of (organic, ecological, biological) products.
 34. Formation of the image of the organization.
 35. Features of management of holding companies.
 36. Integrated quality management systems.
 37. The system of state administration at the regional level
 38. Enterprise personnel management (organizations, institutions)
 39. Organization of enterprise management.
 40. Organizational behavior in personnel management.
 41. System of motivation and stimulation of personnel.
 42. Professional development of the organization's personnel.
 43. Formation of the optimal structure of the organization.
 44. Effectiveness of organization management.
 45. Organization of document circulation in the organization (enterprise, institution).
 46. Leadership and communications in organization management.
 47. Prevention and resolution of conflicts in the management of the organization
 48. Planning of production (operational) activities of the organization, enterprise
 49. Formation of a system of indicators for control of the enterprise's activity
 50. The influence of the external environment on the management of the organization (enterprise, institution)
 51. Information support for organization management
 52. Quantitative and qualitative methods of planning and control in the activities of the organization
 53. Use of business information in organization management
 54. Ensuring effective functioning of corporate information systems
 55. The system of monitoring activity indicators in the management of the organization
 56. Management technologies as a tool for justifying administrative

decisions

57. The system of collecting, accumulating, and processing information for making management decisions

58. Information systems of modern organization management

59. Financial and economic activity in the management of the organization

60. Evaluation and management of the organization's investment activities

61. Formation and management of the cost of products (works, services)

62. Making management decisions based on control of income generation from various activities of the organization

63. Technology of organization management in the conditions of a dynamic external environment

64. Management of the profit of the organization to ensure sustainable development

65. Business idea for the development of a modern organization

66. Business planning in organization management

67. Technical and economic justification of innovative projects in organization management

68. Management of operational activities of the organization

69. Management of investment activities of the organization

70. Management of innovative activities of the organization

71. Management of financial activities of the organization

72. Management of foreign economic activities of the organization

73. Personnel management of the organization

74. Management of the resource potential of the organization

75. Formation and management of the cost of products (works, services)

76. Legal bases of organization management

77. Logistics strategies in organization management

78. Psychology of personnel management of a modern organization

79. Organizational culture of management

80. Management of the formation and implementation of the production program of the organization (enterprise)

81. Management of operational processes based on logistics

82. Rationalization of production costs (works, services)

83. Management information preparation technology

84. Formation and management of the organization's management quality system

85. Making logistical decisions in the material supply of production

86. Organization of interaction of participants of economic relations in the management of the organization

87. Management of business processes in the organization (enterprise, institution)

88. Administrative methods and tools of organization management

89. The system of administrative management of the organization.

90. The mechanism for improving the design of management information organization systems
91. Directions for improving the efficiency of use information-analytical resources of the Internet in the modern management of the organization
92. Justification of the expediency of introducing new informational means in enterprise (organization) management
93. The mechanism for improving the design and management of the organization's communication systems
94. Directions of effective use of the system of information and analytical support of the operational activities of the organization
95. The mechanism for improving management information support based on new information technologies at the enterprise (in the organization)
96. The mechanism for improving the management of the communication policy of the enterprise (organization)
97. Ways to improve the use of accounting information in modern enterprise (organization) management
98. Ways of implementing marketing management automation systems at the enterprise (organization) Basics of management
99. Ways of increasing the competence and readiness of enterprise managers for management activities
100. Directions for improving the work efficiency of managers at different hierarchical levels of the organization
101. Directions for improving the efficiency of intermediary activity management
102. Directions for improving the efficiency of service organization management
103. Ways to improve the use of the total quality management system (TQM) in the organization
104. Directions for improving control and regulation in the administrative management of the organization
105. The mechanism for improving the design and distribution process powers of managers in a modern organization
106. Directions for improving the management accounting (controlling) system in the organization
107. Justification of the feasibility of scientific support for the economic activity of an enterprise (organization)
108. Ways to improve the development of engineering activities in the organization
109. Ways to ensure the financial stability of the enterprise (organization) during its development
110. The mechanism of development and justification of management decisions in the organization

111. Justification of the expediency of the business planning process of enterprise (organization) restructuring
112. Development of a business plan for the release of new products (services) at the enterprise
113. Development of a business plan for enterprise development
114. Development of a business plan for the creation of an enterprise
115. Development of a business plan for the technical rearmament of the enterprise
116. Directions for optimization of intra-company planning at the enterprise
117. Directions for improving methods of assessing the attractiveness of the sales market products of the enterprise
118. Study of the degree of significance of the quality of products (services) and labor in the marketing and management system
119. Ways to improve the efficiency of using price forecasting methods in the enterprise's marketing system
120. Mechanism of improvement of pricing methods in market conditions at the enterprise
121. Ways of improving the organization of sales activities at the enterprise
122. Directions for improving the organization of marketing research at the enterprise
123. The mechanism for improving the organization of goods movement at the enterprise
124. Ways to improve the system of service maintenance of the company's products
125. Ways of improving the management of sales activities at the enterprise
126. The mechanism for improving the management of marketing activities at the enterprise
127. Enterprise personnel management
128. Directions for implementation of modern technologies of personnel management of the organization
129. Ways to increase the level of work motivation at the enterprise
130. Ways of effective use of interpersonal communications in organization management
131. Improvement of organizational culture in the management system of the company
132. Ways to increase the efficiency of the management personnel of the organization
133. Ways of increasing the efficiency of the organization and stimulating work at the enterprise
134. Directions for improving the design of works and standardization of

work in the management of the operational system of the organization

135. Technical and economic justification for improving the organization of work and increasing its productivity at the enterprise

136. Improvement of the mechanism of remuneration and incentives at the enterprise

137. Directions for improving the organization of internal control in the enterprise management system

138. Management of training and retraining of personnel of the service sector organization

139. The expediency of introducing managerial innovations in the organization

140. Organizational and economic mechanism of stimulating innovative activity of the enterprise

141. Development of motivational mechanisms for accelerating the innovative activity of the enterprise

142. Improving the management of the innovation process at the enterprise

143. Management of the innovative potential of the enterprise

144. Ways to increase the use of innovative development in the enterprise

145. Directions for optimization of economic and organizational methods of stimulating production at the enterprise

146. The mechanism for improving cost management in the management accounting system at the enterprise

147. Justification of the expediency of diversification of the organization's activities

148. Ways of increasing the efficiency of the use of production funds at the enterprise

149. The mechanism of designing the organizational structure of the enterprise

150. Improvement of the management mechanism for the use of fixed assets and production facilities of the enterprise

151. Improvement of the mechanism for managing the profitability of production (activity) at the enterprise

152. Improvement of the management system for the use of production resources at the enterprise

153. Improvement of the cost management system at the enterprise

154. Directions for optimization of the organization's stock of material resources

155. Management of technical preparation for the production of new products

156. Formation of a mechanism for updating and improving the use of the main production assets at the enterprise.

157. Formation of a motivational mechanism for increasing the level of use of technological equipment at the enterprise

158. Improvement of the management of material and technical support of the enterprise

159. Ways to improve the efficiency of management of production facilities at the enterprise

160. Justification of technical and economic measures for exiting the enterprise (organization) from the economic crisis

161. Organization of the quality control system of the company's products (services).

162. Development of the product (service) quality management system and its provision competitiveness at the enterprise (in the organization)

163. Development and improvement of certification in the quality system at the enterprise

164. Development and improvement of the product (service) certification system as a quality management tool at the enterprise

165. Development of organizational and economic methods of product (service) quality management at the enterprise

166. Improvement of the product (service) quality management system at the enterprise

167. Formation and improvement of organizational and economic levers of product (service) quality management at the enterprise

168. Increasing the efficiency of management decisions in the foreign economic activity of the enterprise

169. Ways to improve the organization of the enterprise's foreign economic activity

170. Improvement of the system of management of foreign economic activity of the enterprise

A sample of the title page structure

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
International European University
ESI "European School of Business"
Department of Management and Economics

ADMIT TO
DEFENSE
Head of the department of
~~management and economics~~

(signature, full name)

QUALIFICATION BACHELOR THESIS
(EXPLANATORY NOTE)
in the specialty 073 "Management"

TOPIC: **"Organization of the system of increasing the motivation of the
logistics personnel of the enterprise"**

Performer: _____
(full name)

Research supervisor: _____
(full name)

Consultants from individual sections of the explanatory note:

(full name)

(full name)

Normocontroller: _____
(full name)

KYIV – 20__

A sample of an assignment for a qualifying bachelor's thesis

INTERNATIONAL EUROPEAN UNIVERSITY
ESI "European School of Business"
Department of Management and Economics
The degree of higher education in the first (bachelor) level
Specialty 073 "Management"
Educational and professional program "Management"
Educational and qualification level specialist

I CONFIRM:

Head

Of the Department of Management and
economy

(signature, surname and initials)

" __ " _____ 20_ y.

TASK FOR PERFORMING A QUALIFIED BACHELOR THESIS

(surname, first name of the student)

1. Topic: _____, approved by the rector's order from " " __ 20 __, No. __.
2. The term of the work: from " " __ 20 __ to " " __ 20
3. Date of submission of work to the graduation department: " __ " 20
4. Initial work data: _____
5. Contents of the explanatory note: _____
6. List of mandatory graphic material: _____
7. Calendar plan – schedule

№ i/o	Tasks	The term of performance of work stages	Performance note
1.	The student's choice of the topic of the qualifying bachelor thesis and submission of an application to the department; approval of topics and appointment of academic supervisors; drawing up and approving individual tasks for the performance of work		
2.	Preparation of the introduction and section 1 of the qualifying bachelor thesis		
3.	Preparation of section 2 of the qualifying bachelor thesis		

4.	Preparation of section 3 of the qualifying bachelor thesis, conclusions and a list of used sources		
5.	Submission by the student of the completed qualifying bachelor's thesis to the academic supervisor for plagiarism checking and feedback		
6.	Preliminary examination of the qualifying bachelor's work by the commission from the department		
7.	Finalization of the work, decision-making by the department on the admission of the work to the defense in the EC, registration and external review		
8.	Defense of qualifying bachelor's work in EC and awarding of qualifications to graduates		

Student _____
 (signature, full name)

Supervisor _____
 (signature, full name)

A sample of abstract structure

ABSTRACT

(topic name)

Qualifying bachelor's thesis on the specialty 073 "Management",
EPP "Management", International European University, 20__

The total volume of work ____ p. consists of an introduction, three sections,
conclusions; contains ____ pictures, ____ tables, ____ literary sources.

Keywords: _____ (5-8 pcs.).

Relevance of the work topic: _____ .

The purpose of the work is _____

To achieve the set goal, the following tasks were solved in the work:

1) _____

2) _____

N) _____

The object of the work is _____

The subject of research _____

Theoretical and practical significance of the obtained results _____

Publications, approval: _____

**A sample of the design of the main elements of the visual support
slides**

INTERNATIONAL EUROPEAN UNIVERSITY
Educational and Scientific Institute "European School of Business"

Department of Management and Economics

Full Name of the student

TITLE OF GRADUATE THESIS

Visual accompaniment of a report on the defense of a bachelor's thesis

Research supervisor:
**Full name of the scientific
supervisor**
scientific degree, scientific
rank

Kyiv 202__

Purpose, object and subject of research I

The purpose of the thesis is to ...

To achieve this goal, the following were set and resolved in the thesis

task:

- task 1;
- task 2;
- task 3;
- task 4;
- task 5;
- task 6;
-

The object of research of the thesis is

The subject of the research is

The layout of the review of the scientific supervisor

FEEDBACK

for the bachelor's thesis completed
on the subject " _____ "
student of the group _____

1. Relevance of the topic of the work _____
2. Evaluation of content _____
3. Positive aspects of work _____
4. Remarks _____
5. Recommended grade _____
6. Additional information for EC _____

Research supervisor,
academic degree, title,
position

(Full name)

(signature)

Date: " " _202__

Layout of an external review of a thesis

REVIEW
for the thesis

on the topic " _____ "
student _____

1. Relevance of the topic of the work

2. Conclusions on the correspondence of the topic of the work profile of the specialty and the task on its execution _____

3. Evaluation of the structure and content of the work, the use of modern research methods and leading experience _____

4. Positive aspects of work _____

5. Evaluation of the design of the explanatory note and graphic material _____

6. Disadvantages of the work performed _____

7. Feedback and assessment of the bachelor's thesis as a whole _____

Reviewer,
academic degree, position _____

(full name)

(signature)

Date: " " _202__

Examples of design of the list of used sources

The main rules for the design of sources of information:

- Titles of articles, monographs, collections, conferences, theses, reports, dissertation abstracts are indicated in full.
- For articles, their title, publication title, year, number (issue, volume), initial and final pages must be given.
- For monographs, reference, encyclopedic publications - name, place of publication (city), publisher, year of publication (volume, part - if any), total number of pages.
- In the list of sources, the information related to the title (textbooks for universities, conference materials, theses, educational and methodical manual, etc.), information about responsibility (editor, compiler, editorial board, etc.) is written in lower case, for example: Pedagogy: textbook . for universities.

Psychology: a dictionary / op. ed. Honcharuk P. V.

- There must be a space of one printed character (space) before and after apostrophe: dash (–), slash (/), two slashes (//), colon (:). The exception is a period (.) and a comma (,) - spaces are left only after them.
- After the slash (/), the author (authors) is written exactly as it is indicated on the title page or in the table of contents (if it is an article), that is, it can be O. V. Kosiak, O. V. Kosiak, Oksana Valentinivna Kosiak, Oksana Kosiak.
- Thus, the record of the details of an article by one author from a periodical printed publication will have the following form: Surname, initials of the author.

Title of the article. / name, patronymic of the author or initials and surname of the author // Name of the journal. - Year. - No. – S. ?–?.

- Entry of two or more authors: first the first author, after the slash (/) indicate two/three/four authors: Surname initials of the first author. Title of the article. / initials, surname of the first author, initials, surname of the second author // Name of the journal. - Year. - No. - S.? - ?.

Algorithm for creating an article from an electronic edition:

- Surname initials of the author. Title of the article [Electronic resource] / name, patronymic of the author or initials, surname of the author // Name of the journal. - Year. - No. - Access mode: http://www... (from the new term) e-mail address where the article is posted. For example: Samoilova I.A. Cloud technologies in education (general characteristics) // [Electronic resource]. – Access mode:

<https://docs.google.com/presentation/d/1t1YfIIb1vH5Rsg38JZCyUJ6BoWxwps85wDja1yrNROQ/edit#slide=id.p13>

□ In order for the author's last name and initials to remain in one line and not be broken, use the combination Shift+Ctrl+Space (space). Preparation of the list of used sources

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□ The design of the list of used sources must correspond to the requirements of the bibliographic description - GOST 7.1:2006 "Bibliographic record.

Bibliographic description. General requirements and rules of drafting" (Bulletin of the State Council of Ukraine No. 3, 2008, pp. 9-13).

□ Sources can be placed in one of the following ways: in the order of appearance of references in the text, or in alphabetical order of the surnames of the first authors of the titles.

□ Sources are numbered manually. Do not use autonumbering and automatically generated backlinks.

□ Foreign language sources are placed after all sources Cyrillic, the exception is when the list is formed in the order of appearance of the link in the text.

When compiling a list of used sources, you must adhere to the specified recording forms:

Sources of information	Examples of bibliographic description
Books of One author	<p>Kuzminskyi, A. I. Pedagogy of the higher school: teacher. manual / A. I. Kuzminsky. — 2nd ed., pp. — K.: Znannia, 2011. — 486 p. : ill., tab. - (Higher education of the 21st century).</p> <p>Vlasova, O. I. Pedagogical psychology: teaching. manual for students higher education closing / O. I. Vlasova; chief ed. V. M. Kutsenko. — K.: Lybid, 2005. — 398 p. : ill., tab.</p> <p>Pererva, V. S. Counts of Branitsky: entrepreneurs and philanthropists / V. S. Pererva; Belotserkiv University of Economics and Management higher education closing "Open international University of person Development "Ukraine". — Bila Tserkva: O. V. Pshonkivskyi, 2010. — 269 p. : ill., tab. — Bibliogr.: p. 210–224.</p>
Two authors	<p>Alekseeva, I. V. Hyperactive children: behavior correction / I. Alekseeva, M. Kalmykova ; [edited by: T. Shapoval and others]. — K.: Shk. World, 2011. — 91 p.: illustrations, tables. — (School World Library).</p> <p>Ruzhytskyi, V. A. Development of the creative potential of the future</p>

	art teacher: method. rec. for students "Fine Art" specialty and general education teachers. education closing of various types: education - method. manual / V. A. Ruzhytskyi, O. T. Shulga. — Bila Tserkva: KOIPOPК, 2010. — 92 p.
Three authors	Age and pedagogical psychology: teaching. manual for students higher education closing / O. V. Skrypchenko, L. V. Dolynska, Z. V. Ogorodnychuk. — 2nd edition. — K.: Karavela, 2007. — 399 p. : tab. — (Higher education in Ukraine). Omelyanenko, V. L. Pedagogy: tasks and situations: workshop / V. L. Omelyanenko, A. I. Kuzminskyi, L. P. Vovk. — Edition 2nd, ex. — K.: Znannia-Press, 2006. — 423 p. — (Educational and methodological complex of pedagogy).
Four authors	Psychology of the leader's managerial activity: teaching method. manual : for master's degrees and extramural forms of special education 8.18010013 "Pedagogy of the higher school" / [O. H. Romanovsky, V. E. Mykhailychenko, L. M. Gren, A. E. Knysh]; Ministry of Education and Science of Ukraine, National technical Kharkiv University. polytechnic institute". — Kharkiv: NTU "KhPI", 2016. — 47 p. Pedagogy in questions and answers: teaching. manual / [L. V. Kondrashova, O. A. Permyakov, N. I. Zelenkova and others]. - K.: Znannia, 2006. - 252 p. - (Higher education of the 21st century).
Five or more authors	Psychology of communication: teaching. manual / [L. O. Savenkova and others. ; in general ed. Savenkova]; Ministry of Education and Science of Ukraine, State Higher Secondary School "Kyiv". national economy University named after V. Hetman". — Kyiv: KNEU, 2015. — 309 p. Pedagogy of physical education: modern organizational technologies in a general educational institution: teaching method. manual for higher education education closing / [G. F. Ponomaryova, T. S. Bondar, V. V. Zolochovskyi and others] ; Ministry of Education and Science, Youth and Sports of Ukraine, Khark Department of Science and Education. Regional State Administration, Communal. closing "Hark. academician of humanities and education." Hark. regional council — Kh.: Brovin O. V., 2013. — 192 p. : ill., tab.
Without an author	Anthology "Ukraine - Europe" / arranged. and the introduction of Art. O. V. Krasovytskyi; artist-decorator L. P. Vyrovets. - Kharkiv: Bibkolektor, 2015. - 373 p. - (Ukrainian book).

	<p>Ukraine is unique: photo album / author. introduction. articles by M. Popovych; photographer: Yu. Buslenko, B. Valonite; photo by O. Zharii [etc.]. - Kharkiv: Factor-Print, 2015. - 111 p. - (Ukrainian book).</p> <p>Ukrainian identity and the language issue in the Russian Empire: an attempt at state regulation: (1847–1914): coll. dock. and materials / Institute of History of Ukraine NAS of Ukraine, Center. state history archive of Ukraine; according to Gennady Boryak. — Kyiv: Clio, 2015. — 807 p. : fig. — (The "Ukrainian book" program).</p>
<p>Multivolume document</p>	<p>Encyclopedia of Modern Ukraine. Volume 4. V-Vog / National Academy of Sciences of Ukraine, Scientific Society named after Shevchenko, Institute of Encyclopedic Research of the National Academy of Sciences of Ukraine; ed.: I. M. Dzyuba, A. I. Zhukovsky, O. M. Romanov [and others]. - Kyiv: Poligrafknyga, 2005. - 699 p. Pererva, V. S. Church schools in Ukraine (end of the 18th - beginning of the 20th century): the forgotten world [Text]. T. 1. General part / V. S. Pererva; Belotserki Institute of Economics and Management, Kyiv Regional Institute of Postgraduate Education of Pedagogical Personnel. - Bila Tserkva: Ed. O. Pshonkivskiyi, 2014. - 576 p. : fig. 32 p.</p> <p>Komogorova, M. Express tests on English grammar: elementary level / M. I. Komogorova. - Kharkiv: Osnova, 2015. - 128 p. - (B-ka magazine "English language and literature"; issue 11 (155)).</p>
<p>Materials of conferences, congresses</p>	<p>III International scientific and practical conference "Lyudyna, society, politics: current challenges of our time": February 12-13. 2016/ [in general ed. D. V. Yakovlev]. — Odesa: National. Odesa University law Acad.", 2016. — 183 p. : tab. —(Black Sea Research Political Science Project).</p> <p>XVII All-Ukrainian Conference of Associated Schools of UNESCO in To Ukraine "Ukrainian-European initiatives in the educational space: value paradigm": coll. of science Art., materials region. practitioner and work. views of students in 2016 / [worked by: Makhovska S. and others. ; before. words: O. Demyanyuk and others]. - Kyiv ; Vinnytsia: Edelweiss and K, 2016. — 221, [2] p. :illus., tab.</p>

	<p>The 5th All-Ukrainian congress of ecologists with international participation (Ecology/Ecology - 2015): coll. of science pr.: Ukraine, Vinnytsia: September 23-26, 2015. — Vinnytsia: Nilan-LTD, 2015. — 280 p. : ill., tab.</p> <p>Scientific works of the State Scientific and Pedagogical Library of Ukraine named after V. O. Sukhomlynskyi. Vol. 4. Integrated industry information resource: state, prospects of creation and provision of access: coll. of science pr. / National Health Service of Ukraine, Govt. scientific-pedagogical b-ka of Ukraine named after V. O. Sukhomlynskyi; of science ed. P. I. Rohova; [edited by: L. A. Dubrovina, V. A. Vergunov, T. I. Kivshar (head) and others]. – Vinytsia: Nilan-LTD, 2014. – 598 p. : table, fig.</p>
Dictionaries	<p>Ukrainian-Hungarian and Hungarian-Ukrainian dictionary: about 5,600 words / comp. I. Palko. - Lviv: Svit, 2015. - 320 p. - (Ukrainian book). Karavanskyi, S. Practical dictionary of synonyms of the Ukrainian language: about 20,000 synonymous series / S. Karavanskyi. - 4th ed., elaborated. and added . - Lviv: BaK, 2012. - 536 p. The latest English-Ukrainian, Ukrainian-English dictionary: grammar; about 70,000 words / comp. O. Mazur. - 2nd ed., ed. and additional - Kyiv, 2013. - 560 p.</p> <p>Korinnyi, M.M. Short encyclopedic dictionary of culture / M.M. Korinnyi, V.F. Shevchenko ; resp. ed. V. F. Shevchenko. - K.: Ukraine, 2012. - 384 p.</p>
Atlases	<p>Man: teach. atlas of anatomy and physiology / head. ed. T. Smith. - Lviv: BaK, 2000. - 240 p. : color fig.</p> <p>Atlas of plant species of the "Red Book of Ukraine" that are cultivated in Arboretum "Askania-Nova" / [N. O. Havrylenko] ; NAAS of Ukraine, Biosphere reserve "Askania-Nova" named after F.E. Falz-Feina. — Askania-Nova: [b. v.], 2015. — 69 p. : color fig., tab.</p>
Legislative and regulatory documents, catalogs	<p>Law of Ukraine "On extracurricular education": as of January 9 2014 / Verkhov. Council of Ukraine. - Officer. view. — K.: Parlam. edition, 2014. — 26 p. — (Series "Laws of Ukraine").</p> <p>Code of Ukraine on administrative offenses: as of January 5</p>

	<p>2016: responsible officer. text — Kharkiv: Pravo, 2016. — 360 p.</p> <p>Education of Kyiv Region in figures and facts (2014/2015 academic year):</p> <p>Law of Ukraine "On extracurricular education": as of January 9 2014 / Verkhov. Council of Ukraine. - Officer. view. — K.: Parlam. edition, 2014. — 26 p. — (Series "Laws of Ukraine").</p> <p>Code of Ukraine on administrative offenses: as of January 5 2016: responsible officer. text — Kharkiv: Pravo, 2016. — 360 p.</p> <p>Education of Kyiv Region in figures and facts (2014/2015 academic year):</p>
Bibliographic indexes	<p>Aesthetic and ethical foundations of the development of pedagogical skills</p> <p>teachers of higher pedagogical educational institutions: bibliography. show / [edit Shtoma L.N.; of science consultant and author introduction. Art. Otych O. M.; science. ed. I. A. Zyazyun]. - Kyiv ; Kirovohrad: Imex-LTD, 2013. – 149 p.</p> <p>Bibliographic index of the works of scientists of the Biosphere Reserve "Askania-Nova" named after F.E. Falz Fein of the National Academy of Sciences for 2006-2015 / National Academy of Sciences of Ukraine, Biosphere. reserve "Askania-nova"; [comp. N. I. Yasinetska]. — Askania-Nova: Biosphere. reserve "Askania-Nova", 2015. — 90 p.</p>
Dissertations	<p>Isayeva, S. D. Communicative pedagogy in scientific heritage of the American scientist Thomas Gordon (1918-2002): autoref. thesis ... candidate ped. Sciences: 13.00.01 / S. D. Isaeva; Ministry of Education and Science of Ukraine, Sumy. state ped. University named after A. S. Makarenko. — Sumy, 2015. — 20 p. — Bibliogr.: p. 17-18.</p> <p>Fazan, V. V. Pedagogy as a subject in theological academies of Ukraine (40s of XX - beginning of XXI century): author's abstract. thesis ... candidate ped. Sciences: 13.00.01 / V. V. Fazan; Ministry of Education and Science of Ukraine, Poltav. national pedagogue University named after V. G. Korolenko. — Poltava, 2014. — 20 p. : tab. — Bibliogr.: p. 18.</p>
Part of a book, periodical	<p>Kononko, O. Strong will is the key to full development personality: organization of activities for the formation of volitional traits</p>

	<p>character of the student / O. Kononko // Elementary school teacher. - 2016. - N 7. - P. 3-6. Litvynova, S. Cloud technologies as a means of building an innovative school / S. Litvynova // Modern school of Ukraine. - 2016. - N 6. - P. 18-23.</p> <p>Safaryan, S. Pedagogical skill as a key to success / S. Safaryan // Practice of educational institution management: a specialized journal. - 2016. - N 7. - P. 30-38.</p> <p>Sukhomlynskyi, V. O. Birth of a citizen. Unity pedagogical views and beliefs of teachers // Pedagogy: a textbook / editor: A. I. Kuzminskyi, V. L. Omelyanenko. - 2nd ed., pp. - Kyiv: Znannia-Press, 2006. - P. 63-72. - (Educational and methodological complex of pedagogy).</p> <p>Volkova, N. P. Essence, meaning of the process of education / N. P. Volkova // Volkova N. P. Pedagogy: teaching. manual for students university - 3rd ed., stereotype. - K.: Akademvydav, 2009. - P. 94-103. - (Alma mater).</p>
Electronic resources	<p>The concept of national-patriotic education of children and youth [Electronic resource]: appendix to the order of the Ministry of Education and Science of Ukraine dated June 16, 2015 No. 641. – Access mode: mon.gov.ua/content/Novyny/2015/06/16/konczepczyia.doc...</p> <p>Katerynchuk, O. V. Modernization of the education system [Electronic resource]: scientific conference. – Access mode: http://intkonf.org/katerinchuk-ov-modernizatsiya-sistemi-osviti/</p>

An example of the text of an explanatory note

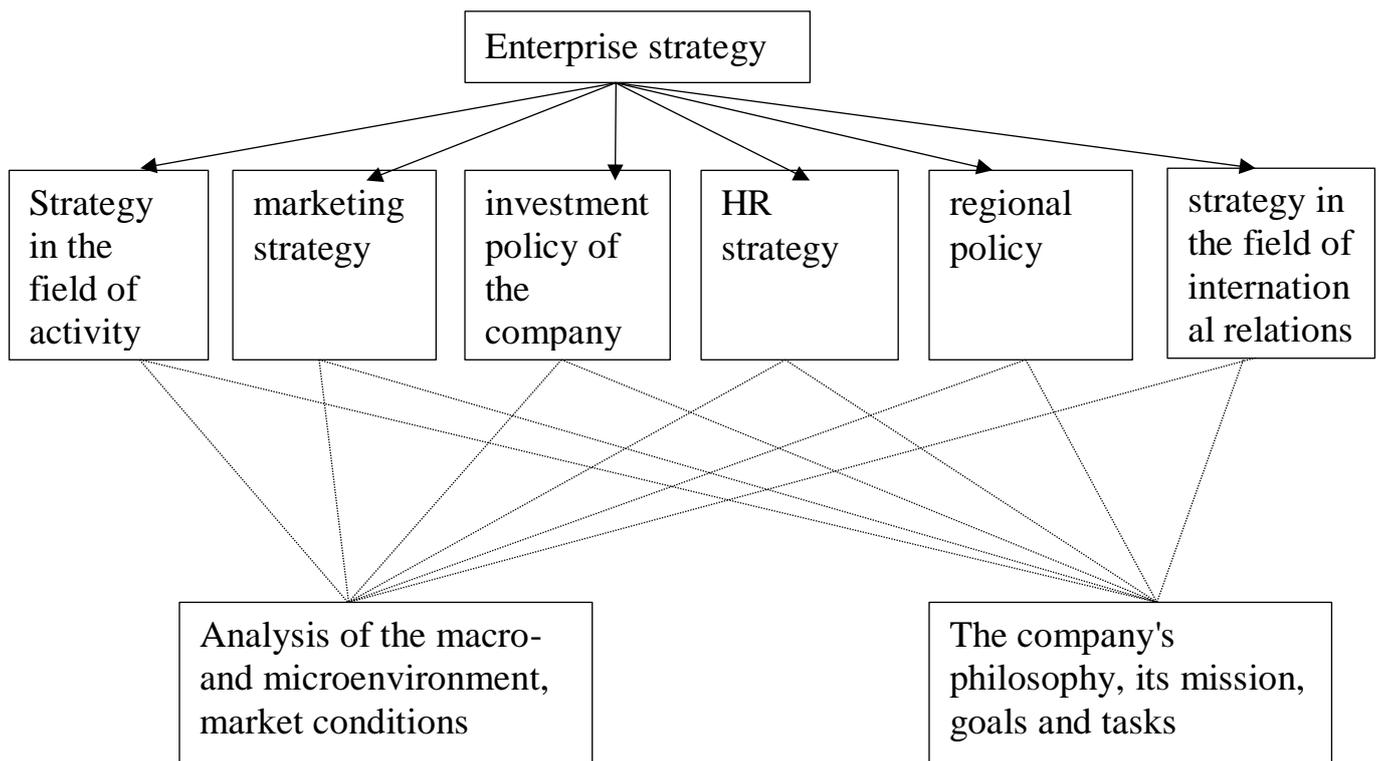
SECTION 1

THEORETICAL ASPECTS OF ENTERPRISE STRATEGY DEVELOPMENT

1.1. Concept and purpose of enterprise development strategy

The term "strategy" (from the Greek "stratos" - army, "ego" - to lead) has a military origin. At first, strategy meant the art of warfare. Since wars were the most important events in people's lives, concepts "strategic" in the sense of "most important", "determining" became part of the terminology as a whole [30, p. 125].

The main components of the company's strategy are shown in fig. 1.1.



Pic. 1.1. Component strategies of the enterprise

Strategic management can be viewed as a dynamic set of five interrelated management processes.

1.2. Peculiarities of strategic planning at the enterprise in crisis conditions

The most general and carefully argued classification of approaches to the process of developing a strategy for the development of enterprises is the typology proposed by H. Mintzberg, B. Alstrand and J. Lempel [33]. The authors distinguish three scientific schools, considering them in a certain sequence (Table 1.1).

Table 1.1 – Schools of strategic management

№ i/o	School	Content of the strategic management process
1	Design	Strategy formation as a process of understanding
2	Planning	Strategy building as a formal process
3	Prognostication	Strategy building as an analytical process

Conclusions according to section 1

The concept of strategy is generalized It has been proven that all kinds of strategies

It is substantiated that the strategy for the development of the enterprise's activities...

Print options

1. Printing parameters Times New Roman, pin 14. The use of bold, underlined or italic font is not allowed in the work.
2. Line spacing: 1.5.
3. Paragraph indent 5 characters (1.27 cm).
4. Headings of structural elements and sections must be placed in the center and printed in capital letters, without a period at the end, without underlining. Moving words in section headings is not allowed.
5. It is not allowed to place the name of the section or subsection at the end of the page if there is no text after it.
6. The distance between the section heading and the next subsection or text is one line. The distance between the subsection heading and the following text is one line.
7. It is recommended to start each section on a new page.
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9. The pages of the work must be numbered with Arabic numerals, following page numbering throughout the work, including appendices.
10. The title page is considered the number of the first page, the task of the second, and the content of the third. However, page numbers are not attached to them.
11. Sequential page numbering begins with the table of contents.
12. The page number is placed in the upper right corner without a period at the end. Times New Roman print settings, pin 12.
13. The sections of the work must be sequentially numbered in Arabic numerals with a period at the end.
14. Subsections must have sequential numbering within each section. The subdivision number consists of the section number and the serial number of the subdivision, separated by a dot.
15. All illustrations (graphs, schemes, diagrams, etc.) are marked with the word "Figure", which is printed below the figure in the center of the line. The figure number consists of the section number and the serial number of the illustration, separated by a dot.

The drawing number is separated from its name by a dot.
16. All tables must have a title. The word "Table" is written before the table in the center of the line, the table number is separated from its name by a dash. The table number consists of the section number and the serial number of the table, separated by a dot.

An example of Appendix structure

Table A.1 – Analysis of the factors of the internal tourist environment agency "XYZ"

Internal environment factors	Quality assessment
1. Marketing:	
1.1. Information on the market	5
1.2. Market share	3

Table A.2 – Analysis of factors of the external environment of the travel agency "XYZ"

External environment factors	Quality assessment
1. Consumers:	
1.1. Corporate clients	3
1.2. Private individuals	5