

REGULATION
ON THE COMPLETION AND ASSESSMENT OF MASTER'S
DEGREE THESIS
IN YEREVAN STATE UNIVERSITY
(Approved at YSU Academic Council Session № 5 on 2 March
2017)

MASTER'S DEGREE THESIS REQUIREMENTS

1. GENERAL PROVISIONS

- 1.1. Master's degree thesis is an individual research, analytical and/or applied in essence, complete work which reflects student's ability to use the gained knowledge and to carry out individual study within the framework of the given specialty, as well as skills in raising scientific issues and putting forward new solutions.
- 1.2. Completion and public defence of master's degree thesis are among the graduation requirements of master's degree programme.
- 1.3. Master's degree thesis is an individual and summarizing component of master's degree programme. In case of full-time education mode the completion and defence of master's degree thesis is carried out in the 2-4th semesters, and in case of part-time education mode – in the 3-5th semesters. All students are obliged to have preassigned topics and academic supervisors of master's degree thesis by the end of the 1st (in case of part-time education mode – the 2nd) semester. A workload of 27 ECTS

credits is provided for the completion and defence of the master's degree thesis.

2. SAMPLE STRUCTURE OF MASTER'S DEGREE THESIS

2.1. The sample structure of master's degree thesis is presented in Table 1.

Table 1. Sample structure and requirements of master's degree thesis

| Structure | Requirements |
|---------------------------|--|
| <i>Title page</i> | The title page is completed in accordance with the template presented in Appendix 1. |
| <i>Page of signatures</i> | Student, academic supervisor and head of chair sign on the page following the title page of master's degree thesis (see Appendix 2). |
| <i>Summary</i> | The Armenian, Russian and English titles of the thesis are presented, and the aims and gained results are written only in Armenian (0,5-1 page). |
| <i>Contents</i> | All the sections of the thesis, their corresponding pages as well as the annexes attached to the thesis are presented in succession. |
| <i>Introduction</i> | The topicality, aim and goals, object and subject of the study, scientific and/or practical value of the thesis are presented. |
| <i>Main body</i> | The main body of the thesis consists of chapters and subchapters. It includes the analysis of the used literature and fundamental issue of the study, description of the applied methods and conducted research, |

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| | presentation and analysis of the study results, commentaries and summary. |
| <i>Conclusion (and recommendations)</i> | The conclusions which summarize the significant results of the thesis are presented. Recommendations can also be put forward. |
| <i>Bibliography</i> | Only the literature which is used when composing the thesis and to which the corresponding references are made is mentioned. |
| <i>Annexes</i> | The annexes (if present) are attached to the thesis. |

3. REQUIREMENTS FOR THE ARRANGEMENT OF MASTER'S DEGREE THESIS

- 3.1.** Master's degree thesis is submitted for the defence in computer-typeset form – printed (bound) and in electronic versions. Paper size – A4 (210 mm x 297 mm), margins: from the left – 3.0 cm, from the right – 1.5 cm, from above – 2.0 cm and from the bottom – 2.5 cm. The material is typed only on one side of the paper. The text is typed in “Unicode” coding system font. The headings and text are assembled in 12 pt font size, with line spacing of 1.5. The headings of chapters are written in bold and capital letters. Each chapter begins on a new page. The paragraphs are aligned from both sides with 1 cm first line indentation. All the pages of the thesis including the annexes are numerized in the bottom centre of the page. The numerization begins from the Contents which is considered the 4th page.
- 3.2.** The tables, pictures and charts, annexes, etc. which are present in the thesis, are numerized and titles are given to them (in case

of necessity references are given as well). The titles of pictures, charts, blueprints, definitions of marks are written below them in the centre in 10 pt font size. The titles of tables are written above the them and the ones of annexes – in the right upper corner of a new page.

- 3.3.** Bibliography is presented at the end of the thesis in alphabetic order in the following succession of languages: Armenian, Russian, English. The literature presented in the bibliography is written in the original language. At first, the last name(s) of author(s) and the initial(s) of their first name(s) are mentioned, then the full name of the material (book or article, full or acceptable short name of journal), place of publication, publishing house/company, year of publication, the numbers of volume and issueance, serial number, pages or the number of pages of the book. In case of materials published on the Internet the same principles are applied by mentioning the URL address of the corresponding material and the date of being introduced to it at the end (e.g. ... // URL: <http://www.info...>, 14.06.2016)
- 3.4.** References in the text are given in square brackets in accordance with the sequential number of the literature presented in bibliography ([1], [2-5], [3, 7, 9-11], [3, p. 15], [7, p. 5-9]) or by mentioning the last name of the author and year of publication (Poghosyan, 2015; Petrosyan and others, 2010) or in the footnote, as in the example¹.
- 3.5.** The minimum and maximum volumes of the account of master's degree thesis are defined by the academic councils of faculties

¹ Aslanyan L., Alaverdyan R., Polarisation of Light and Its Investigation. Study Manual, Yerevan, YSU publication, 2014, p. 53.

(centres, insititutes) proceeding from the peculiarities of the specialty.

4. COMPLETION AND DEFENCE OF MASTER'S DEGREE THESIS

- 4.1.** The completion and defense of master's degree thesis is carried out in compliance with the timetable of study process arrangement defined for the YSU full-time education system (see Table 2). In part-time education mode each activity is realised a semester later than the deadline mentioned in Table 2.
- 4.2.** Master's degree thesis preparation activities are carried through consultancy with and monitoring of the academic supervisor. The academic supervisor's responsibilities are as follows:
 - a) preparation of the master's degree thesis assignment,
 - b) preparation of the thesis work plan (timetable) and monitoring of its realisation,
 - c) provision of recommendations or consultancy on the selection and use of topic-related literature and other sources,
 - d) aid to student in research plan development,
 - e) consultancy with student on all the issues concerning the completion of master's degree thesis in accordance with the consulatations semester schedule defined by the academic subdivision,
 - f) apprising student with the provisions, requirements and assessment standards and criteria of the present regulation,
 - g) consultancy with (aid to) student on speech preparation and selection of the presentation materials relating to the defence,

- h) preparation of the academic supervisor's written overview about the thesis.
- 4.3.** The following points are reflected in academic supervisor's overview:
- a) the topicality and significance of the thesis,
 - b) student's ability of working individually, data handling and formulating grounded conclusions,
 - c) presence of elements having scientific, methodological and/or practical innovation in the thesis,
 - d) presence of practical recommendations/guaranties,
 - e) advantages and faults in the completed work,
 - f) the compliance of the thesis arrangement with the requirements of the present regulation,
 - g) guaranty for the public defence of the thesis.
- 4.4.** The pre-defence of master's degree thesis is carried out in the specialisation academic subdivision (inter-chair committee) with the participation of the heads of the subdivision and master's degree study programme as well as the academic supervisor of the student.
- 4.5.** During the course of thesis pre-defence upon the detection of plagiarism (any thesis material (text) brought in considerable amounts from other sources without a reference is considered plagiarism) the thesis is not allowed for the public defence.
- 4.6.** During the course of public defence upon the detection of plagiarism the thesis is assessed as "unsatisfactory".

4.7. The public defence of master's degree thesis is carried out in compliance with the Regulation established by the RA Ministry of Education and Science².

Table 2. Timetable of the completion and defense of master’s degree thesis

| Activity | Deadline |
|---|--|
| Selection and approval of the thesis topic, appointment and assignment of the academic supervisor | The end of the 1 st semester |
| Preparation of the thesis assignment and its work plan (timetable), development of research plan, selection of research methods, analysis/working out of literature and submission to the academic subdivision for attestation | The end of the 2 nd semester |
| Completion of the research part of the thesis and analysis of the results, discussion and report on the work in the course of seminars, on the basis of which attestation is carried out | The end of the 3 rd semester |
| Summary of the research results, submission of the thesis to the academic subdivision carrying out the programme | The 4 th semester – at least 4 weeks prior to the defence |
| Presentation of the academic supervisor's overview, pre-defence of the thesis on the basis of which attestation is carried out. Revision of the work and its submission to the academic subdivision within one week, provided that there are essential remarks. | The 4 th semester – at least 2 weeks prior to the defence |

²Regulation on the “Final Attestation of Graduates of the Institutions Realising Higher Professional Study Programmes in the Republic of Armenia”, approved by the RA Science and Education Minister's decree N 1282-Ն, 7 November 2017.

| | |
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| Arrangement of the thesis external peer-review by the academic subdivision carrying out the master's degree study programme ³ (see Appendix 3). | The 4 th semester, submission of the review to the academic subdivision at least 3 days prior to the defense |
| Public defense of thesis at the final session of the attesting committee. | The end of the 4 th semester ⁴ |

5. MASTER'S DEGREE THESIS ASSESSMENT

- 5.1. The assessment of master's degree thesis is carried out on 20-point scale according to the defined standards and their corresponding criteria (see Table 3).
- 5.2. Student's resultant grade is the average of the resultant grades given by the members of the final attesting committee.
- 5.3. Only the members of final attesting committee who were present during the whole course of a given student's defense assess the student's master's degree thesis.
- 5.4. The assessment results of the final attesting committee are made public in the presence of students straightly after summarisation.
(5.2, 5.3, 5.4 subparagraphs are completed by decree № 4/3 of YSU Academic Council session on 14 February 2018).

³ A YSU full-time worker cannot be an external peer-reviewer.

⁴ The dates for thesis public defense are defined by the YSU Study Process Arrangement Timetable.

6. APPEAL OF THE ASSESSMENT RESULTS

- 6.1.** After the public disclosure of the assessment results the head of the committee asks the present students whether or not they have complaints.
- 6.2.** Straightly after the public disclosure of the assessment results in case of having a complaint student submits an application to the head of the committee.
- 6.3.** Appeal is realised if violations of the procedural provisions of the abovementioned regulation on the "Final Attestation of Graduates of the RA Institutions Realising Higher Professional Study Programmes" (hereinafter Regulation) are present.
- 6.4.** Straightly after receiving the application the head of the committee presents the committee members' assessment results according to the standards and criteria mentioned in paragraph 5.1 of the present regulation to the graduate.
- 6.5.** In case of detection of errors in the implementation of procedures in the assessment process and calculation and summarization of the assessment grades the committee:
 - a) changes the student's grade if the violation or error detected has affected the result of the assessment,
 - b) does not change the grade if the violation or error detected has not affected the result of the assessment,
 - c) annuls the results of the defense if there are severe procedural violations of the Regulation and immediately arranges a new defense.

(Paragraph 6 is completed by the decree № 4/3 of YSU Academic Council session on 14 February 2018).

Table 3. Assessment standards, criteria and allotted grades for master's degree thesis

Student's last name, name, patronymic _____

Topic of the thesis _____

Member of the committee: academic degree, title, last name, name _____

| Assessment standard/highest grade | Criterion | Allotted grade | Total grade |
|---|--|--|-------------|
| 1. Substantiation of the topicality of the thesis and analysis of the literature <i>The highest grade – 2</i> | 1.1. The topicality of the research is substantiated, the main issue is formulated, the aims and objectives of the research are defined. Analysis and summary of the topic-related literature are carried out. | <input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0 | |
| | 2.1. The research is completed individually in accordance with the outlined objectives. | <input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0 | |

| | | | |
|---|--|---|--|
| <p>2. Completion and results of the research</p> <p><i>The highest grade – 6</i></p> | <p>2.2. The results gained are grounded and comprise scientific, methodological or practical novelty.</p> | <p><input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0</p> | |
| <p>3. Thesis composition and arrangement</p> <p><i>The highest grade - 4</i></p> | <p>2.3. A complete results analysis is carried out and corresponding conclusions (and recommendations) are drawn.</p> | <p><input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0</p> | |
| | <p>3.1. The thesis is composed accurately, intelligently and coherently. The division of the chapters and subchapters and the titles of the thesis correspond to the contents.</p> | <p><input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0</p> | |
| | <p>3.2. The thesis is arranged in compliance with the given technical requirements. The data grounding the research and results (e.g. tables, pictures, schemes, citations, etc.) are present in the thesis.</p> | <p><input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0</p> | |

| | | | |
|--|---|--|--|
| 4. Public defense of the thesis <i>The highest grade - 8</i> | 4.1. The topicality, aim and objectives of the research are grounded in the report, the methodology, contents, results and conclusions of the thesis are presented. | <input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0 | |
| | 4.2. The report is accurate and sequential, the reporter is able to present and explain interconnectedly the work completed, ground the results. | <input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0 | |
| | 4.3. The reporter gives grounded and comprehensive answers to questions and remarks. | <input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0 | |
| | 4.4. The presentation material reflects and clarifies the main content of the thesis. | <input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0 | |
| <i>The highest resultant grade – 20</i> | | | |

APPENDIX 1.

YEREVAN STATE UNIVERSITY [18 pt, Bold]

_____ **FACULTY [18 pt, Bold]**

_____ **academic subdivision [16 pt, Bold]**

_____ **STUDY PROGRAMME [18 pt, Bold]**

LAST NAME NAME PATRONYMIC [18 pt, Bold]

MASTER'S DEGREE THESIS [18 pt, Bold]

TITLE OF THE TOPIC [16 pt, Bold]

*In the specialty “ _____ ”
for the application for _____ master’s
degree qualification [14 pt, Bold, Italic]*

YEREVAN 2017 [13 pt, Bold]

APPENDIX 2.

Student: _____ *[13 pt, Bold, Italic]*
signature

last name, name

Academic supervisor: _____ *[13 pt, Bold, Italic]*
signature

academic degree, title, last name, name

“Allow for the defense”

Head of chair: _____ *[13 pt, Bold, Italic]*
signature

academic degree, title, last name, name

« _____ » _____ 20__ .

APPENDIX 3.

OVERVIEW

on the master's degree thesis⁵ of

**YSU _____ faculty master's degree programme
student**

(last name, name, patronymic)

(topic title)

1. Substantiation of the thesis and analysis of the literature

2. Completion and results of the research

⁵ The peer-reviewer must be acquainted with the master's degree thesis assessment standards defined in the present regulation.

3. Composition and arrangement of the thesis

Remarks

Conclusion (the thesis satisfies/does not satisfy the master's degree thesis requirements, the author deserves/does not deserve to be awarded the master's degree qualification in the given specialty)

Peer-reviewer:

(last name, name, patronymic)

(academic degree and title)

(place of work, position)

Signature _____

« ____ » _____ 20__ .