

**REGULATION ON
THE COMPLETION AND ASSESSMENT OF BACHELOR'S
DEGREE GRADUATION PAPER
IN YEREVAN STATE UNIVERSITY**

*(Approved at YSU Academic Council Session № 1 on 12 October
2017)*

**BACHELOR'S DEGREE GRADUATION PAPER
REQUIREMENTS**

1. GENERAL PROVISIONS

- 1.1. Bachelor's degree graduation paper is an individual, theoretical or applied in essence work which reflects student's skills in using the gained knowledge within the framework of the given specialty and raising problems related to the professional field and putting forward solutions.
- 1.2. Completion and public defence of bachelor's degree graduation paper are among the graduation requirements of bachelor's degree programme.
- 1.3. Graduation paper is an individual and summarizing component of bachelor's degree programme. In case of full-time education mode the completion and defence of the graduation paper is carried out in the 8th semester, and in case of part-time education mode – in the 10th semester. All students are obliged to have preassigned topics and academic supervisors of the bachelor's degree graduation paper by the end of the 7th (in case

of part-time education mode – the 9th) semester. A workload of 20 ECTS credits is provided for the completion and defence of the graduation paper.

2. SAMPLE STRUCTURE OF BACHELOR'S DEGREE GRADUATION PAPER

2.1. The sample structure of bachelor's degree graduation paper is presented in Table 1.

Table 1. Sample structure and requirements of bachelor's degree graduation paper

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 (see Appendix 2).
<i>Summary</i>	The Armenian, Russian and English titles of the paper are provided and summary is presented in the language the paper is written in (0,5-1 page).
<i>Contents</i>	All the sections of the paper, their corresponding pages as well as the annexes (if present) attached to the paper are presented in succession.
<i>Introduction</i>	The topicality, aim and objectives, object and subject of the study, theoretical and/or practical value of the paper are presented.
<i>Main body</i>	The main body of the paper consists of chapters and subchapters. It includes the analysis of the used literature and fundamental issue of the study, the description of the applied methods and

	conducted research, presentation, analysis and summary of the study results.
<i>Conclusion</i>	The conclusions which summarize the results of the paper are presented.
<i>Bibliography</i>	Only the literature which is used when completing the paper and to which corresponding references are made is mentioned.
<i>Annexes</i>	The annexes (if present) are attached to the paper.

3. REQUIREMENTS FOR THE ARRANGEMENT OF BACHELOR'S DEGREE GRADUATION PAPER

- 3.1.** Bachelor's degree graduation paper 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 the 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 on both sides with 1 cm first line indentation. All the pages of the paper 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 paper, 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 them and the ones of annexes – in the right upper corner of a new page.

- 3.3.** Bibliography which is presented in the original language is given at the end of the paper. 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: full title of book or article, full or acceptable short title of journal; place of publication, publishing house/company, year of publication, 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...>, 14.02.2017).
- 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 bachelor's degree graduation paper are defined by the academic council of the faculty (centre, insitute) proceeding from the peculiarities of the given specialty.

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

4. COMPLETION AND DEFENCE OF BACHELOR'S DEGREE GRADUATION PAPER

4.1. The completion and defence of bachelor's degree graduation paper are carried out in compliance with the timetable of study process arrangement defined for the YSU full- and part-time education systems – in the 8th and 10th semesters accordingly (see Table 2).

4.2. The preparation activities of bachelor's degree graduation paper are performed through consultancy with and monitoring of the academic supervisor.

Academic supervisor's responsibilities are as follows:

- a) arrangement of the bachelor's degree graduation paper assignment,
- b) preparation of the bachelor's degree graduation paper work plan (timetable) and monitoring of its realisation,
- c) presentation of recommendations or consultancy on the selection and use of the topic-related literature and other sources,
- d) consultancy with student on the issues concerning the completion of bachelor's degree graduation paper in compliance with the semester timetable of consultations defined by the academic subdivision,
- e) apprising student with the provisions, requirements and assessment standards and criteria of the present regulation,
- f) consultancy with (aid to) student on speech preparation and selection of the presentation materials necessary for the defence,

- g) preparation of the academic supervisor's written overview about the paper.
- 4.3.** The following points are reflected in academic supervisor's overview:
- a) the topicality and significance of the paper,
 - b) student's ability of working individually, data handling and formulating conclusions,
 - c) presence of practical recommendations,
 - d) advantages and faults in the completed work,
 - e) compliance of the paper arrangement with the requirements of the present regulation,
 - f) guaranty for the public defence of the paper.
- 4.4.** The pre-defence of bachelor's degree graduation paper is carried out in the specialisation academic subdivision (inter-chair committee) with the participation of the heads of the subdivision and bachelor's degree study programme as well as the academic supervisor of the student's graduation paper.
- 4.5.** During the course of graduation paper pre-defence upon the detection of plagiarism² a corresponding protocole is drawn up which is submitted to the final attesting committee.
- 4.6.** During the course of public defence upon the detection of plagiarism the paper is assessed as “unsatisfactory”.

² “Bringing out thoughts, parts of somebody else's work without creative reformulation and referencing the primary source and presenting it as their own or presenting the entire work as theirs is called plagiarism”, RA Law on “Author's and Adjacent to It Rights”, Chapter 5, Article 65, Paragraph 4 (approved on 15.06.2006).

4.7. The public defence of bachelor's degree graduation paper is carried out in compliance with the regulation established by the RA Ministry of Education and Science³:

Table 2. Timetable of the completion and defence of bachelor's degree graduation paper

Activity	Deadline
Selection and approval of the graduation paper topic, appointment and assignment of the academic supervisor	The end of the 7 th (for part-time – the 9 th) semester
Preparation of the paper assignment and its work plan (timetable), analysis/working out of literature	Final semester – February
Preparation of the paper and analysis of the results, presentation and discussion of the work at the academic subdivision on the basis of which an intermediary checking of the paper completion progress is carried out	Final semester – the end of March
Summary of the work results, submission of the paper to the academic subdivision carrying out the programme	Final semester – at least 3 weeks prior to the defence
Presentation of the academic supervisor's overview, pre-defence of the paper. Revision of the work and its submission to the academic subdivision	Final semester – at least 2 weeks prior to the defence

³Regulation 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.

within one week, provided that there are essential remarks.	
Arrangement of the paper peer-review by the academic subdivision (see Appendix 3).	Final semester, submission of the review to the academic subdivision at least 5 days prior to the defence
Public defence of bachelor's degree graduation paper at the final session of the attesting committee.	The end of the 8 th (in case of part-time – the 10 th) semester ⁴

5. BACHELOR'S DEGREE GRADUATION PAPER ASSESSMENT

- 5.1. The assessment of bachelor's degree graduation paper 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 the final attesting committee who were present during the whole course of a given student's defence assess the student's graduation paper.
- 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 № 4/2 of YSU Academic Council session on 14 February 2018).

⁴ The dates for the public defence of bachelor's degree graduation paper 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 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 defence, if there are severe procedural violations of the Regulation and immediately arranges a new defence.

(Paragraph 6 is completed by the decree № 4/2 of YSU Academic Council session on 14 February 2018).

Table 3. Assessment standards, criteria and allotted grades for bachelor's degree graduation paper

Student's last name, name, patronymic _____

Topic of the paper _____

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

Assessment standard/highest grade	Criterion	Allotted grade	Total grade
<p>1. Substantiation of the topicality of the paper and analysis of the literature</p> <p><i>The highest grade – 2 points</i></p>	<p>1.1. The topicality of the paper is substantiated, the aims and objectives are defined. The analysis of the topic-related literature is carried out.</p>	<p><input type="checkbox"/> - 2</p> <p><input type="checkbox"/> - 1</p> <p><input type="checkbox"/> - 0</p>	
<p>2. Completion of the work and results</p>	<p>2.1. The work is completed individually in accordance with the outlined objectives.</p>	<p><input type="checkbox"/> - 2</p> <p><input type="checkbox"/> - 1</p> <p><input type="checkbox"/> - 0</p>	

<i>The highest grade – 6 points</i>	2.2. The results gained are grounded and bring forward theoretical or practical solutions to the outlined problems.	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
	2.3. Results analysis is carried out and corresponding conclusions are drawn.	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
3. Paper composition and arrangement <i>The highest grade - 4 points</i>	3.1. The paper is composed accurately, intelligently and coherently. The division of the chapters and subchapters and the titles of the paper correspond to the contents.	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
	3.2. The paper is arranged in compliance with the given technical requirements. The data grounding the results of the work (e.g. tables, pictures, schemes, citations, etc.) are present.	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	

4. Public defence of the paper <i>The highest grade - 8 points</i>	4.1. The topicality, aims and objectives of the work are grounded in the report, the contents, results and conclusions of the paper 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 work.	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
<i>The highest resultant grade – 20</i>			

APPENDIX 1.

YEREVAN STATE UNIVERSITY [16 pt, Bold]

_____ **FACULTY [14 pt, Bold]**

_____ **(ACADEMIC
SUBDIVISION) [14 pt, Bold]**

_____ **STUDY PROGRAMME [14 pt, Bold]**

LAST NAME NAME PATRONYMIC [18 pt, Bold]

GRADUATION PAPER [30 pt, Bold]

TITLE OF THE PAPER [18 pt, Bold]

*In the specialty “ _____ ”
for the application for _____ bachelor'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 defence”

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

academic degree, title, last name, name

« _____ » _____ 20__ .

OVERVIEW

on the graduation paper⁵ of

YSU _____ faculty bachelor degree programme student

(last name, name, patronymic)

(title of the paper)

1. Substantiation of the topicality of the paper and analysis of the literature

2. Completion and results of the work

3. Composition and arrangement of the paper

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

4. Remarks

5. Conclusion (the paper satisfies/does not satisfy the bachelor degree graduation paper requirements, the author deserves/does not deserve to be awarded the bachelor's degree qualification in the given specialty)

Peer-reviewer:

(last name, name, patronymic)

(academic degree and title)

(place of work, position)

Signature _____

«____» _____ 20__ .