**Federal State Educational Budgetary
Institution of Higher Education**

**"Financial University under the Government of the Russian Federation"**

**(Financial University)**

ORDER

**Moscow**

On approval of the Regulations on the final qualification work
for bachelor's and master's programs
at the Financial **University**

In accordance with the Procedure for conducting state final certification for bachelor's and master's programs at the Financial University, approved by the order of the Financial University dated 14.10.2016 No. 1988 / o, the Regulations for the placement, storage and write-off of course projects (works) and final qualification works of students in electronic form in the information and educational environment of the ­Financial University, approved by the order of the Phi University dated 13.09.2021 No. 1853/o, Regulations for the preparation and defense of the final qualification work performed in the form of a Start Up project, approved by order of the Financial University dated 05.10.2021 No. 2085 /o,

Order:

1. Approve Regulations on final qualificationwork on programs of bachelor's and master's degree at Financial University (further - Regulations) according to appendix.
2. To declare invalid the orders of the Financial University dated 17.10.2017 No. 18 1 7 / o "On approval of the Regulations on the final qualification work on the bachelor's program at the Financial University", dated 17.10.2017 No. 18 1 9 / o "On approval of the Regulations on the final qualification work on the master's program at the Financial University", dated 30.05.2018 No. 1197 / o "On amendments to the order of the Financial University dated 17.10.2017 No. 1819/o", dated 12.11.2019 No. 2405/o "On Amendments to the Regulations on the Final Qualification Work for the Bachelor's Program at the Financial University and the Regulations on the Final Qualification Work for the Master's Program at the Financial University".

M.A. Eskindarov

Rector



Application

APPROVED

by order of the Financial University

from 18th October 2021 No. 2203/o

**POSITION**

on the final qualification work for
bachelor's and master's programs at the Financial University

1. General Provisions
	1. The Regulations on the final qualification work for bachelor's and master's programs at the Financial University (hereinafter referred to as the Regulation) establishes the procedure for the preparation and defense of final qualification works (hereinafter referred to as the thesis) of students in the bachelor's degree programs and master's programs (hereinafter referred to as students) at the Financial University, including its branches.
	2. The defense of the thesis is a form of state final certification (hereinafter referred to as the GIA) of students who complete the development of the educational program of higher educationin accordance with the federal state educational standards of higher education or educational standards independently developed and approved by the Financial University.
	3. The thesis for the bachelor's program is an independentcompleted study performed by the student, which analyzes one of the theoretical and (or) practical problems in the field of professional activity, demonstrating the level of preparedness of the graduate for independent professional activity.

The thesis under the master's program is an independent research work devoted to solving an urgent problem that has theoretical and (or) applied significance, hasinternal unity, contains a set of scientific generalizations, practical recommendations and provisions put forward by the author for public defense, and demonstrates the level of preparedness of the graduate for independent professional activity.

* 1. The thesis is carried out and defended in Russian language, except for educational programs that are fully implemented in a foreign language.
	2. The thesis can be performed individually or by several students together (collective thesis). The features, procedure for the implementation and protection of the collectivethesis is determined by section 6 of the Regulations.
	3. A thesis can be prepared and submitted for defense in the form of an entrepreneurial project, an art project (hereinafter referred to as a startup). The final qualificaion work in the form of a startup (hereinafter referred to as the WRC-startup) is a formalized report on the main goals, objectives, provisions and results of the ongoing innovative entrepreneurial project developed by a student or several students (startup team) and demonstrating skills and skillssufficient for independent professional activity.

The essence of the thesis-startup, the criteria for classifying an entrepreneurial project as a startup, the conditions and features of the preparation of a thesis-startup, as well as the procedure for defending a thesis in the form of a startup and the criteria for its evaluation are determined by the Regulations for the preparation and defense of the final qualificationwork performed in the form of a S-artUp project (hereinafter referred to as the regulations of the thesis-startup).

* 1. The implementation of the thesis involves the following sequence: the student's choice of the topic of work and its coordination with the potential Head;

preparation and publication by the department (department) of an order on fixing the topic and appointing the head of the thesis;

drawing up a thesis plan by the student, forming a task plan for the thesis, approving it by the head of the thesis and placing the student in the electronic information and educational environment of the University of Finance;

study of literature, theoretical and methodological aspects of the topic of the work; collection, analysis and synthesis of empirical data, study of aspects of the activities of a particular object of work;

identification of problems, development of proposals and recommendations, formulation of conclusions on the work;

registration of the thesis in accordance with the established requirements; uploading (placing) the thesis to the electronic information and educational environment of the Financial University (hereinafter referred to as the platform) to check the work by the head;

continuation of theprocedure for the pre-defense of the thesis (by decision of the head of the department (head of the department);

placement of the final version of the WRC on the platform;

verification of the final version of the thesis by the head, preparation and uploading of a review of the thesis, review of the thesis (prand necessity);

establishment by the head of the status "Admitted to protection";

verification of the thesis for compliance with the requirements and the transfer of the thesis and other documents to the state examination commission (hereinafter referred to as the SEC);

defense of the thesis at the meeting of the SEC.

1. Definition and approval of the theme of the WRC
	1. The list of topics of the thesis is annually formed by the department (department) together with representatives of the employing organization and approved at a meeting of the department (council of the department).
	2. The department (department) brings to the attention of students the list of topics

WRC:

full-time undergraduate programs - no later than September 15 of the final academic year;

for part-time and part-time forms of study for bachelor's programs - no later than April 1 of the academic year preceding the year of the GIA;

for all forms of training in master's programs - no later than October 1 of the first year of study.

The list of topics is posted on the website of the department (department) on the Internet. On the page of the site, within the above deadlines, the department (department) also places schedules for the preparation of the thesis for all students in bachelor's programs or master's programs of the corresponding form of study.

* 1. The assignment of the topic to the student is carried out on the basis of his personal application addressed to the head of the department (headof the department) in the form in accordance with Appendix No. 1 to the Regulation.

The topic of the thesis is chosen by the student taking into account scientific interests, the proposed place of practical training and the possibility of collecting (receiving) practical material.

The list of topics of the thesis and the possibility of choosing a research topic for students under targeted training agreements should take into account the profile of the organization with which the targeted training agreement has been concluded and further employment is expected.

* 1. The student has the right to offer his own topic of the thesis, which meets the requirements of the direction and profile (focus) of training, by submitting an application addressed to the head of the department (head of the department) with the justification of the expediency of its development, as well as to propose an entrepreneurial project implemented by him as the topic of the thesis.

The head of the department (head of the department) has the right to accept the proposed topic, reasonably reject the initiative topic of the thesis or, with the consent of the student, reformulate it.

The procedure for agreeing and approving the topic of the thesis on the basis of an entrepreneurial project is determined by the regulations of the thesis-startup.

* 1. The student is obliged to choose the topic of the thesis, coordinate it with the potential head of the thesis and transfer it to the department (to the department):

full-time bachelor’s degree programs - no later than October 15 of the final academic year;

for part-time and part-time forms of study for bachelor's programs - no later than May 15 of the academic year preceding the year of the GIA;

for full-time education in master’s programs - no later than November 15 of the first year of study;

for part-time and part-time forms of study for master's programs - no later than December 15 of the first year of study.

The completed application can be submitted to the department (department) by e-mail with theobligatory reflection of the fact and date of agreement with the potential head of the thesis.

* 1. The assignment of topics to the heads of the thesis is carried out by the department (department) in accordance with the pedagogical load of a particular teacher and the time standards for calculating the teaching load of teaching staff, the scientific interests of the head, as well as taking into account his consent to the student's application.
	2. On the basis of applications for fixing the topics of the thesis, agreed with potential leaders of the thesis and written by the head of the department (head of the department), the department (department) prepares a draft order on assigning topics and leaders of the thesis to students (if necessary, consultants).
	3. The assignment of topics and supervisors of the thesis to students (with the need forconsultants) is carried out by order of the Financial University:

full-time undergraduate programs - no later than November 15 of the final academic year;

for part-time and part-time forms of study for bachelor's programs - no later thanJune 15 of the academic year preceding the year of the GIA;

full-time study for master's programs - no later than December 15 of the first year of study;

for part-time and part-time forms of study in master's programs - no later than January 30 of the first year of study.

* 1. In exceptional cases, changing the topic of the thesis is possible no later than 1 month, and clarifying the topic - no later than 10 calendar days before the start date of the GIA, determined by the calendar training schedule, on the basis of the student's application agreed with the head of the thesis, drawn up in the name of the head of the department (head of the department), with the justification of the reason for the adjustment. Changing or clarifying the topic is formalized by order of the Financial University.
1. Management and control of the preparation of the thesis, the responsibilities of students
	1. The head of the thesis is appointed from among the teaching staff belonging to the teaching staff of the department (department). Highly qualified teachers (as a rule, those with academic degrees and academic titles) are involved in the leadership of the thesis. It is recommended that no more than 8 students inbachelor's programs (including no more than 2 teams) and 4 students in master's programs be assigned to one supervisor during the academic year.
	2. The responsibilities of the head of the thesis include:

assisting the student in drawing up the thesis plan, the formation and approval of the thesis plan in the form in accordance with Appendix No. 2 to the Regulation;

advising the student on the selection of literature, information and factual material;

assistance in choosing a research methodology;

conducting systematic consultations with the student on the issues of work, providing qualified recommendations on the content of the thesis;

implementation of constant monitoring of the progress of the preparation of thethesis in accordance with the schedule and plan of the thesis;

monitoring the quality of the preparation of the thesis and making a decision on the placement by the student of the completed thesis in electronic form (hereinafter referred to as the EVKR) on the org platform.fa.ru, which is part of the electronic information and educational environment of the Financial University (hereinafter referred to as the platform);

timely informing the head of the department (head of the department), as well as the management of the faculty (institute, branch) in case of violation by the student of the schedule for the preparation of the thesis or the timing of the placement of the thesis on the platform for the application of disciplinary measures provided for by the Internal Labor and Internal Regulations of Students, approved by the order of the Financial University dated 15.07.2013 No. 1335 / o;

verification of the posted work, including analysis of the report of the Antiplagiat.Edu system for the presence of borrowings, making a decision on its readiness, as well as preparing and timely posting on the platform of a written review of the student's work in the preparation of the thesis in accordance with the forms established by the department in accordance with Appendix No. 3 to the Regulations for Bachelor's Programs and Appendix No. 4 to the Regulations for Master's Programs;

advising the student in the preparation of the presentation and report for the defense of the thesis;

presence at the defense of the thesis, provided that he is not employed in classroom work with students of the Financial University.

In accordance with the Regulations on the research work of students in master's degree programs(approved by order of the Financial University dated 01.07.2019 No. 1510 / o), in addition to the above duties, the head of the thesis develops, together with the student of the master's program, an individual plan for research work and control. Provides assistance and recommendations for participation in scientific conferences, seminars and other scientific events, as well as in the preparation of scientific publications.

* 1. During the preparation of the thesis, it is allowed to replace the head of the thesis. At the same time, if the deputy head of the thesis occurs in the event of personnel changes or an unsatisfactory assessment of the work of the head of the thesis withthe student, obtained as a result of his hearing at a meeting of the department (department), the consent of the student is not required. Replacement of the head of the thesis for other reasons is allowed with the consent of the student, drawn up in the name of the head of the department (department) (in branches - the relevant structural unit) with the justification of the reasons Replacement.

The replacement of the head of the thesis is carried out by the order of the Financial University on the replacement of the head of the thesis. The draft order is prepared by the head of the department (head of the department) and sent for approval.

* 1. If necessary, the head of the department (head of the department) may involve teaching staff of another department (department) of the Financial University for consulting the student in agreement with the head of the relevant department(head of the relevant department), and when performing thesis startups - from among business representatives, practitioners - partners of the educational program and other interested structures.
	2. A consultant is obliged to:

provide consulting assistance to the student in the choice of research methods, selection of literature, information and factual material;

give qualified recommendations regarding the content of the consulted issue;

monitor the progress of the thesis in terms of the content of the consulted issue.

* 1. As part of the preparation of the thesis, the student is obliged to:

choose and agree with the potential supervisor on the topic of the thesis;

develop a plan and agree with the appointed head of the task plan for the thesis, as well as post it for approval by the head on the platform no later than 15 calendar days from the date of issuance of the order on fixing the topic of the thesis,

systematically work on the WRC in accordance with the established work schedule and requirements for the WRC;

to search for bibliographic and other sources, including foreign ones, to build the logic of work, to trace the evolution of the subject area of knowledge, togeneralize and systematize the conceptual apparatus, to identify trends and problems in accordance with the chosen subject and object of research, to use a variety of analytical tools and interpret the results obtained, analyzing Identify and describe best practices, propose ways and means of solving the identified problems on the subject and object of research, formulate methodological and practical recommendations. In addition to this, a student of the master's program needs toput forward and argue hypotheses, substantiate the author's position, obtain scientific results in the process of working on the thesis and test them in the format of speeches at scientific and scientific-practical conferences, forums, round tables, etc., participation in competitions of scientific papers, grants, etc., publication of scientific results in scientific journals (collections of works, monographs, periodicals, etc.);

regularly communicate with the head of the thesis and the consultant (if any) andinform him about the work done;

issue a thesis in accordance with the established requirements; upload (place) the thesis to the platform for checking the work by the manager; inform the head about the placement of the thesis on the platform; go through the procedure of pre-defense of the thesis (when establishing the procedure for pre-defense by the head of the department(head of the department); place the final version of the thesis on the platform;

prepare a report and (or) presentation for the defense of the thesis, coordinate them with the supervisor.

* 1. The department (department) within the framework of its powers:

develops methodological recommendations in accordance with the layout in accordance with Appendix No. 7 to the Regulation, which determine the rules for preparing for the defense of the thesis and the criteria for evaluating the thesis;

sets the deadlines for the preparation and execution of work by chapters (schedule for the preparation of the thesis ), informs students about the approved schedule for the preparation of the thesis, posting it on the website of the unit on the Internet;

prepares and initiates a draft order on the assignment of topics and leaders of the thesis to the students(if necessary, consultants);

monitors the regularity and quality of interaction between students and supervisors of the thesis, as well as the progress of the preparation of the thesis; in case of detection of violations of the established requirements and norms, takes measures to eliminate them and informs the dean of the faculty (director of the institute, in the branches - the management of the relevant structural unit);

can clarify and supplement the form of the supervisor's feedback on the student's work in accordance with Appendices No. 3 and No. 4 to the Regulations, informing the heads of the thesis about the changes no later than 1 month before the start of the GIA; has the right to organize and conduct a preliminary defense of the thesis; controls the timely placement of the thesis by students, informs the dean of the faculty (director of the institute, in branches - the management of the relevant structural unit) on the absence of the student's thesis on the platform;

sends the thesis and other documents to the state examination commission.

* 1. Faculty (institute, in branches - the corresponding structuralsubdivision) within the framework of its powers:

monitors the progress of the preparation of the thesis; in case of detection by the department (department) of violations of the established requirements and norms, takes measures, including disciplinary measures;

prepares and initiates a draft law foradmission to the GIA of students who do not have academic debt, who have fully completed the curriculum or individual curriculum for the educational program of higher education, as well as who have posted the thesis on the platform in a timely manner;

prepares and initiates a draft order on the expulsion of a student from the Financial University, as he has not fulfilled the obligations for the conscientious development of the educational program and the implementation of the curriculum.

1. Preparation of the WRC, its structure and content 4.1. The WRC must meet the following requirements:

the presence in the work of all the structural elements of the study: theoretical, analytical and practical components;

the use of statistical information in the analytical part of the study, a reasonable setof methods and techniques that contribute to the disclosure of the essence of the problem;

the integrity of the work, which is manifested in the coherence of its theoretical and practical parts;

prospects of the study: the presence in the work of material that can become a source of further research;

sufficiency and modernity of the bibliographic used;

Material.

4.2. The thesis should include the following sections: title page (in the form according to Appendix No. 8 to the Regulation),

content;

introduction;

the main part, structured into chapters and paragraphs;

conclusion;

list of sources used;

Applications (if available).

The recommended volume of the thesis for students in undergraduate programs is at least 60 and not more than 80 pages excluding applications, for students in master's programs - from 80 to 100 pages excluding applications.

When performing a collective thesis, the amount of work can be increased to 80-120 pages, excluding applications for bachelor's programs, for master's programs - up to 100-150 pages, excluding applications.

The content of the sections of the thesis, as well as the requirements for its design, are given in Appendix No. 9 to the Regulation.

The head of the thesis is required to analyze the report of the thesis, formed by the system "Antiplagiat.UDU". In case of detection of borrowings (excluding citations) in the amount of more than 15%, the head of the thesis analyzes the text for compliance with the norms of lawful borrowing and decides on the legality of using the borrowed text in the thesis. [[1]](#footnote-1) If necessary, the manager has the right to additionally check the work for borrowings. In the case of revealing the fact of illegal borrowing in the preparation of the thesis, the work is returned by the head of the thesis to the student for revision.

If the requirements of the supervisor for finalizing the thesis and posting the work, the report on which re-shows more than 15% of borrowings (excluding citations), the manager, as a rule, prepares and places a negative review of the work.

An expert assessment of the level of borrowing in the thesis is reflected in the feedback of the head of the thesis.

The student is obliged to place a fully completed, executed in accordance with the requirements, as well as agreed with the head of the thesis in electronic form on the platform, no later than 10 calendar days before the start of the GIA according to the calendar schedule approved annually by the order on the organization of the educational process.

The placement of the EVKR and its further review and admission is carried out in accordance with the Regulations for the placement, storage and write-off of course projects (works) and final qualification works of students in electronic form in the information and educational environment of the Financial University, approved by order of the Financial University dated 13.09.2021 No. 1853/o.

Downloading the EVKR by the student on the platform from the personal account means confirming the independence of the work performed, similar to the handwritten signature on the title, and also confirms consent to the processing of personal data, placement and storage of the thesis.

If the student has not placed on the EVKR platform within the time limits specified in paragraph 4.6. Regulations, the head of the department (head of the department) by a memo informs the dean of the faculty (director of the institute, in the branches - the head of the relevant structural unit) about the violation of the deadlines for the submission of the thesis and the need to prepare an order for the expulsion of the student from the Financial University as he has not fulfilled the obligations for the conscientious development of the educational program and the implementation of the curriculum, including the preparation of the thesis.

5. Preparation for the defense and defense of the thesis

5.1. After posting on the platform fully completed, designed in accordance with the requirements of the EVKR, the head draws up a written review of the student's work during the preparation of the thesis and places it on the platform.

5.2. If the EUCR satisfies all the requirements, in the absence of comments that do not allow the work to be defended, the head admits the thesis to the defense, setting the status "Admitted to the defense".

The status "Admitted to the defense" is established by the head of the thesis and in the case of a negative review of the head written by him, as well as in case of failure to comply with certain requirements for the design or content of the work and the inability to correct it (for example, due to the expiration of the term for posting the work). These inconsistencies are reflected in the manager's review before the status is established. Establishing the status excludes the student or supervisor from making changes to the thesis, as well as uploading new versions of files.

The placement of the manager's review and the establishment of the status "Admitted to the defense" is similar to the handwritten signature of the head at work and is carried out no later than five calendar days before the date of defense of the thesis.

5.3. Thesis for master's programs, as well as a start-up thesis, are subject to mandatory review. For review, the thesis is sent by the department (department) to one or more reviewers. The review is carried out by persons whose activities correspond to the orientation of the master's program from among the scientific and pedagogical workers of third-party organizations (usually having a scientific degree) and (or) practitioners with at least 3 years of experience. The requirements for reviewers of a WRC startup are determined by the regulations of the WRC startup.

The reviewer analyzes the thesis and submits to the department (department) a written review of the specified work. If the thesis is interdisciplinary, it is sent to several reviewers.

The review must be uploaded to the platform before the head establishes the status "Admitted to defense" and no later than 5 calendar days before the date of defense to familiarize the student with the review.

5.4. The head of the department (head of the department), based on the results of admission by the head of the thesis to the defense, checks it for compliance with the requirements and sets the status "Meets the requirements / Does not meet the requirements" on the platform in relation to the thesis.

5.5. Receiving a negative review from the head, a negative review or the status "Does not meet the requirements" is not an obstacle to the submission of the thesis for defense, but it is mandatory to voice during the defense of the work.

5.6. In order to monitor the student's readiness to defend the thesis, the department (department) has the right to organize and conduct a preliminary defense of the thesis.

The tasks of the pre-defense of the thesis are to assess the compliance of the text of the thesis and the report with the stated topic, the completeness of the disclosure of the stated goals and objectives, the timely identification of shortcomings and shortcomings that have arisen during the implementation of the thesis, as well as obtaining recommendations on the work and assistance in formulating the main provisions and conclusions of the thesis for the student's speech at the defense.

The procedure and terms for the pre-defense of the thesis are determined by the department (department) and are brought to the attention of students and supervisors of the thesis no later than 7 calendar days before the date of its conduct.

5.7. The final stage of the preparation of the thesis is its defense.

5.8. Students who do not have academic debt and have fully completed the curriculum or individual curriculum for the relevant educational program of higher education, timely posted the thesis on the platform, successfully passed the state exam or were absent from the state exam for a good reason are allowed to defend the thesis.

5.9. The responsible employee of the department (department) sends the EVKR together with a written review of the head of the thesis, a review (if it is mandatory to review), as well as other documents (additional annexes, a report of the plagiarism system, etc., if any) to the secretary of the state examination commission (hereinafter referred to as the SEC) no later than two calendar days before the day of defense of the thesis.

5.10. The defense of the thesis is carried out at the time established by the schedule of state certification tests at a meeting of the SEC in the relevant field of training.

5.11. The defense of the thesis is carried out in full-time format.

For higher education programs using exclusively e-learning and distance learning technologies, as well as in other exceptional cases, by decision of the rector of the Financial University, the defense of the thesis can be carried out using distance learning technologies via videoconference. The defense procedure in this case is determined by the Regulations for conducting state final certification at the Financial University for bachelor's and master's degree educational programs using distance learning technologies, approved by order of the Financial University dated 15.10.2020 No. 1838/o.

5.12. The procedure for defending a thesis includes:

opening of the meeting of the SEC (chairman);

reports of students, the maximum duration of which depends on the level of the higher education program being mastered. For students in undergraduate programs, no more than 10 minutes are provided for the report, for master's programs - no more than 15 minutes. The specific maximum time for the report on the WRC is announced by the Chairman of the SEC before the start of the work of the SEC;

questions from members of the commission on the thesis and the student's report, as well as related topics. When answering questions, the student has the right to use his work;

speech of the head of the thesis or, in his absence, hearing the text of the review with the obligatory reflection of the comments and opinion of the head on the possibility of recommending the thesis for defense;

speech of the reviewer (s) of the thesis (if the review is mandatory) or, in case of his (their) absence, hearing the text of the review (s);

the final word of the student, including answers to the comments of the head of the thesis and the reviewer (if the review is mandatory).

5.13. The specifics of the defense of the thesis of students with disabilities are determined by section 6 of the Procedure for conducting state final certification for bachelor's and master's programs at the Financial University, approved by order of the Financial University dated 14.10.2016 No. 1988 / o.

5.14. When determining the result of the defense of the thesis, the SEC takes into account: individual assessment by the members of the SEC of the content of the work, its defense,

including the report, answers to questions from SEC members;

the presence of practical significance and validity of the conclusions and recommendations made by the student as a result of the study, the assessment by the head of the thesis of the student's work during the preparation of the thesis, the degree of its compliance with the requirements for the thesis, the number and seriousness of comments;

evaluation of the reviewer (if peer review is mandatory) for the work as a whole, taking into account the availability of scientific results;

availability of published works on the topic of thesis in scientific journals; availability of confirmation of approbation of the results of the study in the form of a certificate of implementation, participation with reports at scientific events (mainly for masters).

In the event of a dispute with an equal number of votes, the chairman has the right to vote.

5.15. The result of the defense of the thesis by the student is determined by the grades "excellent", "good", "satisfactory", "unsatisfactory" and is recorded in the minutes of the meeting of the SEC.

5.16. Based on the results of the defense of the thesis, the student has the right to submit a written appeal to the appeal commission about the violation, in his opinion, of the established procedure for the defense of the thesis. The appeal is submitted personally by the student to the appeal commission no later than the next working day after the announcement of the result of the defense of the thesis.

The form of the application to the appeal commission, as well as the procedure for appeal, is determined by the procedure for conducting state final certification for bachelor's and master's programs at the Financial University, approved by order of the Financial University dated 14.10.2016 No. 1988 / o.

5.17. Students who have not passed the state certification test in the form of defense of the thesis due to failure to appear for a good reason (temporary disability, performance of state, public or official duties, summons to court, transport problems (cancellation or significant delay of the flight)), have the right to pass it within 6 months after the completion of the GIA. The student must no later than 2 days after As the reasons for failure to appear have disappeared, submit a document confirming the reason for his absence.

 5.18. Students who have not passed the state certification test in the form of a thesis defense due to failure to appear for an unjustified reason or in connection with receiving an "unsatisfactory" grade are expelled from the Financial University with the issuance of a certificate of training as having not fulfilled their obligations for the conscientious development of the educational program and the implementation of the curriculum.

6. Implementation of the collective thesis

6.1. A collective thesis is a joint development of a complex topic by several students (usually no more than 3 people) for one object of study. At the same time, each student determines his subject of research or develops individual components of the topic.

A collective thesis provides an opportunity to reveal the object of study from different angles, to solve a problem or task at the junction of research fields or areas of training.

6.2. A collective thesis can be performed in the following cases:

6.2.1. Coordinated development of one complex topic performed by several students of the same field of study, on the instructions of organizations, state and municipal authorities. The need for collective performance of work should be justified by the breadth of the research goal, the multiplicity and variety of tasks that are set for students who are ready to perform this topic, and most importantly, the impossibility or complexity of dividing the work into several independent topics with their own subjects of research.

6.2.2. Joint development of one interdisciplinary topic by several students of different profiles (orientation) and (or) areas of training. Interdisciplinarity, as a rule, is revealed either within the framework of the topic-project of a commercial organization or state and municipal authorities, or within the framework of the implementation of an entrepreneurial project, any of which affects different areas (aspects) of the problem that needs to be solved (for example, the development and launch of a new software product, the formation of a marketing strategy for promoting a new product using sociological tools, etc.).

6.3. The procedure and terms for choosing a research topic (including within the framework of the proposed projects of assignments of organizations) are established by section 2 of the Regulations.

6.4. The student's application, drawn up in accordance with Appendix No. 1 to the Regulation, lists all the proposed participants in the work.

6.5. When performing a collective thesis within the framework of one area of training, it is optimal to appoint one head of this work.

Within the framework of the joint development of one interdisciplinary topic, one head of the thesis is appointed, within the framework of the direction of training that is a priority for the implementation of the goal. In addition, the team may be assigned a co-leader or consultant in a related area (s) of preparation for the implementation of the project.

6.6. The order on the approval of the topic of the collective thesis and the appointment of the head (co-supervisor and consultant - if any) is prepared by the department (department), the full-time employee of which is the head of the thesis. In the case of collective thesis by several students of different faculties, the order approving the topic of the collective thesis is agreed with all deans and signed by the dean of the faculty, the department (department) of which prepares the draft order.

6.7. In order to implement the collective thesis and clearly define the contribution of each participant in solving the goal, a task plan for the collective thesis is formed, indicating the role and tasks of each student in the implementation of the thesis goal. The supervisor (in agreement with the co-supervisor) issues and signs the task plan for the thesis to each member of the collective thesis.

6.8. Effective implementation of the goal of the collective thesis is possible with the organization of a single place for practical training.

6.9. The supervisor, together with the co-supervisor (consultant - if any), act as the curators of the collective thesis, delineating the spheres, coordinating and coordinating the actions of students, ensuring interpersonal relationships in the process of preparing the thesis, isolating the role of each in the final result, building the speeches of each participant at the defense of the thesis.

6.10. If there is a practical implementation or successful implementation of the topic-project, a certificate is individually issued for each student, indicating the specific elements of the work that have been implemented.

6.11. Each student prepares and posts on the portal a review of the joint work of students during the preparation of the collective thesis in accordance with Appendix No. 5 to the Regulations for Bachelor's programs, Appendix No. 6 to the Regulations for Master's programs, taking into account and describing the individual contribution of each student.

6.12. In order to organize the defense of a collective thesis with students of different directions, one SEC is formed at the Financial University, including practitioners of the relevant areas of training, as a rule, having experience in entrepreneurial activity, development, promotion and financing of a product or idea, chaired by a specialist in the field of training that is a priority for the implementation of the goal.

6.13. The procedure for defending a WRC startup is carried out in accordance with Section 5 of the Regulation, and also additionally provides for the following:

6.13.1. Students are defended sequentially one after another in accordance with the logic of the parts of the work performed by them with the presentation of the corresponding part of the work, handouts, presentation and report.

6.13.2. Questions are asked to each participant of the collective thesis either immediately after his speech, or based on the results of the speeches of all team members.

6.13.3. Speech by the head of the thesis, co-supervisor (consultant - if any) with the disclosure of the role and individual contribution of each participant in the thesis

6.14. The procedure for defending a collective thesis and drawing up defense protocols should provide an opportunity to assess the participation of each student in the preparation of the thesis and answering additional questions.

Deputy Vice-Rector for

D.A. Smirnov

educational methodical work

Appendix No. 1

to the Regulations

Application form for fixing the topic of the thesis

|  |  |  |
| --- | --- | --- |
| FINANCIAL UNIVERSITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the department (department))**AGREED** (signed) (Surname)"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_ 202\_year.  |  | Head of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_(name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Surname, academic degree and title)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full name of the student)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of faculty)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (No. of the study group)Tel.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**APPLICATION[[2]](#footnote-2)**

I ask you to assign to me the topic of the thesis "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_".

The participants of the collective thesis are students\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Surname/name, number of the study group, name of the faculty)

 I am familiar with the Regulations on the final qualification work for bachelor's and master's programs at the Financial University, the schedule for the implementation of the thesis, as well as the Regulations for the placement, storage and write-off of course projects (works) and final qualification works of students in electronic form in the information and educational environment of the Financial University.

"\_\_\_\_" \_\_\_\_\_\_\_\_\_ 202\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature of the student full name

Agreed:

|  |  |
| --- | --- |
| Head of the Thesis\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed) (Full name) |  |

«\_\_ » 202\_\_year.

Appendix No. 2

to the Regulations

Form of the task plan for the thesis

|  |  |
| --- | --- |
| FINANCIAL UNIVERSITY | CLAIM |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the department (department)) | Head of the Thesis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position, academic degree and title) |
|  | \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signed) (Full name) |
|  | « » \_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_ |

**PLAN – TASK**

**for the final qualification work[[3]](#footnote-3)**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(last name, first name, patronymic)

Theterm of the final qualification work "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"

fixed by the order of the Financial University of "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 202\_\_ No\_\_\_\_\_\_\_\_.

Maininstallation:[[4]](#footnote-4)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thesis plan (main issues to be researched and developed):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional recommendations of the head of the thesis on the conduct of the study:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature of the student Full name of the student

Appendix No. 3

to the Regulations

Federal State Educational Budget

institution of higher education

**"Financial University under the Government of the Russian Federation"**

**(Financial University)**

**FEEDBACK FROM THE HEAD**

**about the work of the student during the preparation of the final qualification work for the bachelor's program**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (last name, first name, patronymic)

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direction of training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Profile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, patronymic, surname, position, academic title, academic degree)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Compliance of the stated goals and objectives with the topic of the thesis:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Compliance of the results with the stated goals and objectives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ability to conduct research in professional activities (ability to analyze, master research methods and presentation of results):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Characteristics of the use of mathematics tools, mathematical modeling, calculations, statistical methods, special application packages, etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. The presence of specific proposals and recommendations formulated in the thesis, the value of the results obtained:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. The degree of independence when working on the thesis (independence of presentation and generalization of the material, independent interpretation of the results obtained, validity of the conclusions):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Formation of competencies in the course of work on the thesis: the competencies provided for by the State Final Certification Program and subject to assessment during the implementation of the thesis are formed (not formed):\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Share (%) of borrowings in WRC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Deficiencies in the work of the student during the preparation of the thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. The student's thesis \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meets (does not meet) the requirements for the thesis, and can (cannot) be recommended for defense at a meeting of the SEC:

|  |
| --- |
|  |
| (Acting name of the head) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature of the head)

"\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Appendix No. 4

to the Regulations

Federal State Educational Budget

institution of higher education

**"Financial University under the Government of the Russian Federation"**

**(Financial University)**

**FEEDBACK FROM THE HEAD**

**about the work of the student during the preparation
of the final qualification work for the master's program**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (last name, first name, patronymic)

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direction of training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directivity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, patronymic, surname, position, academic title, academic degree)

1. The relevance of the topic, the completeness of the review of domestic and foreign scientific literature on the research topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Assessment of the completeness and completeness of the study, the reliability of the results obtained, their compliance with the goals and objectives:

3. Characteristics of the use of modern methods of scientific research, mathematical and statistical tools, modeling, calculations, packages of special applications, databases, etc.: \_\_\_\_\_\_\_\_\_\_

4. The degree of independence (the share (%) of borrowings in the thesis and the correctness of the design of the borrowed text):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. The originality of ideas and the practical significance of the results obtained (the presence of scientific conclusions, the theoretical and practical contribution of the author to the solution of the problem situation):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Approbation of the main provisions and results of the work, incl. preparation of scientific publications on the research topic, participation with a report in a scientific / scientific-practical conference, availability of a certificate of implementation, participation of the student in grants, State assignment, etc.:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Formation of competencies in the course of work on the thesis: the competencies provided for by the State Final Certification Program and subject to assessment during the implementation of the thesis are formed (not formed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Deficiencies in the work of the student during the preparation of the thesis:

 9. The student's thesis \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meets (does not meet) the requirements for the thesis, and can (cannot) be recommended for defense at a meeting of the SEC:

|  |
| --- |
|  |
| (Acting name of the head) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature of the head)

"\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_

Appendix No. 5

to the Regulations

**The form of the supervisor's feedback on the joint work of students during the preparation of the collective thesis**

Federal State Educational Budget

institution of higher education

**"Financial University under the Government of the Russian Federation"**

**(Financial University)**

**FEEDBACK FROM THE HEAD**

**on the joint work of students during the preparation of a collective final qualification work for the bachelor's program[[5]](#footnote-5)**

The team of students:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (last name, first name, patronymic)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(last name, first name, patronymic)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(last name, first name, patronymic)

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direction of training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Profile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, patronymic, surname, position, academic title, degree)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Compliance of the stated goals and objectives with the topic of the thesis:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Compliance of the results with the stated goals and objectives: \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Ability to conduct research in professional activities (ability to analyze, own research methods and presentation of results):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Characteristics of the use of mathematics tools, mathematical modeling, calculations, statistical methods, special application packages, etc.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_5. The presence of specific proposals and recommendations formulated in the thesis, the value of the results obtained:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. The degree of independence when working on the thesis (independence of presentation and generalization of the material, independent interpretation of the results obtained, validity of the conclusions):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Formation of competencies in the course of work on the thesis: the competencies provided for by the State Final Certification Program and subject to assessment during the implementation of the thesis are formed (not formed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Share (%) of borrowings in the WRC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Deficiencies in the work of the student during the preparation of the thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. The thesis meets (does not meet) the requirements for the thesis, and can (cannot) be recommended for defense at the meeting of the SEC:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |
| (Acting name of the head) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature of the head)

"\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Appendix No. 6

to the Regulations

**The form of the supervisor's feedback on the joint work of students during the preparation of the collective thesis**

Federal State Educational Budget

institution of higher education

**"Financial University under the Government of the Russian Federation"**

**(Financial University)**

**FEEDBACK FROM THE HEAD**

**on the joint work of students during the preparation of the collective final qualification work on the master's** program**[[6]](#footnote-6)**

The team of students:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (last name, first name, patronymic)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(last name, first name, patronymic)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(last name, first name, patronymic)

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direction of training \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Profile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, patronymic, surname, position, academic title, academic degree)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The relevance of the topic, the completeness of the review of domestic and foreign scientific literature on the research topic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. O assessment of the completeness and completeness of the study, the reliability of the results obtained, their compliance with the goals and objectives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Characteristics of the use of modern methods of scientific research, mathematical and statistical tools, modeling, calculations, packages of special application programs, databases, etc. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4. At the present level of independence (the share (%) of borrowings in the thesis and the correctness of the design of the borrowed text):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. The originality of ideas and the practical significance of the results obtained (the presence of scientific conclusions, the theoretical and practical contribution of the author to the solution of the problem situation):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Approbation of the main provisions and results of the work, incl. preparation of scientific publications on the research topic, participation with a report B of a scientific / scientific-practical conference, availability of a certificate of implementation, participation of the student in grants, State assignment, etc.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Formation of competencies in the course of work on the thesis: the competencies provided for by the State Final Certification Program and subject to assessment during the implementation of the thesis are formed (not formed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Deficiencies in the work of the student during the preparation of the collective thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Tothe allective thesis of students:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

meets (does not meet) the requirements for BKP, and can (cannot) be recommended for defense at a meeting of the SEC:

|  |
| --- |
|  |
| (Acting name of the head) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature of the head)

"\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Appendix No. 7

to the Regulations

**LAYOUT**

**Methodological recommendations**

**Guidelines for the preparation and defense of the final qualification work on the bachelor's program**

1. General Provisions

 This section indicates:

1.1. The name of the educational program (hereinafter referred to as the EP), including the profile (if any) for the bachelor's program, the name of the direction of training and the focus of the program for the master's program.

1.2. The planned results of the development of the EP in accordance with the requirements of the Federal State Educational Standard of Higher Education (general cultural (OK) / universal (CC), general professional competencies (MIC), professional competencies (PC)) or OS FU (universal (PMC, IC, SLK, CK) / VK, professional competencies of the direction (PKN), professional competencies of the profile (PCP) for bachelor's programs and additional competencies of orientation (DKN) / professional competencies (PC) for master's programs.

*For developers of guidelines:*

*The list of all competencies that a student must master as a result of mastering an educational program is contained in the general characteristics of the bachelor's / master's educational program. From this list of competencies, it is necessary to select those competencies,*  the *formation of which can be assessed during*  the *defense of the final qualification work (hereinafter referred to as the thesis).*

2. Rules for preparing for the defense of the thesis

This section indicates:

This section indicates:

2. 1. Requirements for the content and duration of the thesis report.

*For developers of methodologicalrecommendations:*

*The report should include:*

*justification of the chosen topic;*

*description of the purpose and objectives of the work;*

*the range of problems under consideration and methods for solving them;*

*the results of the analysis of practical material and their interpretation;*

*specific recommendations for improving the topic being developed.*

*The final part of the report describes the significance of*  the *results obtained and provides general conclusions.*

The student is given no more than 10 minutes for the report .

2. 2. Requirements for the presentation of the thesis.

*For developers of methodologicalrecommendations:*

*The report should be accompanied by a presentation illustrating the main provisions* of the work *with the use of multimedia tools, made in PowerPoint. The number of slides is 10-15.*

*2.3. The procedure for determining the results of the defense of the thesis in accordance with clause 5.14 of the Regulations on the thesis.*

3. Criteria for evaluating the thesis

This section specifies the requirements for obtaining an "excellent", "good", "satisfactory", "unsatisfactory" grade.

*To confirm the mastered competencies of undergraduate programs, when forming assessment criteria, it is necessary to use the proficiency demonstrated by the graduate in accordance with the list of indicators for achieving competencies (for students in educational programs developed on the basis of the Federal State Educational Standard 3 ++ or OS VO FU) or knowledge and skills (for educational programs developed on the basis of the Federal State Educational Standard 3)*

 "Excellent" - the work has a research character, a well-stated theoretical part, a logical, consistent presentation of the material with appropriate conclusions and reasonable proposals. When defending it, the student freely operates with research data, makes reasonable proposals, freely navigates the issues of the research topic, correctly applies this knowledge in the presentation of the material, and easily answers the questions posed. There is a positive review of the work Head.

"Good" - the work has a research character, a well-stated theoretical part, a consistent presentation of the material with appropriate conclusions, but with not fully substantiated proposals. When defending it, the student shows knowledge of the issues of the topic, operates with research data, makes suggestions, is guided in the issues of the research topic, applies this knowledge in the presentation of the material, but there are comments when answering the questions posed. There is a positive feedback from the manager on the work.

"Satisfactory" - the work is of a research nature, contains a theoretical part, is based on practical material, but the analysis is performed superficially, there is an inconsistency in the presentation of the material, unreasonable proposals are presented. When defending the work, the student shows uncertainty, shows poor knowledge of the issues of the topic, does not give a complete reasoned answer to the questions asked. In the feedback of the head there are comments on the content of the work and / or the method of analysis.

"Unsatisfactory" - the work is not of a research nature, there are no conclusions in it, or they are declarative in nature. When defending the work, the student finds it difficult to answer the questions posed, while making significant mistakes. There are critical remarks in the manager's review.

*To confirm the mastered competencies of undergraduate programs, when forming assessment criteria, it is necessary to use the proficiency demonstrated by the graduate in accordance with the list of indicators for achieving competencies (for students in educational programs developed on the basis of the Federal State Educational Standard 3 ++ or OS VO FU) or knowledge and skills (for educational programs developed on the basis of the Federal State Educational Standard 3)*

The "excellent" price is set provided that the work is done independently, is of a creative nature, has been tested, a wide range of theories, concepts, approaches is covered, the author's position is substantiated; a sufficient amount of regulatory legal acts, literature, statistical information and other practical materials has been collected, summarized, and analyzed, which made it possible to comprehensively study the topic and draw reasoned conclusions and practical recommendations; when writing and defending a work the graduate demonstrated a high level of competence development, deep theoretical knowledge and practical skills; the work is well designed and timely submitted to the department / department, fully complies with the requirements for the content and design of the thesis; At the defense, all research questions are covered, the student's answers to the questions are professionally competent, exhaustive, supported by the provisions of regulatory legal acts, conclusions and calculations reflected in the work.

A "good" rating is given if the topic of the work is disclosed, but the conclusions and recommendations are not always original and / or do not have practical significance, there are inaccuracies in the coverage of individual issues of the topic; collected, summarized and analyzed the necessary amount of regulatory legal acts, literature, statistical information and other practical materials, but not IO all aspects of the topic under study made conclusions and justified practical recommendations; when writing and defending a work, the graduate demonstrated an average level of competence development, the presence of theoretical knowledge and sufficient practical skills; the work is submitted in a timely manner to the B department / department, there are some shortcomings in its design; In the process of defending the work, a general description of the main provisions of the work was given, there were incomplete answers to questions.

A "satisfactory" rating is given when the topic of the work is partially disclosed, but mostly correctly, a superficial presentation of individual issues of the topic is allowed; The work usesall the necessary volume of normative legal acts, literature, statistical information and other practical materials necessary for the study of the topic, the conclusions and practical recommendations are not always justified; when writing and defending the work, the graduate demonstrated satisfactory the level of competence development, the lack of deep theoretical knowledge and sustainable practical skills; the work is submitted to the department / department in a timely manner, but does not fully meet the requirements in terms of content and / or design; In the process of defense, the graduate did not fully state the main provisions of the work, had difficulty answering questions.

An "unsatisfactory" rating is given if the work does not contain the wording of the provisions to be defended; the content of the work does not reveal the topic, the questions are presented haphazardly and superficially, there is no analysis of practical material, the main provisions and recommendations have no justification; the work is not original, it is based on a compilation of publications on the topic; when writing and defending the work, the graduate demonstrated an unsatisfactory level of competence development; the work is not submitted to the department / department in a timely manner, does not fully meet the requirements in terms of content and design; At the defense, the graduate showed superficial knowledge on the topic under study, lack of ideas about topical issues on the topic of work, and poorly answered questions.

The layout of methodological recommendations for the preparation and defense of theses for bachelor's and master's programs is advisory in nature, the department / department can supplement them in order to clarify or exclude information in relation to individual sections in more detail.

Methodological recommendations are to be posted on the information resources of the Financial University, allowing students to familiarize themselves with the requirements and assessment criteria.

 Appendix No. 8

to the Regulations

**Form of the title page of the thesis**

Federal State Educational Budget

institution of higher education

**"Financial University under the Government of the Russian Federation"**

**(Financial University)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of the faculty)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of department/department)

Final qualification work

on the topic

 (name of the topic of the final qualification work)

Direction of training

 (code and name of the direction of training)

(profile name)

 Performed by a student of the study group

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (study group number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (last name, first name, patronymic in full)

Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (academic degree and/or title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (last name, first name, patronymic in full)

 **The thesis corresponds to the presented**

 **requirements\_**

Head of Department / Head of Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ (academic degree and/or title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name)

 "\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Moscow – 20\_\_.

 Appendix No. 9

to the Regulations

# The structure and content of the sections of the thesis, the requirements for the design of the thesis

1. **Structure and content of WRC** sections

1.1 The WRC should include the following sections:

title page (in the form according to Appendix No. 8); content;

introduction;

the main part, structured into chapters and paragraphs; conclusion;

list of sources used; Applications (if available).

* 1. The table of contents contains the headings of sections, chapters and paragraphs, as well as the pages from which they begin.
	2. The introduction substantiates the relevance of the topic of the thesis, the degree of its development; purpose, objectives, object and subject of research; the range of problems under consideration, the information base is described, the methods of scientific research are selected, the theoretical and practical significance of the work is necessarily reflected.

The primary is the object of research (a broader concept) - the process or phenomenon chosen for study, i.e. the object of research is what the scientific research is aimed at. The subject of research (a certain particular, aspect of the object ) is considered to be that of the sides or properties of the object of study, which directly to be studied. The subject of research is most often close to the formulation of the topic.

The purpose of the study is what in the most general form should be achieved as a result of the study of the final qualification work. Defining the purpose of the study is its central problem, while the purpose of the research in the thesis should be to obtain certain results, and not the research process itself .

Tasks arise from a common goal, their definition begins in terms of research actions: to study, clarify, analyze, find out, generalize, identify, prove, implement, define, find, describe, establish, develop, develop, experimentally prove , etc. it is necessary to do as accurately as possible and usually the wording reveals the content of chapters, paragraphs of the thesis (no more than 5 tasks).

 As an approbation of the results of the study (priority for undergraduates), the introduction also indicates the student's participation in research : grants, competitions, speeches at conferences, round tables and other scientific events, the implementation of research within the framework of state assignment or under contracts with organizations; available scientific publications on the research topic.

At the end of the introduction, the structure of the work is revealed (a short list of its structural elements is given, for example, the work consists of an introduction, two chapters, a conclusion, a list of references, which is presented 36 sources, including 3 in a foreign language, and 8 appendices.

The introduction should be brief (2 - 3 pages).

* 1. The main part of the thesis includes chapters and paragraphs in accordance with the logical structure of the presentation. The title of the chapter should not duplicate the title of the topic, and the title of the paragraphs should not duplicate the titles of the chapters. The wording should be concise and reflect the essence of the chapter (paragraph).

The main part of the thesis of undergraduate programs may include two or three chapters. The thesis of master's programs, as a rule, consists of three chapters. The number of chapters and paragraphs in the chapter is determined by the student together with the supervisor when drawing up a work plan for the thesis.

When preparing the main part of the final qualification work, references to the sources used (scientific, methodological or educational literature, etc.) are mandatory. The presence of references indicates the quality of the study of the topic, scientific integrity of the author of the work. Reproduction of material without attribution of the source qualifies as plagiarism.

* 1. The first chapter contains historical, theoretical and methodological aspects of the problem under study. It contains an overview and analysis of the sources of information used on the topic of thesis, the disclosure of the object and subject of research, various theoretical concepts, accepted concepts and their classifications, as well as its own reasoned position on this issue.

The information contained in this chapter should give a complete picture of the state and degree of knowledge of the problem posed. Within the framework of the chapter, in particular, the conceptual apparatus is summarized and systematized, a critical assessment of the existing concepts and their clarification are given , classifications of the main ones are given concepts on various criteria, describes the theoretical concepts and evolution of the views of the scientific community on the subject of research, as well as the available means and methods for measuring and solving the problem under consideration; the degree of elaboration of the problem in Russia and abroad, etc., is characterized .

The writing of the first chapter is carried out on the basis of pre-selected literary sources, which cover the issues, to one degree or another revealing the topic of the thesis. Particular attention should be paid to legislative, regulatory and special documentation on issues related to the subject and object of research.

The volume of this chapter should be 30 - 35% of the total volume of the thesis.

The first chapter concludes with the justification of the need for the analytical part of the work.

The chapter should have a title that reflects the essence of the material presented in it. It is not allowed to put headings as the title of this chapter

"Theoretical part”, “Review of literary sources”, etc.

* 1. The second chapter of the thesis analyzes the features of the object of study, as well as the practical aspects of the problems considered in the first chapter of the thesis. The second chapter is devoted to the analysis of practical material collected during the production (including pre-diploma) practice. It contains:

analysis of specific material on the chosen topic (on the example of a specific organization, industry, region, country, sphere) is desirable for a period of at least 3 years.

comparative analysis with current practice (on the example of a number of organizations, industry (industries), region (regions), country.

description of the identified patterns, problems and trends in the development of the object and subject of research.

assessment of the effectiveness of decisions made (on the example of a specific organization, industry, region, country).

During the analysis, analytical tables, calculations, formulas, diagrams, diagrams and graphs are used. The analysis carried out in this part of the work will allow us to develop specific measures and proposals for the improvement and further development of the object of study. All suggestions and recommendations should be specific. The analysis of the current state of the problem under study includes the characteristics of the object under study of varying degrees of depth, depending on the goals and objectives, consideration of possible causes that interfere with effective functioning of the object in question.

The practical part of the work should contain calculations independently carried out by the student, compiled illustrative material: drawings (graphs, diagrams, diagrams), tables. All illustrative material should be analyzed and used to confirm the conclusions on the problem under study.

The volume of the second chapter should be, as a rule, 30 - 45% of the total volume of the thesis.

* 1. In the third chapter, the directions of solving the identified problems are considered and substantiated, ways to solve the problem under study (developed) are proposed; specific practical recommendations and suggestions for improving the phenomena and processes under study (under development) (if the thesis consists of two chapters, the content of the third chapter indicated here is reflected in the second practical chapter). In this chapter, independent conclusions should be drawn and economic Calculations.

In the third chapter of the thesis of master's programs, on the basis of the research carried out, as a rule, the results of testing the author's algorithm (author's methodology) to solve the problem under consideration are analyzed; formulates specific practical recommendations and proposals for improving the phenomena and processes under study, including amendments to regulatory legal acts; Ways to solve the problem situation are developed and the scientific contribution of the author is determined.

The volume of the third chapter should be, as a rule, 20-30% of the total volume

WRC.

* 1. The final part of the text of the WRC is a conclusion that

contains conclusions and suggestions from all chapters of the thesis with their brief justification in accordance with the goal and objectives, reveals the significance of the results obtained. At the same time, general conclusions that do not follow from the results and content of the thesis are not allowed. Conclusions also cannot be replaced by a mechanical repetition of conclusions in individual chapters.

The volume of the conclusion should be, as a rule, up to 5 pages.

The conclusion is the basis of the student's report on the defense of the thesis.

* 1. The list of sources used should contain information about the sources that were used or studied in the preparation of the thesis (at least 40 titles for bachelor's programs and 60 for master's programs) and characterizes awareness student on the problem being studied.

The list of sources used is arranged in the following order: laws of the Russian Federation (in direct chronological

sequences);

decrees of the President of the Russian Federation (in the same sequence); resolutions of the Government of the Russian Federation (in the same order); regulations, instructions (in the same order);

other official materials (resolutions-recommendations of international organizations and conferences, official reports, official reports, materials of judicial practice, etc.);

monographs, textbooks, teaching aids (in alphabetical order); abstracts of dissertations (in alphabetical order);

scientific articles (in alphabetical order);

literature in a foreign language (in alphabetical order);

Internet sources.

* 1. Appendices include additional reference and calculation materials necessary for the completeness of the study, but of auxiliary importance, for example: copies of documents, excerpts from reporting materials, statistical data, diagrams , tables, diagrams, programs, regulations, detailed calculations, descriptions, etc.

# Requirements for the design of the thesis

* 1. On the title page of the final qualification work, the name of the faculty, department (department), group, the name of the topic of the final qualification work, the surname and initials of the author of the work and the head, the year of writing the work are indicated .
	2. Registration of the thesis should be carried out according to the general rules of GOST 7.32-2017 as amended on 12.09.2018 "Report on research work. Structure and rules of registration".
	3. The scientific reference apparatus is designed in accordance with Russian national and interstate GOSTs:

GOST R 7.0.100–2018 "System of standards for information, librarianship and publishing. Bibliographic record. Bibliographic description. General requirements and rules for compilation" (approved and put into effect by Order of the Federal Agency for Technical Regulation and Metrology dated December 3, 2018 No. 1050-st);

GOST 7.80-2000 "System of standards for information, librarianship and publishing. Bibliographic record. Heading. General requirements and rules of compilation" (approved and put into effect by the Decree of the State Committee of the Russian Federation for Standardization and Metrology of 06.10.2000 No. 253-st);

GOST 7.82-2001 "System of standards for information, librarianship and publishing. Bibliographic record. Bibliographic description of electronic resources" (approved and put into effect by the Decree of the State Committee of the Russian Federation for Standardization and Metrology of 04.09.2001 No. 369-st);

GOST R 7.0.12–2011 "System of standards for information, librarianship and publishing. Bibliographic record. Abbreviation of words in Russian language. General Requirements and Rules" (approved and put into effect by Order No. 813-st of the Federal Agency for Technical Regulation and Metrology dated December 13, 2011);

GOST 7.11-2004 "System of standards for information, librarianship and publishing. Bibliographic record. Abbreviation of words and phrases in foreign European languages" (adopted by the Interstate Council for Standardization, Metrology and Certification (Protocol No. 24 of December 5, 2003).

* 1. The thesis is drawn up in a text editor on sheets of A4 paper, contains approximately 1800 characters per page (including spaces and punctuation marks). The text should be typed with 1.5 spacing, Times New Roman font, font size - min -13, max - 14, in tables - font size 12, in footnotes - font size 10. Underlining words and italicizing them is not allowed.
	2. The pages on which the text is presented should have margins: top and bottom - at least 20 mm; left - not less than 30 mm; right – not less than 10 mm; headers and footers: top - 2; lower - 1.25.
	3. Names of structural elements "INTRODUCTION”, “CONCLUSION", "LIST OF REFERENCES (SOURCES USED) AND THE INTERNET RESOURCES", "APPENDIX", which are headings, are printed in capital letters, and paragraph titles (subheadings) are printed in lowercase letters (except for the first capital letter). Headings and subheadings when printing the text of a written work on a printer are highlighted in bold.

Headings, subheadings, and footnotes (consisting of several lines) are printed at single intervals.

* 1. The paragraph indentation should correspond to 1.25 cm and be the same throughout the work.
	2. Sections are numbered in Arabic numerals, namely:

**Example** – 1. The concept and types of transactions

1.1. The concept of a transaction

Chapters are divided into paragraphs and numbered in Arabic numerals, namely:

 Example – Chapter 1. Concept and types of transactions

1.1. The concept of a transaction

Paragraphs (sections) should be numbered within each chapter (section), and chapters (sections) - within the entire text of the work.

If the chapter contains only one paragraph (which is undesirable), then it does not need to be numbered.

* 1. Page numbering.

The pages of the thesis should be numbered in Arabic numerals, the numbering should be continuous, throughout the text of the work. The page number is affixed, starting from the second, in the center of the lower part of the sheet without a dot.

The title page is included in the general numbering of the pages of the work, but the page number is not placed on it.

If the work has illustrations and tables on a separate sheet, then they are included in the general numbering of the pages of the work.

Each chapter of the work should begin with a new sheet. The paragraph should not start with a new sheet.

* 1. Illustrations and tables.

If there are diagrams, tables, graphs, diagrams, figures in the work, then they should be placed immediately after the text in which they are mentioned for the first time, or on the next page. Illustrations should be numbered in Arabic numerals with continuous numbering (that is, throughout the text) - 1,2,3, etc., or within each chapter - 1.1,1.2 , etc.

If there is a table in the work, its name (short and precise) should be located above the table without paragraph indentation in one line. The table, like the figure, should be placed immediately after the text in which it is mentioned for the first time, or on the next page. Tables in the text should be numbered sequentially in Arabic numerals throughout the text or within a chapter (2.1, etc.). ). If the table is placed in the annex, then it is numbered separately in Arabic numerals with the addition of the word "Appendix " before the number - Appendix 1.

If the table has a title, then it is written with a capital letter, and the period at the end is not put. You can break a table and move part of it to another page only if it does not fit entirely on one page. At the same time, the header of the table, as well as the heading "Continuation of the table", are transferred to another page.

# An example of a table design:

Table 2.1

 Labor costs

|  |  |  |
| --- | --- | --- |
| Post | Quantity | Salary, rub. |
| 1 | 2 | 3 |
| General Director | 1 | 55000 |
| Chief Executive Officer | 1 | 40000 |
| Accountant | 1 | 25000 |
| Total: |  |  |

* 1. Citations, references and footnotes.

When using material verbatim, citation is used to confirm an important thought or essential position. When quoting, the following rules must be observed:

the text of the quotation is enclosed in quotation marks and is given in the grammatical form in which it is given in the source, while preserving the features of the author's writing.

Citation should be complete, without arbitrary reduction of the quoted fragment and without distortion of the meaning. The omission of words, sentences, paragraphs when quoting is allowed, if it does not entail distortion of the entire fragment, and is indicated by an ellipsis, which is placed in place of the omission;

if the quote is included in the text, then the first word is written with a lowercase letter; If the quote is highlighted from the main text, then it is written from the left margin

pages at a distance of paragraph indentation, with each citation accompanied by a link to the source.

In the case of citation, a link to the source is required, from which the quotation is given, drawn up in accordance with the national standard of the Russian Federation GOST R 7.0.5-2008 "System of standards for information, librarianship and publishing. Bibliographic reference. General requirements and rules of compilation" (approved and put into effect by the Order of the Federal Agency for Technical Regulation and Metrology of April 28, 2008 ). No. 95-st).

 Theses use links in the form of footnotes, which are formatted at the bottom of the page where the text, such as a quote, is located. To do this, at the end of the text (quote), a number or asterisk is put, indicating the serial number of the footnote on this page. For example

"The pumping of money into the world economy intensified when in 1999 the US administration has lifted restrictions on the ban on banks, venture capital, pension and other funds to engage in investments, issue mortgage securities, play on currency exchanges and stock markets, and other high-risk, but bringing maximum profits speculative operations. The uncontrolled growth of the money supply has led to the fact that since 2006 the US Federal Reserve has completely ceased to control its overall index. 1

1. Bushuev V.V. Financial crises and volatility of the oil market // World crisis and global prospects of energy markets: (materials of the joint meeting of the Academic Councils of the Institute of World Economy and International Relations of the Russian Academy of Sciences and the Institute for Energy and Finance Foundation, May 22, 2009). and scientific. Ed. by S. V. Chebanov. Moscow: IMEMO RAN, 2009. P. 67.

The numbering of footnotes can be continuous throughout the text of the written work.

References to chapters, figures, tables should begin with a lowercase letter, for example, see Fig.2.5., the results are shown in Table 3.1....

* 1. List of references (sources used) and Internet resources. After the conclusion, starting with a new page, you need to place a list literature (sources used) and Internet resources.

The list of references (sources used ) should contain detailed and sufficient information about each source used. Such information varies depending on the type of source.

In any case, the basis for the design of the list of sources used is a bibliographic description of sources in accordance with the above GOSTs.

* 1. Samples of bibliographic descriptions of documents in bibliography

## Description of a book by one author

Nikiforova N. And. Comprehensive economic analysis: textbook. For example. Bachelor's degree in Economics and Management. And. Nikiforova; Financial University.

— Moscow: Knorus, 2021. — 439 p. – (Bachelor's degree).

Shitov V. N. History of Finance of Russia: textbook. A manual for university students, training. on special. "Finance and Credit", e.g. "Economics" (qualif. (degree)

"bachelor") / V. N. Shitov. — 3rd ed., ster. — Moscow: Knorus, 2020. — 156 p. – (Bachelor's degree).

## Description of the book by 2, 3 authors

Perskaya V. V. Integration in the context of multipolarity. Evolution of theory and practice of implementation = Integration processes amid multipolarity. Evolution of theory and practice of implementation: monograph / Perskaya V. V., Eskindarov M. A. — Moscow

: Economics, 2016. — 383 p.

Valishin E.N. Theory and practice of human resource management: textbook. posobie / E. N. Valishin, I. And. Ivanova, V. N. Pulyaeva; Financial University. — Moscow: Rusains, 2020. — 127 p.

Rose P. S. Bank Management & Financial Services / P. S. Rose, S. Hudgins. — 8- th ed. — Boston : Mc Graw Hill, 2010. — 734 p.

## Description of the book by 4 authors

History of Russia: textbook / A. S. Orlov, V. A. Georgiev, N. G. Georgieva, T. A. Sivokhina; Lomonosov Moscow State University. - 4th ed., rev. and add. - Moscow: Prospekt, 2020. — 528 p.

IELTS Foundation: Student's Book. CEF Levels B1-B2 / Andrew Preshous, Rachael Roberts, Joanna Preshous, Joanne Gakonga. — 2-nd ed. — Oxford : Macmillan Publishers Limited, 2014. — 176 p. — (Macmillan Exams).

## Description of the book by 5 or more authors

Modern architecture of finance in Russia: monograph / M. A. Eskindarov, V. V. Maslennikov, M. A. Abramova [and others]; ed. by M. A. Eskindarova, V. V. Maslennikova; Financial University. — Moscow: Kogito-Center, 2020. — 487 p.

Government of the Russian Federation. Moscow : International Relations, 2019. — 696 p.

## Description of compilations

Collection of scientific articles of the International Scientific Conference

"Institutional Economics: Development, Teaching, Applications", November 15, 2017 Moscow : GUU, 2017. – 382 p.

Collection of selected articles of young scientists / Institute of Economics of the Russian Academy of Sciences; Ed. And. And. Boldyreva, M. Yu. Golovnina, R. With. Greenberg. Moscow : Economics, 2010.

— 288 p. - (Library of the New Economic Association / ed. stake. Series: V. M. Polterovich, M. A. Eskindarov, B. M. Smitienko [et al.]).

## Description of articles from newspapers, magazines and collections

Chetverikov V. M. Features and intensity of the spread of COVID-19 in the countries of the big economy // Questions of Statistics. — 2020. — № 6. — S. 86-104.

Batalova A. Let it be in the financial elite. More than 400 schoolchildren became winners and prize-winners of the Olympiad "Mission Possible!" / Batalova A., Duel A. // Rossiyskaya Gazeta. — 2020. — March 5. — № 48. — C. 10.

Rykova I. N. Assessment of the creditworthiness of oil and gas companies in modern conditions of development of banking activities / I. N. Rykova, D. Yu. Taburov, A. In. Borisova // Banking. — 2019. — № 12. — S. 41-50.

Pivovarova M. And. Cluster initiatives: general and special / M. And. Pivovarova // Cluster initiatives in the formation of the progressive structure of the national economy: collection of scientific works. tr. 2nd International Scientific and Practical. Conf. (March 17-18, 2016). T.1 / South-West State. un-t; Holes. Red. And. And. Gorokhov. – Kursk, 2016. –With. 173-177.

Morozko N. I. (Morozko N.I.) Business management strategy based on value-oriented concepts / Morozko N. I. (Morozko N. I.), Didenko V. Y. (Didenko V. The Strategies of Modern Science Development: Proceedings of the X International scientific-practical conference (North Charleston, USA, 12-13 April 2016). — USA, North Charleston, 2016. — pp. 79-81.

## Description of normative legal acts

Budget Code of the Russian Federation: as of February 20, 2019 : Comparison table of changes. — Moscow: Prospekt, 2019. — 368 p.

On the general principles of the organization of local self-government in the Russian Federation: Feder. Law No. 131-FZ: [adopted by the State Duma on September 16. 2003: approved by the Federation Council on September 24, 2003]. - Moscow: Prospekt; St. Petersburg: Codex, 2017. – 158 p.

On Amendments to the Federal Law "On Special Assessment of Working Conditions": Feder. Law of 27 Dec. 2019 No. 451-FZ: adopted by the State Duma on December 17. 2019 : approved by the Federation Council on December 23. 2019 // Rossiyskaya gazeta. — 2019. — Dec. 30. — No 295. — P. 14.

On education in the Russian Federation: Feder. Law of December 29, 2012 No. 273-FZ: [adopted by the State Duma on December 21. 2012: approved by the Federation Council on December 26, 2012] // Collected Legislation of the Russian Federation. – 2012. – Dec. 31. – № 53. – Art. 7598.

GOST R 57564–2017. Organization and implementation of activities on international standardization in the Russian Federation = Organization and implementation of activity on international standardization in the Russian Federation: official edition : approved and put into effect by the Order of the Federal Agency for Technical. regulation and metrology of July 28, 2017 No. 767-st: date of introduction 2017-12-01 / developed by the All-Russian Scientific Research. Institute of Standardization and Certification in Mechanical Engineering (VNIINMASH). - Moscow: Standartinform, 2017. - V, 44 p.

## Description of dissertations, abstracts of dissertations, deposited manuscripts

Slavin B. B. Theoretical foundations and instrumental support of collective intelligence technologies in the management of the organization. Dr. Econ.

Sciences; special. 08.00.13; protected 17.06.2020; approved 23.06.2020 / Slavin B.B.; Place of defense: Financial University; The work was performed by: Financial University, Department of Data Analysis. — Moscow, 2020. — 342 p. : ill.

Velichkovsky B. B. Functional organization of working memory: author. Diss... Doc. Psychol. Sciences: special. 19.00.01 / Velichkovsky B. B. ; Moscow State. Them. M. In. Lomonosov; Place of defense: Institute of Psychology of the Russian Academy of Sciences. Moscow, 2017. – 44 p.

Labyntsev N.T. Professional and public accreditation and independent assessment of qualifications in the field of training and implementation of accounting activities / N.T. Labyntsev, E.A. Sharovatova; Rostov state. Econ. University (RINH).

– Rostov-on-Don, 2017. – 305 p. - Dep. in VINITI RAS 10.01.2017 No. 1-B2017.

## Description of disks and other local access resources

Eriashvili N. D. Banking law: electron. textbook. for university students / N. D. Eriashvili. – 8th ed., rev. - Electron. dan. - Moscow: UNITY-DANA, 2011. - 1 electron. wholesale. disk (CD-ROM). - Head. from the disc label.

Development of industrial production of the Siberian Federal District: stat. sb. / Feder. service of state statistics, Territor. bodies of the Federal. services of the state. Statistics. – Electron. dan. – Omsk, 2012. – 1 electron. wholesale. disk (CD-ROM). - Head. from the container.

## Description of electronic resources of network distribution

Vesnin V.R. Fundamentals of management: textbook / V. R. Vesnin. — Moscow: Prospekt, 2016. — 500 p. — EBS Prospekt. Available at: http://ezpro.fa.ru:3180/book/23323 (accessed: 19.01.2021). — Text: electronic.

Salin V.N. Banking statistics: textbook. and workshop for universities / V.N. Salin, O.G. Tretyakova. — Moscow: Yurayt, 2020. — 215 p. — (Higher education). — EBS Urait. — URL: https://ezpro.fa.ru:3217/bcode/450266 (date accessed: 18.01.2021). — Text: electronic.

Adhiry B. K. Crowdfunding: Lessons from Japan’s Approach / Bishnu Kumar Adhiry, Kenji Kutsuna, Takaaki Hoda; Kobe University Social Science Research Series.

— Singapore : Springer Ltd., 2018. — 110 p. — SpringerLink. — URL: <https://link.springer.com/chapter/10.1007/978-981-13-1522-0_7> (date accessed: 10.12.2020 ). — The text is electronic.

Russian socio-economic system: realities and vectors of development: monograph / P. V. Savchenko, R. S. Grinberg, M. A. Abramova [and others]; ed. by R. S. Greenberg, P. In. Savchenko. — 3rd ed., rev. and add. — 3rd ed. Moscow : INFRA-M, 2019. — 598 p. — (Scientific thought). — EBS Znanium.com. Available at:<https://new.znanium.com/catalog/product/961584> (accessed: 10.12.2020). — Text: electronic.

Dadashev A. Z. On the question of the financial independence of municipalities and methods for assessing its level / A. Z. Dadashev, A. I. Zolotko. — Text: electronic // Finance and credit. — 2018. — № 9. — S. 2017-2032. — NEB ELibrary.

Available at:<https://www.elibrary.ru/download/elibrary_35648256_50368935.pdf> (accessed : 10.12.2020).

Market analysis of the practice of implementing professional standards in Russia in 2018 / A. And. Tsyganov, A. With. Ermolaeva, S. In. Brovchak, E. In. Bogdanova.

— Text: electronic // Perspectives of science and education. — 2019. — № 5. — P. 517-528. — EB of the Financial University. — URL:<https://pnojournal.files.wordpress.com/2019/11/pdf_190537.pdf>. — Publication date: 31.10.2019.

* 1. General application requirements.

Appendices are additional materials of a reference, documentary, illustrative or other nature to the main text. Appendices are placed at the end of the work, after the list of references in the order of their mention in the text. Each application should start with a new sheet and have a thematic title and a general heading "Appendix No".

If the application is a separate figure or table, then it is drawn up in accordance with the requirements for illustrations and tables.

Illustrations and tables are numbered within each appendix separately. For example: Fig. Table 3.1 (first figure of the third annex), table 1.1 (first table of the first annex).

Annexes can be issued in a separate brochure. In this case, the title page of the brochure indicates: Appendix to the final qualification work, and then the title of the work and the author are given.

1. Lawful borrowing is the use of a part of the necessary text with the obligatory indication (reference) to the true author and the source of borrowing (see: On plagiarism in dissertations for a scientific degree, - 2nd edition, revised and supplemented. - M.: MII, 2015. - P. 16). [↑](#footnote-ref-1)
2. The application can be drawn up and transmitted to the department (department) in electronic form by e-mail, provided that it is sent from the student's corporate mail (name@edu.fa.ru) and the obligatory reflection of the fact, and the date of approval of the application by the potential head of the BKP [↑](#footnote-ref-2)
3. The task plan is agreed by the supervisor with the student and posted by the student in his personal account on the platform no later than 15 calendar days from the date of issuance of the order to fix the topic of the thesis. [↑](#footnote-ref-3)
4. The head of the thesis, together with the student, can specify the target setting of tasks. [↑](#footnote-ref-4)
5. In points 3-7 and 9 it is necessary to evaluate each student individually [↑](#footnote-ref-5)
6. In points 3-7 and 9 it is necessary to evaluate each student individually [↑](#footnote-ref-6)