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Appendix No. 1

to the order of **11.12.2017 № 2209**

federal state autonomous higher education institution

St. Petersburg Polytechnic University of Peter the Great

APPROVED

the decision of the Scientific Council of SPbPU

as of 30.10.2017 (Minutes No. 8)

**POSITION**

**on the procedure for conducting state final attestation**

**on higher education educational programs - programs**

**Bachelor's program, specialty programs and master's programs**

(in the wording of the order of 03.05.2018 No. 946)

St. Petersburg

2017

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**1 AREA OF USE**

1.1. Regulations on the procedure for conducting state final attestation

on educational programs of higher education - bachelor's programs,

specialty programs and master's programs (hereinafter - Regulations)

The procedure for conducting the state final attestation (GIA)

educational programs of higher education - bachelor's programs,

grammes of the specialty and master's programs (hereinafter -

gram), establishes the procedure for organizing and conducting GIA students

- students, graduates), completing the development of state-owned ak-

crediting of educational programs, including forms of GIA, requirements for

training and education facilities, communication facilities in the conduct of the GIA,

to the persons involved in the conduct of the GIA, the procedure for filing

and consideration of appeals, changes and (or) annulment of GIA results, and

also features of the GIA for students from the limited

health in the federal state autonomous

Institution of Higher Education "St. Petersburg Polytechnic University"

University of Peter the Great ".

1.2. The requirements contained in these Regulations are obligatory.

for application by institutes, higher schools and departments of SPbPU.

**2. NORMATIVE REFERENCES**

In developing this Regulation, the following

the following documents:

- Federal Law No. 273-FZ of December 29, 2012 "On Education in the Russian Federation"

Federation "(hereinafter - the Law on Education);

- Federal state educational standards for higher education

education standards established by the educational organization

yourself;

Order of the Ministry of Education and Science of Russia from 05.04.2017 № 301 "On approval of the Order

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organization and implementation of educational activities for educational

programs - undergraduate programs, specialist programs, programs

magistracy ";

- Order of the Ministry of Education and Science of Russia from June 29, 2015 № 636 "On the approval of the procedure

state final certification for educational programs

higher education programs - undergraduate programs, specialty programs and

grammes of magistracy ";

- Order of the Ministry of Education and Science of Russia from 09.02.2016 № 86 "On the introduction of changes in the

The procedure for conducting state final certification for educational

programs of higher education - undergraduate programs,

and the Master's program, approved by the Ministry of Education

Science and Science of the Russian Federation of June 29, 2015, No. 636 ";

- Order of the Ministry of Education and Science of Russia from 28.04.2016 No. 502 "On Amending the

The procedure for conducting state final certification for educational

programs of higher education - undergraduate programs,

and the Master's program, approved by the Ministry of Education

Science and Science of the Russian Federation of June 29, 2015, No. 636 ";

- Charter of FGAOU VO "St. Petersburg Polytechnic University

Peter the Great ";

- Regulations on the procedure for organizing and implementing educational activities

on the educational programs of higher education (baccalaureate,

specialty, magistracy) in the FGAOU VO "SPbPU";

- The procedure for ensuring the independence of written works and

verification of written work on the amount of borrowing;

**-** other local normative acts of the University.

**3. TERMS AND DEFINITIONS**

The Regulations use the following main terms and definitions:

- ***state final attestation*** - a form of control of success

training in the university, conducted after the completion of all the training semesters and

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practices provided for in the curriculum, under state control

establishing the level of training of a graduate of a higher educational institution

to the fulfillment of professional tasks and the conformity of its preparation to the requirements

federal state educational standard of higher education

or an independently developed educational standard for higher education

institution.

**4. SYMBOLS AND ABBREVIATIONS**

The following abbreviations are used in this Regulation:

**FGAOU VO "SPbPU", SPbPU, University**

- federal

state autonomous higher education institution

"St. Petersburg Polytechnic University of Peter the Great";

**VO** - higher education;

**WRC** - final qualifying work;

**GIA** - state final attestation;

**GEC** - the state examination board;

**ЗЕ** - credit unit of labor intensity;

**OOP** is the main educational program;

**EMS** is the educational standard established by the educational

stand alone;

**GEF** is the federal state educational standard;

**the head of the OP** is the head of the educational program.

**5. GENERAL PROVISIONS**

5.1. The state final attestation is carried out by state examinations.

exchange commissions in order to determine the conformity of the results of development

graduates of basic educational programs

GEF VO and / or EMS VO (collectively, the standard).

5.2. To the state final certification is allowed a student who does not have

academic debt and fully implemented the curriculum or

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6th

an individual curriculum for the corresponding PLO of higher education (part 6

article 59 of the Education Law).

5.3. Ensuring the implementation of the state final attestation for the PLO

is carried out by the university (clause 3 of article 129 of the Law on Education).

5.4. The University uses the educational

activity of the means when conducting state final attestation

dents.

5.5. Students and persons involved in the GIA during its

It is easy to have and use communication equipment.

5.6. Persons who master the educational program in the form of a self-

or trained for a non-state accreditation

program of higher education, have the right to attend an external GIA

at a university or other educational organization for a corresponding

state accreditation to the educational program, in accordance with the

these Regulations (Part 3, Article 34 of the Education Law).

5.7. State final attestation for educational programs,

containing information constituting a state secret, is conducted

with observance of the requirements stipulated by the legislation of the Russian Federation.

radio on the state secret.

5.8. It is not allowed to charge students for passing state

the final final certification (part 8, article 59 of the Law on Education).

**6. FORMS OF STATE RESULTS CERTIFICATION**

6.1. The state final attestation of students is conducted in the form of:

state examination;

protection of final qualifying work (hereinafter jointly - state-

qualification tests).

Specific forms of conducting GIA are set by the university

taking into account the requirements established by the standard.

6.2. The state examination is conducted on one or several

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disciplines and (or) modules of the educational program, the results of development

which are of decisive importance for professional activities

starters. The state examination is conducted orally or in writing.

6.3. The final qualification work is completed

student work demonstrating the level of preparedness of the graduate

to independent professional activity.

6.4. Type of final qualification work, requirements for it, the order of its

and the criteria for its evaluation are established by the GIA program. Requirements

to the structure and design of SRS are given in Appendix 1.

6.5. The volume (in ZE) of the state final attestation, its structure and content,

Establishment of the University in accordance with these Regulations:

**one** test (protection of SRS) - 6 ZE;

**two** tests (state examination and defense of WRC) - 9 ZE.

6.6. The state final attestation is carried out within the timeframe determined

OOP.

6.7. The results of each state certification test are

are rated "excellent", "good", "satisfactory", "unsatisfactory"

". Evaluations "excellent", "good", "satisfactory" mean a successful

passing the state certification test.

6.8. Successful passage of the state final certification is

the basis for issuing to the student a document on higher education and

On the qualification of the model established by the Ministry of Education and Science of the Russian

(Part 4, Article 60 of the Law on Education).

6.9. Features of the GIA with the use of e-learning,

station educational technologies are determined by local normative-

acts of the university. When conducting state certification tests,

using e-learning, distance educational

The University provides student identification and control

compliance with the requirements established by these local regulatory

acts.

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**7. COMPOSITION OF STATE EXAMINATION COMMISSION**

7.1. To conduct the GIA and conduct appeals on the results of the GIA

at the university state examination commissions and appeals are created.

(hereinafter together - commissions). The HEC consists of a chairman, a secretary

and members of the commission. Appellate commissions consist of a chairman and members of the co-

mission. Commissions are valid for a calendar year.

7.2. Commissions are created at the university for each specialty and

or for each educational program, or for a number of special

and training directions, or for a number of educational programs.

7.3. The Chairman of the BEC is approved not later than December 31,

year of the GIA:

7.3.1. for educational programs implemented by EMS,

Act of the University;

7.3.2. for educational programs implemented by GEF, the founder

university.

7.4. SPbPU approves the composition of commissions no later than 1 month before the date

the beginning of the state final attestation.

7.5. The Chairman of the BEC is approved from among those who do not work

at the university, having a scientific degree of Doctor of Science and (or) the academic title of the pro-

or are leading experts - representatives of employers'

organizations or their associations in the relevant field of professional activity.

tion.

Chairman of the Appeals Committee is approved by the Rector of SPbPU (person,

the person performing his duties, or the person authorized by the rector - on the basis of

administrative act of the university).

7.6. The chairmen of the commissions organize and supervise the activities of the commis-

ensure the unity of the requirements for students

state final attestation.

7.7. The composition of the GEC includes the chairman of the commission and not less than

4 members of the said commission. Members of the GEC are leading experts -

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representatives of employers or their associations in the relevant field

professional activity and (or) persons who are

to the faculty of the university (other organizations), and

(or) scientific workers of the university and (or) other organizations and have

and / or degree. The proportion of people who are leading specialists-

representatives of employers or their associations in the relevant field.

(including the chairman of the BEC), in the total number of

persons who are members of the HES should leave at least 50 percent.

7.8. The composition of the Appeals Commission includes the chairman of the above-

and at least 3 members of the said commission. The composition of the appeal committee of the

the number of persons belonging to the faculty

university and not included in the HES.

7.9. For the period of carrying out the GIA to ensure the work of the BEC from the number of persons,

related to the faculty of the university, scientific

employees or administrative staff of the university

her secretary is appointed. The secretary of the BEC is not a member of it. The Secretary of the

minutes of its meetings, presents the necessary materials

to the Appeal Commission.

7.10. The main form of activity of the commissions are meetings.

The meetings of the commissions are eligible if at least two thirds

of the number of persons who make up the commissions.

Meetings of the commissions are held by the chairmen of the commissions.

Decisions of commissions are taken by a simple majority of votes from the number of

persons who are members of commissions and participate in the meeting. With an equal number

the chairman has the right to a decisive vote.

7.11. Decisions made by the commissions are formalized in protocols.

In the minutes of the meeting of the State Energy Committee on the admission of the state certification appraisal,

The list of questions asked to the student and the

on them, the views of the chairman and members of the SEC on the

level of the student's preparedness for the decision

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professional problems, as well as the revealed shortcomings in the theoretical and

practical training of the student.

The minutes of the meetings of the commissions shall be signed by the chairman. The protocol for

SES also signed by the secretary of the BEC.

The minutes of the meetings of the commissions are stitched together in books and kept in the archive of the uni-

version.

**8. PREPARATION AND CARRYING PROCEDURE**

**STATE TOTAL CERTIFICATION**

8.1. The program of state final certification, including programs

and (or) the requirements for final qualification

work and the order of their implementation, the criteria for assessing the results of

examinations and (or) protection of final qualification works,

The procedure for filing and reviewing appeals of the

no later than six months before the commencement of the

final grading in accordance with the schedule of the educational process.

8.2. The state examination is conducted according to the university approved

program of the GIA, containing a list of issues submitted to the state

exam, and recommendations to students on the preparation for the state examination,

in

number of

scroll

the recommended

literature

for

training of

to the state exam.

Before the state examination, students are advised

on the issues included in the state examination program (hereinafter - pre-

replacement consultation).

8.3. The university approves the list of the subjects of final qualification ra-

bot, offered to students (hereinafter - the list of topics), and brings it to the attention of students.

dents no later than 6 months before the start date of the GIA in accordance with the schedule

educational process.

On the written application of the student (several students performing

graduate qualification work together) the university can provide

student (students) the opportunity to prepare and protect the prom

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qualification work on the topic proposed by the student (s), in the case of

feasibility of its development for practical application

in the relevant field of professional activity or on a specific

object of professional activity.

To prepare the final qualification work for the student,

the head of the final qualifying

work from the university staff and, if necessary, a consultant (con-

sultans).

8.4. Not later than 30 calendar days before the day of the first state

The University approves the manager of the

the time-table for the state attestation tests (hereinafter referred to as the

The date, time and place of the state

certification tests and pre-examination consultations, and

writing to the attention of the student, members of the BEC and the Appeals Commissions, secretaries

GEC, managers and consultants of final qualification works.

When forming a schedule, a break is established between the state

qualification tests of at least

7 calendar days.

8.5. After completing the preparation of the final qualification

work:

- the student independently checks the SRS on the amount of borrowing

before surrendering to the head of the WRC, using the

system of verification of work for the volume of borrowings, and based on the results of the audit

To determine the amount of borrowed text, the student must print the report and

to the head of the WRC (10 calendar days before the day of defense in accordance with the

with the approved timetable of the GIA);

- the head of the OP or the head of the training unit with application

The software of the system ensures the verification of the texts of the WRC for the availability of

the results of which the report is printed;

- the head of the final qualifying work analyzes the report

Based on the results of the check on the volume of the borrowed text and confirms the self-

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performance of the work, submits to the University a written opinion on the

the work of the student during the preparation of the final qualification work (hereinafter -

review) (Appendix 2).

8.6. Graduation qualification work for the master's program

and specialty are subject to review.

To review the final qualification work,

work with the report on the results of the verification of the volume of

The text is sent by the head of the educational program,

department or a higher school to one or more of the reviewers

who are employees of the department, where the final qualification

on-the-job work. The reviewer analyzes the final qualification work and

submits to the university a written review of the work (hereinafter -

review) (Appendix 3).

If the final qualification work has an interdisciplinary character,

ter, it is sent to several reviewers.

8.7. The University provides the student with a review and review

(reviews) no later than 5 calendar days before the day of protection of the final quasi-

work.

8.8. Graduation qualification work, review and review (reviews) of re-

are given to the HES not later than 2 calendar days before the day of protection of the WRC.

8.9. The texts of the WRC, with the exception of the texts of the WRC containing information,

State secrets are placed by the university in the electronic-

library system of SPbPU and are checked for the amount of borrowing. Order of

placement of WRC texts in the university's electronic library system,

of borrowing for the volume of borrowing, including content, identification of

of domestic borrowing is established by local acts.

The process of placing students' SRS in the Electronic Library of SPbPU (further

- EB) is organized in all structural divisions of SPbPU, realizing the

innovative educational programs of higher education. Rules for the Transmission of WRCs

in the Library of the SPbPU are regulated by the Procedure for Admission of Qualification Graduates

works in the EE SPbPU and posted on the website of the Information and Library Complex

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sa http://library.spbstu.ru/, in the section "Authors".

The access of persons to the texts of the WRC should be provided in accordance with

with the legislation of the Russian Federation, taking into account the exemption under the decision of the

owners of production, technical, economic, organizational and

other information, including the results of intellectual activity

in the scientific and technical sphere, on the ways of exercising professional activity.

which have actual or potential commercial value

because they are not known to third parties.

Together with the WRC texts, electronic

copies of feedback from the leaders of the WRC and, if available, reviews of WRCs.

8.10. The results of the state attestation test conducted

in oral form, are announced on the day of its holding, the results of the state

A certification test conducted in writing - for the next

a day after the day of its holding.

8.11. Students who did not pass the GIA in connection with non-attendance at the state

Testing test for a valid reason (temporary disability,

execution of public or state duties, summons to court, trans-

tailor problems (flight cancellation, lack of tickets), weather conditions,

disasters, participation in sports or other competitions of the All-Russian or

international level, family circumstances: the birth of a child, death or

illness of a family member or close relative who needs care), has the right

to pass it within 6 months after the completion of the state final attesta-

tion. The employment of the student at work place is not considered as valid reasons,

difficult financial situation or other circumstances not specified in this

paragraph.

The student must submit to the university a document (s) confirming (e)

the reason for his absence. The transfer of the period of passing the state attestation-

on-site testing beyond the GIA period,

schedule, it is made out by the administrative act of the university on the basis of

personal statement of the student coordinated by the head of the teaching unit-

with the attachment of the supporting document (s).

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A student who has not passed one state certification test for

valid reason, is allowed to pass the next state attesta-

(if any).

8.12. Students who have not passed the state certification test

in connection with non-attendance at the state certification test for disrespectful

reason or in connection with receiving an assessment of "unsatisfactory", as well as student-

you specified in clause 8.14 of these Regulations and not passed state-

in accordance with the deadline established for them (in connection with non-attendance at the

state certification test or an assessment of "unsatisfactory

") are expelled from the university with a certificate of education as not

full responsibilities for the conscientious development of the educational program.

we and the implementation of the curriculum.

8.13. A person who has not passed the state final attestation may,

pass the state final attestation not earlier than

10 months and no later than five years after the date of the GIA, which is not

passed by a student.

For the repeated passage of the GIA, the said person, upon his application,

is admitted to the university for a period of time established by the university, but not

less than the time period foreseen by the calendar training schedule for

state final attestation for the relevant educational pro-

gram.

At repeated passage of GIA at the student's request by the decision of the university,

theta, he may be given a different theme for WRC.

8.14. For students with disabilities

The GIA is carried out by the university taking into account the peculiarities of their psychophysical development.

their individual capabilities and health status (hereinafter referred to as individual-

).

8.15. When conducting the state final certification,

Observe the following general requirements:

GIA for disabled people in one classroom with students,

non-disabled, if this does not create difficulties for students

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the passage of GIA;

the presence in the audience of an assistant (s) who provides (them)

there, disabled people, the necessary technical assistance, taking into account their individual

features (take a job, move around, read and complete an assignment,

communicate with the chairman and members of the SEC);

use of technical equipment by disabled students

when passing GIA, taking into account their individual characteristics;

ensuring the unhindered access of students with disabilities

in the classroom, toilet facilities and other premises, as well as their stay in designated

premises (the presence of ramps, handrails, extended doorways, elevators,

In the absence of elevators, the audience should be located on the ground floor, availability

special seats and other devices).

8.16. All local regulations of the university on the conduct of

state final attestation are brought to the attention of students with disabilities

in an accessible form for them.

8.17. According to a written application of a disabled student

state certification testing can be increased

in relation to the established duration of its delivery:

the length of the state examination

in writing, not more than 90 minutes;

the length of the student's preparation for the answer to the state exam-

mene, held orally, - not more than 20 minutes;

duration of the student's speech in defense of the final qualification-

no more than 15 minutes.

8.18. Depending on the individual characteristics of the students

with disabilities, the university provides

The following requirements for the state certification

tests:

a) for persons with visual impairments:

tasks and other materials for the delivery of the state certification test

in the form of a braille Braille or in the form of an electronic

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a document accessible via a computer with specialized software,

for the blind, or they are read by the assistant;

written tasks are performed by students on paper in relief-point

Braille or on a computer with specialized software.

for the blind, or dictated to the assistant;

• for the visually impaired:

tasks and other materials for the delivery of the state certification test

tagname are made in a larger font;

Individual uniform lighting is provided at least 300 lux;

if necessary, students are provided with a magnifying device,

it is allowed to use the magnifying devices available to students;

b) for people with limited health abilities by hearing, with severe

speech impairment:

Sound-amplifying equipment of the collective

If necessary, students are provided with sound amplifying equipment.

a tour of individual use;

at their request, state certification tests are conducted

in writing;

c) for persons with disabilities who have a violation

musculoskeletal system:

written

tasks

are carried out

students

on

computer

with specialized software or dictated by

stent;

at their request, state certification tests are conducted in

form.

8.19. Student-invalid not later than 3 months before the beginning of the

state

final

attestation

submits

written

statement

on the need to create special conditions for him in the conduct of the state

Certification tests with indication of its individual

tions. The application shall be accompanied by documents confirming the student's presence

individual characteristics (in the absence of specified documents

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in the University).

In the application, the student indicates the need (no need)

presence of an assistant in the state certification test,

(no need) to increase the duration of the

in accordance with the established

(for each state certification test).

8.20. In the case of training under a joint or double diploma program,

starting qualification work can be realized jointly by the educator-

partner organizations.

8.21. The order and conditions of interaction between educational organizations

with the joint implementation of educational programs and the GIA

is a network contract between them.

8.22. The GIA is held in the educational organization to which the

the student was enrolled.

8.23. In case of simultaneous enrollment of a student in both organizations,

carrying out educational activities, and the successful development of the educational

program and GIA procedures in these organizations, the student

There are two documents on education (qualification).

8.24. With the permission of the Chairman of the State Energy Commission, in the absence of objections from the

It is possible to hold a state attestation

test in English. In this case, the minutes of the meeting

The relevant entry is made. If necessary, at a meeting of the HES,

an interpreter. The text of the WRC prepared in the training on inter-

international educational program in English, can be pre-

is in English. In this case, the SRS must be compulsory

contain abstracts and abstracts submitted in Russian and English.

Key words (key words), in accordance with Annex 1.3.

**9. PROCEDURE OF SUBMISSION AND REVIEW OF APPEALS**

9.1. Based on the results of state certification tests, the student

has the right to appeal.

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9.2. The student has the right to file a written application with the Appeal Commission.

an appeal about the violation, in his opinion, of the established procedure for conducting state-

impact testing and (or) disagreement with the results

state examination.

9.3. Appeal is submitted personally by the student to the Appeals Committee

not later than the next working day after the announcement of the results of the public-

th certification test.

9.4. In order to consider the appeal, the Secretary of the BEC sends to the appeal

Commission minutes of the meeting of the BEC, the conclusion of the Chairman of the SEC on compliance

procedural issues in the conduct of the state performance appraisal.

as well as written answers from the student (if any) (for

the state examination) or final qualification

work, review and review (reviews) (to review the appeal

on the protection of final qualifying work).

9.5. Appeal no later than 2 working days from the date of its submission is considered

at the meeting of the Appeals Committee, to which the Chairman of the State Energy Committee is invited

and the student who filed the appeal. The meeting of the Appeals Commission may be

In the absence of the student who filed the appeal, in the event of his failure to attend the meeting,

appellate commission.

The decision of the appeal commission is brought to the notice of the student who submitted

th appeal, within 3 working days from the day of the meeting of the appeal commission.

The fact of acquaintance of the student who filed the appeal with the decision of the appellate

commission is certified by the signature of the student.

9.6. When considering an appeal against a violation of the procedure for conducting state

the appellate commission takes one

of the following solutions:

on the rejection of an appeal, if the information contained therein on violations

procedures for conducting a state certification test of a student

confirmed and (or) did not affect the result of the state attestation

testing;

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on the satisfaction of the appeal, if the information contained in it about the

violations of the procedure of state certification testing

The student was confirmed and influenced the result of the state attestation

tests.

In the case specified in the third paragraph of this paragraph, the result of the

state certification test is subject to cancellation,

with which the protocol on consideration of the appeal no later than the next business day

is transferred to the BEC for the implementation of the decision of the Appeals Commission. The student

is given the opportunity to pass the state certification test

in terms established by the university.

9.7. When considering an appeal about disagreement with the results of state

the appellate commission makes one of the following-

making:

on the rejection of the appeal and the preservation of the result of the state examination

on;

on the satisfaction of the appeal and the imposition of a different result of the state

th exam.

Decision of the Appeals Commission not later than the next working day

is given in the HES. Decision of the Appeal Commission is the basis

to cancel the previously issued result of the state examination and

exhibiting a new one.

9.8. Decision of the Appeals Commission is final and revision

is not subject to.

9.9. The repeated conduct of the state certification test

the appellant is present in the presence of one of the

not later than the date of completion of studies at the university

in accordance with the standard.

9.10. Appeal for the re-holding of the state attestation

The test is not accepted.

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Annex 1

**General requirements for the structure and design of WRCs**

Writing the final qualifying work - the final part

training in higher education, it is an independent

the work of a graduate, summing up his education in a higher educational institution.

Graduation qualification work is carried out by the student on materials,

collected by him during the pre-diploma practice.

The main criteria for assessing final qualification work are

gut to appear:

-

the urgency of the theme of the final work;

-

scientific novelty and practical importance of research;

-

independence, creative character of the study of the topic;

-

the validity of the conclusions and proposals made by the author;

-

the relevance of the content of the work to the topic, goals and objectives formulated

author;

-

depth of disclosure of the topic;

-

competent style of presentation;

-

correctness of registration and completeness of bibliography and scientific-

reference material;

-

use of literature in foreign languages;

-

ability to navigate the problems of the topic under study, especially

in the process of protecting the final work (the content and form of the introductory and

key speeches, the answers of the graduate to the questions posed to him).

The main tasks of the final qualification work are:

1. *For the graduate:*

-

show knowledge, skills and skills in the choice and setting of social and

scientifically significant problem of WRC, for scientific and practical search, selection,

analysis and generalization of the study material;

-

to demonstrate ability logically, professionally and grammatically

|  |
| --- |
| **Page 21** |

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correctly state the results of your research;

-

to show the culture of thinking, the horizon, the breadth and depth of scientific

generalizations, a vision of scientific and practical problems and ways to solve them,

ability to apply the knowledge and skills obtained in the university in various spheres.

professional activity.

*2. For the University:*

-

check and assess the willingness and ability of a graduate student

conduct independent scientific and practical research on a given topic;

-

to check and evaluate the graduate's skills and

bath, scientifically and practically reasoned, competently defend and protect in-

man, society, organization in any particular official or

life situation.

Graduation qualification work includes:

**1. The title page is** drawn up in accordance with the established form (Appendix 1.1).

**2. The content** includes the title of all chapters (sections), paragraphs

(subsections), subparagraphs (paragraphs) with the indication of page numbers on which

the beginning of the material of chapters (sections), paragraphs (subsections), paragraphs

(Appendix 1.2).

The content reflects the structure of the work and should be presented to the

efficient sheet. Each chapter (section) consists of paragraphs (sub-sections) and sub-

agrarians (points). Chapters (sections), paragraphs (subsections) and subparagraphs

(paragraphs) are numbered in Arabic numerals and should be appropriately named

which characterize the issues under consideration in them. After the figure puts-

(for example, 3.5.) and a corresponding title is written. The point at the end is

headings (chapters / sections, paragraphs / subsections, subparagraphs / paragraphs)

is put. Introduction, conclusion, list of used sources and applications

In the content of the final qualifying work, the numbering is not subject to.

**3. Introduction**

In the introduction it is necessary to justify the choice of the topic, to characterize the contemporary

the current state of the problem, its relevance, practical and

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| --- |
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theoretical significance, the degree of development of this problem in Russia and

abroad. The introduction should not exceed 4 pages of the total volume of work.

Depending on the theme of the final qualifying work in the introduction of the

The following aspects are noted: the relevance of the study; object of study;

subject of study; purpose of the study; tasks of work; research hypothesis

(mainly in the work of masters); theoretical and methodological basis of research

tion; research methods; information base; degree of scientific developed-

and the scientific novelty of the WRC; practical significance; approbation of the

(here should be indicated the speeches at the scientific

symposiums, forums, etc., as well as links to publications of student-

included in the list of used sources); structure and amount of work.

***The relevance of the study*** includes a description of the condition of the studied

facts and phenomena, the definition of a circle of unresolved, poorly illuminated and requiring

clarification or further development of issues.

***Object and subject of research.***When conducting research work

object and subject of research are correlated as a whole and a particular,

and particular. ***The object of research*** is what the process of cognition is directed at

(individual, collective, community of people, sphere of activity, etc.). Relationship of the object and

subject matter is easily remembered by the formula: "we are investigating such and such an object for an object

something. " This is a process or phenomenon that generates a problematic situation, and

for the study as a whole. Always in the object contains an object, and not vice versa.

***The subject of the study*** is one of the aspects, part of the object under consideration (its own

state, processes, directions and features of the activities of the

public relations, their employees in specific areas of public

etc.). The subject of the research partially coincides with the title of the work and

is contained in the goal immediately after the predicate ("to reveal ... what?", "to determine ... what?",

"Form ... what?"). It is the subject of research that determines the theme of the final

qualification work.

***The aim of the study is*** formulated on the basis of the problem that follows

allow the student to complete the final qualification work and

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| **Page 23** |

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is the most concise form of the result (results), which

wives to be obtained as a result of the research. The formulation of the goal is recommended first

From the words: *"to form / create", "to develop", "to hold", "to prepare"*

*vith* . *"*

The purpose of the research is its expected result, that is, the solution of practical

tasks and new knowledge about the subject of research.

In accordance with the purpose of the research, the ***tasks of working***

***you*** (there must be at least four tasks, but not more than six tasks). The objectives reflect the

step by step achievement of the goal, while clarifying the boundaries of the

tion.

It is recommended to formulate problems from verbs in the form of enumeration: "

... "," identify ... "," analyze ... "," develop ... "," describe ... ", etc.

The headings of the final qualifying work should reflect the essence of the

task.

The general direction of the research is set before it is formulated.

GOVERNMENTAL ***hypotheses,*** which can be:

- scientific assumption, put forward to explain any factors,

phenomena and processes that need to be confirmed or refuted (that is, requiring

verification);

- probabilistic knowledge, scientifically grounded conjecture on the explanation of the de-

viability;

- the forecast of the expected solution of the problem, the answer to the question posed in

task;

- Conditional-categorical inference by the scheme "If ..., then ...", the basic-

which are elements of which are the condition (cause) and result (effect).

A hypothesis is a supposed solution to a problem. In the course of the study,

the test is checked and either confirmed or refuted.

***Theoretical and methodological basis of the research.***In the theoretical

you must list the sources that were used to write the

bots. For example: "The *theoretical basis of the final qualifying work*

|  |
| --- |
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*served as research ...*

*The practical part of the work was carried out on the basis of documents ...* (re-

specific documents are included) "

or:

" *When writing the final qualifying work,*

*you are domestic and foreign experts ... To perform the analysis in prak-*

*materials were used ...* ".

It is also possible to indicate the educational disciplines, the materials of which were

Use when writing WRC. For example: " *During the preparation of the WRC,*

*materials of such educational disciplines as "Technology of constructional materials"*

*rials "," Economics "" Descriptive geometry "...* ".

You can also specify the organization whose materials are used when

the completion of stimulated Raman scattering.

The methodological basis of the study should contain an indication of the methods and

The approaches on which this final qualification work is based.

Among the methods of research, the student needs to pay attention to the

scientific methods, including empirical (observation, experiment, comparison,

definition, description, measurement), theoretical (formalization, axiomatic, hypothesis-

tico-deductive, ascent from the abstract to the concrete) and general

(analysis, abstraction, generalization, idealization, induction, analogy, model-

methods, etc.).

Also it is necessary to name concrete scientific (private) methods of scientific cognition

Nia, which are specific methods of certain sciences **-** economics,

sociology, psychology, history, logic, and so on.

***Information base*** . The information base for the development of the SRS is

materials collected by the student in the process of studying at the university, during the course of

training and production practices, as well as during the passage of pre-

practice.

An additional information base may include

statistical publications (for example, Goskomstat of Russia), materials,

|  |
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information received from the Internet, information from international organizations and associations.

***The degree of scientific elaboration of the problem*** is the state of the theoretical

the development of the problem, the analysis of the works of domestic and foreign authors,

following this problem. It is important to emphasize the historical, economic,

political or professional phenomena that influenced the choice of the topic. also in

This part of the introduction is a critical review of the current state and

illumination of the research topic in scientific, professional literature and the media,

the views of different authors on the research topic are summarized and evaluated.

***Scientific novelty is*** revealed as a result of analysis of literary sources,

clarification of conceptual provisions, generalization of the experience of solving such pro-

helmet. This is a fundamentally new knowledge, obtained in science in the course of

research (theoretical provisions, first formulated and justified

own methodological recommendations that can be used in

practice).

The scientific novelty of the final qualifying work can consist of:

- in the study of facts and phenomena with the help of special scientific methods and

interdisciplinary approaches;

**-** in the study of phenomena already known in science on a new experimental model,

the theory;

**-** in the transition from a qualitative description of facts known in science to their exactness

determined quantitative characteristic;

- in the study of phenomena and processes known in science, more perfect mea-

toms;

**-** in comparison, comparative analysis of the processes and phenomena;

**-** changes in the conditions of the processes under study;

**-** in the specification of the categorical apparatus of discipline, the definition of typology,

signs, specific features of the phenomenon being studied.

***Practical significance is*** reflected in practical recommendations

tion or developed by the author of the final qualifying work project

(as the main part of the final qualification work), as well as in identifying

|  |
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| **Page 26** |

26th

importance of solving a selected problem for the future

brane direction of training.

The practical importance of the final qualification work can be

In the possibility:

**- the** solution of one or another practical task in the sphere of professional

activity;

**-** conducting further scientific research on the topic of WRC;

**-** development of a specific project aimed at intensifying work

research organization, enterprise, etc.

***Approbation of the research results*** includes:

**-** participation in conferences, seminars, etc .;

**-** publications on the topic of final qualifying work;

**-** application of research results in the practical field;

**-** development and implementation of a specific project.

Here, speeches at scientific conferences, simpo-

ziums, forums, etc., as well as links to student publications included

to the list of sources used.

Due to the limited volume, it is necessary to carefully approach

to writing an introduction, which should become a "business card", briefly, but

capacitively characterizing the work. The introduction does not include diagrams, tables,

recommendations, etc.

**4. The main part**

These are actually research and "practical" (applied) chapters,

they outline the progress and results of the study, draw conclusions on the results

scientific problems.

When writing final qualification work, it is necessary to observe

clearness of construction and logical sequence of presentation of the material. For-

The briefings should be concise, clear and specific, the argumentation is convincing.

tion. Leading a polemic, one should cite different points of view in the form of quotations,

confirming this or that position. Controversy must be respectful and

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| **Page 27** |

27th

correct.

Each chapter (section) must correspond to the overall goal of the work and

The problem is defined by the author in the introduction. Between the chapters (different

affairs) must be a logical connection.

All chapters (sections) and paragraphs (subsections) of the WRC should be linked

between themselves. For this connection it is recommended to use the reception of the final

transition, which consists in the formulation of brief conclusions on the material,

(section), and the annotations of the next part of the paper.

For example:

*Thus, / So, in this chapter (section) we considered / we came*

*to the conclusion that ............*

*In the next chapter (section) / In the next part of the work / Next,*

*watch / analyze .........*

In order to show the state, dynamics and trends of development,

my sphere, branch, enterprise, it is necessary to choose the corresponding stati

Stylish material.

Using digital data, it is advisable to process and reduce them in a table.

diagrams, or other types of information. Tables, graphs,

diagrams are an important part of the work, so it is advisable to put them in

text, making appropriate comments and conclusions. The most cumbersome ones,

but important for disclosing the content of the work, should be placed in applications.

The main sources of statistical materials are statistical

Collections, reviews, periodicals, materials of the official report-

organizations, relevant official sites on the Internet,

data of organizations (enterprises). The source of the

statistical information, its full annotation with the indication of the year is given

publications, pages, etc.

In the work, examples can be given that reflect the features of the

different calculation methods and methodologies for determining indicators. When writing

final qualification works on the topics related to analysis and audit,

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the questions of their organization and methods of conducting are investigated.

Specific requirements for the substantive part of the work are determined by the

the driver of the OP, the director of the institute / higher school and are brought to the attention of the stu-

dents.

**5. Conclusion**

Conclusion (2 - 5 pages) contains conclusions on the topic of the work, specific

proposals and recommendations on research issues. *The number of general withdrawals*

*should follow from the number of tasks formulated in the introduction of the output-*

*qualification work.*

Proposals and recommendations should be organically linked to conclusions

and are aimed at improving the functioning of the object under study. When

The proposals and recommendations are focused on their validity,

reality and practical acceptability.

The conclusion should not contain new information, provisions, conclusions and

etc., which had not previously been considered in the final qualifying work.

It is recommended to write a conclusion in the form of abstracts.

**6. List of sources used**

The list of sources used is an obligatory part of the final

qualification work. It includes all the literature used in the work.

Rational sources and Internet resources.

The list of sources used is made in alphabetical order. Dream-

sources in Russian (in alphabetical order), then

Dictionaries in foreign languages ​​(in alphabetical order).

**7. Appendices**

Applications are part of a job that has an additional, usually

but it is necessary for a more complete coverage of the topic. By

The contents of the application can be very diverse: copies of original documents

copying, extracts from the reporting materials, separate provisions from the instructions and

rules, etc. In form they can be text, tables, graphs, car-

you.

|  |
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The annexes should include supporting material that

inclusion in the main part of the "clutter" text (tables of auxiliary

digital data, questionnaires, instructions, methodologies, intermediate calculations, etc.)

Applications are arranged in the order in which the links appear in the text of the main sections.

fishing. Each application starts with a new page; in the upper right corner of the pi-

The word "application" with the corresponding serial number is used. Every

must have a meaningful thematic title. Scope of applications

is not limited and is not included in the total volume of WRC pages.

*In the event that the applications were developed personally by the student,*

*indicate the author's contribution ; If materials from other authors were used,*

*it is necessary to indicate the source from which they were borrowed.*

Applications are presented strictly in the order in which they are

are considered in the text. Each application must have a title,

its content.

You can not include a list of used sources in the application,

indexes of all kinds, reference notes and notes that

are not applications to the main text, but elements of the reference-

the accompanying apparatus of the work, helping to use its main text-

stoma. Applications are formalized as a continuation of the final qualification

work on its last pages and have a through numbering.

Each application must begin with a new page that specifies in the right-

the upper corner of the word "Application" and have a thematic title. In the presence of

more than one application, they should be numbered with Arabic numerals.

rami without sign. Each application usually has an independent meaning and

can be used regardless of the main text.

Applications are included in the "Content" of the WRC in the form of separate headings

with the full name of each application.

**Requirements for design of the WRC**

The design of stimulated Raman scattering is carried out according to a single pattern. WRC is recruited

on a computer and printed on **A4** or **A5 size paper .**

|  |
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| **Page 30** |

thirty

Recommended for A4 format font type Times New Roman, size **14,** through

**1.5 interval** and with margins: *left* - 30 mm, *right* - 10 mm, *upper* and *lower* - 20 mm.

**One-sided printing.**

Recommended for A5 format font type Times New Roman, size **10,** through

**1.5 interval** and with margins: *internal* - 30 mm, *external* - 10 mm, *upper* and *lower* -

20 mm. **Two-sided printing.**

The text should be aligned to the width of the page, it must be

transfers (transfers are not allowed only in the titles).

Page numbering - at the top of the page to the right at a level of 10 mm from the edge of the sheet

Arabic numerals.

Introduction, main part, conclusion, list of sources used and

Applications start with a new page. Inside the main part of the chapter (sections)

are printed in a row.

WRC starts with a TITLE SHEET, then follows the TASK.

The "Task" file is printed ***on one sheet*** (on the front and back

parties), is filled in and signed by the leader and student, and then approved by the

Head of the department / director of higher education / head of the OP

(Appendix 1.2). The task form is always ***attached*** after the title page and

not numbered.

Then the ABSTRACT ***is sewn*** . The page on the abstract is not indicated, but the

is concealed. Listed in capital letters, separated by commas, keywords and / or

word combinations (from 5 to 15 words in the nominative case). Further from the paragraph form

the text of the abstract itself (a brief description of the work). An example is given in Appendix 1.3.

The abstract follows the CONTENT.

The title of the headings "Title Page", "Task", "Abstract" and "Content"

in the "Content" does not include. Since the title page is numbered 1,

task - 2, abstract - 3, which is not put, the sheet with the ***content*** has a well-

Measure 4.

The title of the chapter (section) with the page number on which it starts,

unite by sharpening, ending approximately for one centimeter to the number

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pages. The page numbers are set so that the units are

units, and dozens under tens, etc. No sharpening is made if the me-

three points.

The names of the contents of the content are given in strict compliance

with the names of these parts in the text of the qualification (training) work.

When creating the "Content" it is convenient to use the table consisting

from two graphs (since in this case the page numbers will be located at the right

fields of the unit under the units, dozens under the tens, etc.), and then hide the grid.

The page number is written at the level of the last line of the title.

The word **CONTENT** is written in capital letters, bold

font size 14, in a centered way on the boundary of the upper field. Then,

double the interval (the missing line) and print the table of contents. From-

The content elements are separated from each other by a one-and-a-half interval, and

within one element - a single interval.

The title of the headings "Introduction", "Conclusion", "List of used lit-

("List of sources used"), "Appendix" is written from the left

field. The sections (chapter / chapter names) are made in one of two ways. Per-

the first line of the title element is drawn from the left margin, and after-

blowing - with a paragraph indentation through a single interval. The second way is the first

The string of the element of the title is drawn from the paragraph, and the next - from the left field of the che-

single-spaced resection. The choice of method depends on the length of the headers. If

The headings are long (two or more lines), then the second

own. Examples of registration are given in Appendix 1.4.

Then follows INTRODUCTION.

TEXT of the ***main part of the work*** should be divided into chapters (sections), paragraph

fs (subsections), subparagraphs (items). It is recommended to choose one of the

division and observe the chosen division (ie name) throughout

text of the work.

Chapters (sections) should have an ordinal numbering within the entire work area.

you are designated by Arabic numerals with a dot at the end. Introduction, conclusion and

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the list of used literature (used sources) is not numbered.

Paragraphs (subsections) and subparagraphs (paragraphs) are numbered in Arabic numerals.

within each chapter (section), for example: **2.1.3.**(the third subparagraph is

second paragraph or the third paragraph of the first subsection of the second section).

In the text of the work it is necessary to arrange hyphens (for this use the op-

automatic hyphenation) and only then align the text to

width.

Headings of chapters (sections) are placed on a separate line and highlight

interval. They are issued in one way throughout the work,

most often in a centered way in uppercase letters (similar to "

"and" Introduction ").

Word wraps in headings are not allowed. Points at the end

headings do not pose. If the title consists of two sentences, they are shared

point. If the title is large, then it is divided into semantic strings in such a way,

so that the line does not end with an alliance or preposition.

Headings of different levels (chapter - paragraph - subparagraph, section - sub-

cases - item) are processed in different ways with a change in allocation.

For example:

**CHAPTER 1. BASICS OF THE MATHEMATICAL MODEL**

**OF THE TURBINE FLOW**

**In the one-dimensional statement of the problem**

**1.1.** **Staines model**

1.1.1. Advance paynemt

In the text of the qualification (training) work is not allowed: apply for

of the same concept different scientific and technical terms and notations

or use one term to denote different concepts; reduce the

of physical quantities, if they are used without numbers (except:

deft and outset table); Use the mathematical signs "≠", "≤", "≥", "±" and

etc., as well as "%" without numbers to shorten verbal formulations; use

indices of standards "GOST", "OST", "ISO", etc. without registration number.

|  |
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CONCLUSION is drawn from a new page.

LIST OF USED SOURCES

The list of sources used is numbered and made out one of two

ways:

1. The first line - from the paragraph, the subsequent lines - from the border of the left margin.

*For example:*

Chumikov AN, Bocharov MP, Samoylenko S.A. Advertising and public relations

professional competence: a textbook. - M .: Publishing house

"Business" RANHiGS, 2016. - 520 p.

2. The first line is from the border of the left margin, the next lines are from the paragraph.

*For example:*

Chumikov AN, Bocharov MP, Samoylenko S.A. Advertising and public relations:

professional competence: textbook. - M .: Publishing house

"Business" RANHiGS, 2016. - 520 p.

For each source there is a set of mandatory elements of the library.

graphic description.

A set of elements of a bibliographic description of a separate publication on the

medium:

- title *(surname, initials of the author)* ;

- the title *(the name of the source)* ;

- information pertaining to the title ( *textbook, manual, methodical*

*manual, dictionary, etc.)* ;

- information on responsibility *(information on editors, drafters, peo-*

*translators, etc.)* ;

- Information on the publication *(revised, supplemented, etc.)* ;

- Place of publication *(city where this source is published)* ;

- publishing house;

- the year of publishing;

- volume *(number of pages)* .

A set of elements of a bibliographic description of an article from a magazine (newspaper):

|  |
| --- |
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- Surname, initials of the author;

- article title;

- the name of the magazine (newspaper);

- the year of publication of the magazine (newspaper);

- number of the magazine (date of issue of the newspaper);

- the pages on which the article is located.

A set of elements of a bibliographic description of an electronic resource:

- Surname, initials of the author;

- article title;

- the general designation of the material ( *electronic resource* ) - in case the list

used sources consists of sources of various types;

- the name of the portal;

- Website address;

- date of the application.

Examples of the description of sources of information are given in Appendix 10.

The reference to the source used is documented by the serial number of the source.

The list is indicated by square brackets.

*For example:* [3].

When quoting, borrowing statistical materials, referring to the

sundries, a chart, etc. source on paper, you can specify in the link

page numbers.

*For example:* [3, p.75].

Hyperlinks in the list of used sources should be removed.

APPENDICES. Each application is drawn from a new page that

should be reflected in the Content.

The "Review" and "Review" files (if available) are printed and ***simply***

***dyval*** in the WRC.

**Rules for the design of tables, graphics, formulas**

***The tables*** are placed after the first mention so that they are convenient

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read without turning the work or turning clockwise. The table has

the heading (for example, Table 3.1), which is drawn up in the right-

la. It consists of the word "Table" and the sequence number of the table without the symbol "no-

measures and points at the end. The number of the table corresponds to the number of the section (if in the section

several tables, the numbering header includes the section number and the order-

Table number in this section). If in the qualification (training) work,

on the table, it is not numbered and the word "Table" is not written. The table must have

The thematic title, which is typed with a capital letter in lowercase and

below the numbering header. The table itself has a table head (the

sub-headings and subheadings), outset (line headings), and columns (columns).

An example of a table.

Table 1.1.

Thematic table header

Header of outset

Header graph

Heading Graphs

subheading subtitle

Outset (row headers)

If the table does not fit on one sheet and needs to be moved to

another sheet, then under the head of the table make a numbering scale, which is

themes are duplicated on the following pages after the words "Continuation of Table 1.1" or

"End of Table 1.1." If there is only one table in the work, then when you move it, you write the word

"Continuation" or "End".

Table 1.1.

Table title

Header of outset

Header graph

Heading Graphs

subheading subtitle

1

2

3

4

Outset (row headers)

|  |
| --- |
| **Page 36** |

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Continuation of Table 1.1

1

2

3

4

Outset (row headers)

Headings of table graphs begin with capital letters, subheadings with line-

if they make up one sentence with a heading, or with a header, if

they are independent.

If all the indicators in the table are expressed in the same unit,

of the physical quantity, its designation is placed above the table after the topic-

separated by a comma. The designation of a unit of physical quantity,

common for all data in a row or in a graph, indicate in the corresponding line

outline or in the heading of the graph.

In the event that the header of the outset occupies several lines, these lines

form through a single interval. Different headings of the outset are separated from each other

another one and a half intervals.

The numbering and thematic headings of the table are made with a size 12.

The contents of the table are made with a size 12 (size 10 is allowed only in the

for large volumes of the table).

Large tables are recommended to be placed in the application (link in

the text in this case is given on the application).

All tables should have links in the text, for example: "... in Table 1.2" or

"... (Table 1.1)." The word "Table" is written completely if the table does not have a number.

When a link is repeated to the same table, the word "look-

pi, for example: (see Table 2.3).

There are various options for linking to sources,

when creating a table.

1. If the table is completely taken from a source, then the reference to the

point in brackets after the subject heading or

table.

For example:

|  |
| --- |
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Table 1.1.

Dynamics of economic growth in the USA in 1990 - 2007. [13, p.43]

or:

Table 1.1.

Dynamics of economic growth in the USA in 1990 - 2007.

Source: [13, p.43].

2. If the data of a graph is taken from a single source, then the link is given

in the heading of the graph.

3. If the table is compiled by the author independently, the link is given under the table.

Lyceum in the form: "Compiled by: [14]."

4. If the table is partially taken from the source, and partly calculated by the author himself,

torus, it is advisable to give a link under the table in the following form: "Compiled

and calculated according to: [14, p.21]; [16].".

5. If the table is calculated by the author independently, the link is given under the table.

Lyceum in the form: "Calculated by: [14]."

When you create a link under the table, it is written from the paragraph.

From the text to the numbering header, two intervals recede. Thematic

the header is separated from the numbering one and a half intervals. If the thematic

If there is more than one line in the header, then between the header lines,

th interval. The distance from the thematic heading to the table itself is

2 intervals. From the table to the following text, two intervals recede, if the

faces closed, and 3 intervals, if it is open (i.e., there is no closing

table line).

***Formulas*** . Equation or formula is selected in a separate line, if to them

there is an explanation. Explanations lead directly under the formula in the same

of the sequence in which they are given in the formula. The value of each character

|  |
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| **Page 38** |

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form with a new line. After the formula, put a comma, and the first line of the

tions begin with the word "where" without a colon.

For example:

S = a · b,

where S is the area of ​​the rectangle in m 2 ;

a and b are the lengths of the sides of the rectangle in m.

If the formula in the text has a reference, then it is numbered with Arabic numerals in

Parentheses at the level of the formula at the right margin. For example:

S = a · b,

(2.4)

(the fourth formula of the second section).

In the text, the reference is indicated as follows: "... in the formula (2.4)" or "...

in (2.4). "

***Drawings*** . As a rule, the texts of the qualification (educational) work illustrate the

graphs, diagrams, diagrams, drawings, photographs, which are

drawing. Illustrations depicting graphs (diagrams)

GOST R 50-77-88 "Recommendations. Unified system of design documentation.

Rules for the execution of diagrams. "

The figures are numbered within the limits of the section, for example: Fig. 2.3 (the third drawing of the second-

th section). If the qualification (training) work contains only one

they are not numbered. For each figure there should be a link in the text,

for example "... is shown in Figure 2.3" or "... we will make a substitution scheme (Fig. 2.5)".

When referring again to the same illustration, the word abbreviated

"Look", for example: (see Fig.2.3).

Drawings are performed using a computer. If necessary, their

make up by hand and in color.

Drawings can be located in the text of the document after the first link

on them or placed on separate sheets so that it is convenient to consider them

without turning the page or turning it clockwise. For the qualification

(educational) work, it is recommended to place the drawings on separate pages

(sheets). Pages (sheets) with figures are taken into account in the general numbering. Drawings

|  |
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| **Page 39** |

39

small size is placed on the page for 2 - 3 pcs. It is allowed to design a

Sinks in A3 format (they are attached in the qualification (training) work

in the combined form).

Figures should have a number and a name and can have explanatory inscriptions.

From the text to the top of the picture and from the bottom of the picture to the

2 intervals (1 cm) recede. The captive inscription is made ker-

in the main in a centered manner within the width of the drawing (if it is

more than one line, then the lines are written through a single interval). From the drawing

The inscriptions until the next text recede 2 intervals.

The characteristic points of the diagrams are allowed to be marked graphically, for example,

circles, crosses, etc. The notation of the points should be explained in the explanatory notes.

of the diagram.

Fig.1. The generalized results of the questionnaire

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Annex 1.1

**Sample of title page**

Ministry of Education and Science of the Russian Federation

St. Petersburg Polytechnic University of Peter the Great

Name of institute / higher school

The work is allowed to protect

Head of department 1

\_\_\_\_\_\_\_\_\_\_\_ AND ABOUT. Surname

«\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_.

**ISSUE QUALIFICATION WORK**2 **MASTER**3

**NAME OF ISSUE QUALIFICATION WORK**

direction 4 code and name of the direction / specialty

on the educational program

code and name of the educational program

Completed

student gr.11111 / 1

< *signature* >

AND ABOUT. Surname

Head of

position, degree

< *signature* >

AND ABOUT. Surname

Consultant

for normative control 5

< *signature* >

AND ABOUT. Surname

St. Petersburg

20\_\_

1 Or the head of the OP, or the director of the higher school (at the discretion of the structural unit).

2 Specify "Graduation Qualification Work" (see Clause 2.5 of GEF 3 ++, paragraph 6.17 of the SPbSU EMS).

3 Or "bachelor", or "specialist", respectively.

4 Or "specialty".

5 Consultant (s) - if necessary (by decision of the head of the OP or the head of the department / director of the higher

school).

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| **Page 41** |

Appendix 1.2

**Sample of task for SRS**

**SAINT-PETERSBURG POLYTECHNICAL UNIVERSITY OF PETER THE GREAT**

**Name of the institute**

APPROVED

Head of department 6

AND ABOUT. Surname

«»

2017

**THE TASK**

**on performance of final qualifying work**

student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

surname, name, patronymic (if available), group number

1. Theme of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Deadline for the student to complete the work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Initial data on the work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. The content of the work (the list of issues to be developed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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5. List of graphic material (with mandatory drawings): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6 Or the director of higher education, or the head of the OP (for recruitment starting in 2015)

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| **Page 42** |

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

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6. Consultants for work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. Date of issue of the assignment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of the WRC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

initials, surname

The assignment accepted for execution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

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

(signature)

initials, surname

Note: **1.** This task is attached to the completed WRC and, together with WRC, is submitted to the HES.

2. In addition to the assignment, the student must receive a schedule from the leader

work on the project (work) for the entire design period (with an indication of the

performance and complexity of individual stages)

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Appendix 1.3

**Example of the abstract**

**ESSAY**

At 108 p., 20 figures, 3 tables, 7 annexes.

IT-TECHNOLOGIES, INFORMATION PORTAL, STYLE DESIGN

SITE, WEB DESIGN, CONTENT CONTENT, PHP, MySQL, ARCHITEK-

TOUR OF THE SYSTEM

In this paper, the essence of the approach to the creation of a dynamic in-

formational portal based on the use of open technologies Apache,

MySQL and PHP. The general concepts and classification of IT systems of this class are given. Pro-

Analysis of prototype systems is conducted. The technology of creating the specified class

information systems. A specific program implementation of the dynamic

information portal on the example of a portal of the chosen subject.

**THE ABSTRACT**

108 pages, 20 pictures, 3 tables, 7 applications

IT, THE INFORMATION PORTAL, STYLE REGISTRATION OF THE SITE, WEB-

DESIGN, MANAGEMENT OF THE CONTENT, PHP, MySQL, ARCHITECTURE OF

SYSTEM

In the given work the essence of the approach to the creation of a dynamic information

Apache, MySQL and PHP is stated. The

general concepts and classification. The analysis of

systems-prototypes is lead. The technology of creation of the specified class of infor-

mation systems is investigated. Concrete program

portal on an example of a portal of the chosen subjects is developed.

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| **Page 44** |

Appendix 1.4

**Sample content of the final qualifying work**

*First example:*

**CONTENT**

Introduction ................................................. ..................................................

3

Chapter 1. Electronic document management systems in the university .................

6th

1.1. The concept of electronic document management .....................................

6th

1.2. Criteria for choosing an electronic document management system .....

10

Chapter 2. Analysis of electronic document management systems in the university .......

19

2.1. Existing systems of electronic document circulation

in higher education institutions ................................................ .................................................

19

2.2. Recommendations on the use of electronic document management

in high school ................................................ .................................................. ..

thirty

Conclusion ................................................. ....................................................

38

List of used sources ............................................... .........

39

Appendix 1. Name of the application ............................................. .....

41

Appendix 2. Name of the application ............................................. ......

43

|  |
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| **Page 45** |

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*Example of registration in the second way:*

**CONTENT**

Introduction ................................................. .................................................. .........

3

Chapter 1. Electronic document management systems in the university .................

6th

1.1. The concept of electronic document management ....................................

6th

1.2. Criteria for choosing an electronic document management system ....

10

Chapter 2. Analysis of electronic document management systems in the university ... ...

19

2.1. Existing systems of electronic document circulation

in higher education institutions ................................................ .................................................. ........

19

2.2. Recommendations on the use of electronic document management

company in the university ............................................... ....................................

thirty

Conclusion ................................................. .................................................. ....

38

List of used sources ............................................... ...............

39

Appendix 1. Name of the application ............................................. ...............

41

Appendix 2. Name of the application ............................................. ...............

43

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Appendix 2

**Form of management review**

***General provisions:***

1. The leader gives feedback not to WRC, but to work, personal, professional, etc.

quality of the graduate.

2. The manager's response, as a rule, should not exceed 1 typewritten sheet.

***Block number 1. Header***

**REFERENCE**

head of the WRC for the work of the student (s) gr .\_\_\_\_\_\_

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

*(full name, first name, patronymic)*

above the final qualifying work of the bachelor,

"\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ »

*(the title of the work in strict accordance with the task)*

***Block number 2. Relevance of work***

The main significance of the theme studied in the final work, its

relevance (for whom, what), character (applied, theoretical, etc.). Note

why the graduate chose (or was entrusted to) this topic for development, or

it is noted that the topic is proactive.

***Block number 3. Characteristics of the work of the student (s)***

What and to what extent did the student (s) do in the course of the work, how much

he (she) mastered the methods of scientific (practical) solution of the tasks,

the level of their execution. Responsibility, rhythm of work, etc. are noted.

Particular emphasis is placed on the degree of independence of the student (s) in the performance of the work.

you.

Indicates (if any) that the work was presented at the conference

(Week of Science), as a result of which the *name and initials of the student (s)* were (a)

is marked by a diploma of \_\_\_ degree.

It is indicated (if any) that the main provisions of the work were published

vans (where?).

***Block number 4. Comments on the work of the student (s)***

Comments (if any) are indicated that affect the quality of the

Completion of master's work: lack of knowledge, superficiality,

and so on.

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| **Page 47** |

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***Block number 5. Admission to protection***

Final qualifying work *surname and initials of the student (s)* on

topic " *Topic in accordance with the assignment* " is responsible ( *not responding* )

the new requirements for the qualification work of the graduate

university in the direction / specialty (the *code and name are indicated* )

\_\_\_\_\_\_ "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" and can be recommended

( *can not be recommended* ) to protection.

***Block number 6. Assessment of the work of the graduate (s)***

Work The *name and initials of the student (s) I* estimate *excellent (well,*

*satisfactorily.*If the final qualifying work is successfully defended

he (she) can be awarded a bachelor's qualification.

***Block No. 7. Recommendations (if any)***

1. It should be noted the propensity *Surname and initials of the student (s)* to the scientific

work.

2. Work The *name and initials of the student (s)* can be published (where?).

3. Work The *name and initials of the student (s)* can be submitted to

competition (which?).

4. The *name and initials of the student (s)* can be recommended (a) for pro-

report has to training *in master / graduate school* .

Head of the WRC:

Position, accounting. degree, academic. title < *signature* >

I.O. Surname

00.00.0000

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| **Page 48** |

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Annex 3

**Form of review for final qualifying work**

***General provisions:***

1. The reviewer gives feedback on the final qualifying work, and not on personal,

professional, etc. quality of the graduate.

2. The review, as a rule, should contain 2 to 3 typewritten sheets of text.

***Block number 1. Header***

**REVIEW**

for the final qualifying work of Master 7

«\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_»

*(the title of the work in strict accordance with the task)*

executed by a student (koi) gr .\_\_\_\_\_\_\_

St. Petersburg Polytechnic University of Peter the Great

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

*(full name, first name, patronymic)*

***Block number 2. Relevance of work***

The main significance of the theme studied in the final work, its

relevance (for whom, what), character (applied, theoretical, etc.). Especially

the relevance of the topic at the present time, and with what it is connected

***Block number 3. Description of work***

The analysis of the content of the thesis is given in chapters. The

stance of substantiation of the main provisions, indicates how methodologically

correctly solved one or another of the tasks posed, the level of scientific

and their practical implementation, the rationality of the applied methods of solution.

Generate general conclusions on the work in general, emphasizing

- compliance of conclusions and recommendations with the content of the WRC and the validity of the

the author's defense;

- the significance of practical results, or theoretical studies for

practice, further research, educational process ...

***Block number 4. Comments on the work***

The most significant shortcomings, shortcomings in the output quasi-

work.

***Block number 5. Questions about work***

**In the obligatory order** 2-4 (but not less than 2) su-

significant questions on the final qualification work presented.

7 specialists

|  |
| --- |
| **Page 49** |

49

***Block number 6. Conclusion***

Final qualifying work *surname and initials of the student (s)* on

topic " *Title of the topic in accordance with the title page* " corresponds to (not co-

responds) to the requirements for graduation qualification work

there and deserves the evaluation of " *excellent, good, satisfactory"* (does not deserve

positive evaluation).

Reviewer

Position, accounting. degree, academic. rank

*signature*

I.O. Surname

00.00.0000

Note: Verification of the referee's signature, for example, by printing is desirable, but

not necessary.