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Distance Education for Future: best EU practices in response to the requests
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STANDARD REGULATION ON QUALIFICATION WORK

(in the distance form of higher education)



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PREAMBLE

- The Standard Regulation is not an original text and the compilers do not claim authorship and original source.
- The Standard Regulation was developed within the framework of the Erasmus+KA2 DEFEP project "Distance Education for Future: best EU practices in response to the requests of modern higher education seekers and labor market".
- The Standard Regulation was created on the basis of existing European and domestic practices, regulatory documents, methodological developments of individual institutions of higher education, as well as materials and cases of the Ministry of Education and Science of Ukraine, the National Agency for Higher Education Quality Assurance, etc.
- The Standard Regulation takes into account the experience of partner universities in the DEFEP project from Ukraine, Moldova, Germany, Spain, Italy, the results of a sociological survey, an analytical report and a monograph carried out within the framework of the project.
- The Standard Regulation is applicable to the distance form of higher education.
- The Regulation takes into account the peculiarities related to digital technologies and the remote format of the educational process in the distance form. At the same time, the basic principles and technology of organising the preparation and defence of qualification works of seekers of higher education at the first (bachelor's) and second (master's) levels of higher education described in the Standard Regulation are universal for all forms of higher education.
- On the basis of the Standard Regulation, a higher education institution develops its own Regulation on Qualification Work (hereinafter referred to as the Regulation) or implements the norms of the Standard Regulation relating to the distance form of higher education in the relevant regulations of the higher education institution.

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1. GENERAL PROVISIONS

1.1. Regulation on Qualification Work (hereinafter – the Regulation), which is a part of the internal quality assurance system of higher education, regulates the organisation of preparation and defence of qualification works of higher education seekers at the first (bachelor's) and second (master's) levels of higher education. The Regulation was developed on the basis of the current Laws of Ukraine "On Education", "On Higher Education", regulations of the Ministry of Education and Science of Ukraine, and the Higher Education Standards.

1.2. A qualification work is a form of certification of a seeker for an educational and professional (educational and scientific) programme. Its defence before the Examination Commission (hereinafter – the EC) is the final stage of study at the first "bachelor's" and second "master's" levels of higher education.

1.3. The defence of a qualification work is a form of control of the integrated knowledge, skills and other competences acquired by a seeker, which are determined by the programme learning outcomes for a particular educational (educational-scientific or educational-professional) programme.

1.4. A qualification work is exclusively individual in nature, makes it possible to identify the degree and level of theoretical and practical training of a higher education seeker in a clearly defined speciality. The qualification work and its defence before the EC is a test of the specialist's preparation for independent work in the chosen speciality, his/her ability to independently analyse the state of problems in a particular field of science, and develop the necessary proposals. The qualification work contains scientifically substantiated theoretical or experimental results, scientific provisions.

1.5. In the process of preparing a qualification work, a higher education seeker shall demonstrate the level of readiness for professional activity in a particular field.

1.6. The first (bachelor's) level of higher education involves the acquisition of theoretical knowledge and practical skills sufficient for the successful performance of professional duties in the chosen speciality.

1.7. The second (master's) level of higher education provides for the acquisition by a seeker of in-depth theoretical and/or practical knowledge, skills, abilities in the chosen speciality (specialisation, if any), general principles of scientific and/or professional activity, other competencies sufficient for the effective performance of innovative tasks of the relevant level of professional activity.

2. CONTENT, STRUCTURE AND SCOPE OF QUALIFICATION WORK

2.1. A qualification work is drawn up in the form of a specially prepared manuscript in hardcover and/or electronic format, written in the state language (or English).

A qualification work is a completed educational and scientific research that synthesises the result of theoretical and practical training within the normative and elective components of the educational and professional training programme for higher education seekers in the relevant speciality. The content of the qualification work must

meet the standards of higher education. The work shall reveal the author's independent research, contain elements of novelty and reflect the practical significance of the results obtained, their testing and the possibility of implementation in the field of practical activity.

2.2. *The bachelor's degree qualification work (thesis)* contains the development of theoretical issues and/or the solution of applied problems, fragments of theoretical or experimental research, synthesises the result of theoretical and practical training of a seeker for the first (bachelor's) level of higher education within a particular educational and professional programme and is a form of control of the integrated knowledge, skills and abilities acquired by the applicant during training, which are necessary to perform professional duties provided for by the relevant higher education standard.

Bachelor's qualification work is performed by seekers of all forms of study during the last academic year (if this form of certification is provided for by the higher education standard and educational programme). The amount of time for its completion is determined by a specific educational and professional training programme and the relevant curriculum.

Based on the results of the public defence of the bachelor's qualification work at the EC meeting, a seeker is awarded the "Bachelor" educational qualification in the relevant speciality.

2.3. *The master's degree qualification work (thesis)* involves conducting research to solve an actual scientific, practical or other problem, in accordance with the specialty (specialisation, if any), synthesises the result of theoretical and practical training of seekers for the second (master's) level of higher education within a particular educational programme and is a form of control of the knowledge, skills, abilities, ways of thinking, views, values, other personal qualities acquired by the applicant during training, which determines the ability of a person to successfully conduct professional and/or scientific research.

The master's qualification work is performed by seekers of all forms of study during their studies in the chosen educational programme in accordance with the established schedule (if such a form of certification is provided for by the higher education standard and/or educational programme). The amount of time for completing master's qualification work is determined by the educational programme of study and the relevant curriculum.

Based on the results of the public defence of the master's qualification work at the EC meeting, the seeker is awarded the "Master" educational qualification in the relevant speciality.

2.4. The following scopes of qualification works are recommended:

- bachelor's thesis — 45–70 pages (excluding appendices);
- master's thesis — 70–100 pages (excluding appendices).

The specified scopes of qualification works may vary within $\pm 10\%$. For certain specialities, the academic council of the educational and research institute / faculty may establish other scopes of qualification works.

When calculating the total scope of qualification work, the following are not taken into account: individual assignment, annotations, supervisor's feedback, review,

appendices, and a short report on uniqueness verification (plagiarism detection).

2.5. A qualification work is drawn up in accordance with the state standards of Ukraine:

- DSTU 3008:2015 "Information and Documentation. Reports in the field of science and technology. Structure and rules of formatting";
- DSTU 8302:2015 "Information and documentation. Bibliographic reference. General provisions and rules for compilation".

2.6. The mandatory structural elements of a qualification work are:

- 1) The title page of the work.
- 2) Table of contents. It is presented at the beginning of the work. It contains the titles and numbers of the initial pages of the introduction, all chapters, subchapters and paragraphs, conclusions, list of references, and appendices.
- 3) List of abbreviations, symbols, units and terms (if necessary). This list is provided if the work uses specific terminology, little-known abbreviations, new symbols, etc. The list should be printed in two columns, with the abbreviations on the left in alphabetical order and their detailed decoding on the right.
- 4) Introduction. The length of the introduction should not exceed 2—3 pages. The introduction justifies the relevance of the topic, formulates the purpose and tasks to be solved to achieve the goal, the object and subject of the study, elements of scientific novelty (if any) and the practical significance of the results, reveals the essence of the problem and provides a general description of the work, provides information on the testing of the results.
- 5) The main part (body). It consists of chapters, subchapters, paragraphs and subparagraphs. The structure of the main part of the work should reveal the implementation of the tasks of the qualification work. The chapters of the main part include: an analytical review of the literature on the topic and the choice of research areas, a description of the general methodology and main research areas, the experimental part and research methodology, theoretical or experimental studies, analysis and synthesis of their results.
- 6) Conclusions should contain a clear statement of the most important research results with suggestions and wishes for further research on a particular topic. Their main purpose is to summarise the work done. It is important that the conclusions formulated correspond to the tasks set.
- 7) List of references. When compiling it, it is allowed to use one of the possible ways of arranging the material in the list: alphabetically or in the order of mention in the text.
- 8) Appendices.

If necessary, the appendices should include auxiliary material (if it is large and cannot be presented in the text) necessary for the completeness of the perception of the work: instructions and methods, description of action algorithms; illustrations of an auxiliary nature (tables, diagrams, charts, graphs, maps, etc.); formulas and

calculations, samples of questionnaires, tests, questionnaire forms, etc. Each appendix should be referenced in the text of the work's main body.

3. ORGANISATION OF WRITING QUALIFICATION WORK

3.1. Organisationally, the process of completing the qualification work consists of the following stages:

- *preparatory* — a seeker chooses a research topic and a supervisor, finalises the topic of the qualification work. After the topic of the qualification work is approved and its tasks are clear, the seeker and his/her supervisor develop a timetable for the qualification work, indicating all stages and official deadlines. This plan is reflected in the individual assignment for the qualification work and is signed by the seeker, supervisor and approved by the head of the department responsible for the implementation of the educational programme (hereinafter — the Department). Changes to the calendar plan for the qualification work are allowed only with the consent or on the initiative of the supervisor and approved by the head of the relevant Department;
- *main* — direct performance by a higher education seeker of an approved individual task: familiarisation with the state of a problem, collection of factual materials, conducting the necessary review and analysis of similar developments and their applications in relevant fields, etc. Conducting an experiment or questionnaire, collecting factual material, processing factual material, presenting the text of the work in accordance with its structure, formulating conclusions and recommendations, preparing publications on the subject of the study;
- *execusion* — ends with the submission of the completed work (thesis) for a preliminary hearing at a meeting of the graduating department in order to decide on the admission (non-admission) of the seeker to the defence at the EC meeting, execution of documents in the prescribed manner: a report on the verification of the work for signs of academic plagiarism, a review of the work by a supervisor, peer reviews of the work. Admission to the defence of the qualification work is granted by the Department after a preliminary hearing and discussion of its results, but no later than three weeks before the start of the EC work (the start of the final certification process of graduates) in the relevant speciality and educational level;
- *final* — preparation of a report and illustrative materials (presentation) for the defence of a qualification work in front of the EC, direct defence, announcement of the results of the defence (assessment) by one of the EC members.

3.2. The topics of qualification works are formed by the departments for each educational programme and are communicated to the seekers of higher education.

3.3. The topics of qualification works are reviewed and updated annually and should reflect the latest trends in the development of science, the relevant industry and society. The areas of research should correspond to the subject area of the speciality,

take into account the requirements of higher education standards in specialities and educational programmes, the needs of science and practice, the results of the research work of the Department.

3.4. The choice of the direction of the qualification work is the prerogative of the higher education seeker, taking into account: his/her own scientific interests; research topics proposed by the Department; features of the practice bases on which the qualification work is performed; the possibility of obtaining the necessary information. The seeker is given the right to propose his/her own research area within the subject area of the educational programme with justification of the feasibility of its development.

3.5. Qualification work can also be done on topics ordered by enterprises, institutions and organisations that have entered into relevant agreements with the University or with which the seekers' work (business) activities are related.

3.6. The topic of the qualification work must be relevant, indicate the presence of unresolved or insufficiently substantiated problems in scientific sources, legislation, practical activities of organisations, institutions, enterprises, state bodies, correspond to the current state of a particular area and vectors of its development, and provide for expected results that meet the real needs of the economy and society and are aimed at their practical implementation.

3.7. Formation and approval of the topic of a qualification work is carried out according to the following procedure:

- the seeker, together with the selected supervisor, forms the topic of the qualification work;
- the seeker declares in writing the topic of the qualification work and the supervisor in the form of the established sample;
- topics of qualification works of seekers are discussed and approved at a meeting of the Department;
- the head of the Department, on the basis of the applications submitted by theseekers and the decision of the Department on the topics of qualification works, forms and submits a draft order of the rector of the University on the approval of the topics of qualification works and draws it up no later than 6 months before the start of certification process.

In exceptional cases, on the basis of a substantiated application by a higher education seeker, agreed with the supervisor and the head of the Department, it is possible to clarify the approved topic editorially. Such a change is approved by an additional order of the rector of the university or a person authorised to perform his/her duties. The draft order is prepared by the Department and executed before the qualification work is checked for academic plagiarism.

3.8. To supervise the qualification works of seekers, the Department offers supervisors from among professors, associate professors, senior lecturers (for qualification master's theses — necessarily with a scientific degree). In cases where the work is of an applied nature, highly qualified specialists in the relevant field of activity may be involved in its consultation (in general or in individual sections).

3.9. Supervisor of qualification work:

- provides the seeker with advisory assistance in formulating the topic of the qualification work, structure, key idea and working hypothesis of the study; processing the necessary sources, including regulatory and reference materials, scientific publications, etc. on the topic of the qualification work;
- develops (together with the seeker) an individual task for the qualification work, which is subsequently approved by the head of the Department;
- systematically supervises the performance of qualification work, monitors the compliance of the content of the qualification work with the individual task, compliance with the requirements for the design of qualification work specified in the relevant regulations and methodological recommendations;
- monitors the seeker's compliance with the schedule of qualification work;
- checks the completed qualification work for academic plagiarism;
- prepares a review of the qualification work.

3.10. The supervisor's feedback should be in an arbitrary form and should include the following:

- compliance of the completed qualification work with the approved individual task;
- the degree of independence of the seeker in the performance of qualification work;
- the seeker's ability to work with bibliographic sources, analyse theoretical and practical material, substantiate conclusions and proposals (recommendations), apply modern information technologies and analytical tools, etc;
- the most important results of theoretical and practical nature and their testing at conferences, seminars, etc;
- the level of compliance of the qualification work with the requirements of the regulations and methodological recommendations for the design of qualification works;
- generalised assessment of the quality level of the completed qualification work.

At the discretion of the supervisor, other issues may be included in the review.

In the conclusions, the supervisor justifies the possibility of allowing the qualification work to be defended and awarding the seeker an educational qualification in a particular speciality.

3.11 In case of a negative review, the Department establishes a commission to review the work and give feedback. The supervisor is not involved in the commission. In case of negative feedback from the commission, the seeker is not allowed to defend. The grounds for a negative review are the absence of positive conclusions according to the above criteria for the supervisor's review and plagiarism in the work. If the committee gives a positive review, the head of the Department signs the positive review of the committee, and the seeker is admitted to the preliminary defence.

4. PREVENTION OF ACADEMIC PLAGIARISM

4.1 Academic plagiarism is defined as the use in a qualification work of another's text published on paper or electronic media without reference to the source. The following types of plagiarism are recognised:

- a verbatim presentation of a borrowed text;
- a presentation of the borrowed text with the replacement of words and expressions without changing the meaning.

In order to control the independent completion of qualification works, specialised software is used to identify textual matches and the level of uniqueness.

4.2 The main objectives of the implementation of computerised plagiarism checking of qualification works and determination of the level of uniqueness of the paper:

- improving the quality and efficiency of the educational process;
- ensuring the proper level of qualification works performed by seekers in higher education institutions;
- observance of the intellectual property rights of individuals and legal entities when working with published (publicised) sources of information;
- improving the research competence of seekers, in particular, the skills of correct work with sources of scientific information;
- clarification of responsibility for violation of generally accepted rules of citation in qualification works, compliance with the requirements of scientific ethics;
- stimulating independence and individuality in the performance of research work.

4.3. The head of the Department is directly responsible for determining the level of uniqueness of the qualification work.

4.4. To check for plagiarism and the level of uniqueness, the performer submits the qualification work to the Department for verification in *.doc, *.docx, *.rtf formats no later than one week before its preliminary review (preliminary defence) and decision-making on granting admission to the defence at the EC meeting.

4.5. Within three days, the responsible research and teaching staff of the Department checks the qualification work for signs of academic plagiarism and draws up its results using a software product in the form of a similarity report. The analysis of the similarity report is carried out by the supervisor and on its basis he/she makes a decision on the presence or absence of academic plagiarism. Based on the results of the check, the head of the Department decides on the admission/non-admission of the qualification work to the preliminary hearing (preliminary defence) or on its revision within a certain period of time and re-checking for plagiarism and the level of uniqueness. The decision is communicated to the seeker within three working days after its adoption orally or by electronic means of communication.

4.6. The seeker is responsible for providing an electronic version of his/her qualification work within the time limits established by these Regulations.

4.7. The head of the Department (unless otherwise specified by local acts of the

HEI) is responsible for checking the qualification work for signs of academic plagiarism within the time limits established by the HEI, making an objective decision on the admission/non-admission of the work to preliminary defence or on the revision of the work and re-checking it for academic plagiarism and the level of uniqueness.

4.8. In case of disagreement of the applicant with the decision based on the results of the plagiarism check, the head of the Department appoints a commission of members of the Department (the head of the Department and two persons from among the leading scientific and pedagogical staff of the Department) to conduct an additional check. The final decision on the results of such verification is made at a meeting of the Department, taking into account the conclusions of the commission. The seeker must be given the opportunity to prove the independence of his/her qualification work.

4.9. The seeker is allowed to defend the qualification work if it contains borrowed text no more than a percentage established by the regulations of a particular university.

5. PREPARATION, PROCEDURE AND DEFENCE OF QUALIFICATION WORK

5.1. Qualification works are preliminarily defended at a meeting of the department according to the established schedule, but no later than 3 weeks before the start of the final certification.

For the preliminary defence, the seeker must submit the text of the work checked by the supervisor in electronic form.

The preliminary defence is held at a meeting of the Department with the obligatory presence of a person appointed by the chairman of the preliminary defence commission, the supervisor and the student (author of the work) and includes the following procedural stages:

- a presentation by the author of the qualification work with information about the main provisions of the work;
- detailed answers of the seeker to the oral and written questions of the members of the department regarding the content and essence of the work.

The Department concludes on the readiness of the work for defence, sets the deadlines for processing comments and submitting the work to the Department, completed in accordance with the requirements.

The conclusion of the Department is the basis for the admission of the work to defence before the examination committee.

5.2. Preparation of the work for defence is as follows.

No later than 15 days before the defence, the seeker submits it to the Department for review:

- electronic version of the qualification work;
- feedback from the supervisor on the qualification work;
- a written review of the qualification work;
- a brief similarity report based on the results of the qualification work verification by the anti-plagiarism system determined by the HEI.

5.3. The supervisor's feedback and review of the qualification work can be

provided both in paper and electronic form with the obligatory imposition of an electronic qualification signature.

5.4. It is allowed to use photocopies of documents with the subsequent sending by post of their originals in paper form or in electronic form with a qualified electronic signature 15 calendar days before the defence of the qualification work.

5.5. Review of qualification works is carried out by highly qualified teachers or scientists who are specialists in a particular field, specialists of production, research and design organisations that correspond to the profile of the work performed.

5.6. The review is submitted to the Department no later than 15 calendar days before the defence of the qualification work. The review may be submitted in paper form or electronically with a qualified electronic signature of the reviewer.

5.7. The review must be objective, reflect both the positive and negative aspects of the work and contain a recommended grade according to the accepted scale of assessment of seekers' knowledge. Particular attention in the review should be paid to:

- relevance of the topic;
- quality and depth of elaboration of the main sections (theoretical issues, calculations, as well as design, technological, economic and other solutions, experimental studies, etc;)
- the presence of personal proposals and recommendations in the work, their novelty, prospects, practical value;
- reliability of results, correctness and validity of conclusions;
- the seeker's ability to use computer technology to solve the tasks set in the work;
- quality of presentation (scientific style, linguistic literacy) and design of the work;
- compliance of the work with the existing requirements for works of this type;
- shortcomings of the work;
- the overall assessment of the qualification work - "excellent", "good", "satisfactory", "unsatisfactory" and the conclusion on the possibility of awarding the applicant with the appropriate qualification in the speciality.

The reviewer must also indicate the date of the review, his/her surname, name and patronymic, place of work and position.

The seeker has the right to read the text of the review in advance.

A negative review is not a reason for not allowing the work to be defended.

5.8. Events for the admission and defence of qualification works must be held in accordance with the schedule of the educational process and the schedule of defence of qualification works approved for the current academic year.

5.9. The defence procedure includes:

- report of the seeker;
- presentation of the conclusions of the supervisor and reviewer;
- answers of the applicant to the questions of the members of the EC and persons present at the defence (with the permission and in the manner determined by the chairman of the commission);

- making and announcing the decision of the examination committee on the results of the qualification work defence.

5.10. In his/her report, the seeker should highlight such important issues as the justification of the relevance of the research topic; the purpose, tasks, object, subject of the research; what was established, revealed, proved; by what methods it was achieved; elements of novelty in theoretical provisions and practical recommendations (if any); what difficulties were encountered in the process of performing the research, which provisions were not confirmed.

5.11. The presentation should also contain answers to the main comments of the supervisor and reviewer. The seeker's report should not exceed 10—15 minutes. During the defence of the qualification work, the seeker is obliged to give comprehensive answers to all comments in the reviews and reviews, as well as in the speeches at the defence. The defence of the qualification work is recorded in the minutes of the EC meeting.

5.12. The grade based on the results of the qualification work defence is given at a closed meeting of the examination committee, after which it is publicly announced by its chairman to the graduate and all those present at the defence.

5.13. The duration of the defence of one qualification work should not exceed 30 minutes.

6. PECULIARITIES OF PREPARATION AND DEFENCE OF QUALIFICATION WORK FOR DISTANCE EDUCATION SEEKERS AND IN CASE OF SPECIAL CIRCUMSTANCES

6.1. For seekers for distance learning, all activities for the preparation and defence of qualification works by seekers for higher education are organised in a remote format using the appropriate cloud services for organising synchronous video communication (Zoom, Google Meet, etc.) and the university-wide distance learning platform.

6.2. In order to effectively organise the process of preparing qualification works, the person responsible for the implementation of the EP (usually the EP Guarantor) creates a distance course, the mandatory components of which are:

- methodological recommendations for the preparation and defence of qualification papers;
- topics of qualification works;
- a scanned copy of the order approving the topics of qualification works and supervisors;
- calendar plan-schedule for the preparation and defence of qualification works;
- samples (templates) of structural elements of qualification works and accompanying documents;
- a recommended list of major publications of scientific schools of higher education institutions on the subject of qualification works;
- requirements for checking for academic plagiarism in the qualification works of higher education applicants.

6.3. Communication between the supervisor of the qualification work and the higher education seeker is carried out exclusively in an online format (unless another format has been agreed between them).

6.4. The seeker for higher education is obliged to send the qualification work (or part of it) to the supervisor within the time limits established by the schedule.

6.5. The supervisor is obliged to provide the seeker with a reasoned response to it (comments, recommendations, etc.) within seven working days after receiving the qualification work (or part of it).

6.6. Preliminary defence and final certification in the form of a defence are carried out in a synchronous remote mode using a cloud service determined by the department.

The condition for conducting the defence in synchronous remote mode is reliable authentication of applicants. EC members and education seekers must have a reliable Internet connection, a computer with a microphone and video camera or other devices with similar functions, and the necessary software to identify the student's identity. Authentication of the seeker is carried out through the demonstration of his/her student card or other identity document to the EC via video communication.

In order to ensure the publicity of defences, it is recommended to provide the opportunity to participate in the remote defence to all comers, subject to their prior registration (the method of registration is determined by the Department), by publishing information on the specifics of registration on the website of the relevant Department no later than one week before the defence.

The secretary of the commission must digitally record (video recording, audio recording, photographic recording, etc.) the process of defending the qualification work.

6.7. In the event of special circumstances (declaration of martial law and/or state of emergency, introduction of quarantine restrictions, etc.), all activities for the preparation and defence of qualification works by higher education applicants may be organised in a remote format in the manner prescribed by sub-clauses 6.1 - 6.6 of this section.

7. ASSESSMENT CRITERIA FOR QUALIFICATION WORK

7.1. Assessment of the quality of performance and defence of qualification work is carried out in accordance with the Regulations on the procedure for assessing the learning outcomes of higher education seekers and the relevant methodological recommendations of the departments, taking into account the peculiarities of the performance and defence of qualification works of various specialties.

When assessing the qualification work, the level of theoretical, scientific and practical training of the higher education seeker, as well as the assessments of the supervisor and reviewer are taken into account. The qualification work defence is assessed according to the national scale with conversion to a 100-point scale.

The objects of evaluation of the qualification work are:

- quality of the qualification work content;
- quality of the qualification work defence: prepared report and answers to

questions.

7.2. The quality of the completed qualification work is assessed by the following criteria:

- compliance of the qualification work with the task and requirements of the methodological recommendations for its implementation;
- the degree of independence in solving the tasks, the availability of an analysis of existing solutions and methodologies;
- relevance, novelty of the chosen topic, the way of solving the problems and the practical value of the results obtained;
- the degree of validity of the proposed solutions, their compliance with the current level of science and technology;
- quality and depth of scientific, theoretical and practical analysis of the problem;
- compliance of the results with modern practice;
- use of modern digital technologies;
- ability to work with regulatory and reference documents, availability of references to the sources used.

7.3. The quality of the qualification work defence is assessed according to the following criteria:

- the content of theseeker's report on the content and main results of the work;
- clarity of structure and logical sequence of presentation of the material;
- validity, quality of conclusions and recommendations for the practical use of the work;
- use of professional, industry, scientific terminology;
- ability to clearly, understandably and concisely present the main principles of the research;
- completeness, depth, validity of answers to the questions of the EC members on the content of the work;
- culture of speech.

7.4. The final grade of the qualification work defence is determined by the EC. The decision of the Commission is final.

7.5. Repeated defence of the qualification work in order to improve the grade is not allowed.

7.6. A seeker who has received an unsatisfactory grade in the defence of a qualification work is expelled from a higher education institution. He/she is issued a certificate of the established form.

7.7. Applicants for education who did not appear at the EC meeting for the defence of the qualification work or received an unsatisfactory grade have the right to repeat the final certification in the next term of the EC within three years after completion of the relevant EP on the basis determined by the HEI.

7.8. In case of unsatisfactory assessment, it is solely within the competence of the EC to decide on the possibility of re-defending the same qualification work. As a rule, a higher education seeker must choose a different topic of qualification work.

8. ANTI-CORRUPTION WARNINGS

8.1. Participants in the educational process fully comply with the basic principles of corruption prevention, ensure regular assessment of corruption risks in their activities, take appropriate measures to prevent and resolve conflicts of interest and corrupt practices that may arise in the performance of their duties, as defined by the laws and local acts of the HEI

8.2. Participants in the educational process are obliged to comply with the requirements of the Law of Ukraine "On Prevention of Corruption".

8.3. Participants in the educational process are strictly prohibited from directly or indirectly using their official powers or related opportunities to obtain an unlawful benefit or acceptance of such a benefit or acceptance of a promise / offer of such a benefit for themselves or others, or to make promises / offers or unlawful benefits to a person referred to in part one of Article 3 of the Law of Ukraine "On Prevention of Corruption", or at their request to other individuals or legal entities in order to persuade this person to illegally use the services provided to them.

8.4. For committing corruption or corruption-related offences, participants in the educational process shall be held criminally, administratively, civilly and disciplinarily liable in accordance with the procedure established by law.

9. FINAL PROVISIONS

9.1. The Regulations on Qualification Work shall be approved by the Academic Council of the University and put into effect by order of the rector of the University or a person authorised to perform his/her duties.

9.2. Amendments and/or additions to the Regulations are considered and approved by the Academic Council of the University and put into effect by order of the rector of the University or a person authorised to perform his/her duties.