

**PRIVATE JOINT STOCK COMPANY  
«HIGHER EDUCATION INSTITUTION  
«INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT»**

**EDUCATIONAL AND SCIENTIFIC INSTITUTE OF  
PSYCHOLOGY AND SOCIAL SCIENCES**

**Department of Psychology**

**METHODOLOGICAL RECOMMENDATIONS  
REGARDING THE PREPARATION, WRITING AND DEFENSE  
OF SCIENTIFIC WORKS  
(research projects for obtaining the bachelor's and master's degree)  
specialties C4 Psychology**

Methodical recommendations for the preparation, writing and defense of scientific works (research projects, qualification works for obtaining the bachelor and master degrees) specialty C4 Psychology

Author team:

Considered and recommended by the Academic Council of the Educational and Scientific Institute of Psychology and Social Sciences (minutes № 8 dated June 30, 2025).

Approved by the Academic Council of the Private Joint Stock Company «Higher Education Institution «Interregional Academy of Personnel Management» (Minutes № 6 dated July 17, 2025).

The methodical recommendations contains practical recommendations regarding the rules, stages, algorithms and mechanisms of performance and defense of higher education applicants' scientific works, as well as samples of relevant documents, a list of primary sources and used literature, etc.

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## INTRODUCTION

Methodical recommendations for the preparation, writing and defense of scientific works (course work, qualification works for obtaining the bachelor's and master's level of higher education) specialty C4 Psychology of the Private Joint-Stock Company «Higher educational institution Interregional Academy of Personnel Management» establish the general procedure for registration of scientific works.

Methodological recommendations were developed in accordance with the Law of Ukraine «On Education» dated 09/05/2017 №2145-VIII, the Law of Ukraine «On Higher Education» dated 07/01/2014 №1556-VII, the letter of the Ministry of Education and Culture of Ukraine №1/9-434 dated 07/09/2018 «Regarding recommendations for educational and methodological support», other normative documents of the Ministry of Education and Culture of Ukraine, as well as on the basis of internal regulatory documents, in particular the Statute of PrAT «of MAUP University, «Regulations on the organization of the educational process in MAUP», «Regulations on the MAUP» department, other regulatory documents and regulations.

The recommendations are intended to provide assistance to students of higher education in the performance of scientific works in accordance with the current standards of Ukraine and contain the main requirements for their content and design, the organization of its implementation, the procedure for protection and evaluation.

Qualification work makes it possible to reveal the level of assimilation of theoretical knowledge and practical training, the ability to work independently in the chosen specialization. Performance and protection of qualification work is the final stage of study at a higher education institution, a form of state certification of graduates. The master's qualification work is the final result of the independent individual research activity

of the master's student (bachelor), a comprehensive scientific study that summarizes his study of the disciplines provided for in the curricula of training in the specialty, passing the practice: educational, industrial, professional and pre-diploma.

The master's (bachelor's) qualification work must meet the following requirements:

- ✓ to be relevant, contain novelty, be fulfilled at the level of modern achievements of science and technology;
- ✓ to be directed towards solving practical tasks of future activities, creative search for new priority scientific solutions;
- ✓ contain the processing of special scientific and methodical literary sources;
- ✓ generalize and develop the professional skills of a higher education student.

The main purpose of these recommendations is methodical assistance in the preparation of coursework, master's (bachelor's) qualification work, formation and clear understanding of the requirements for their implementation, writing and design, which contributes to the training of highly qualified specialists.

The guidelines are subject to review and improvement annually. Changes are made if necessary. Proposals for making changes are prepared by the heads of departments, the director of the Educational and Methodological Institute. The director of the Educational and Methodological Institute carries out the registration of changes and their revision. The rector approves the documented procedure and changes to it.

# **CHAPTER 1**

## **METHODOLOGICAL RECOMMENDATIONS FOR THE PREPARATION, WRITING AND PROTECTION OF RESEARCH PROJECT**

### **1.1. Procedure for coursework**

### **1.2. Preparation of research project**

### **1.3. Research project defense**

### **Appendices**

Research project is, in accordance with the «Regulations on the organization of the educational process at the PJSC «HEI «MAUP», a type of scientific work that involves independent research by students of higher education and current problems and their theoretical presentation in accordance with the requirements for the design of the results of scientific research. Research project is carried out with the aim of consolidating, deepening and summarizing the knowledge obtained by students of higher education during their studies, and their application to the comprehensive solution of a specific professional task.

Research project topics are offered to students of higher education in accordance with the scientific topics of the department, taking into account the scientific interests of students. The topic closely corresponds to a specific academic discipline, the study of which involves writing a term paper. An indicative list of topics from each discipline, in accordance with the curriculum, is approved at a meeting of the department at the beginning of the academic year.

The specificity of the research project is that it occupies an intermediate place between the works of the abstract plan (in particular, the control) on the one hand, and research

(qualification work) on the other. Writing a research project helps a student of higher education to systematize the acquired theoretical knowledge of the studied discipline and to reveal the ability to independently understand the problem, engage in the selection, analysis and interpretation of sources, substantiate his own opinion, formulate conclusions and proposals.

Completing the research project is the first step of familiarizing the student of higher education with scientific research, and therefore its successful writing depends on clear compliance with the basic requirements for the scientific level of such works, their content, structure, style of presentation of the material, as well as design. The fulfilment of the specified requirements by the student of higher education forms his skills to conduct independent scientific research.

## **1.1. Procedure for research project**

Before starting the research project, the student gets acquainted with the basic requirements for its preparation, writing and design. It is recommended to coordinate each stage of the work with the scientific supervisor.

The following stages are distinguished in the written term paper:

### **1. Preparatory stage:**

- choice of topic and its justification;
- search for sources and selection of literature on the research topic;
- drawing up a preliminary work plan and coordinating it with the manager.

### **2. Work on the text:**

- analysis and processing of sources;
- presentation of the main text of the work;

- elaboration of conclusions;
- writing an introduction to the work.

### 3. Work design stage:

- compiling a list of used sources;
- design of applications and illustrative material;
- technical design and literary and stylistic editing of

the text.

### 4. Preparation for protection and protection of coursework:

- submission of the project (option) of the work to the scientific supervisor;
- finalization of work taking into account the manager's comments;
- coursework protection.

## **Preparatory stage of work on research project**

The first stage begins with the *selection of the topic* of the term paper, its understanding and justification. The subject of the research project is chosen by the student of higher education independently with the help of the list proposed by the department, taking into account the issues that most fully correspond to his educational and scientific interests and inclinations, guided by the advice of the manager.

The topics of the research projects offered by the department do not copy the topics of the studied disciplines, but should be oriented to the motivation of the student's independent creative scientific research. Based on the fact that the research project is not reduced to an abstract overview of the source or problem, but involves the presence of experimental elements, it makes sense to formulate the topic in such a way that it involves the disclosure of a complex problem situation, an analytical comparison of various

concepts, approaches, directions, etc. Moreover, the topics approved by the department are indicative: their clarification is allowed, taking into account the proposals of the scientific supervisor and the wishes of the student.

After defining the topic of the research project, together with the scientific supervisor, the boundaries of the study of the topic are determined, and the research tasks are outlined.

The next step is to *search and study the literature* – familiarization with the main scientific and methodological sources on the chosen topic. Work on the course should begin in the department of catalogue and the periodical hall of scientific libraries. Other sources can also be used: bibliographic manuals, final lists of literature, footnotes and references in textbooks, monographs and dictionaries, etc., as well as indexes of the content of special professional periodicals.

In the search for information, you should be guided by the advice of the scientific supervisor.

During the source studies, it is necessary, in particular, to find out the completeness of the study of the chosen topic by modern science, so as not to repeat well-known truths in the work and to more accurately determine the directions and main thematic sections of one's own research. To do this, it is worth familiarizing yourself with the latest literature on this topic, published over the past five years. In addition, the study of the topic should begin with generalizing works that will allow you to cover the problematic field of research, and then move on to more specialized materials.

After analyzing the selected list of literary sources, the student already has a certain formed opinion about the direction of his research and is ready to draw up a work plan, which contains the names of two sections as the main substantive parts of the course.

The research project plan must necessarily be agreed with the scientific supervisor even before work on its text begins.

## **Work on the text of the research project**

The second stage – is *work on the research project text*. First of all, the selected sources should be analyzed and processed. When working with scientific literature and documents, students need to keep notes of all read sources in order to be able to properly prepare a list of literature for the research project and quotes in its text. A bibliographic record should be drawn up for each processed source (see. Annex B); individual opinions and statements that may become quotations should be written verbatim, in the original language.

When processing sources, it should be constantly remembered that the main requirement placed on higher education students who work on research project and are generally engaged in scientific research is their independent and creative implementation. Not only can significant amounts of information be copied from any sources, but also quotes that are only combined with separate phrases of their own cannot be abused. Of course, such research project cannot be evaluated positively. And therefore, quotation should be reduced to a minimum and resorted to only when it is really necessary.

When quoting, several formal rules should be followed:

- the quotation shall be verbatim;
- the quote should not be too long (no more than one or two sentences containing a finished thought);
- it is not recommended to post more than two quotes on one page of the work;
- the quote must be quoted and accompanied by a reference to the source;

- removal of certain quotation fragments, which avoids long quotation, is indicated by three dots: ...; ;
- quotes, which are unfinished sentences, are grammatically consistent with the author's text.

After processing various sources and literature, there is a need to highlight reliable facts.

*Scientific facts – is a unit of scientific knowledge and the basis of any research, and therefore checking their truth (verification) is inseparable from working with the reference apparatus.*

After establishing the facts, the task arises of understanding and finding connections and dependencies between phenomena and events, as well as comparing different approaches to the study of the topic. At this stage, one's own scientific knowledge is created: the researcher tries to understand and compare the available facts, compare variations in the interpretation of these facts, track trends and regularities, etc. This gives the student the opportunity to exercise his right to his own understanding of the phenomenon or problem that is the subject of research in the research project.

The next stage is the presentation of the main text. As a rule, the material for most of it is the paraphrasing (retelling) of the analyzed sources: this means that already at the note-taking stage, the student begins to write the text of his work. To avoid plagiarism, one should strive to convey the author's opinion as the closest to the original using one's own vocabulary; in particular, it is recommended to highlight the main ideas, change the structure of sentences, use synonyms or words with a similar meaning, change the forms of words, etc. Generalization allows you to convey the content of an entire chapter or an entire author's work in one sentence. At the same time, there must be references to primary sources at the end of sentences.

The analyzed and systematized material is presented according to the content in the form of separate sections and subdivisions. Each section covers one issue, and a subsection or paragraph – covers a separate part of it. The material should be taught without skipping logical links, therefore, when starting to work on the section, its main idea should be noted, as well as the thesis of each division. Opinions and text must be linked logically. The entire text must be subject to the main idea; one conclusion must not contradict another, on the contrary, reinforce it; in addition, the sequence of evidence must be followed.

An important element of the presentation of the text and one of the many factors that the commission takes into account when evaluating the work is the correct stylistic design of the work. First of all, attention is paid to the substantive side of the presentation of the material: logic and validity, completeness and representativeness (that is, the breadth of use of scientific sources), general literacy and compliance with standards and accepted rules regarding scientific research. In particular, when writing the text of the term paper, it is necessary to adhere to the scientific style of presentation and accepted terminology, designations, conventional abbreviations and symbols. It is not recommended to use stamps or overly categorical statements («Common...», «Undoubtedly...»); keep a statement from an unspecified person (“We consider...”, “Defined...”, “Separated...”, “Considered...”, etc.); avoid frequent repetitions of words or phrases, etc.

After writing the main text of the term paper, you should work on processing the conclusions and writing the introduction, as well as designing the entire text in accordance with the relevant requirements.

## **1.1. Preparation of the research project**

Expected volume of research project text (without list of used sources and applications) – 35–40 pages.

Research project is printed by computer on sheets of white A4 paper. When printing the text of the project, it is necessary to leave fields of the following sizes: – 30 mm on the left, –10 mm on the right, – 20 mm on top and – 20 mm on the bottom. The text of the scientific work is typed in 14-point Times New Roman cut-off font with an interval of 1.5 lines (29–30 lines per page), a paragraph indent of 1.25 cm with no additional intervals between paragraphs.

The numbering of pages, sections, subsections, tables, figures, formulas in the content of the work is given in Arabic numerals without the sign №. The first page of the project is the title page, on which the page number is not placed. On the following pages, the numbers are placed in the upper right corner of the page without a dot after the number.

According to the structure, the research project consists of the following parts:

1. Title page.
2. Contents.
3. Introduction.
4. The main part (divided into several sections).
5. Conclusion
6. List of used sources.
7. Appendices (if necessary).

The title of any of the structural parts cannot be at the end of the sheet, after it there must be at least two lines of text located at a distance of 5 mm from the title. The headings of the content, introduction, conclusions, list of used sources and literature, appendices, lists of designations and abbreviations should be placed in the center of the line and written in capital

letters in the usual bold font size of 18 points. One line is omitted after the title.

The title page is the first element of any scientific work – research project, diploma or dissertation. Coursework indicates the full name of the educational institution and its departmental subordination, the faculty, the department where the work was performed, the name of the project, data on the student and supervisor, the city and the year of submission of the project for defense (see. Appendix A).

The content corresponds to the research project plan. Only the start page number of the plan item is indicated (see. Appendix B).

Introduction. The task of the introductory part, which is written last, is to orient the reader in the problems of work, to present the topic of the research project and the research task, to explain how important or interesting it is to turn to a specific topic, as well as to depict the historical, social or intellectual context to which the phenomenon under consideration belongs. Therefore, the introduction should include the following components, namely: relevance (why the topic is interesting for research), degree of scientific development of the topic (who researched this issue, what results he achieved, what remained unexplored), object of research (1 sentence), subject of research (1 sentence), purpose of research (1 sentence), research tasks, research methods, work structure (introduction, number of chapters, conclusion, list of used sources with the number of names, total number of pages in the work). Recommended introduction volume – 2–3 pages.

The main part of the work consists of sections and subsections. The task of the sections of the main part of – is to convincingly prove and illustrate the main opinion of the author. In the main part, the author consistently presents the facts, arguments and evidence that he received after processing

the relevant array of sources and literature. Each chapter should begin with a preface that updates the research tasks that will be solved in this chapter. At the end of the section, it is necessary to formulate conclusions with a concise presentation of the scientific and practical results given in the section. It is recommended to structure the main part of the work into two (maximum – three) sections. Each chapter begins with a new sheet; the chapters are indicated by Arabic numerals. The title of the section should be placed in the next line under the number, in the center of the line. The section number is placed after the word “SECTION”, no dot is placed after the number, then the section title is printed from a new line.

The division can be divided into subdivisions, which in turn can be divided into smaller structural parts. It is not desirable that there are more than four degrees of separation. Subdivisions are numbered within each section. The unit number consists of the section number and the serial number of the unit, between which a dot is placed. There should be a period at the end of the subsection number, for example: «2.3.» (the third subsection of the second section). Then, in the same line, comes the heading of the subsection. No title can end with a full stop. If it is longer than one line, then the translation (division) of words should not be used; the next line should start with the same indentation.

### **The order of calls to sources.**

References in the text are given in square brackets, indicating the number of the source according to the list of references and, by comma, the number of the page or pages in it (except when referring to the source or several sources as a whole). For example: «According to Heraclitus, the world should be understood as a flow: “Everything flows, everything changes” [8, p.68]»;

«Vladimir Solovyov may be considered the first Russian

philosopher to make the problem of Christian unity one of the central problems of his philosophy [16, p. 114–115]»; «Problems of ecumenical cooperation between denominations in Ukraine are considered in the works [1–7] or [1, 2, 7].

**Illustrations** (by availability). In the research project, only line illustrations and original photographs should be used. Photographs smaller than A4 should be pasted on standard sheets of white A4 paper. Illustrations must have a name that is placed after the illustration number. If necessary, the illustrations are supplemented with explanatory captions. Drawings, photographs, drawings, diagrams, graphs, maps should be submitted in the work directly after the text where they are mentioned for the first time, or on the next page.

The figure, the dimensions of which are larger than A4 format, are counted as one page and placed in the appropriate places after mention in the text or in the appendices, including the general numbering of the pages. Illustrations are denoted by the word «Fig.» and numbered consecutively within the section, with the exception of the illustrations presented in the appendices. The illustration number must consist of the section number and the serial number of the illustration, between which a dot is placed. For example: Fig. 1.2. (second figure of the first section). The number of the illustration, its name and explanatory signatures are placed sequentially under the illustration.

**Tables.** Each table should have a name that is placed above the table and printed symmetrically to the text. The name and word «Table» start with a capital letter; names do not emphasize. Column headings should start with uppercase letters, – subheadings with lowercase letters if they make up one sentence with a header, and uppercase letters if they stand alone. The height of the rows – is not less than 8 mm. The column with row sequence numbers is not included in the

table.

The table is placed after the first mention of it in the text; a table with a large number of lines can be transferred to another sheet. When transferring a table to another sheet (page), the name is placed only above its first part. A table with a large number of columns can be divided into parts and placed one part under another within one page.

If the rows or columns of the table go beyond the format of the page, then in the first case, its cap is repeated in each part of the table, and in the second case, the sidewall is –.

If the text that is repeated in the table graph consists of one word, it can be replaced with quotation marks; if from two or more words, then at the first repetition it is replaced with the words “Same”, and then with quotation marks.

It is not worth putting quotation marks instead of numbers, stamps, signs, mathematical and chemical symbols that are repeated. If digital or other data are not provided in some row of the table, then a dash (-) is placed in it.

All tables must be referenced in the text, while the word «table» in the text is written abbreviated, for example: «... in table 1.2».

*Table 1.1*

Table title

№	title	title	title
1.			
.			

The conclusions of the research project are a separate structural element and provide a brief summary of the results of the conducted research. The conclusions also outline issues that require further investigation. New facts, ideas and

arguments that are absent in the main part of the project cannot be presented in this section: conclusions – is an opportunity to emphasize what has already been said in the main part of the project, to formulate the leitmotif of the project and to repeat the main idea, which is a summary of what is presented in the project. The volume of conclusions should not exceed 1–2 pages.

After the conclusions, the paper provides a list of used sources. This list should contain a complete bibliographic description of any documents, scientific works and reference literature used by the author in any form, indicating the authors, title, source data and total number of pages (for articles – of the first and last pages). Entries are arranged alphabetically by the names of the authors or the first words of the titles of the works recorded without the author; first there are Cyrillic editions, then Latin editions. Authors who have the same surnames are written in alphabetical order of their initials; the works of one author are presented alphabetically by the first letters of the titles of his works. Samples of the bibliographic record are given in Appendix B.

**1.1. Appendices.** If necessary, it is advisable to include tables and illustrations in the appendices, which help to better perceive the material. Appendices are drawn up as a continuation of the project on its subsequent pages, placing them in the order of appearance of references in the text of the dissertation. Each such application must start with a new page. The application must have a title printed on top in lowercase letters from the first capital symmetrically to the text of the page.

1.2. In the middle of the line above the title, the word «Appendix» and the letter denoting the appendix are printed in lowercase letters from the first capital. Appendices are marked

sequentially with capital letters of the Ukrainian alphabet, with the exception of the letters Г, Е, И, Й, Й, О, Ч, Ъ (the only appendix is marked as «Appendix A»).

### **1.3. Research project defense**

Research project is submitted to the scientific supervisor within the terms determined by the institution of higher education. After reading the work by the supervisor and finalizing it, taking into account all comments, as well as the final agreement of the course project with the supervisor, you can draw up a final version. Before printing a term paper from a draft, it should be carefully checked again, the names of sections and subsections, the correctness of references to the list of sources, the sequence of placement of the material, the validity and clarity of the wording of conclusions and recommendations should be clarified.

The defense of the research project is carried out before a commission consisting of three teachers of the department (the composition of the commission is determined by the head of the department) with the participation of the head of the coursework.

The student makes a speech for 5–7 minutes, in which he must highlight:

- relevance of the chosen topic, purpose and tasks of the research project;
- work structure, research methods used and main primary sources;
- content of the author's ideas and proposals;
- main conclusions based on the results of the research project.

During the report, it is possible to use demonstration materials (tables, diagrams, graphs, etc.). After the report, the student answers the questions of the commission members.

## **Criteria for evaluating a research project**

Work in which the student:

- made its own assessment of sources and literature, used various research methods, proposed an independent solution to the problem, presented reasoned conclusions and substantiated proposals, can be evaluated at «excellent» (90-100 points /A).
- has made its own assessment of sources and literature, independently selected and analyzed material significant in volume and interesting in content, reasoned conclusions and well-founded proposals are presented, but there are errors in the design, it can be evaluated at «well» (82–89 points /B).
- made its own assessment of sources and literature, independently selected and analyzed material significant in volume and interesting in content, but there are problems with the design of the work and argumentation of conclusions, it can be evaluated at «well» (75–81 points /C).
- independently selected and analyzed material significant in volume and interesting in content, but there is no analysis of sources and literature, errors in the design of the work can be evaluated at «satisfactorily» (68–74 points /D).
- carried out a transfer of the published source and only on this basis the topic is disclosed, is allowed to be protected, but cannot be rated higher than the score «satisfactorily» (60–67 points /E).
- found signs of plagiarism is removed from consideration, and its author is given a score of «unsatisfactory» (35–59 points/FX).

Research projects in which the content does not correspond to the chosen topic are not allowed to be defended; which do not meet the requirements for issuing term papers; which are submitted in violation of the terms of their implementation.

## Appendices

### *APPENDIX A*

#### **Sample title page of the term paper**

**PRIVATE JOINT STOCK COMPANY  
«HIGHER EDUCATION INSTITUTION  
«INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT»**

**Educational and Scientific Institute of Psychology and  
Social Sciences  
Department of Psychology**

**RESEARCH PROJECT**  
for discipline \_\_\_\_\_

on the topic:

Performed by:  
student of the group  
of the Educational and Professional Program  
«Psychology»

**FULL NAME**  
Head:

Kyiv 202\_

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## Examples of design of a bibliographic description in the list of used sources

Book (one author)	Tytarenko T. M. The life world of the individual: within and beyond everyday life K. : Lybid, 2003. 376 p.
Book (two or three authors)	Zlyvkov V.L., Lukomska S.O., Fedan O.V. Psychodiagnosis of personality in crisis life situations. K.: Pedagogical thought, 2016. 219 p. URL: <a href="https://core.ac.uk/download/pdf/77241343.pdf">https://core.ac.uk/download/pdf/77241343.pdf</a>
Book (five or more authors)	Psychology of personality life creation in the modern world. Yu. D. Gundertailo, V. O. Klymchuk, O. I. Klyapets et al.; ed. T. M. Tytarenko; National Academy of Pedagogical Sciences of Ukraine, Institute of Social and Political Psychology. K.: Millennium, 2016. 320 c.
Monograph	Raievskaya Ya. M. Theory and practice of professional formation of specialists in the social sphere to interprofessional interaction: monograph. Kamianets-Podilskyi : Publisher A.S. Pankova, 2020. 348 pp.
Collective monograph	Personality in the conditions of social transformations: formation and development: collective monograph /Y.M. Raievskaya, N.M. Honcharuk, L.A. Onufrieva, O.M. Verzhikhovska et al.; Edits: N.M. Honcharuk, L.A. Onufrieva, O.M. Verzhikhovska. Kamianets-Podilskyi : Axiom, 2018. 220 pp.
Article in the journal	Raievskaya Ya. Development of emotional competence of the individual: theoretical discourse. Scientific works of the Interregional Academy of Personnel Management. Psychology, (3 (52), 127-132. DOI: <a href="https://doi.org/10.32689/maup.psych.2021.3.18">https://doi.org/10.32689/maup.psych.2021.3.18</a> URL <a href="http://journals.maup.com.ua/index.php/psychology/article/view/1196">http://journals.maup.com.ua/index.php/psychology/article/view/1196</a>
Abstracts of the report	Raievskaya Y.M. The influence of emotional intelligence on the professional success of an individual. Socio-psychological problems of society: materials of the international scientific and practical conference,. Kyiv, April 16-17, 2021. Kyiv: Tavri V.I. Vernadskyi National University, 2021. P.99-102.

Dissertation abstract	Kharchenko O. S. The crisis of the welfare state: reasons and ways to overcome it: author's ref. diss. to obtain sciences. candidate's degree flight of sciences: special. 23.00.02 «Political institutions and processes. Kyiv. national University named after. Taras Shevchenko. K., 2015. 19 p.
Sources from the Internet	Law of Ukraine «On higher education» dated 01.07.2014 № 1556- VII //Database «Legislation of Ukraine» / Verkhovna Rada of Ukraine. URL: <a href="http://zakon.rada.gov.ua/laws/show/1556-18">http://zakon.rada.gov.ua/laws/show/1556-18</a> (address date: 11/26/2018)

# **CHAPTER 2**

## **METHODOLOGICAL RECOMMENDATIONS**

### **FOR THE PERFORMANCE OF THESIS FOR**

### **OBTAINING THE BACHELOR'S DEGREE OF HIGHER**

### **EDUCATION**

**(writing rules and defense preparation)**

- 2.1. Organization of thesis**
- 2.2. Technical requirements for the registration of a bachelor thesis**
- 2.3. Requirements for the defence of the bachelor thesis**
- Appendices**

Bachelor is an educational degree obtained at the first level of higher education and awarded by a higher education institution as a result of successful completion of the SP by a student. The baccalaureate certification is focused on diagnosing the level of theoretical knowledge and practical skills and abilities sufficient to successfully perform professional duties in the specialty C4 Psychology.

The bachelor thesis has a generalizing character and is an independent individual work with elements of research and innovation, which is the result of theoretical knowledge and practical skills of the normative and selective components of the educational and professional training program for higher education applicants.

The performance of the thesis involves the systematization, consolidation, expansion of theoretical and practical knowledge of the specialty (specialization) and their application in solving specific scientific, psychological, social, managerial and other tasks; development of independent work skills and mastery of research and experiment methodology related to the topic of the work. The ability to define a

scientific problem, explain and formulate its relevance, plan and conduct empirical research, independently argue conclusions, generalize and systematize the results are taken into account in the evaluation of the work as testifying to the theoretical and methodological level of the graduate's qualification and his ability to perform professionally.

So, when starting the preparation of bachelor thesis, the applicant *must be able to*:

- formulate the purpose and objectives of the research;
- draw up a research plan;
- conduct a bibliographic search of primary sources using modern information technologies;
- use modern methods of scientific research, modify existing and discover new methods in the context of a specific research task;
- process the received data, analyze and synthesize them in the prism of well-known literary sources;
- draw up the results of the study in accordance with the current requirements.

Bachelor thesis must meet the following *requirements*:

- to highlight an insufficiently developed problem or a certain aspect of a known problem, that is, to be relevant;
- have a clear construction and logical sequence of presentation of the material;
- be based on the use of methods adequate for the purpose of research, in particular mathematical and statistical methods;
- contain a convincing argumentation using graphic material, tabular means of summarizing data;
- lead to substantiated recommendations and evidentiary conclusions.

Completion of the bachelor thesis is the final stage of training a student of the first level of higher education of the

4th year of study. The author of the thesis is directly responsible for all information presented in the qualification thesis and their authenticity. Based on the consideration of the applicant's thesis, the EC determines the degree of his preparation for independent activity and decides on the issue of awarding a bachelor's degree in psychology.

## **2.1. Organization of bachelor's thesis preparation**

### **Topic selection**

The first and most important step in preparing for writing a bachelor's thesis is the choice of its topic (and, accordingly, the scientific supervisor, who is appointed by the department from among specialists in the relevant field, taking into account the wishes of the student). The topic of the thesis should be relevant, that is, correspond to the modern problems of scientific research in this field, problem-specific, demonstrate novelty, a deep and at the same time differentiated approach, and take into account the individual scientific preferences of the applicant. When choosing the topic of the thesis, it is also necessary to take into account the possibility of conducting the planned research under the existing real conditions and within the time limit set for its implementation.

Applicants independently choose the topic of the thesis from the approximate list, which is approved by the graduation department every year, and coordinate it with the scientific supervisor, specifying and updating it. The topic should be stylistically formulated in the form of one narrative sentence. Two or more students of the same group are not allowed to choose the same topic.

The topic enters into force after the issuance of the order of the Institution of Higher Education on the approval of topics and scientific supervisors of theses no later than 6 months

before the defense for correspondence (distance) students and 1 year – for full-time students.

Questions about changing (correcting) the topic of bachelor's thesis, work plan or scientific supervisor are resolved at the meetings of graduation departments no later than 2 months before the deadline for submitting a bachelor's thesis for preliminary defense (a month before state certification).

## **Stages of work performance**

The performance of the bachelor's thesis after the selection and formulation of the topic is conditionally divided into the following stages:

1. Drawing up an individual work calendar plan.
2. Search for scientific primary sources by topic, their analysis, compilation of bibliography.
3. Drawing up a detailed plan of the bachelor's thesis.
4. Preparation of the first version of the theoretical part:
  - (a) Justification of the relevance of the chosen topic;
  - (b) setting the purpose and specific objectives of the study;
  - (c) The definition of the object and subject of the study;
  - (d) choice of research methods.
5. Conducting empirical research. Description of the research process.
6. Statistical analysis of the obtained results.
7. Interpretation of the obtained research results.
8. Development of methodological support.
9. Formulation of conclusions and evaluation of the obtained results.
10. Preparation of the text, technical design and submission of the work to the scientific supervisor.
11. Finalization of the text taking into account the comments of the scientific supervisor.

- 12.Completion of preliminary defense of the thesis at the department, its finalization taking into account comments.
- 13.Submission of the final version of the thesis to an external reviewer.
- 14.Preparation for public defense.
- 15.Public defense.

**Drawing up an individual calendar thesis plan** contributes to its timely and high-quality implementation. The plan is drawn up taking into account the specified terms of intermediate control of the performance of the qualification work. Applicants are obliged to comply with the terms of intermediate control of the performance of thesis, to provide the scientific supervisor with interim reports on the results of their own research in a timely manner.

**Searching for literature on the topic** (scientific articles, monographs, abstracts, texts of defended and published dissertations) is quite a responsible matter, as it determines the degree of awareness of the applicant in the researched field. The search should cover both the literature of previous years and the publications of periodicals of the last 5–10 years (at least 30% of the total volume of literature used). Preference should be given to primary sources. Searching the Internet makes it possible to obtain the most up-to-date information about the state of development of the problem, about the latest directions of modern research and their results, but it requires a balanced and careful approach to assessing the quality and degree of scientific validity of available sources.

When searching and analyzing sources, you should take care in advance about the preparation of the bibliography and the correctness of the references in the process of writing the work. Therefore, when quoting and referring to individual authors and their works, all the necessary data should be

indicated immediately: the author's surname, initials, title of the article or book, publication, year, volume, number, page. It is advisable to prepare a list of used sources from the very beginning in accordance with current requirements on separate sheets of paper or in a separate file: this facilitates the process of writing and designing the thesis and guarantees the correctness of the links.

In the process of working with primary sources (scientific literature), one should especially remember the inadmissibility of academic plagiarism and other types of violation of academic integrity norms, in particular, the publication (partially or completely) of scientific results obtained by other persons as the results of one's own research and/or reproduction of published texts of other authors without indicating authorship (in accordance with Article 42 of the Law of Ukraine "On Education").

The organization and conduct of empirical research (which is mandatory for undergraduate papers) is based on the scientific and ethical principles of scientific research. Thinking about organizational aspects (preparation of the necessary materials: tests, questionnaires, forms for answers) significantly facilitates the research process itself and the processing of its results. Analysis and statistical processing of the obtained data, interpretation of research results and formulation of conclusions are the result of the work performed.

The student is obliged to perform all stages of the topic processing independently, referring to all the thoughts, views, ideas used by him, indicating their real authors and sources. Not later than one week before the preliminary defence of the qualifying work, the higher education applicant is obliged to submit to the graduate department its electronic version, with a view to and for the detection of academic plagiarism, the

control of which is entrusted to the heads of departments and academic supervisors. Violations of the norms of academic integrity and plagiarism, which is unacceptable in any form, should be distinguished from the degree of originality of the text of the thesis, which is determined during its verification by special software means and consists in the percentage of the text, which is not borrowed from other sources (including quotations).

## **Structure of the bachelor's thesis**

The bachelor's thesis has the following structure:

1. Title page.
2. Tasks.
3. Abstract.
4. Contents.
5. Abbreviations and symbols (if necessary).
6. Introduction.
7. The main part, which consists of sections and subdivisions.
8. Conclusion.
9. List of used sources.
10. Appendices.

The first page of the thesis is the title page, which is included in the numbering, but not numbered. The title page of the master's thesis must indicate:

- the name of the educational institution where the thesis was performed;
- work topic;
- specialty cipher and name;
- student's last name, first name, patronymic;
- academic degree, academic title, surname, first name, patronymic of the supervisor;
- place and year of writing the work.

 *A sample cover sheet is given in Appendix A.*

With the approval of the head and head of the department, the student describes the detailed work plan in the Task for the bachelor's thesis is submitted on the next page after the title page. The task is signed by the student, the head and approved by the head of the department. A sample of the task for the

bachelor's thesis is given in Appendix B.

Next, the Abstract of the bachelor's thesis is presented, which should be concise and informative. The abstract should include:

- work topic;
- surname and initials of the author and head of work;
- the number of pages, tables, figures, appendices, sources according to the list of references;
- concise job description;
- list of keywords (5-15 words).

The abstract should be performed in the amount of no more than 500 words and placed on one page of A4 format.

 *A sample annotation for the master's thesis is given in Appendix B .*

**The content of the master's thesis** is placed on the next page after the abstract. On the content page, the number of the initial page of each component of the work is indicated. In the element «CONTENTS», the following structural elements are given: «ABBREVIATIONS AND CONVENTIONAL MARKS», «INTRODUCTION», sequentially the name of sections and subdivisions, «Conclusions to sections», «CONCLUSION», «LIST OF USED SOURCES», «APPENDICES» with their name and indication of the page number of the beginning of the structural element. A sample of the content of the bachelor's thesis is given in Appendix G.

If little-known abbreviations, new symbols, designations are given in the work, then their list is provided before the introduction and entered into the content as ABBREVIATIONS AND CONVENTIONAL DESIGNATIONS. They are printed in two columns, where the abbreviated name is given on the left, and its interpretation is

given on the right:

HEI – higher education institution;

PTSD – post-traumatic stress disorder.

THE INTRODUCTION reveals the essence and state of the problem, the relevance of the topic, substantiates the necessity of its research, initial data for the development of the topic, object, subject, goal, task, hypothesis, research methods, scientific novelty and practical significance of the obtained research results, experimental base and approbation of research results.

The volume of the introduction should not exceed 5 pages of computer text.

The relevance of the topic is presented in the form of a critical analysis and ways to solve a certain contradiction or problem. The relevance of the research topic is also confirmed by statistical materials and their qualitative analysis. The relevance of the research topic should not exceed one page.

Note that the topic of the thesis should be focused on research and development of issues of creating programs, recommendations, technologies of psychological content for various subject areas: enterprises, firms and companies of various areas of socioeconomic activity, educational institutions, spheres of social and psychological services, etc.

The topic of the thesis must meet the following requirements:

- compliance with the current state of development of science, technologies, methods and means;
- relevance, practicality;
- compliance with the object of activity of the master's degree in the specialty C4 Psychology;
- complexity that is sufficient to demonstrate theoretical knowledge and practical skills acquired during training.

 *Indicative topics are attached in Annex L.*

**The object of study** – is a process or phenomenon that the researcher's attention is directed at.

**The subject of research** – is a part of the object studied under certain conditions (clarifies, specifies the object of research).

**The purpose of the study** – is the planned result, which the study itself is aimed at solving. It is undesirable to use such formulations of the goal of the master's thesis as «justification and development of the basics», or «development of methods and means of increasing the efficiency», etc., without specifying the scientific prerequisites on which the achievement of the task is based.

The purpose of the study is implemented through specific tasks. Research tasks are formulated in the form of a list: «learn...», «analyze...», «set...», «develop», «justify...», etc. The recommended number of tasks in the bachelor's thesis is 3-4.

The tasks need not only to be correctly and clearly formulated, but also to be set in a certain order, so that the scientist's program of actions unfolds before the reader. Observations show that four groups of tasks are usually set in scientific and psychological research.

The first group of tasks can be related to the consideration of the state of the investigated problem in theory and practice, the development of theoretical foundations of the research.

The second group of tasks is aimed at the direct analysis of the researched problem and the formulation of a refined and specified task, taking into account the analysis of the problem.

The tasks of the third group are of a practical nature.

**The first** can begin with words *to develop (justify) theoretical foundations (indicating what), to clarify the status (psychological nature) of certain categories, etc., to define*

*concepts (an object is called), to justify (principles, approaches, methodology, etc).*

***The second task*** begins to formulate these tasks with words to find out (meaning, origin, causes, ways of appearance, features, nature, role, place, specificity, features, factors, etc.), to investigate (character, characteristics, factors, properties, origin, connections, potential, means, mechanisms, functions, relationships, factors, structure), to discover (signs, causes, distribution, connection, ways, means, specificity, factors, types, factors, characteristic, relationship, structure), to study (possibilities, specificity, functioning, potential), to analyze (structure, character, dependence, features, implementation), describe (functioning, method), define (scope, types, models, structure, potential, functions, means, system, groups, common and different, characteristics), establish (interrelationships, interactions, functions, degree of productivity, motives, influence, types, features, features, connections, role, criteria), carry out (analysis, description), trace (functioning, features, dependence, means, development, relation) determine (dynamics, possibilities, processes, limits, specificity, place, role, belonging), show (connection), outline (features, groups, means, mechanisms, meanings, constructions), collate (forms), reveal (character, status, functions, features, content, impact), consider (interaction, means), characterize (features, means, types, specificity), clarify (chronology, limits), clarify (interaction), etc.

Tasks of ***the third group***: *develop training, practical recommendations, propose a correction program, a system of psychological support, etc.*

The next element of admission to the bachelor's thesis is ***research methods***, that is, a set of techniques and operations with the help of which research work is carried out. The research methodology consists of:

- *theoretical methods*: analysis of literary sources or normative documents, their synthesis, comparison, generalization and classification;
- *empirical*: surveys, questionnaires, testing, conversation, interviews; observations, game situations, performing situational tasks, experiment;
- *mathematical data processing methods*



**Example:**

**The object** of the study is – syndrome «emotional burnout» in police officers.

**The subject** of the study is – psychological features of the manifestation of the syndrome «emotional burnout» in police officers.

**The purpose** of the study: to theoretically substantiate and experimentally determine the psychological features of the manifestation of the syndrome «emotional burnout» in police officers and to develop a training program for the psychological prevention of the syndrome «emotional burnout» in police officers.

**Research objectives:**

- analyze the theoretical aspects of the study of «emotional burnout syndrome» in police officers;
- empirically determine the psychological features of the manifestation of the syndrome «emotional burnout» in police officers;
- develop a training program on psychological prevention of «emotional burnout syndrome» in police officers.

2) empirically determine the psychological features of the manifestation of the syndrome «emotional burnout» in police officers;

(3) develop a training program on psychological prevention of «emotional burnout syndrome» in police officers.

**Practical significance** of the obtained results. Information on the use of research results or recommendations

for their use is provided, the results of the practical application of the obtained results or recommendations for their use are highlighted.

**The experimental basis** of the research is given to clarify information about exactly where the experimental work was carried out, who participated in it.

**The structure** of the work contains the number of sections, subdivisions of the work, the number of items in the list of used sources, the number of appendices and the volume of pages on which they are placed.

**The main part** of the bachelor's thesis consists of sections, subdivisions, points, sub-items. Each section starts with a new page. At the end of each section, conclusions are formulated with a summary of the scientific and practical results given in the section, which allows you to systematize general conclusions and free them from general details. The paper must necessarily contain the author's own empirical (experimental) research. The main part of the bachelor's thesis consists of theoretical and practical components of scientific research, set out in two sections.

**The ratio of the theoretical and practical part:**  
**30% of the text should be the theoretical part (first chapter),**  
**70% - description of the empirical study and recommendations (second section).**

The bachelor's thesis consists of two sections. Each section of the work contains several subsections that must be related to each other, and the material is presented consistently and logically, with a critical analysis of theoretical provisions, statistical data, information of a diverse nature and sources.

In **the first chapter** of the bachelor's thesis – theoretical

and methodological –, a review of the literature on the topic of the work, the choice of research directions, and the essence of the research subject are determined.

**The second chapter** (constitutive stage of the research) describes the empirical research, summarizes and systematizes the collected practical material. The sample of subjects should number from 25 people or more. Methodological recommendations for improving the obtained data as a result of the study are a separate issue.

Each chapter of the paper ends with short conclusions, in which they note the positive that was found as a result of the research of the topic, as well as the shortcomings and problems that were characterized during the research.

In the final **CONCLUSION** of the bachelor's thesis, it is recommended to summarize the conducted research, outline the main practical results and recommendations for their practical use. Conclusions should not take the form of a report, but should reveal the results of the conducted research and correspond to its tasks.

The **LIST OF USED SOURCES** should include only those sources to which there are references in the text, as well as those used in the presentation of certain scientific provisions. The list consists of legislative acts, regulatory documents, domestic and foreign scientific, educational-methodical and special literature, specialized publications, Internet resources, foreign sources (2-3 positions). It should be noted that *25% of reference sources should be the latest literature over the past 5 years*.

In the text, the reference is indicated by a number in square brackets according to the source number in the list of sources used, such as [5] or [35; 123]. If a quote is used in the text, it is necessary, in addition to referring to a literary source, to indicate a page, for example [123, P.24].

The list of used sources must contain **at least 45 items**.

The list of used sources should be submitted in alphabetical order or in the order of reference to one or another source in the text of the qualification work. It is drawn up in accordance with the requirements of DSTU 8302:2015 «*Information and documentation. Bibliographic reference. General requirements and assembly rules*». In the list of sources of reference, theses and articles of the author on the topic of the master's thesis must be included. The list of link sources should correspond to the number of pages in the work («+», «-» 5 sources).

The **APPENDICES** contain auxiliary materials in the form of: copies of documents, extracts from legislative documents, reports, results of sociological surveys, bulky tables, figures, etc. Appendices are placed in the order of appearance of references in the text of the master's thesis. Appendices are successively marked with capital letters of the Ukrainian alphabet, with the exception of the letters Г, Е, З, И, Й, Й, О, Ч, Ь, written as follows: APPENDIX B. The text of each application starts with a new page. If there is only one application in the work, then it is denoted as «APPENDIX A».

Each application must have a name. The application mark is printed in the middle of the page in light capital letters, and the application name – in bold capital letters, symmetrically to the text of the page. All annexes must be listed in the table of contents indicating their numbers and names.

Figures, tables, formulas in appendices are numbered within each appendix, starting with the letter denoting the appendix. For example, Figure G.3 – is the third figure of Appendix G. If part of the application is moved to another page, its name is given as «Continuation of the application ...» starting above the upper right corner.

→ *A sample design of the applications is given in Appendix D.*

- The recommended volume of a bachelor's degree qualification work is 60-70 pages. This volume does not include a list of sources used and appendices. A deviation within the limits of "+/-" 10% is allowed.
- Typical shortcomings and errors during the preparation of the work
  - The author did not show independence, the work is a compilation or plagiarism (the degree of originality is less than 60%, his own position is not expressed).
  - The content of the bachelor's degree qualification work does not correspond to the plan or does not reveal the topic in full or in its main part.
  - The formulated sections (subsections) do not reflect the real problem situation, the state of research on the subject.
  - The purpose of the research is not related to the problem, is formulated abstractly and does not reveal the specifics of the object and subject of research.
  - A deep and comprehensive analysis of modern official and regulatory documents, new special literature on the topic of research (the last 2–10 years) has not been made.
  - The analytical review of domestic and foreign publications on the topic of the work has the form of an annotated list and does not reflect the level of research of the problem.
  - The final result does not correspond to the purpose of the study, the conclusions do not correspond to the tasks set.
  - The work lacks references to primary sources or the citations do not correspond to the bibliographic index.
  - The bibliographic description of the sources in the list of used literature is given arbitrarily, without complying with the

requirements of the state standard.

- As illustrative material, tables, diagrams, schemes borrowed not from primary sources, but from a textbook, training manual, monograph or scientific article were used.
- The volume and design of the work do not meet the requirements, the work is done sloppily, with errors.

## **2.2. Technical requirements for the registration of a bachelor's thesis**

A bachelor's thesis is printed by computer on one side of a sheet of white A4 paper (210x297 mm) at 1.5 line spacing, the page should have up to 30 lines. You can also submit tables, illustrations and appendices on sheets of A<sup>2</sup> format. Tables, drawings, diagrams, graphs and other illustrative materials in both the text of the work and in the appendices should be made on standard sheets (21 x 30 cm) or pasted on standard white sheets.

*The text of the work must be printed*, leaving banks of the following sizes: left – not less than 30 mm, upper and lower – not less than 20 mm, right – not less than 10 mm. The paragraph indentation is 1.25 cm. Print font – 14, must be clear, medium fat, text density – is the same.

The text of the main part of the bachelor's thesis is divided into sections and subdivisions. Each structural part of the work begins with a new page, and its headings «CONTENTS», «INTRODUCTION», «SECTION», «CONCLUSION», «LIST OF USED SOURCES», «APPLICATIONS» are printed in capital letters in bold in the middle of the line. **Chapter headings** are printed in capital letters in bold, no period is placed at the end of the heading. Place them in the middle of the line. **Subdivision headings** are printed from a paragraph indentation with the first capital letter without a dot at the end. The distance between the subsection title and the text must be at least one line spacing.

It is not allowed to place the name of the section, subsection on the last line of the page. At the end of each chapter, **conclusions** are written for the chapter. The distance between the text of the subsection and the conclusions to the section should be at least one line spacing.

Individual foreign words, formulas, conventional signs can be entered into the text of the bachelor's thesis in ink, ink, paste only in black, while the density of the entered text should be close to the density of the main text.

Printing errors, typographical errors and graphic inaccuracies that appeared in the process of writing the work can be corrected by cleaning or painting with white paint and applying the corrected text in the same place or between lines with the help of a computer. No more than 2 fixes are allowed on one page.

## **Numbering**

The numbering of pages, sections, and subdivisions in the work is given in Arabic numerals without the sign №. The first page of the bachelor's thesis is the title page, which is included in the general numbering of the work pages. The page number is not placed on the title page of the paper, and on the following pages of the work, the number is placed in the upper right corner.

## **Illustrations**

The thesis is illustrated based on a carefully thought-out thematic plan, while each illustration must correspond to the text, and the text to the – illustration. The main types of illustrative are drawing, technical drawing, diagram, photo, diagram, graph, etc.

The drawing number consists of the section number and the sequence number of the drawing in this section, which are

separated by a dot. For example, «Figure 2.3» – third figure of the second chapter. If there is only one figure in the work, then it is numbered «Figure 1». The name of the figure is printed with a capital letter and placed below it in the middle of the line (see Figure 1).

## **Tables**

The digital material presented in the bachelor's thesis is drawn up in the form of tables. The table number should consist of the section number and the serial number of the table, between which a dot is placed, for example: «Table 1.2» (the second table of the first section). The name of the table is printed with the first capital letter, in italics and placed above the table on the right edge (see table 1.1). The name of the table is in the center.

It is not allowed to place the name of the table on the last line of the page and break it with the table itself. If part of the table is moved to another page, its name is given as «Continuation of the table ...» starting above the upper left corner. On the last page where the table is presented, «End of the table ...» is printed above the upper left corner.

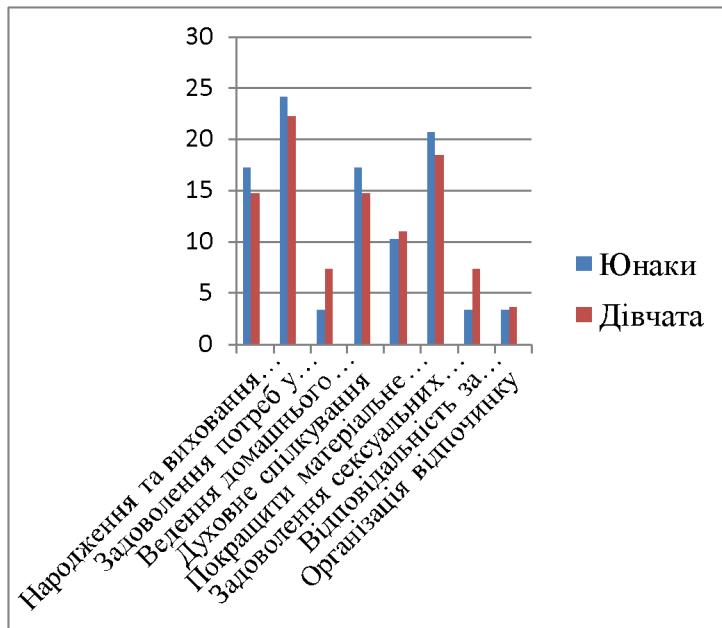


Figure 1. Indicators of mental syndrome subscales «burnout»

Birth and upbringing	народження та виховання
Meeting the needs of	задоволення потреб у
Home management	Ведення домашнього
Spiritual communication	Духовне спілкування
Improve financial situation	Покращити матеріальне
становище	
Satisfying sexual needs	Задоволення сексуальних
потреб	
Responsibility for	Відповіальність за
Recreation organization	Організація відпочинку

Young men **Юнаки**  
 Girls **Дівчата**

Table 1.1

Quantitative indicators of subscales according to the «method Burnout syndrome» in professions of the system «person – person»

Subscale manifestation level	Emotional exhaustion	Depersonalization	Reduction of personal achievements
	%	%	%
Low level	72	74	78
Average level	16	14	10
High level	12	12	12

## Formulas

Several short formulas of the same type, separated from the text, are presented in one line. Small and simple formulas that do not have an independent meaning fit inside the lines of the text. Explanations of the values of symbols and numerical coefficients are given directly under the formula in the sequence in which they are given in the formula. The value of each symbol and numerical coefficient is given from a new line.

Ordinal numbers of formulas are indicated by Arabic numerals in round brackets near the right bank of the page without dots from the form: its number, if it does not fit in the line with the formula, it is transferred to the next line below the formula, while the formula number is given at the level of the last line.

For example, the calculation formula for «G – sign

criterion».

$$G_{cr} = \begin{cases} 1 & (p \leq 0,05) \\ 0 & (p \leq 0,01) \end{cases} \quad (2.1.)$$

$G_{emp} = 0$ , звідси  $G_{emp} < G_{cr}$ .

Therefore,  $H_0$  is rejected, and  $H_1$  is accepted ( $p < 0.01$ ).

### Links

References in the text of the *thesis* to sources should be indicated by a serial number according to the list of references highlighted by two square brackets, for example [1]. If reference is to be made in the text of the work to a constituent part or to specific pages of the source concerned, reference may be given in footnotes, the reference number being required to correspond to the bibliographical description by reference list, for example: [1, p. 7].

Referring to the structural elements of the work, the following expressions should be used: «in section 2», «see. 2.1», «according to Table 2.1», «in Figure 2.5», «(Appendix B)», etc.

### Lists

Lists are provided in the text as needed. A colon is placed before the list. If lists of the same level of subordination are presented in the document, then «→» (dash) is placed before each of the lists.

If there are lists of different levels of subordination in the text, the highest level is the list, which is denoted by lowercase letters of the Ukrainian alphabet, the middle level is denoted by Arabic numerals, and the lowest – is denoted by the sign «–» (dash). After the number or letter of a certain item in the list, put a round parenthesis.

For example: (a) shape and size of cells; (b) inanimate inclusions; (c) tissue formation.

### **2.3. Requirements for the defense of the bachelor's thesis**

Before defending the bachelor's thesis, the student of must prepare a concise report, which should briefly outline the main results of the research. In his report, the master's student must highlight the following issues:

- relevance of the research topic;
- object and subject;
- purpose and objectives;
- research hypothesis;
- research methods;
- practical value of the work;
- the main theoretical provisions and their confirmation in the process of experimental research;
- conclusions and suggestions of the work carried out.

Report regulations – 7-10 minutes (5-6 pages of A4 text).

An oriented sample of the report in defence is given in APPENDIX E.

Also, before defending the qualification work, the higher education applicant prepares a computer presentation – of a linked set of consecutive slides of a special format with concise information on the research topic.

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- research hypothesis;
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- practical value of the work;
- the main theoretical provisions and their confirmation in the process of experimental research;

- conclusions and suggestions of the work carried out.

Report regulations – 7-10 minutes (5-6 pages of A4 text).

An oriented sample of the report in defence is given in annex E.

Also, before the defense of the thesis, the student prepares a computer presentation of a related set of consecutive slides of a special format with concise information on the research topic.

The presentation should contain:

- title slide;
- slides with the main components of the work (categorical research apparatus);
- the main part of the research (basic concepts, research methodology, results of the conducted empirical research, etc.);
- slides with the conclusions of the study.

After receiving admission to the defense of the thesis, it is submitted to the manager to check the content and structure within the terms specified in the task for the performance of the thesis, but no later than 15 days before the meeting of the

examination commission for the thesis defense. The manager evaluates the work and makes a review.

→ A sample response is given in Appendix J.

Next, the acquirer receives a referral for external review. *External reviewer* – is a leading specialist in the field or a scientist who carefully familiarizes himself with the master's thesis and prepares a review. **The review** is provided in written or printed form and must contain an assessment of the thesis.

→ A sample review is provided in annex K.

***The criteria for thesis assessment are:***

- clarity, completeness and consistency of disclosure of each issue of the plan and the topic of work as a whole;
- quality of empirical research;
- creative level of research;
- the scientificity of the teaching style;
- absence of spelling and syntactic errors;
- correct design of work according to standards;
- success of the presentation of the study and answers to the questions of EC members.

→ A greater specification of the criteria for evaluating thesis is presented in Appendix M.

## APPENDICES

### *APPENDIX A*

#### SAMPLE DESIGN OF THE TITLE PAGE

PRIVATE JOINT STOCK COMPANY  
«HIGHER EDUCATION INSTITUTION  
«INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT»  
Educational and Scientific Institute of Psychology and Social Sciences

Department of Psychology

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theme title

THESIS  
to obtain a  
BACHELOR DEGREE  
by specialty C4 Psychology

**full name of the student of higher education**

Qualification work  
admitted to defense  
Head of  
department \_\_\_\_\_  
«\_\_\_\_» \_\_\_\_ 20 \_\_\_\_ r.

Academic supervisor:  
Full name,  
scientific degree, academic title

Reviewer:  
Full name,  
scientific degree, academic title

Kyiv, 20 \_\_\_\_

**Registration**

number	date	signature of the department's laboratory assistant
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**Recommended  
to defense**

Scientific supervisor signature	name	Scientific supervisor surname
------------------------------------	------	----------------------------------

**Defense result**

grade	date	of defense
-------	------	------------

**Exam Board Head**

signature	name	surname
-----------	------	---------

**Exam Board  
Members**

signature	name	surname
-----------	------	---------

signature	name	surname
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signature	name	surname
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signature	name	surname
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**Exam Board  
secretary**

signature	name	surname
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APPENDIX B

**PRIVATE JOINT STOCK COMPANY**  
**«HIGHER EDUCATION INSTITUTION**  
**«INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT»**  
**Educational and Scientific Institute of Psychology and Social Sciences**

**Department of Psychology**

specialty Psychology  
year II (master's degree)

"I APPROVE"  
Head of the department  
\_\_\_\_\_ prof. Raevska Ya.M.  
\_\_\_\_\_ 202

**ASSIGNMENTS**

for the bachelor's thesis

**Surname, patronymic of the higher education applicant**

1. Theme of the work:
2. Approved by the order of the institute from " \_\_\_\_\_ " 202 \_\_\_\_\_ № \_\_\_\_\_
3. Deadline for submission of the completed work by the student " \_\_\_\_\_ " 202 \_\_\_\_\_
4. Target setting: \_\_\_\_\_; source data: materials of professional and pre-diploma practice, textbooks, monographs, methodological guidelines, Internet resources, periodicals on the topic of the study.
5. List of graphic material \_\_\_\_\_ table, \_\_\_\_\_ fig.
6. Consultants for the work (with indication of sections):

Chapter	Consultant (Last name, initials)	Signature, date	
		The task given	The task accepted.
Chapter 1			
Chapter 2			

1. Contents of the work:  
Introduction  
Chapter 1. (Title)  
Chapter 2. (Title)  
Conclusion  
List of sources used  
Appendices

### Calendar plan for paper performance

№ п/п	Stages of work performance	Deadline	
		According to the plan	Actual
1.	Selection of the theme and appointment of the scientific supervisor of the thesis		
2.	Approval of the theme of thesis		
3.	Obtaining the task of conducting scientific research and preparing a calendar plan for the performance of thesis, approval by its supervisor.		
4.	Collection and generalization of material on the theme of work.		
5.	Preparation of the first (draft) version of the work and submission of it for verification to the scientific supervisor.		
6.	Finalization of the text of the work taking into account the comments of the scientific supervisor, enrichment of the work with additional research conducted during pre-diploma practice, and its submission for re-reading.		
7.	Submission of thesis for registration at the department, review and writing of feedback by the scientific supervisor.		
8.	Preparation for the defense of the thesis at the meeting of the Examination Commission.		
9.	Defense of completed thesis.		

Date of task issuance \_\_\_\_\_

Scientific supervisor \_\_\_\_\_ (name)

Higher education student \_\_\_\_\_

accepted the task for execution \_\_\_\_\_ (name)

**A sample of the abstract for a thesis**

**ABSTRACT**

Thesis: ....s. of the main text, ....table., .....fig., .....sources, .....appendices.

Research object:

Research subject

Purpose:

Research methods:

KEYWORDS:

**Sample design of the content of the thesis**

## CONTENTS (sample)

INTRODUCTION.....

CHAPTER 1. (NAME).....

1.1.(Title).....

1.2.(Title).....

1.3.(Title).....

Conclusions to the first chapter.....

CHAPTER 2. (NAME).....

2.1.(Title).....

2.2.(Title).....

Conclusions to the second chapter.....

CONCLUSION.....

LIST OF USED SOURCES.....

ADDITIONS.....

### Application design sample

## QUESTIONNAIRE «FAMILY AND MARRIAGE THROUGH THE EYES OF STUDENTS»

1. The value of life for you is (highlight no more than 3 items):

- (a) Higher education;
- (b) Community work;
- (c) communicating with friends;
- (d) Physical education, sports;
- (g) communicating with a loved one;
- (d) family formation, family life;
- (e) material well-being;
- (is) interesting work;
- (f) leisure;
- (c) Child-rearing;
- (i) comfortable accommodation;
- (i) recognition of relatives, colleagues, friends.

2. What do you think about marriage?

- (a) I think about marriage and starting a family, but I will not rush it;
- b) seek to marry (marry) as soon as possible after graduation;
- (c) I believe that marriage and family are a brake on personal development, so I do not think about starting a family;
- (d) did not think about this question.

3. What conditions are necessary for a happy married life?

4. Determine the importance of family functions (by degree of significance):  
(a) the opportunity to live together with a loved one;

## Continuation of Annex E

- (b) fills life with meaning;
- (c) enables one to live apart, to have comfortable living conditions;
- (d) Mother and raise children;
- (e) regularizes sexual relations;
- (f) provides emotional and moral support, gives self-confidence;
- (g) is a condition for the self-expression of the individual;
- (h) helps organize everyday life, solves economic issues.

5. What are the most common motives for getting married among young people nowadays?

- (a) Love;
- (b) Common interests and views;
- (c) Loneliness;
- (d) attractive features of character, appearance;
- (e) randomness;
- (f) benefit, calculation;
- (g) the material security of the future spouse;
- (h) age.

6. What do you think the relationship between spouses should be?

- (a) A woman obeys a man;
- (b) husband yielding to wife;
- (c) equality and mutual concessions.

7. How do you imagine your husband (wife): appearance, spiritual traits, education, material security, etc.?

---

8. I believe that a happy family is characteristic...

---

Thank you for your answers!

**An indicative sample of a report for defense**

Dear chairman and members of the examination committee, dear guests! Your attention is offered a thesis on the topic: "".

The topic of the thesis is relevant at the current stage of development of society, because ".

The object of the study is ".

The subject of the study: ".

The purpose of the study: ".

In accordance with the purpose of the study, the following tasks were defined:

1.

2.

3.

....

The research methods are: ".

The practical significance of the research results is revealed in

Experimental base: ".

Approbation of the research results: ".

The qualification work consists of an introduction,    sections, conclusions, a list of sources used and    appendices.

According to the first task (analyzed, disclosed, determined) ".

According to the second task (researched, discovered. Clarified, developed, proposed) ".

Thus, the results of the research are ".

Thank you for your attention!

**SAMPLE response to the thesis**  
**PRIVATE JOINT-STOCK COMPANY**  
**"HIGHER EDUCATIONAL INSTITUTION**  
**"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"**  
**Educational and Scientific Institute of Psychology and Social Sciences**  
**Department of Psychology**

**REVIEW**

of the thesis supervisor of the student

(last name, first name, patronymic)

Field of knowledge C Social and behavioral sciences

Specialty C4 Psychology

Educational level "Bachelor"

Topic of the thesis "\_\_\_\_\_".

1. Relevance of the topic of the paper \_\_\_\_\_.

2. Object and subject of research:

The object of the research is \_\_\_\_\_.

The subject of the research is \_\_\_\_\_.

3. Purpose and objectives of the research:

Purpose of the research: \_\_\_\_\_.

Research objectives:

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

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

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

4. Structure of the paper, its characteristics by sections:

In the first section of the work \_\_\_\_\_.

In the second section of the work \_\_\_\_\_.

5. Level of preparation of the student for the performance of professional duties \_\_\_\_\_.

6. Characteristics of the compliance of the qualification work with regulatory requirements: \_\_\_\_\_.

7. Research results (scientific, practical): \_\_\_\_\_.

8. Conclusion on the compliance of the qualification work with the task of its implementation: \_\_\_\_\_.

9. Overall assessment of the thesis: \_\_\_\_\_.

Supervisor: \_\_\_\_\_

---

Scientific degree, academic title, position

“\_\_\_\_\_” 20\_\_ y. \_\_\_\_\_

## SAMPLE of thesis review

**PRIVATE JOINT-STOCK COMPANY  
"HIGHER EDUCATIONAL INSTITUTION  
"INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT"  
Educational and Scientific Institute of Psychology and Social Sciences**

## REVIEW FOR THESIS

of higher education graduate

(last name, first name, patronymic)

on the topic "

## 1. Relevancy of thesis

## 2. Conclusion on the compliance of thesis with the

3. Characteristics of the performance of each section of the qualification work, the degree of use of the latest achievements of science and technology and advanced methods of work

In the first section of the work

In the second section of the work

#### 4. Positive aspects of the thesis

## 5. Negative aspects of the thesis

## 6 Feedback on the work as a whole

---

## 7 Other comments

## 8 Assessment of the thesis

### 3. Assessment of the thesis \_\_\_\_\_

REVIEWER (surname first name patronymic middle initial)

REVIEWER (surname, first name, patronymic, p

“ ” 20 y.

### Signature

## Approximate theses' topics

's

1. Peculiarities of experiencing traumatic stress by children and adolescents.
2. Methods and means of psychological assistance to forcibly displaced persons.
3. Rolegram as a means of psychological support for working with families and children in a crisis situation.
4. Models of psychological support of volunteers.
5. Peculiarities of role interaction of practical psychologists with social pedagogues and the administration of secondary education institutions.
6. Psychological features of the role communication of parents and children in crisis and conflict families.
7. Psychological support for the integration of children into the school space in the conditions of distance learning.
8. Strategies for overcoming bullying and aggression in children's groups in wartime conditions.
9. Inclusion as a model of the psychologist's work in working with displaced children.
10. Systemic counseling in working with families in a difficult life situation.
11. Age specifics of psychological adaptation to the main level of school.
12. Preventive and educational work with young people in the context of preventing addiction to activity in social networks.
13. Peculiarities of conducting a psychological examination in the practice of the school psychological service.
14. «Socially – psychological conditions of formation of positive «I – concept» in youth».
15. «Relationship of sociometric status and mental health level of early youth».
16. Socio-psychological factors of self-realization of creative abilities in adolescence.
17. The influence of aggressiveness on interpersonal relationships of teenagers in conditions of inclusive education.
18. Psychological support for the adaptation of 1st year students to study at higher education institutions.
19. A system of psychological measures to educate parents of first-grade students (or parents of 5th-grade students, parents of children with developmental disorders or delays, etc.).
20. System of psychological measures for the prevention of learning difficulties in schoolchildren of a certain age category.
21. System of psychological measures for the prevention of suicidal (or victim, aggressive, additive, etc.) behavior of children of a certain age category.
22. Professional identity and professional consciousness of a psychologist in times of war.
23. Prevention of psychogenics in conditions of distance learning.
24. Technologies of crisis online counseling of adolescents.
25. Prevention of media literacy of teenage girls.
26. Role identity of a psychologist in psychotherapeutic work with children with disabilities.
27. Reflexive means of preserving the psychological health of a psychologist in

work with deviant adolescents

28. Psychological research of the stress-protective and adaptive function of emotional intelligence in conditions of wartime.

29. Psychological features of conducting socio-psychological trainings (SPT) for children traumatized by the consequences of war.

30. Psychological characteristics of group interaction of adolescents (junior schoolchildren) in online learning.

31. Mechanisms of development of emotional stability of the individual in conditions of military operations and armed conflicts.

32. Dynamics of self-attitude indicators as a result of ethnic identification.

33. Consolidation potential of language as a determining determinant of the development of ethnic identity of Ukrainians.

34. Psychological aspects of readiness of psychology students for crisis interventions.

35. Influence of experience of psychological trauma on experiencing traumatic situations of war.

36. Peculiarities of interpersonal relationships of intellectually gifted adolescents.

37. Psychological characteristics of microsocial factors of Internet-dependent behavior of adolescents.

38. Psychological features of the communicative sphere of Internet users.

39. Features of the emotional sphere of adolescents raised in boarding schools.

40. Gender features of the perception of computer games.

41. Self-regulation of adolescents in overcoming conflict behavior.

42. Features of communicative and personal relationships among adolescents.

43. Features of self-awareness of adolescents experiencing feelings of loneliness.

44. Features of family relationships and their influence on the development of initiative in adolescents.

45. Features of the influence of child-parent relationships on the formation of self-esteem in delinquent adolescents.

## General criteria for evaluating a thesis

№	Assessment content	Institutional scale assessment	ECTS scale assessment
1.	<ul style="list-style-type: none"> <li>- full relevance of the content of the work to the topic;</li> <li>- the subject is revealed in depth and in full;</li> <li>- the conceptual apparatus of the study is correctly defined;</li> <li>- observed norms of scientific culture and literacy of writing the text;</li> <li>- writing and design requirements met;</li> <li>- the work was performed at a high level of complexity and scientificity;</li> <li>- fully used source base;</li> <li>- systematized, qualitatively designed and successfully presented system of illustrative material;</li> <li>- the student showed independence in planning and performing research;</li> <li>- approbation of the research results was carried out;</li> <li>- the performance of the qualification work (project) took place in compliance with the schedule;</li> <li>- existing positive feedback from the manager;</li> <li>- the reviewer assessed the level of work as very high (excellent);</li> <li>- confident, reasoned defense using modern visualization methods, high level of mastery of work content, clear and correct answers to questions.</li> </ul>	Excellent	A
2.	<ul style="list-style-type: none"> <li>- the content is fully in line with the topic of the work;</li> <li>- sufficiently complete and profound disclosure of the subject;</li> <li>- the conceptual apparatus of the study is correctly defined;</li> <li>- in general, the norms of scientific culture and literacy of writing the text are observed;</li> <li>- slight deviations from the requirements for writing and design of scientific works were</li> </ul>	Good	B

	<p>allowed;</p> <ul style="list-style-type: none"> <li>- a sufficiently high level of complexity and scientificity of the work performed;</li> <li>- the source base is properly presented and used;</li> <li>- systematized and qualitatively designed system of illustrative material;</li> <li>- a certain independence was revealed in the planning and execution of the research;</li> <li>- the performance of the qualification work (project) took place in compliance with the schedule;</li> <li>- generally positive feedback from the manager;</li> <li>- the reviewer, expressing insignificant comments and wishes, assessed the level of work as high («good» – on the national scale);</li> <li>- generally confident, reasoned defense, good level of mastery of the content of the study of the correct answer to the question</li> </ul>		
3.	<ul style="list-style-type: none"> <li>- the content corresponds to the topic of the work;</li> <li>- the topic as a whole is revealed;</li> <li>- in general, the conceptual apparatus of the study is correctly defined;</li> <li>- there are separate violations of the norms of scientific culture and literacy of writing the text;</li> <li>- separate deviations from the requirements for writing and design of scientific works were allowed;</li> <li>- a sufficient level of complexity and scientificity of the work performed;</li> <li>- sufficient level of presentation and use of the source base;</li> <li>- qualitatively designed and presented illustrative material;</li> <li>- existing elements of student independence when planning and performing research;</li> <li>- in general, the schedule for the performance of the qualification work (project) was followed;</li> <li>- there are minor comments in the manager's feedback;</li> <li>- the reviewer, pointing out a number of shortcomings, assessed the level of its</li> </ul>	<b>Good</b>	<b>C</b>

	implementation as sufficiently high («good» - on the national scale); - in general, a logical, reasoned speech, correct answers to the reviewer's questions and comments		
4.	- the content corresponds to a large extent to the topic of the work; - insufficiently complete disclosure of the subject; - the conceptual apparatus of the study needs separate clarifications; - there are certain deviations from the requirements for writing and designing scientific works; - individual violations of the requirements for scientific culture and literary design of the text were committed; - mediocre level of complexity and scientificity of the work performed; - the source base is presented and not fully used; - the illustrative material presents the content of the work in fragments, there are significant comments on its design; - the student of higher education did not show independence in the process of planning and carrying out the research; - violations of the work schedule were observed (which was recorded in the protocols of the department and the feedback of the scientific supervisor); - there are significant comments in the manager's feedback and review; - unsure defense speech, incomplete or incorrect answers to questions of commission members and comments of the reviewer.	<b>Satisfactory</b>	<b>D</b>
5.	- the content corresponds to a large extent to the topic of the work; - incomplete disclosure of the subject; - the conceptual apparatus of the study needs substantial clarification; - there are significant violations of the norms of scientific culture and literary design of the text; - significant deviations from the requirements for writing and design of scientific works are	<b>Satisfactory</b>	<b>E</b>

	<p>allowed;</p> <ul style="list-style-type: none"> <li>- the level of complexity and scientificity of the work performed is minimally sufficient;</li> <li>- the level of presentation and use of the source base is minimally sufficient;</li> <li>- the available illustrative material has a random, unsystematized nature, there are significant comments on its design;</li> <li>- the student of higher education did not show the ability to independently plan and perform research;</li> <li>- serious violations of the schedule of qualification work were committed, recorded in the protocols of the department and the feedback of the scientific supervisor;</li> <li>- the manager's review recorded a number of comments;</li> <li>- the reviewer points out a number of significant shortcomings in the work, evaluating it with a minimum positive score («satisfactory») provided positive protection;</li> <li>- the minimum sufficient level of mastery of the content of the study, uncertain speech, unclear and incomplete answers to the questions of the commission members and the comments of the reviewer.</li> </ul>		
6.	<ul style="list-style-type: none"> <li>- there is a discrepancy in the content of the topic of thesis;</li> <li>- research topic not disclosed;</li> <li>- the conceptual apparatus of the study is defined incorrectly;</li> <li>- a significant number of errors were found in revealing the content of the study;</li> <li>- not observed norms of scientific culture and literary design of the text;</li> <li>- the qualification work does not meet the current requirements for writing and designing scientific works;</li> <li>- insufficient level of complexity and scientificity of the work performed;</li> <li>- superficially presented and used source base;</li> <li>- lack or poor quality of illustrative material;</li> <li>- an inability to independently plan and perform the research was found;</li> <li>- non-compliance with the work writing schedule recorded in the department's</li> </ul>	Unsatisfactory	FX

	<p>protocols and feedback from the scientific supervisor;</p> <ul style="list-style-type: none"> <li>- negative feedback from the supervisor;</li> <li>- the reviewer points out systemic shortcomings in the work, evaluating it negatively («unsatisfactory» – on the national scale);</li> <li>- insecure speech on defense, low level of mastery of work content, lack of answers to questions and comments.</li> </ul>		
7.	<ul style="list-style-type: none"> <li>- the content does not correspond to the topic of the work;</li> <li>- research topic not disclosed;</li> <li>- plagiarism detected;</li> <li>- the work does not meet the requirements for writing and designing scientific works;</li> <li>- the work is of a non-scientific nature;</li> <li>- lack of illustrative material;</li> <li>- the student of higher education showed an inability to independently plan and perform research;</li> <li>- non-fulfillment of the work writing schedule (which is recorded in the protocols of the department);</li> <li>- negative feedback from the supervisor;</li> <li>- negative reviewer review («unsatisfactory» – on the national scale);</li> <li>- the student of higher education does not have the content of the work, which was revealed in the absence of its presentation at the defense;</li> <li>- the student of higher education is not able to answer the questions of the members of the commission and the comments of the reviewer.</li> </ul>	<b>Unsatisfactory</b>	<b>F</b>

## Examples of design of a bibliographic description in the list of used sources

Book (one author)	Tytarenko T. M. The life world of the individual: within and beyond everyday life K. : Lybid, 2003. 376 p.
Book (two or three authors)	Zlyvkov V.L., Lukomska S.O., Fedan O.V. Psychodiagnosis of personality in crisis life situations. K.: Pedagogical thought, 2016. 219 p. URL: <a href="https://core.ac.uk/download/pdf/77241343.pdf">https://core.ac.uk/download/pdf/77241343.pdf</a>
Book (five or more authors)	Psychology of personality life creation in the modern world /Yu. D. Gundertailo, V. O. Klymchuk, O. I. Klyapets et al. ; ed. T. M. Tytarenko ; National Academy of Pedagogical Sciences of Ukraine, Institute of Social and Political Psychology. K.: Millennium, 2016. 320 c.
Monograph	Raievska Ya. M. Theory and practice of professional formation of specialists in the social sphere to interprofessional interaction: monograph. Kamianets-Podilskyi : Publisher A.S. Pankova, 2020. 348 pp.
Collective monograph	Personality in the conditions of social transformations: formation and development: collective monograph. Y.M. Raevska, N.M. Honcharuk, L.A. Onufrieva, O.M. Verzhikhovska et al.; editorship. NM. Honcharuk, L.A. Onufrieva, O.M. Verzhikhovska. Kamianets-Podilskyi : Axiom, 2018. 220 pp.
Article in the magazine	Raievska Ya. Development of emotional competence of the individual: theoretical discourse. Scientific works of the Interregional Academy of Personnel Management. Psychology, (3 (52), 127-132. DOI: <a href="https://doi.org/10.32689/maup.psych.2021.3.18">https://doi.org/10.32689/maup.psych.2021.3.18</a> URL <a href="http://journals.maup.com.ua/index.php/psychology/article/view/1196">http://journals.maup.com.ua/index.php/psychology/article/view/1196</a>
Abstracts of the report	Raievska Y.M. The influence of emotional intelligence on the professional success of an individual. Socio-psychological problems of society: materials of the international scientific and practical conference,. Kyiv, April 16-17, 2021. Kyiv: Tavri National University named after V.I. Vernadskyi, 2021. P.99-102.

Dissertation abstract	Kharchenko O. S. The crisis of the welfare state: reasons and ways to overcome it: author's ref. diss. to obtain sciences. candidate's degree flight of sciences: special. 23.00.02 «Political institutions and processes. Kyiv. Taras Shevchenko National University. K., 2015. 19 p.
Internet Sources	Law of Ukraine «On higher education» dated 01.07.2014 № 1556- VII //Database «Legislation of Ukraine» / Verkhovna Rada of Ukraine. URL: <a href="http://zakon.rada.gov.ua/laws/show/1556-18">http://zakon.rada.gov.ua/laws/show/1556-18</a> (: 26.11.2018).

## **SECTION 3**

# **METHODOLOGICAL RECOMMENDATIONS FOR THE COMPLETION OF THESIS TO OBTAIN MASTER'S DEGREE**

- 1. Requirements for the structure of the content of the thesis**
- 2. Technical requirements for the formatting of a qualification work at the educational level of a master's degree**
- 3. Requirements for the defence of a qualification work at the master's thesis**
- 4. Sequence of work preparation and requirements for its completion**
- 5. Appendices**

In accordance with the Higher Education Standard for Speciality C4 Psychology and the study programme Psychology, thesis is a compulsory part of the professional training of applicants for the second (master's) level of higher education.

Theses performed in the field of Psychology should be in the nature of applied scientific research aimed at successfully solving various psychological problems of a person in different spheres and at different stages of their life, the comprehensive development of specific areas for improving the education and upbringing of individuals, as well as the implementation of recommendations developed by students into the practice of organisations and enterprises of various forms.

A master's thesis performs a qualifying function, i.e. it is prepared for the purpose of public defence and obtaining a master's degree. The thesis involves solving a complex specialised task or practical problem in the field

of psychology, which includes the application of basic psychological theories and methods and is characterised by complexity and uncertainty of conditions. There can be no academic plagiarism, falsification or fabrication in a qualification work. The thesis must be published on the official website or in the repository of the higher education institution.

*The main purpose of the thesis* is to complete the training of a specialist, as well as to assess their professional competencies during the defence of an independently completed thesis before the Examination Commission; to integrate the knowledge, skills and abilities acquired during the learning process and to develop, on their basis, the ability to independently engage in scientific and practical activities in the field of psychology.

*The thesis main tasks are:*

- ✓ systematisation, consolidation and expansion of theoretical knowledge acquired during the educational and professional training programme for specialists with a master's degree;
- ✓ development of skills in working with professional literature, independent scientific research and creative problem solving;
- ✓ the formation of skills in the practical application of theoretical knowledge in solving specific applied problems in various fields of professional activity, mastering research methods and modern methods of mathematical statistics;
- ✓ gaining experience in clear and logical written presentation of theoretical propositions;
- ✓ development of the ability to correctly analyse, generalise, classify and interpret the main theoretical and practical results of research;

✓ determining the compliance of the graduate's level of training with the requirements of the educational and qualification characteristics of a specialist, his readiness and ability to work independently in the conditions of a market economy, modern production, progress in science, technology and culture.

Work on the thesis involves developing the following competencies in second-level (master's) students:

the ability to:

solve complex tasks and problems in the process of learning and professional activity in the field of psychology, which involves conducting research at the appropriate level;

generate new ideas (creativity); identify, pose and solve problems;

act on the basis of ethical considerations (motives); develop and manage projects; communicate in a foreign language;

carry out theoretical, methodological and empirical analysis of current problems in psychological science and practice; independently plan, organise and carry out psychological research with elements of scientific novelty and practical significance;

select and apply valid and reliable methods of scientific research and/or evidence-based methods and techniques of practical activity;

carry out practical activities (training, psychotherapeutic, consulting, psychodiagnostic and others, depending on specialisation) using scientifically verified methods and techniques;

adhere to professional ethics standards in professional activities and be guided by universal human values;

develop and implement innovative methods of psychological assistance to clients in difficult life situations;

be capable of teaching, designing, optimising and evaluating the quality of the educational process and a favourable educational environment;

use psychological tools to provide assistance to socially vulnerable groups of the population.

From the very beginning of their work, students must have a work plan. This plan may be refined in the future, but the main task of the thesis should change as little as possible. The plan is drawn up as a task for the completion of a master's thesis. The task of completing the thesis must include:

✓ justification of the research programme (indicating the relevance of the topic, the goal, specific tasks, the object and subject of the research; revealing the theoretical and methodological basis of the research; specifying the research methods);

✓ the content of the theoretical section of the research (a plan for the theoretical research is provided);

✓ the content of the empirical research sections (the empirical research programme is presented: research directions and methods, etc.);

✓ the student's work schedule;

✓ consultation schedule.

The assignment is completed by the student in stages and remains in their possession. The supervisor determines the student's work schedule and deadlines for submitting materials.

 *The step-by-step implementation of the plan is confirmed by the signature of the supervisor in the assignment (see Appendix B).*

### 3.1. Requirements for the structure of the content part of the paper

A master's thesis has *the following structure*:

1. Title page.
2. Assignment.
3. Abstract.
4. Contents.
5. Abbreviations and symbols (if necessary).
6. Introduction.
7. Main part, consisting of sections and subsections.
8. Conclusion.
9. List of references.
10. Appendices.

The first page of the work is **the title page**, which is included in the numbering but is not numbered. The title page of a master's degree qualification work must include:

- the name of the educational institution where the work was completed;
- the topic of the work;
- code and name of the speciality;
- the student's surname, first name, and patronymic;
- the academic degree, academic title, surname, first name, and patronymic of the supervisor;

➡ city and year of writing the work.

*A sample title page is provided in Appendix A.*

With the agreement of the supervisor and the head of the department, the student describes a detailed work plan in **the Assignment for a master's thesis**, which is submitted on the page following the title page. The assignment is signed by the

student, the supervisor and the and approved by the head of the department. A sample assignment for a master's thesis is provided in Appendix B.

Next, **an abstract of the master's thesis** is submitted, which should be concise and informative. The abstract should contain:

- the topic of the thesis;
- the surname and initials of the author and supervisor;
- the number of pages, tables, figures, appendices, and sources according to the list of references;
- a brief description of the thesis;
- a list of keywords (5-15 words).

The abstract should be no more than 500 words long and fit on one A4 page.

- *A sample abstract for a master's thesis is provided in Appendix B.*
- 

**The table** of contents of a master's thesis should be placed on the page following the abstract. The table of contents page should indicate the page number of each section of the thesis. The table of contents should include the following structural elements: "ABBREVIATIONS AND SYMBOLS", "INTRODUCTION", the names of the sections and subsections in sequence, "Conclusions to the sections", "CONCLUSION", "LIST OF REFERENCES", "APPENDICES" with their names and the page number of the beginning of the structural element. A sample of the table of contents for a master's thesis is provided in Appendix G.

If the paper contains little-known abbreviations, new

symbols, or designations, their list is provided before the introduction and included in the table of contents as **ABBREVIATIONS AND CONVENTIONAL SYMBOLS**, they are printed in two columns, with the abbreviated name on the left and its interpretation on the right:

HEI – higher education institution; PTSD – post-traumatic stress disorder.

**The INTRODUCTION** reveals the essence and state of the problem, the relevance of the topic, justifies the need for its research, the initial data for the development of the topic, the object, subject, purpose, tasks, hypothesis, research methods, scientific novelty and practical significance of the research results obtained, experimental base and testing of the research results.

The introduction should not exceed 5 pages of computer text.

**The relevance of the topic** is presented in the form of a critical analysis and ways to resolve a particular contradiction or problem. The relevance of the research topic is also confirmed by statistical data and their qualitative analysis. The relevance of the research topic should not exceed one page.

It should be noted that **the topic of the thesis** should be focused on the research and development of issues related to the creation of programmes, recommendations, and psychological technologies for various subject areas: enterprises, firms, and companies in various areas of socio-economic activity, educational institutions, social and psychological services, etc.

The topic of the qualification work must meet the

following requirements:

- correspondence to the current state of development of science, technologies, methods and means;
- be relevant and practical;
- correspondence to the object of activity of a master's degree in the specialty C4 Psychology;
- sufficient complexity to demonstrate the theoretical knowledge and practical skills acquired during the course of study.

➡ *The approximate topics are provided in Appendix L.*

**The object of research** is the process or phenomenon that the researcher focuses on.

**The subject of the research** is a part of the object that is studied under certain conditions (specifies and clarifies the object of the study).

**The goal of the research** is the planned result that the research is aimed at achieving. It is undesirable to use such formulations of the goal of a master's thesis as "justification and development of the basics" or "development of methods and means to improve efficiency," etc., without specifying the scientific prerequisites on which the achievement of the set task is based.

The purpose of the research is achieved through specific **tasks**. The tasks of the research are formulated in the form of a list: "to study...", "to analyse...", "to establish...", "to develop", "to substantiate...", etc. The recommended number of tasks in a master's degree thesis is 3-4.

The tasks must not only be correctly and clearly formulated, but also placed in a certain order so that the reader can see the researcher's programme of action. Observations show that four groups of tasks are usually set in scientific and psychological research.

The first group of tasks may be related to the consideration

of the state of the problem under study in theory and practice, the development of the theoretical foundations of the research.

The second group of tasks is aimed at more clearly defining the subject and object of study.

The tasks of the third group are usually procedural in nature – they involve a direct analysis of the problem under study and the formulation of a refined and specific task based on the analysis of the problem.

The tasks of the fourth group are generalising and summarising in nature.

***The first*** may begin with the words *develop (justify) theoretical foundations* (specify what), *determine the status (psychological nature)* of certain categories, etc., *define the concept* (name the object), *justify* (principles, approaches, methodology, etc.). ***The second task*** may contain phrases such as *identify the composition (models)*, *determine the structure*, *define (specify) the boundaries of distribution*, *outline the set*, etc. Completing this task will provide a more complete understanding of the object and subject of the study. ***The third group of tasks*** – the direct analysis of the collected empirical material – is indispensable, as their completion is the basis of the work. These tasks begin with the words *to ascertain* (meaning, origin, causes, ways of appearance, features, nature, role, place, specifics, characteristics, factors, etc.), *to investigate* (nature, characteristics, factors, properties, origin, connections, potential, means, mechanisms, functions, relationships, factors, structure), *to identify* (signs, causes, spread, connection, ways, means, specifics, factors, types, characteristics, relationships, structure), *study* (possibilities, specifics, functioning, potential), *analyse* (structure, nature,

dependence, features, implementation), *describe* (functioning, method), *determine* (scope, types, models, structure, potential, functions, means, system, groups, similarities and differences, characteristics), *establish* (interrelationships, interaction, functions, degree of productivity, motives, influence, types, signs, features, connections, role, criteria), *carry out* (analysis, description), *track* (functioning, features, dependence, means, development, correlation) *determine* (dynamics, possibilities, processes, limits, specifics, place, role, affiliation), *show* (connection), *outline* (features, groups, means, mechanisms, significance, constructions), *compare* (forms), *reveal* (nature, status, functions, features, content, influence), *consider* (interaction, means), *characterise* (features, means, types, specifics), *clarify* (chronology, limits), *determine* (interaction), etc. The tasks **of the fourth group** do not necessarily have to be placed at the end, although in most cases it is more convenient to do so: they are based on the completion of previous tasks and are therefore of a general nature: *to determine (outline) the place and role, identify (establish) development trends, clarify the patterns of creation, and develop practical recommendations.*

**A research hypothesis** is a scientific assumption about how the author intends to achieve the research goal. As a result of the research, the hypothesis may be confirmed or not confirmed, which must be noted in the conclusions of the master's thesis.



The next element of the introduction to the master's thesis is **research methods**, i.e. a set of techniques and operations used to carry out scientific research. The research methodology consists of:

- *theoretical methods*: analysis of literary sources or normative documents, their synthesis, comparison, generalisation and classification;
- *empirical methods*: surveys, questionnaires, testing, conversations, interviews; observation, game situations, performance of situational tasks, experiments;
- *methods of mathematical data processing*.

**Scientific novelty of the results obtained.** A brief summary of new scientific propositions (solutions) proposed by the master student personally is provided. It is necessary

to show the difference between the results obtained and those known previously, to describe the degree of novelty (*obtained for the first time, improved, further developed*).

Each scientific proposition is clearly formulated, emphasising its main essence and focusing particular attention on the level of novelty achieved. The formulated scientific proposition should be read and be easily and unambiguously understood (without an accumulation of minor details and clarifications that obscure its essence). When formulating scientific novelty, the following expressions may be used: "*formalised for the first time...*", "*developed a methodology... which differs from...*", "*proved the dependence between...*", "*studied the behaviour... and showed...*", "*revised the method... in part... and extended to...*", "*a concept has been created that...*", "*a new effect has been investigated...*", "*a new system has been developed...*", "*a new definition has been proposed...*", "*clarified...*" etc.

### **Practical significance of the results obtained.**

Information is provided on the use of the research results or recommendations for their use, and the results of the practical application of the results obtained or recommendations for their use are highlighted. These may be new methods, technologies, forms, techniques, i.e. new developments resulting from the qualification work for practical use in a particular industry or socio-political sphere, indicating the degree of readiness for use or the scale of use. It is necessary to briefly report on the implementation of the research results, naming the organisations in which the implementation took place, the forms of implementation and the details of the

relevant documents. It is also necessary to emphasise the usefulness of a particular measure for individuals, society and the state.

**The experimental basis of the research** is provided to clarify information about where the experimental work was carried out and who participated in it.

**The approval of the research results** is compulsory for a master's thesis. The approval indicates the seminars, round tables, and conferences where the research results were presented, as well as information about their publication in collections of scientific works.

**The structure of the paper** includes the number of sections, subsections, the number of items in the list of sources used, the number of appendices, and the number of pages on which they are located.

**The main part of the master's thesis** consists of sections, subsections, paragraphs, and subparagraphs. Each section begins on a new page. At the end of each section, conclusions are formulated with a brief summary of the scientific and practical results presented in the section, which allows for the systematisation of general conclusions and their separation from general details. The thesis must contain the author's own empirical (experimental) research. The main part of the master's thesis consists of the *theoretical* and *practical* components of scientific research, presented in several sections.

A master's thesis consists of **three sections**. Each section of the thesis contains several subsections that should be interrelated, and the material should be presented in a consistent and logical manner, with a critical analysis of theoretical provisions, statistical data, information of various nature and sources.

**The first chapter** of the master's thesis – *theoretical and methodological* – provides an overview of the literature on the topic of the thesis, the choice of research directions, and defines the essence of the research subject.

**The second chapter** (the descriptive stage of the research) describes *the empirical research*, summarises and systematises the collected practical material. The sample of respondents should consist of 35 or more people.

**The third section** (the formative stage of the study) substantiates the programme for the formation (correction, development) of certain mental phenomena, its characteristics, principles, methods and techniques; it analyses the effectiveness of the proposed programme. The applicant must assess the completeness of the tasks set, the reliability of the results obtained (characteristics, parameters), and justify the need for additional research. The accuracy and reliability of the results obtained must be confirmed by methods of mathematical statistics, which are selected in accordance with the purpose, objectives and specifics of the research. The use of methods of statistical processing of empirical data is mandatory. If it is impossible to apply statistical methods, a content analysis of the data is performed.

Each section of the work ends with brief ***conclusions***, which indicate the positive aspects that were identified as a result of the research on the topic, as well as the shortcomings and problems that were characterised in the course of the research.

In **the final CONCLUSION** of a master's thesis, it is recommended to summarise the research, present the main practical results and recommendations for their practical application. *The conclusions should not take the form of a report*, but should reveal the results of the research and correspond to its objectives.

**The LIST OF REFERENCES** should include only those sources that are referenced in the text, as well as those used in the presentation of certain scientific provisions. The list consists of legislative acts, regulatory documents, domestic and foreign scientific, educational, methodological and specialised literature, professional publications, Internet resources, and foreign sources (2-3 items). It should be noted that *25% of the references should be the latest literature from the last 5 years*.

In the text, the reference is indicated by a number in square brackets corresponding to the number of the source in the list of references, for example [5] or [35; 123]. If a quotation is used in the text, it is necessary, in addition to the reference to the literary source, to indicate the page, for example [123, p. 24].

The list of sources used must contain **at least 55 items**.

The list of sources used should be presented in alphabetical order or in the order of reference to a particular

source in the text of the qualification work. It is formatted in accordance with the requirements of DSTU 8302:2015 "*Information and documentation. Bibliographic references. General requirements and rules for compilation*". The list of references must include abstracts and articles by the author on the topic of the master's thesis. The list of references should correspond to the number of pages in the thesis ("+", "-" 5 references).

**The APPENDICES** contain supporting materials in the form of: copies of documents, extracts from legislative documents, reports, results of sociological surveys, cumbersome tables, figures, etc. Appendices are placed in the order of appearance of references in the text of the master's thesis. Appendices are marked consecutively with capital letters of the Ukrainian alphabet, **except for the letters І, Є, 3, І, Ї, Й, О, Ч, Ь, and** are written as follows: APPENDIX B. The text of each appendix begins on a new page. If there is only one appendix in the work, it is marked as "APPENDIX A".

Each appendix must have a title. The appendix symbol is printed in the middle of the page in light font in capital letters, and the title of the appendix is printed in bold font in capital letters, symmetrically to the text of the page. All appendices must be listed in the table of contents with their numbers and titles.

Figures, tables, and formulas in appendices are numbered within each appendix, starting with the letter denoting the appendix. For example, Figure G.3 is the third figure in Appendix G. If part of an appendix is carried over to

another page, its title is given as "Continued from Appendix ..." starting above the upper right corner.

 *A sample of the appendix format is provided in Appendix D.*

**The recommended length** of a master's thesis is 70-80 pages. This length does not include the list of references and appendices. A deviation of +/- 10% is allowed.

### **Technical requirements for the formatting of a master's thesis**

*(General requirements of SOU 207.01:2017)*

Master's theses should be printed using a computer on one side of A4 white paper (210x297 mm) with 1.5 line spacing, with up to 30 lines per page. Tables, illustrations and appendices may also be submitted on A4 format sheets. Tables, drawings, diagrams, graphs and other illustrative materials, both in the text of the thesis and in the appendices, should be printed on standard sheets (21 x 30 cm) or glued onto standard white sheets.

*The text of the work must be printed* with the following margins: left – at least 30 mm, top and bottom – at least 20 mm, right – at least 10 mm. The paragraph indentation is 1.25 cm. The font size is 14, it should be clear, medium bold, and the text density should be uniform.

The text of the main part of a master's degree qualification work is divided into sections and subsections. Each structural part of the work begins on a new page, and its headings "CONTENTS", "INTRODUCTION", "CHAPTER", "CONCLUSION", "LIST OF REFERENCES", "APPENDICES" are printed in

capital letters in bold type in the middle of the line. **Section headings** are printed in capital letters in bold font, without a full stop at the end of the heading. They are placed in the middle of the line. **Subsection headings** are printed with a paragraph indent from the first capital letter without a full stop at the end. The distance between the subsection heading and the text should be at least one line spacing. It is not permitted to place the title of a section or subsection on the last line of the page. At the end of each section,

**conclusions for the section** are written. The distance between the text of the subsection and the conclusions for the section should be at least one line spacing.

Individual foreign words, formulas, and symbols may be inserted into the text of a master's degree thesis using black ink, ink, or paste, and the density of the inserted text should be close to that of the main text. Typing errors, misprints and graphic inaccuracies found in the course of writing the thesis may be corrected by erasing or painting over with white paint and applying the corrected text in the same place or between the lines using a computer. No more than 2 corrections are allowed on one page.

### **Numbering**

The numbering of pages, sections, and subsections in the work is given in Arabic numerals without the symbol №. The first page of a master's thesis is the title page, which is included in the overall numbering of the pages of the work. The page number is not indicated on the title page of the master's thesis, but on the following pages of the thesis, the number is indicated *in the upper right corner*.

The sequence of binding and requirements for the composition of a completed master's degree thesis are given in section 4.

### **Illustrations**

A master's thesis is illustrated based on a carefully thought-out thematic plan, with each illustration corresponding to the text and the text corresponding to the

illustration. The main types of illustrative material in master's degree qualification works are drawings, technical drawings, diagrams, photographs, charts, graphs, etc.

The figure number consists of the section number and the sequential number of the figure in that section, separated by a full stop. For example, "Figure 2.3" is the third figure in the second section. If there is only one figure in the work, it is numbered "Figure 1". The title of the figure is printed in capital letters and placed below it in the middle of the line (see Figure 1.1).

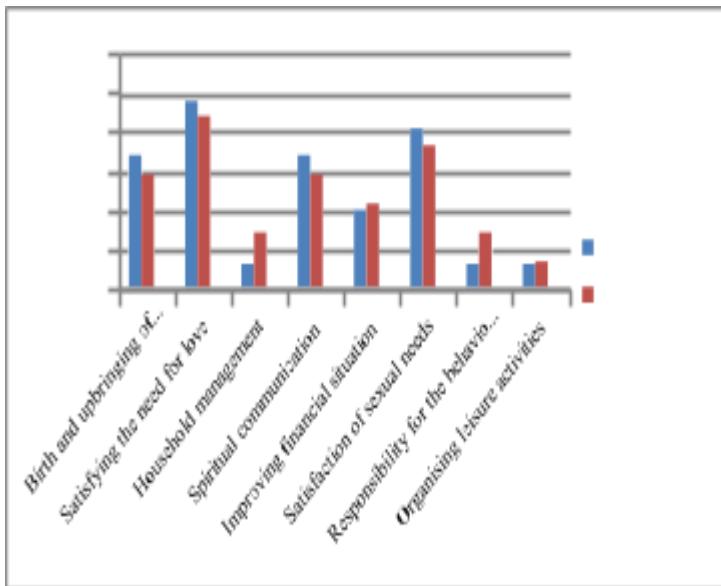


Figure 1. Students' responses regarding the importance of family functions

## Tables

Numerical data presented in a master's thesis is formatted as tables. The table number should consist of the section number and the table number, separated by a period, for example: "Table 1.2" (the second table of the first section). The table title is printed in italics with the first letter capitalised and is placed above the table on the right-hand side (see Table 1.1). The table title is centred.

*Table 1.1*

Attitudes of schoolchildren towards the distribution of household chores

(in %)

No	Type of work	Who should do it					
		Wife		Husband		Both	
		Girls	Boys	Girls	Boys	Girls	Boys
1.	Earning money	7.4	6.9	18. 5	17. 2	14. 8	13. 8
2	Raising children	11.1	17	7.4	10. 4	14. 8	24. 1
3	Cleaning	7.4	10.4	11.1	6.9	18. 5	17. 2
4	Laundry	3.8	10.4	11.1	6.9	3.7	17. 2

5	Food preparation	18.5	17.2	7.4	3.4	7.4	6.9
6	Washing dishes	11.1	17.2	11	6.9	26	3.5
7	Infant care	18.5	17.2	7.	10. 4	7.4	3.5
8	Clothing repair	22.2	3.5	7.4	13. 8	3.7	10. 3
9	Repair of equipment, plumbing, etc	-	-	18.5	24. 1	3.7	3.5

It is not permitted to place the table title on the last line of the page and separate it from the table itself. If part of the table is carried over to another page, its title is given as "Continued table ..." starting above the upper left corner. On

the last page where the table is presented, "End of table ..." is printed above the upper left corner.

## Formulas

Several short formulas of the same type, separated from the text, are presented in one line. Small and simple formulas that do not have independent meaning are written within the lines of text. Explanations of the meanings of symbols and numerical coefficients are given directly below the formula in the order in which they appear in the formula. The meaning of each symbol and numerical coefficient is given on a new line.

The serial numbers of the formulas are indicated by Arabic numerals in parentheses on the right side of the page without dots from the form: if the number does not fit in the line with the formula, it is transferred to the next line below the formula, with the formula number given at the level of the last line.

For example, the calculation formula for the "G – sign criterion".

(2.1.)

$$G_{kr} = \begin{cases} 1 & (p \leq 0.05) \\ 0 & (p \leq 0.04) \end{cases}$$

$G_{emp} = 0$ , hence  $G_{emp} < G_{kr}$ .

Therefore,  $H_0$  is rejected, and  $H_1$  is accepted ( $p \leq 0.01$ ).

## References

References to sources in *the text of a master's degree thesis* should be indicated by a sequential number in the list of references, enclosed in square brackets, for example [1]. If it is necessary to refer to a component part or specific pages of the relevant source in the text of the work, references can be given in footnotes, in which case the reference number must correspond to *the bibliographic description* in the list of references, for example: [1, p. 7].

When referring to structural elements of the work, the following expressions should be used: "in section 2", "see 2.1", "according to table 2.1", "in figure 2.5", "(Appendix B)", etc.

## Lists

Lists are provided in the text as needed. A colon is placed before the list. If the document contains lists of the same level of subordination, a dash (-) is placed before each list.

If the text contains lists of different levels of subordination, the highest level is indicated by lowercase letters of the Ukrainian alphabet, the middle level is indicated by Arabic numerals, and the lowest level is indicated by a dash (-). A round bracket is placed after the number or letter of a specific position in the list.

For example: a) shape and size of cells; b) non-living inclusions;  
c) tissue formation.

### **3.2. Requirements for the defence of a master's thesis**

To defend a master's thesis, a student must prepare **a concise report** summarising the main results of the research.

In their **report**, master students should highlight the following issues:

- the relevance of the research topic;
- the object and subject;
- the purpose and objectives;
- the research hypothesis;
- research methods;
- practical value of the work;
- main theoretical provisions and their confirmation in the process of experimental research;
- conclusions and recommendations of the work. Report duration – 7-10 minutes (5-6 pages of A4 text). A sample report for defence is provided in Appendix E.

In addition to the defence of the master's thesis, the applicant for higher education shall prepare **a computer presentation** – a set of consecutive slides in a special format with concise information on the research topic.

**The presentation** should contain:

- a title slide;
- slides with the main components of the work (categorical apparatus of the research);

- the main part of the research (basic concepts, research methodology, results of empirical research, etc.);
- slides with the conclusions of the research.

A mandatory condition for preparing to defend a master's thesis is *the availability* of scientific publications on the research topic, namely: *one scientific article and one set of abstracts*, which represent an appraisal of the research results.

After receiving admission to the defence of the master's thesis, it is submitted to the supervisor for verification of the content and structure within the time limits specified in the assignment for the master's degree thesis, but no later than 15 days before the meeting of the examination commission for the defence of theses. The supervisor evaluates the work and writes **a review**.

➡ *A sample review is provided in Appendix G.*

Next, the master student receives a referral for external review. *An external reviewer* is a leading specialist in the field or a scientist who carefully reviews the master's thesis and writes a review. **The review** is provided in written or printed form and must contain *an assessment of the master's thesis*.

➡ *A sample review is provided in Appendix K.*

**The criteria for evaluating the thesis are:**

- ✓ clarity, completeness and consistency in the disclosure of each issue of the plan and the topic of the work as a whole;
- ✓ quality of empirical research;

- ✓ creativity of the research;
- ✓ scientific style of presentation;
- ✓ absence of spelling and syntactic errors;
- ✓ correct formatting of the work in accordance with standards;
- ✓ success of the presentation of the research and answers to questions from members of the examination committee.

➡ *More specific criteria for evaluating the qualification work are provided in Appendix M.*

### **3.3. Sequence of work compilation and requirements for its completion**

1. Title page.
2. Assignment for a qualification work at the educational level of a MASTER.
3. Abstract of the Master's thesis
4. CONTENTS.

At the end of the qualification work, two files are attached, containing an external review, a supervisor's review, an anti-plagiarism report and the results of the research testing.

## APPENDICES

APPENDI  
X A

### SAMPLE TITLE PAGE

**PRIVATE JOINT  
STOCK COMPANY  
"HIGHER  
EDUCATIONAL  
INSTITUTION  
INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT**

**Educational and Scientific Institute of Psychology and Social  
Sciences**

*Department of Psychology*

title of topic

**THESIS**  
for the **MASTER DEGREE**  
in the field of C4 Psychology

**Full name of the applicant for higher education**

Qualification work  
has been accepted for defence  
Head of  
Department \_\_\_\_\_  
«\_\_\_\_\_» \_\_\_\_ 20\_p.

Scientific supervisor:  
**Full name,**  
academic degree, academic  
title  
Reviewer:  
**Full name,**  
academic degree, academic  
title

Kyiv, 20

## Registration

number

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## Recommended for defence

signature of the

scientific supervisor

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### Defence result

grade

date

defence

**Chair of the Examination Committee**

**Members of the EC**

**Secretary of the EC**

signature	initials	surname
signature	initials,	surname
signature	initials,	surname
signature	initials,	surname
signature	initials,	surname

**Sample format for a qualification assignment**

**PRIVATE JOINT STOCK COMPANY  
"HIGHER EDUCATIONAL INSTITUTION  
INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT**

**Educational and Scientific Institute of Psychology and Social  
Sciences**

***Department of Psychology***

Specialisation: *Psychology*

*"APPROVED"*

Course II (*Master's degree*)

Head of Department

Prof. Raievska Y.M.

202

**TASKS**

for the Master's thesis

**Surname, first name, patronymic of the student**

1. Subject of work:
2. Approved by order of the institute dated " 202 No.
3. Deadline for submission of completed work by the student: 202
4. Objective: source data: materials from professional and pre-diploma internships, textbooks, monographs, methodological guidelines, Internet resources, periodicals on the research topic.
5. List of graphic material tables, figures.
6. Consultants on the work (with indication of sections):

Section	Consultant (Surname, initials)	Signature, date	
		Task Issued	Task accepted by
Section 1			
Section 2			
Section 3			

Contents:

Introduction

Chapter 1. (Title)

Chapter 2. (Title)

Chapter 3. (Title)

Conclusion

List of references

Appendices

### Work schedule

No	Stages of work	Deadline	
		According to plan	Actual
1	Selection of a topic and appointment of a supervisor for the master's thesis.		
2.	Approval of the topic of the master's thesis.		
3.	Receipt of the assignment for conducting scientific research and preparation of a schedule for completing the master's thesis, approval by the supervisor.		
4.	Collection and summarisation of material on the topic of the thesis.		
5.	Preparation of the first (draft) version of the thesis and submission for review by the scientific supervisor.		

6.	Revision of the text of the work, taking into account the comments of the scientific supervisor, enrichment of the work with additional research conducted during the pre-diploma internship, and submission for rereading.		
7.	Submission of the master's thesis for registration at the department, review and writing of a review by the scientific supervisor.		
8.	Preparation for the defence of the master's thesis at a meeting of the Examination Commission.		
9.	Defence of the completed thesis.		
N o	<b>Stages of work</b>	<b>Deadline</b>	
1	Selection of a topic and appointment of a supervisor for the master's thesis.	According to plan	Actual
2.	Approval of the topic of the master's thesis.		
3.	Receipt of the assignment for conducting scientific research and preparation of a schedule for completing the master's thesis, approval by the supervisor.		
4.	Collection and summarization of material on the topic of the thesis.		
5.	Preparation of the first (draft) version of the thesis and submission for review by the scientific supervisor.		
6.	Revision of the text of the work, taking into account the comments of the scientific supervisor, enrichment of the work with additional research conducted during the pre-diploma internship, and submission for re-reading.		
7.	Submission of the master's thesis for registration at the department, review and writing of a review by the scientific		

	supervisor.		
8.	Preparation for the defense of the master's thesis at a meeting of the Examination Commission		
9.	Defense of the completed thesis.		

Date of assignment \_\_\_\_\_

Scientific supervisor \_\_\_\_\_ (full name)

Task accepted for completion

Student \_\_\_\_\_ (full name)

## APPENDIX B

### Sample abstract for a qualification paper

#### **ABSTRACT**

Thesis : ..... pages of main text, .... tables, .... figures, ..... sources, ..... appendices.

Object of research:

Subject of  
research

Purpose:

Research hypothesis:

Research methods:

#### **KEYWORDS:**

#### **ABSTRACT (sample)**

Thesis : 124 pages of main text, 13 tables, 19 figures, 72 sources, 3 appendices.

**Subject of research:** emotional burnout of individuals.

**Subject of research:** socio-psychological factors of emotional burnout in female managers.

**Objective:** to theoretically substantiate and experimentally verify the influence of socio-psychological factors on the occurrence of emotional burnout in female managers depending on their length of service.

**Research hypothesis:** the level of emotional burnout among female managers depends on the influence of socio-psychological factors (individual-psychological (anxiety, overall level of emotional intelligence, management of one's emotions, self-motivation, recognition of other people's emotions) and professional-activity factors (competitiveness, motives for entrepreneurial activity, barriers to professional activity, motivational-need sphere)) and work experience.

**Research methods:**

- theoretical: analysis, synthesis and generalisation of materials presented in scientific literature on the current state of the problem under study;

- empirical: observation, conversation, questioning, Spielberger-Hanin Reactive and Personal Anxiety Scale (SROA) test, N. Hall's Method for Determining Emotional Intelligence Level, O. Rukavishnikov's Methodology of Burnout Diagnosis" (V.V. Boiko), "O.F. Potemkina's Methodology for Diagnosing Socio-Psychological Attitudes of the Personality in the Motivational-Need Sphere," and the author's questionnaire.

- Methods of mathematical data processing were carried out using the Excel statistical software package.

EMOTIONAL BURNOUT, SOCIAL AND PSYCHOLOGICAL FACTORS, PROFESSIONAL ACTIVITY, BUSINESS ACTIVITY, PSYCHOLOGICAL SUPPORT

## APPENDIX G

### **Sample format for the table of contents of a thesis**

#### CONTENTS (sample)

##### INTRODUCTION

SECTION 1. (Title).....

    1.1. (Title).....

    1.2. (Title).....

    1.3. (Title).....

        ..... Conclusions to the first section.....

SECTION 2. (Title).....

    2.1. (Title).....

    2.2. (Title).....

        ..... Conclusions to the second section.....

SECTION 3. (Title).....

    3.1. (Title).....

    3.2. (Title).....

        ..... Conclusions to the third section.....

CONCLUSION.....

LIST OF REFERENCES.....

APPENDICES.....

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1.1. Psychological characteristics of entrepreneurial activity of female managers.....
1.2. The essence of the customer-oriented model of professional activity of female managers.....
1.3. Phenomenology of the categorical study of the concept of "emotional burnout".
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## APPENDIX D

### Sample appendix format

## APPENDIX A

### QUESTIONNAIRE

#### "FAMILY AND MARRIAGE THROUGH THE EYES OF SENIOR SCHOOL STUDENTS"

1. *The value of life for you lies in (select no more than 3 items):*

- a) higher education;
- b) community service;
- c) communicating with friends;
- d) physical education and sports;
- e) communicating with a loved one;
- f) starting a family, family life;
- g) material well-being;
- h) interesting work;
- i) leisure;
- j) raising children;
- k) comfortable housing;
- l) recognition from family, colleagues, friends.

2. *What do you think about marriage?*

- a) I think about marriage and starting a family, but I'm in no rush;
- b) I want to get married as soon as possible after finishing school;
- c) I believe that marriage and family are obstacles to personal development, so I am not thinking about starting a family;
- d) I have not thought about this question.

3. *What conditions are necessary for a happy married life?*

4. *Rank the importance of family functions (in order of significance):*

- a) the opportunity to live with the person you love;
- b) gives meaning to life;
- c) enables one to live independently and enjoy comfortable living conditions;
- d) have and raise children;

- e) regulates sexual relations;
- f) provides emotional and moral support, gives self-confidence;
- g) is a prerequisite for self-expression;
- h) helps to organise everyday life and resolve economic issues.

8. *What are the most common motives for marriage among young people today?*

- a) love;
- b) shared interests and views;
- c) loneliness;
- d) attractive character traits and appearance;
- e) chance;
- f) benefit, calculation;
- g) financial security of the future husband (wife);
- h) age.

9. *What do you think a marital relationship should be like?*

- a) the woman obeys the man;
- b) the husband yields to his wife;
- c) equality and mutual concessions.

---

10. *How do you imagine your husband (wife): appearance, spiritual qualities, education, financial security, etc.?*

11. *I believe that a happy family is characterised by..*

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**Thank you for your answers!**

## Sample report for defence

Dear Chair and members of the examination committee, ladies and gentlemen! I present to you my thesis on the topic: "\_".

The topic of the work is relevant at the current stage of society's development, because .....

The object of the study is \_\_\_\_\_.

The subject of the study is: \_\_\_\_\_.

The purpose of the study is: \_\_\_\_\_.

In accordance with the purpose of the study, the following **tasks** were identified:

1.....

2.

3. .....

**The research hypothesis** is \_\_\_\_\_.

**The research methods** are: \_\_\_\_\_.

**The practical significance of the research results is evident in .**

**Experimental base:** \_\_\_\_\_.

**The thesis** consists of an introduction, \_ chapters, conclusions, a list of references, and appendices.

In accordance **with the first task** (analysed, revealed, determined) \_\_\_\_\_.

In accordance **with the second task** (researched, revealed, clarified) \_\_\_\_\_.

In accordance **with the third task** (developed, implemented, tested).

Thus, the results of the study are .

**Thank you for your attention!**

**Sample review of a thesis**

**PRIVATE JOINT STOCK COMPANY  
"HIGHER EDUCATIONAL INSTITUTION  
INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT  
Educational and Scientific Institute  
of Psychology and Social Sciences  
Department of Psychology**

**REVIEW**

Head of Qualification Work for Higher Education Applicants

---

(surname, first name, patronymic)

Field of knowledge C Social  
and behavioural sciences  
Speciality C4 Psychology  
Educational level Master's degree

**Thesis topic: "\_\_\_\_\_".**

1. Relevance of the topic \_\_\_\_\_.
2. Object and subject of research:
  - a. Purpose and objectives of the research:
  - b. The objectives of the study are:
  - c. .
  - d. .
  - e. .
  - f. .
  - g. .
3. Structure of the work, its characteristics by sections:  
In the first section of the work \_\_\_\_\_.

In the second section of the work

---

In the third section of the work

The student's level of preparation for performing professional duties .

1. Characteristics of the compliance of the thesis with regulatory requirements:\_\_\_\_\_.
2. Research results (scientific, practical): \_\_\_\_\_.
3. Conclusion on the compliance of the qualification work with the task of its implementation:\_\_\_\_\_.
4. Overall assessment of the qualification work: \_\_\_\_\_.

Supervisor : \_\_\_\_\_

Academic degree, academic title, position

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“ \_\_\_\_ ” 20 \_\_\_\_\_

**Sample review of a qualification work**

**PRIVATE JOINT STOCK COMPANY  
"HIGHER EDUCATIONAL INSTITUTION  
INTERREGIONAL ACADEMY OF PERSONNEL  
MANAGEMENT**

**Educational and Scientific Institute of Psychology and Social  
Sciences**

**REVIEW OF A THESIS**

of a student \_\_\_\_\_

*(surname, first name, patronymic)*

on the topic " \_\_\_\_\_ "

1. Relevance of the qualification work \_\_\_\_\_.
2. Conclusion on the compliance of the qualification work with the task.
3. Characteristics of the implementation of each section of the qualification work, the degree of use of the latest achievements in science and technology and advanced working methods \_\_\_\_\_.

In the first section of the work \_\_\_\_\_

In the second section of the work \_\_\_\_\_

In the third section of the work \_\_\_\_\_

4. Positive aspects of the qualification work \_\_\_\_\_.
5. Negative aspects of the qualification work \_\_\_\_\_.
6. Overall feedback on the work \_\_\_\_\_.
7. Other remarks \_\_\_\_\_.
8. Assessment of the qualification work \_\_\_\_\_.

REVIEWER (surname, first name, patronymic, position, place of work)

Signature

**Approximate topics for theses**

The influence of cognitive style on the communication process
The dynamics of the value-semantic sphere of personality in crisis conditions
Features of using a sense of humour as a resource for psychological coping
Features of the dynamics of value orientations of psychology students
Features of the self-image in adolescents
Internet addiction among computer game players
Psychological aspects of personality adaptation in the social environment during early adulthood
The interconnection between personal and social identity in the structure of the self-concept of future psychologists
Features of individual differences in personality perfectionism
Features of the self-concept of unmarried women
The influence of creative self-realisation on the socio-psychological adaptation of individuals (students)
Choosing a creative life path in the context of social interactions
Features of responsibility in adolescents with deviant behaviour
Psychological factors of unpreparedness for motherhood
Gender characteristics of self-realisation of students
Mental states of spouses at different stages of family development
Psychological means of developing personal sexuality
Features of the manifestation of victim behaviour in individuals (adolescents)

Features of the psychological readiness of psychologists for professional activity in sports
Psychophysiological mechanisms of motor activity control
Psychophysiological support for the adaptation of younger schoolchildren to learning
Psychological support for the effectiveness of professional activities of the security department
Development of mechanisms for personal correction of emotional tension when working in extreme conditions
Factors affecting the effectiveness of working memory in the activities of power system personnel
Psychological characteristics of nurses in conditions of professional stress
Social and professional identity of a counselling psychologist at different stages of professionalisation
The relationship between work engagement and professional burnout among employees...
The possibilities of ART therapy in the psychological support of employees' activities
Comprehensive diagnosis of organisational stress as a means of optimising staff performance
Personal factors of resistance to burnout syndrome in the profession (teacher)
Professional development of the art therapist's personality in the early stages of professionalisation
Development of professional self-awareness in university students
Characteristics of creative thinking in students in the process of professional self-determination
Features of professional self-awareness of subjects in different types of careers

The formation of professional identity in working students
Personal determinants and types of coping behaviour in the situation of job loss
Professional identity of a social pedagogue
Psychological patterns of organising the professional activity of an academic choir conductor
Intrapersonal conflicts of students during their studies at a higher education institution
The influence of the communicative characteristics of a female head of an educational institution on the effectiveness of her managerial activities
Gender-perceptual differences in the formation of first impressions in social interaction

Personal and situational determinants of aggressive behaviour
Social and psychological features of psychocorrectional influence through theatre
The socio-psychological image of a modern manager
Psychology of intergenerational relations in the family
Social and psychological readiness of young people for volunteer work
Social and psychological readiness of students to start a family
The emotional intelligence of an organisation's leader as a factor in changing organisational culture
Features of value orientations and social attitudes of adolescents prone to deviant behaviour
Image as a factor in trust in a counselling psychologist
Individual psychological factors of employee compatibility
The information environment as a factor in shaping the values of young people

Optimisation of interpersonal relations between employees
Features of personal maturity in successful and unsuccessful entrepreneurs
Social and psychological security of the individual
Social and psychological aspects of leadership in married couples
Social and psychological determinants of a healthy lifestyle among students
Social and psychological criteria for assessing social health (of teachers)
Social and psychological characteristics of the behaviour of organisation employees in conditions of change
Social and psychological factors of career orientation (of managers)
Social and psychological factors in overcoming difficult life situations
Social and psychological determinants of interpersonal attachment
Social and psychological characteristics of forgiveness as a phenomenon of interpersonal communication
Social and psychological support for career planning for young professionals ...
Social perceptions of role relationships in the modern family
Emotional intelligence as a factor in the social and psychological adaptation of young professionals....
The influence of informal leaders on the social and psychological climate in a team
Perception of personality from photographs when communicating on the Internet
Images of parents as a factor in the determination and development of marital relations between men and women

Social and psychological characteristics of counselling psychologists in the field of telephone counselling
Self-determination of women with different types of gender identity
Social and psychological correction of inadequate parental attitudes
Social and psychological characteristics of partners entering into civil marriage
Social and psychological characteristics of crisis management in organisations
Gender characteristics of the semantic sphere of juvenile offenders
Features of ensuring professional security for practical psychologists of the Ukrainian law enforcement agencies
Professional competence of psychologists in internal affairs agencies
Professional stress of internal affairs managers and its psychoprophylaxis
Training as a method of correcting volitional qualities in employees of internal affairs agencies
The interconnection between playful and deviant characteristics of communication among young people who use slang
Psychological support for anti-terrorist activities
Psychological prognosis of susceptibility to delinquent behaviour in the of internal affairs officers
Personality traits in extreme living conditions
Psychological characteristics of the image of internal affairs officers
The interconnection between self-image, self-esteem and value orientations of younger schoolchildren

The impact of low academic performance on the formation of a schoolchild's self-esteem
Gender determination of students' choice of behaviour strategies in conflict
Emotional and value-based attitudes of primary school pupils towards learning activities
Moral self-regulation as a condition for preventing deviant behaviour in adolescents
Personal determinants of communication style formation in future psychologists
Features of empathy development in primary school children
Psychological adaptation to the learning process of children aged 6-8 with mental development delays
Psychological features of the formation of self-service skills in primary school pupils of a special school
Interpersonal interaction among military personnel
Features of emotional stability of cadets in the process of initial military professional training
Organisational and managerial aspects of the social and psychological adaptation of young officers
Psychological patterns of personal adaptation to special conditions of activity
Psychological features of the formation of families of future officers
Features of the psychological adaptation of military personnel in combat conditions
Features of the economic consciousness of students of higher educational institutions
Formation of psychological readiness for management among

leaders
The content of a psychologist's activities in the field of sport.
Transformation of social identity as a factor in emigration.
Psychological support for the managerial activities of an organisation's manager.
The coaching method in optimising the professional activities of managers.
Features of the activities of a practical psychologist in the development of the professional self-concept of a future psychologist
The activities of a practical psychologist in solving the problems of social adaptation of employees of organisations.
The content of the psychologist's work in solving problems of work motivation.
Psychodiagnostic activities of a social psychologist in an organisation.
The work of a practical psychologist in higher education in adapting first-year students to new learning conditions.
Features of the work of a practical psychologist in preparing students for family life.
The influence of the emotional and volitional sphere of a specialist's personality on the performance of work duties.
Psychological conditions for the formation of a professional image.
Psychological factors of political activity among young people
The personal maturity of a counselling psychologist as a determinant of successful professional activity.
Features of the use of the latest information technologies in psychological counselling.
The use of webinars to improve the psychological culture of adults.

Psychological features of family Skype counselling.
Psychological features of the formation of positive personal changes in the process of professional training of future psychologists.
Psychological features of professional motivation of future psychologists.
Psychological factors in the development of emotional intelligence in future psychologists.
Emotional competence as a prerequisite for the successful professional activity of a psychologist-counsellor.
Formation of an individual style of professional activity of psychology students in the process of professional training.
Psychological factors in the development of the professional identity of future psychologists.

The activities of a practical psychologist to increase the effectiveness of advertising.
The work of an expert psychologist in the prison system.
Implementation of the developmental function by the psychologist in the education system.
The activities of a psychologist in the field of psychodynamic psychotherapy.
The social and psychological service of an enterprise and ways to improve its effectiveness.
Psychotherapeutic activities of a practical psychologist in the direction of client-centred therapy by C. Rogers.
The use of psychophysiological diagnostics in the activities of a practical psychologist.
The use of neurolinguistic programming and suggestive texts in the activities of a practical psychologist.

The use of religious principles in the work of a psychologist in a confidential service.
Psychological factors of social justice in pedagogical interaction
Features of the development of learning motivation among students of higher education institutions
Psychological factors of ICT in higher education institutions
Features of emotional correction using transactional analysis
Fairy tale therapy as a method of psychological correction of role behaviour in primary school age.
Autotraining as a means of self-actualisation
Psychological features of aggressive behaviour in adolescents.
The process of forming the self-concept in schoolchildren
Psychological features of addictive behaviour in schoolchildren
Individual psychological characteristics of manifestations of childhood aggression
Psychological factors of autonomous behaviour
Psychological mechanisms of self-awareness in adolescence
Features of the development of volitional qualities in students
Features of the development of an active life position in psychology students
The image of the self as a factor in deviant behaviour among minors
Features of the correction of emotional states in individuals with traumatic experiences
Features of the development of assertive behaviour in students
Development of time management skills in modern students
Psychological factors of autoaggressive behaviour in adolescence
Features of the development of communication skills
Formation of the value component in the personality structure of future psychologists in the process of professional training.
Psychological factors of students' readiness for their future

professional career.
Soft skills as predictors of self-realisation of future practical psychologists
Features of the formation of soft skills of employees of educational institutions using training technologies.
Attitudes of adolescents towards the challenges of modernity: distance learning and the COVID-19 pandemic
Social and psychological factors in team building in a remote working environment.
The psychological health of employees of organisations during the pandemic.
Coaching technologies as a means of preventing crises in professional development
Sociodrama in working with communities (choose from: situations of military conflict, integration of migrants into the community, civic activism).
Lifestyle as a factor in the socio-psychological adaptation of Ukrainian Armed Forces personnel

## General criteria for evaluating qualification work

N o	Content of assessment		
		Assessme nt by the institutio nal scale	Assessment by the ECTS scale
1.	<ul style="list-style-type: none"> <li>- full compliance of the content of the work with the topic;</li> <li>- the topic is explored in depth and comprehensively;</li> <li>- the conceptual framework of the research is correctly defined;</li> <li>- the norms of scientific culture and literacy in writing the text are observed;</li> <li>- the requirements for writing and formatting are met;</li> <li>- the work is performed at a high level of complexity and scientificity;</li> <li>- the source base has been fully utilised;</li> <li>- the system of illustrative material is systematised, well-designed and successfully presented;</li> <li>- the student</li> </ul>	Excellent	A

	<p>demonstrated independence in planning and conducting the research;</p> <p>-the research results were tested:</p> <ul style="list-style-type: none"> <li>- the thesis (project) was completed on schedule;</li> <li>- there is a positive review from the supervisor;</li> <li>- the reviewer assessed the level of work as very high (excellent);</li> <li>- confident, reasoned defence using modern visualisation methods, high level of mastery of the content of the work, clear and correct answers to questions.</li> </ul>		
2.	<ul style="list-style-type: none"> <li>- the content fully corresponds to the topic of the work;</li> <li>- sufficiently complete and in-depth coverage of the topic;</li> <li>- the conceptual framework of the research is correctly defined;</li> <li>- the norms of scientific culture and literacy in writing the text are generally observed; minor deviations from the requirements for writing and formatting scientific works are allowed;</li> </ul>	<b>Good</b>	<b>B</b>

<ul style="list-style-type: none"> <li>- the paper is sufficiently complex and scientific;</li> <li>- the source base is properly presented and used;</li> <li>- the system of illustrative material is systematised and well-designed;</li> <li>- a certain degree of independence in planning and conducting the research has been demonstrated;</li> <li>- the thesis (project) was completed on schedule;</li> <li style="padding-left: 20px;">overall positive feedback from the supervisor;</li> <li style="padding-left: 20px;">the reviewer, having expressed minor comments and suggestions, assessed the level of work as high ("good" – according to the national scale);</li> <li>- overall, confident, reasoned defence, good command of the research content, correct answers to questions</li> </ul>		
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3.	<ul style="list-style-type: none"> <li>● the content corresponds to the topic of the work;</li> <li>● the topic is generally well developed;</li> <li>● the conceptual framework of the research is generally correctly defined;</li> <li>● there are some violations of the norms of scientific culture and literacy in the text;</li> <li>● there are some deviations from the</li> <li>● requirements for writing and formatting scientific works;</li> <li>● the work is sufficiently complex and scientific;</li> <li>● the level of presentation and use of the source base is sufficient;</li> <li>● illustrative material is well designed and presented;</li> <li>● there are elements of student independence in planning and conducting research;</li> <li>● the schedule for the completion of the thesis (project) was generally adhered to;</li> </ul>	Good	C
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	<ul style="list-style-type: none"> <li>• minor comments in the supervisor's review;</li> <li>• the reviewer, pointing out a number of shortcomings, assessed the level of its implementation as sufficiently high ("good" according to the national scale);</li> <li>• overall, the presentation was logical and well-argued, with correct answers to the reviewer's questions and comments.</li> </ul>		
4.	<ul style="list-style-type: none"> <li>- the content largely corresponds to the topic of the work;</li> <li>- the topic is not fully explored;</li> <li>- the conceptual framework of the research requires some clarification;</li> <li>- there are certain deviations from the requirements for writing and formatting scientific works;</li> <li>- there are some violations of the requirements for scientific culture and literary formatting of the text;</li> <li>- the level of complexity and scientific merit of the work is mediocre;</li> </ul>	<b>Satisfactory</b>	<b>D</b>

<ul style="list-style-type: none"><li>- the source base is not fully presented and utilised;</li><li>- the illustrative material fragmentarily represents the content of the work, and there are significant comments on its formatting;</li><li>- the student did not demonstrate independence in the process of</li><li>- planning and conducting the research;</li><li>- there were violations of the work schedule (as recorded in the department's protocols and the scientific supervisor's review);</li><li>- there are significant comments in the review of the supervisor and the review;</li><li>- unconfident performance at the defence, incomplete or incorrect answers to questions from the commission members and comments from the reviewer</li></ul>		
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5.	<ul style="list-style-type: none"> <li>- the content largely corresponds to the topic of the work;</li> <li>-incomplete disclosure of the topic;</li> <li>- the conceptual framework of the research requires significant clarification;</li> <li>- significant violations of the norms of scientific culture and literary presentation of the text;</li> <li>- significant deviations from the requirements for writing and formatting scientific works;</li> <li>- the level of complexity and scientific merit of the work performed is minimally sufficient;</li> <li>- the level of presentation and use of the source base is minimally sufficient;</li> <li>-the illustrative material is random and unsystematic in nature, and there are significant comments on its presentation;</li> <li>- the higher education applicant has not demonstrated the ability to independently plan and carry out research;</li> <li>-there have been serious violations of the schedule for the completion of the thesis, as</li> </ul>	Satisfactor y	E
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	<p>recorded in the department's minutes and the review of the scientific supervisor;</p> <ul style="list-style-type: none"> <li>- the supervisor's review contains a number of comments;</li> <li>- the reviewer points out a number of significant shortcomings in the work, giving it a minimum positive score ("satisfactory") on condition of a positive defence;</li> <li>- minimally sufficient level of mastery of the research content, uncertain presentation, vague and incomplete answers to questions from the commission members and comments from the reviewer.</li> </ul>		
6.	<ul style="list-style-type: none"> <li>- there is a discrepancy between the content and the topic of the work;</li> <li>- the research topic is not disclosed;</li> <li>- the conceptual framework of the research is defined incorrectly;</li> <li>- a significant number of errors have been found in the disclosure of the research content;</li> <li>- the norms of scientific culture and literary presentation of the text are not observed;</li> <li>-the qualification work does not</li> </ul>	<b>Unsatisfactory</b>	<b>FX</b>

<p>meet the current requirements for writing and formatting scientific works;</p> <ul style="list-style-type: none"> <li>- the level of complexity and scientificity of the work performed is insufficient;</li> <li>- the source base is presented and used superficially;</li> <li>- illustrative material is absent or of poor quality;</li> <li>- inability to independently plan and carry out research has been identified ( );</li> <li>- failure to adhere to the schedule for writing the work, as recorded in the department's minutes and the scientific supervisor's review;</li> <li>- negative review by the scientific supervisor;</li> <li>- the reviewer points out systemic shortcomings in the work, evaluating it negatively ("unsatisfactory" – according to the national scale);</li> <li>- unconfident performance at the defence, low level of mastery of the content of the work, lack of answers to questions and comments.</li> </ul>		
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7.	<ul style="list-style-type: none"> <li>-the content does not correspond to the topic of the work;</li> <li>-the research topic is not disclosed;</li> <li>-plagiarism detected;</li> <li>- the work does not meet the requirements for writing and formatting scientific works;</li> <li>-the work is unscientific by nature;</li> <li>-there is a lack of illustrative material;</li> <li>- the student has demonstrated an inability to independently plan and carry out research;</li> <li>- failure to comply with the work writing schedule (as recorded in the department's protocols);</li> <li>- negative feedback from the scientific supervisor;</li> <li>- negative review from the reviewer ("unsatisfactory" according to the national scale);</li> </ul>	<b>Unsatisfactory</b>	<b>F</b>
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<p>-the student does not understand the content of the work, as evidenced by the absence of its presentation at the defence;</p> <p>-the student is unable to answer the questions of the commission members and the reviewer's comments.</p>		
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### Examples of bibliographic descriptions in the list of sources used

<b>Book (two or three authors)</b>	<p>Zlivkov V.L., Lukomska S.O., Fedan O.V. Psychodiagnostics of personality in crisis situations. Kyiv: Pedagogical Thought, 2016. 219 p.</p> <p>URL:  <a href="https://core.ac.uk/download/pdf/77241343.pdf">https://core.ac.uk/download/pdf/77241343.pdf</a></p>
<b>Book (five or more authors)</b>	<p>Yu. D. Gundertailo, V. O. Klymchuk, O. Ya. Klyapets et al.; ed. by T. M. Titarenko. Psychology of personality development in the modern world; National Academy of Pedagogical Sciences of Ukraine, Institute of Social and Political Psychology. Kyiv: Millennium, 2016. 320 p.</p>
<b>Monograph</b>	<p>Raievskaya, Y. M. Theory and practice of professional development of social workers for interprofessional interaction: monograph. Kamianets-Podilskyi:</p>

	Publisher Pankova A.S., 2020. 348 p.
<b>Collective monograph</b>	Y. M. Raievska, N. M. Goncharuk, L. A. Onufriieva, O. M. Verzhikhovska, et al. The Individual in Conditions of Social Transformation: Formation and Development: Collective Monograph; ed. by N. M. Goncharuk, L. A. Onufriieva, O. M. Verzhikhovska. Kamianets-Podilskyi: Axioma, 2018. 220 p.
<b>Article in the journal</b>	Raievska, Y. Development of emotional competence of the individual: theoretical discourse. <i>Scientific works of the Interregional Academy of Personnel Management. Psychology</i> , (3 (52), 127-132. DOI: <a href="https://doi.org/10.32689/maup.psych.2021.3.18URL">https://doi.org/10.32689/maup.psych.2021.3.18URL</a> <a href="http://journals.maup.com.ua/index.php/psychology/article/view/1196">http://journals.maup.com.ua/index.php/psychology/article/view/1196</a>
<b>Abstract</b>	Raievska, Y.M. The influence of emotional intelligence on professional success. <i>Social and psychological problems of society</i> : materials from an international scientific and practical conference, Kyiv, 16–17 April 2021. Kyiv: V.I. Vernadsky Taras Shevchenko National University, 2021. Pp. 99-102.
<b>Abstract</b>	Kharchenko O.S. The crisis of the welfare state: causes and ways to overcome it: abstract of dissertation for the degree of

	Candidate of Political Sciences: specialisation 23.00.02 "Political institutions and processes." Taras Shevchenko National University of Kyiv. Kyiv, 2015. 19 p.
<b>Sources from the Internet</b>	Law of Ukraine "On Higher Education" dated 01.07.2014 No. 1556-VII // Database "Legislation of Ukraine" / Verkhovna Rada of Ukraine. URL: <a href="http://zakon.rada.gov.ua/laws/show/1556-18">http://zakon.rada.gov.ua/laws/show/1556-18</a> (accessed on 26.11.2018).