EUROPEAN COMMISSION

Directorate General XXII - Education, Training and Youth

Compact Project UM_CP-20560-1999

Development of New Framework for the M.Sc. Thesis Work

Current Draft of the Outcome #1:

The set of manuals for management of students' M.Sc. thesis work

General scheme for management of students' M.Sc. thesis work

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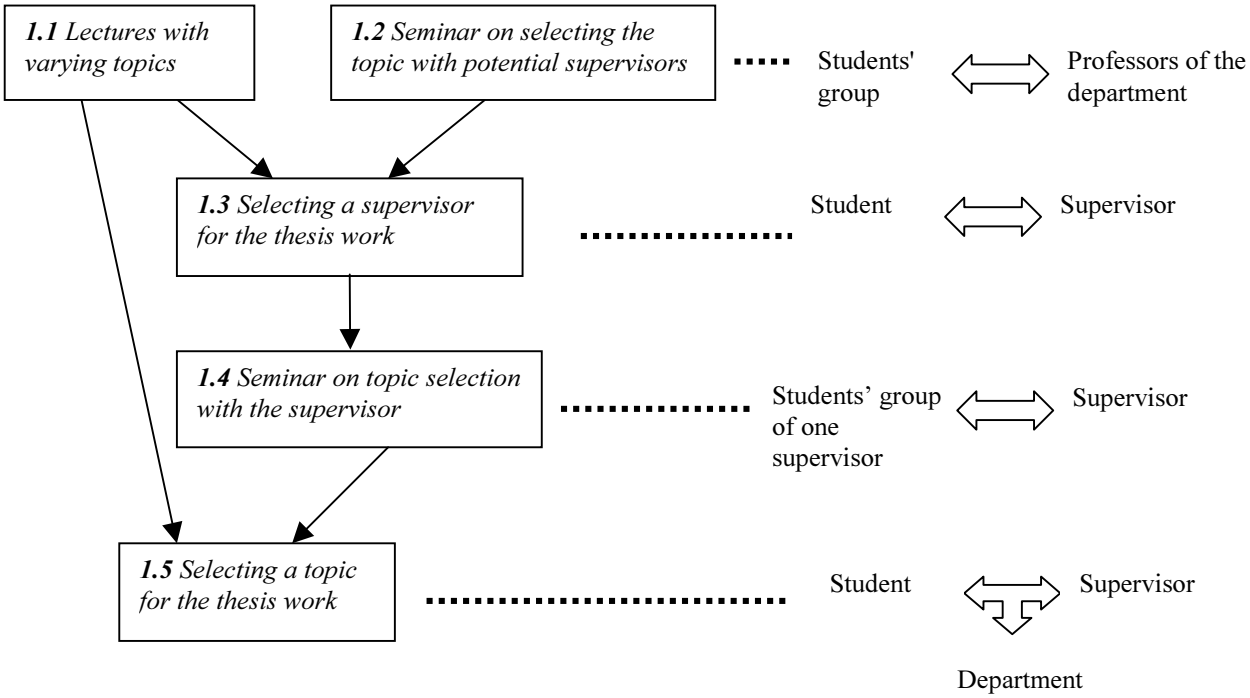
Ukraine

2000 year

Stage 1: *Supervisor and topic selection for the thesis (1.09 – 30.09)*



1.1 Students visit lectures with varying topics according to curriculum for M. Sc. students. Lectures can be read sessionally (extensive course during 2-3 weeks and immediate examination). This is a new practice for Ukraine. If some professors, lectures and assistants of the department work abroad, they can visit Ukraine for several weeks and read the best courses from the best European universities to M.Sc. students.

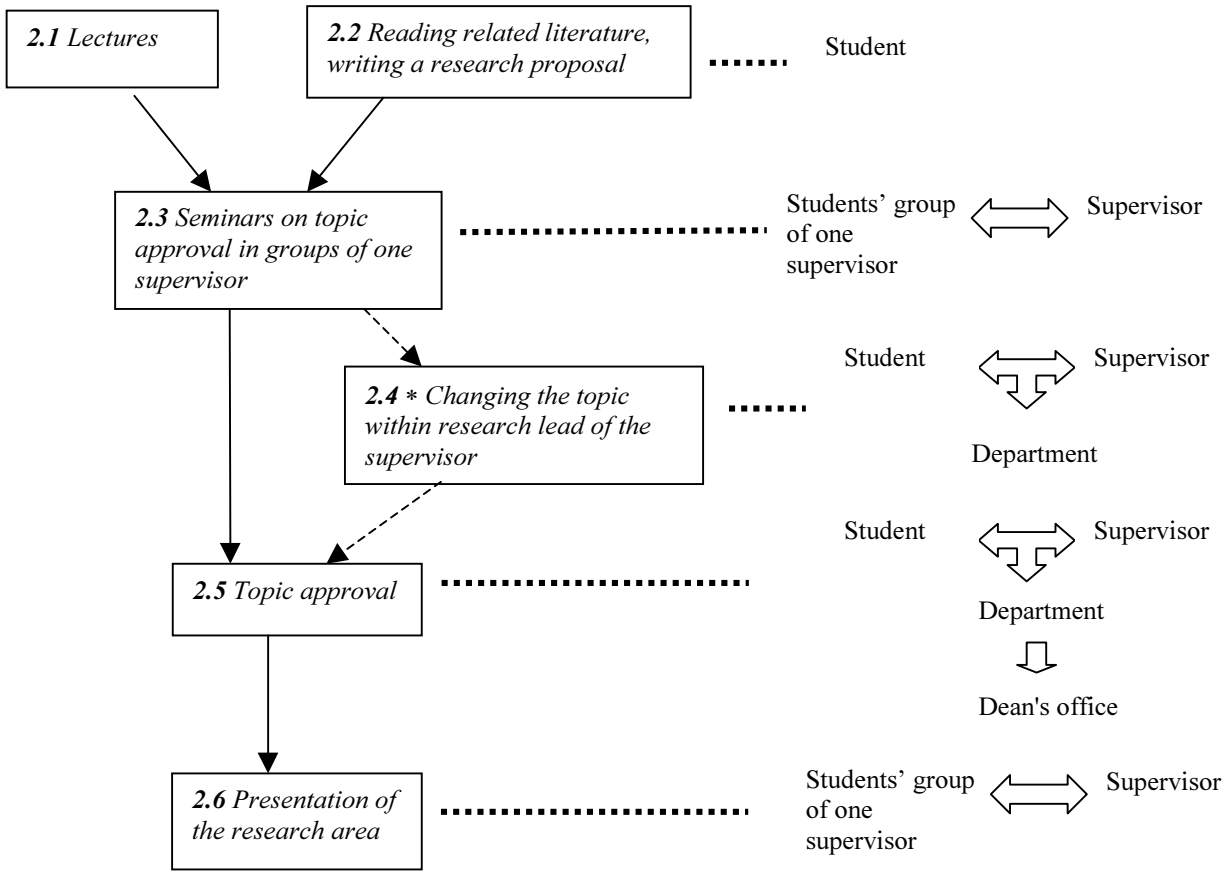
1.2 Potential supervisors - professors of a department – present their research leads. Department should organise this seminar till September 15.

1.3 Student selects a supervisor for his M.Sc. thesis work. Only a professor can be a supervisor of a M.Sc. thesis work.

1.4 Students that have selected the same supervisor gather into one group. They will work in this group on seminars with their supervisor. First seminar is to select a topic for a thesis.
Supervisor should have 4 hours in his working schedule for this seminar.

1.5 Students select a topic for their thesis works according to the principle of *academic independence* which means in the framework of this project to provide a student to be self-oriented in selecting a topic and research methods for his M.Sc. thesis.
Topics should be fixed in the department till October 1.

Stage 2: *Preliminary work and topic approval (1.10 –15.11)*



* *on the Stage 2 student can change the topic of a thesis work but can't change the supervisor.*

2.1 Students continue to visit lectures according to curriculum for M. Sc. students. Lectures can be read sessionally (see **1.1**).

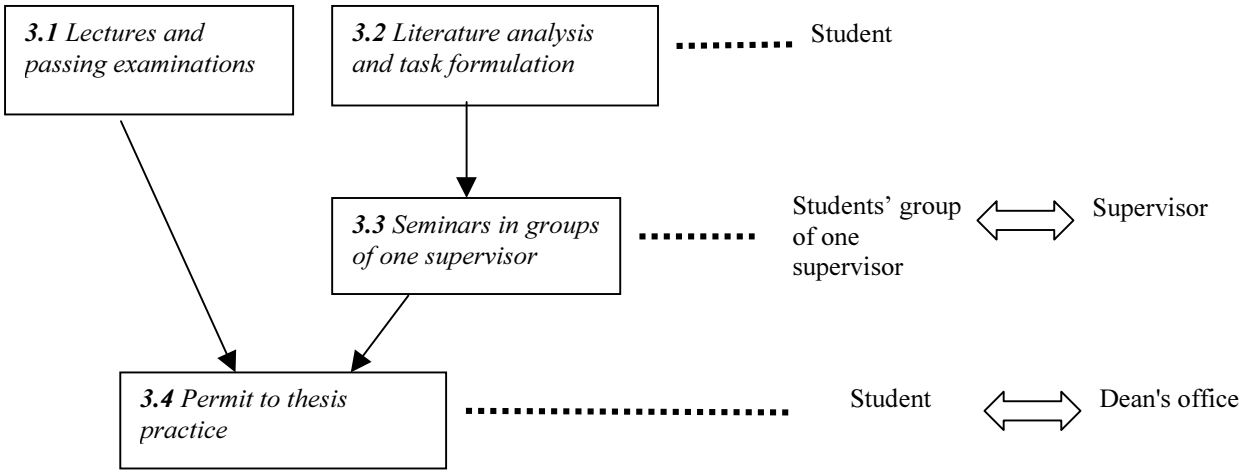
2.2 Students search and read literature in the field of their topic and write a research proposal (objectives and proposed research methods for the future thesis work).

2.3 Students' group work to discuss proposed topics. Each member of the group presents a research proposal. Others act as opponents.

2.4 If student wants to change the topic he can change it to another one within the research lead of the selected supervisor. Student can't change the supervisor. Deadline for changing topic is October 31. Changed topic is fixed in the department.

2.5 Topic for M.Sc. thesis should be actual and reflect modern state of science it should allow student to show his academic thinking.
If student has selected external topic (for the needs of external organisation) he should give a supported letter from this organisation. Also he should approve selected topic with his supervisor from the university.
If student is exchanged to the partner university he should send a letter with selected topic, ground for it and topic approval, signed in corresponding department of partner university. The letter should contain topic name in Russian and Ukrainian.
Department should give approved topics to the dean's office till October 10.

Stage 3: *Beginning of the thesis work (15.11 –31.12)*



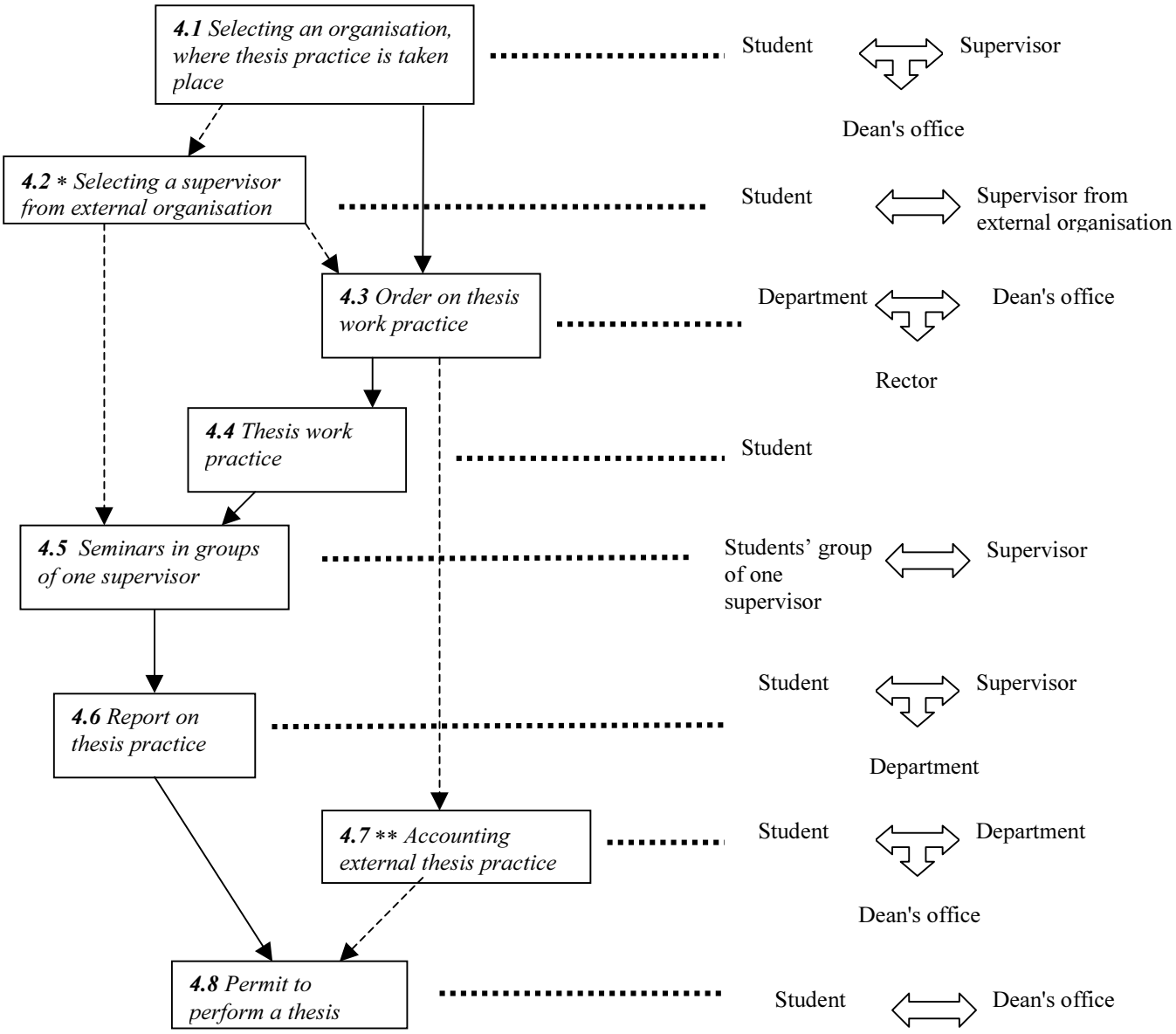
3.1 Students visit lectures according to curriculum for M. Sc. Students and pass examinations. Lectures can be read sessionally and examinations can be passed sessionally (see **1.1**).

3.2 Students analyse literature in the field of their topic. They extend their research proposals with current problems and ways of their solution. Students write a task formulation for M.Sc. thesis work.

3.3 Students work in small groups with the supervisors. Each student prepares a report on the topic of the thesis, and acts as an opponent to another student. On the Stage 3 seminars are devoted to approval of task formulation and literature analysis.

3.4 If student gets all required credits and passes examinations and if he approves a task formulation for thesis work with his supervisor, then he is permitted to thesis practice.
Dean's office should permit students to thesis practice till December 31.

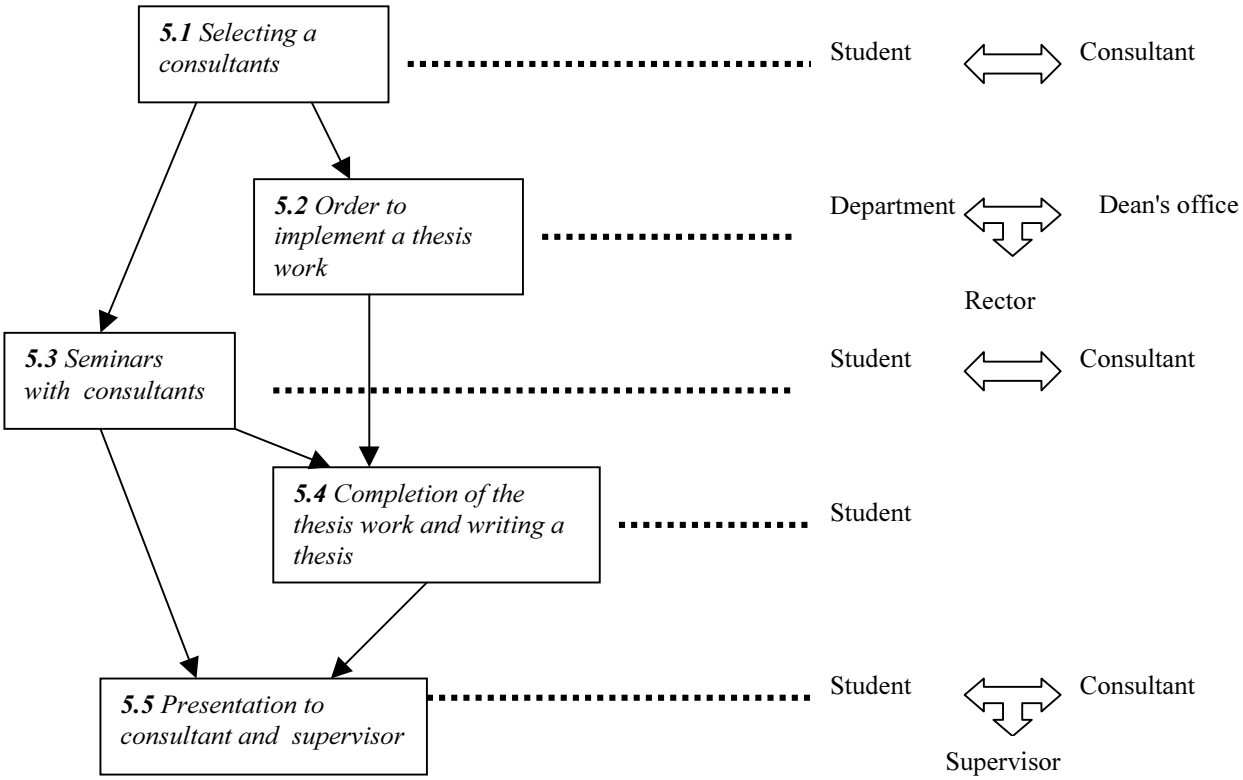
Stage 4: *M. Sc. thesis practice (10.01 –15.03)*



∗ if student take his thesis work practice in external organisation .
∗∗ if exchanged student take his thesis work practice in partner university.

4.1 If student will take his thesis work practice in external organisation then he should give a letter of support from this organisation. Letter of support should be delivered to dean's office till January 10.
4.2 If student will take his thesis work practice in external organisation then he should select a supervisor from external organisation. Only leading researcher or scientist can be a supervisor of a M.Sc. thesis work practice.
4.3 Dean's office should prepare and rector of university should sign the order on thesis work practice till January 10-12.
4.4 Student writes a schedule for thesis work and implement it.
4.5 On the Stage 4 seminars of group work are devoted to thesis work implementation. If student takes his thesis work practice in external organisation then seminars are held there.
4.6 Student should present to a supervisor a report on thesis practice till March 10.
4.7 If student is exchanged to the partner university he should send a report on thesis work, signed in corresponding department of partner university till March 10.
4.8 Dean's office should account thesis practice if all requirements are kept till March 15.

Stage 5: *Thesis work implementation (15.03 –15.05)*



5.1 Student selects a consultant in speciality and a consultant in economics for the thesis work. Consultants should be specialists in the selected field of research.

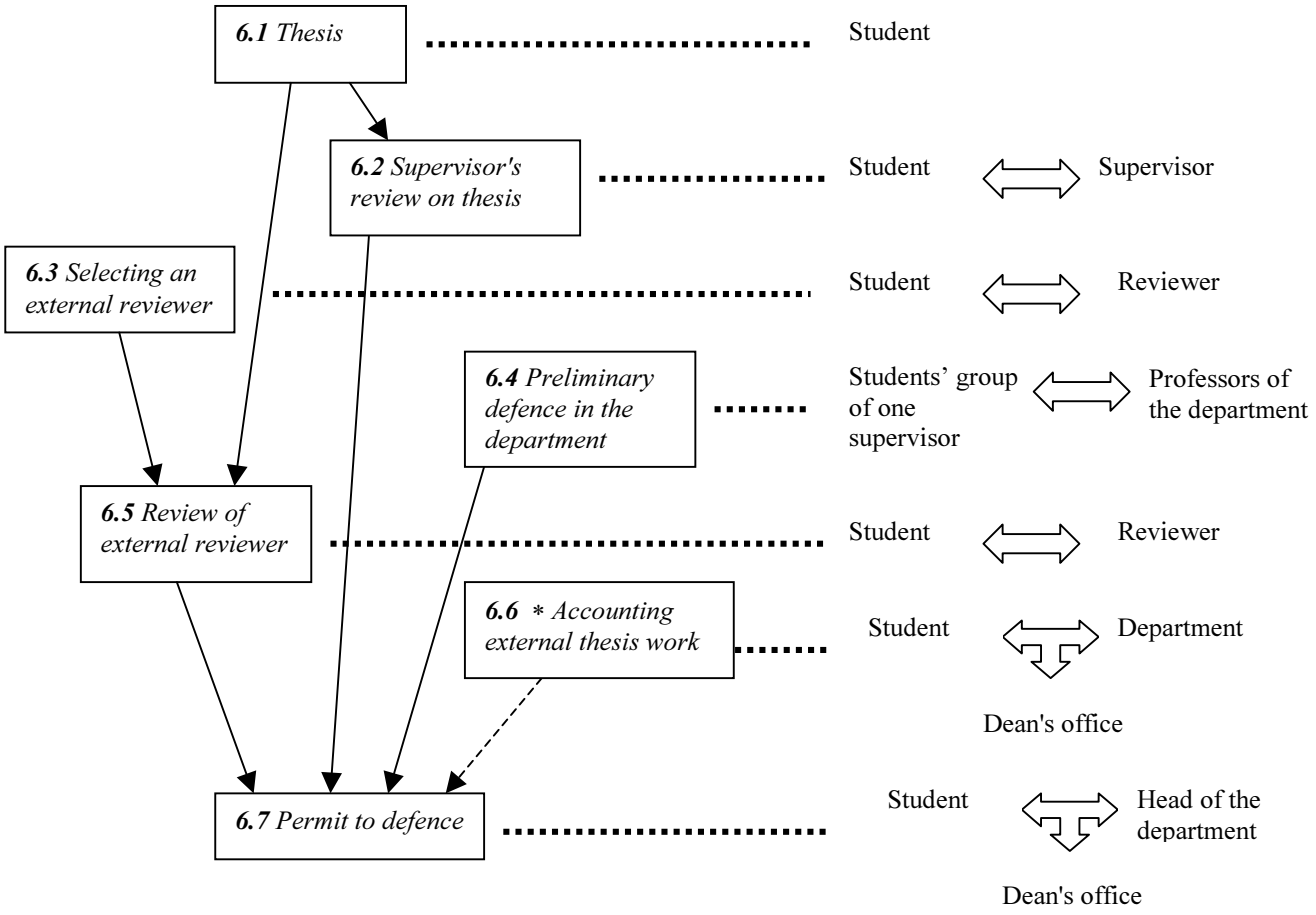
5.2 Dean's office should prepare and rector of university should sign the order on thesis work practice till March 20.

5.3 Student reports about his thesis work to a consultant. Consultant should get acquainted with the draft thesis and give recommendations.

5.4 Student completes his M.Sc. thesis work and completes writing a thesis. He produces economical evaluation of the M.Sc. thesis.

5.5 Completed thesis is presented to consultant in speciality and supervisor. Materials should be presented in slide form. This is the first defence of completed thesis.

Stage 6: *Thesis work evaluation (15.05 –31.05)*



∗ if exchanged student implements his thesis work in partner university.

6.1 Completed thesis should be given to supervisor on reviewing till May 15-16.

6.2 Supervisor evaluates the students' thesis work according to appropriate criteria till May 20.

6.3 External reviewer should be selected to produce independent review of a M.Sc. thesis work.

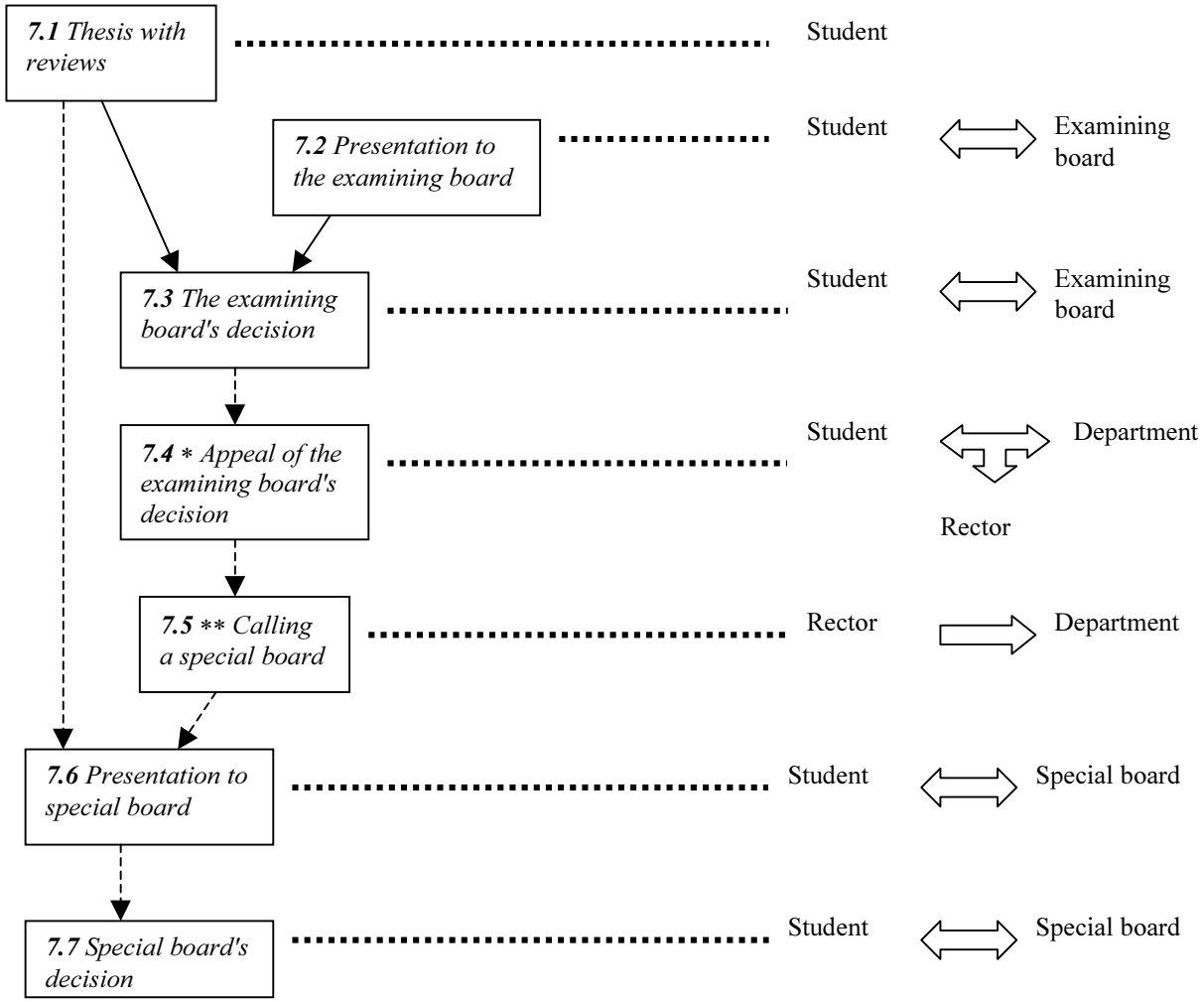
6.4 Preliminary defences should be held in the native department till May 25. During preliminary defence students of one supervisor present their thesis works and answer for the questions.

6.5 Completed thesis after supervisor's reviewing should be given to external reviewer. He evaluates the students' thesis work according to appropriate criteria and gives his review till May 25.

6.6 If student was exchanged to the partner university and wrote his thesis their he should present in the department thesis and reviews from the partner university till March 20.

6.7 Head of department should permit a student to defence if all requirements are kept and inform dean's office till May 31.

Stage 7: *Thesis work defence (1.06 –15.06)*



∗ if student doesn't agree with examining board's decision.
∗∗ if appeal is satisfied by rector.

7.1 Reviews of supervisor and external reviewer are announced to the examining board during the defence.

7.2 Student presents his thesis to examining board. Presentation should contain introduction, analysis of the present state in this field, task formulation, used method, main results and recommendations.

7.3 Examining board evaluates student's work according to appropriate criteria and makes a decision.

7.4 If student doesn't agree with examining board's decision he can appeal to rector.

7.5 If rector satisfy an appeal he orders to call a special board. Special board consists of leading scientists of the university.

7.6 Student repeats presentation of his thesis to the special board.

7.7 Special board makes a final decision.

Stage 8: *Registration and keeping M. Sc. Theses*

8.1 *Files with theses*	.....	Department
8.2 *Theses with reviews*	.....	Library
8.3 *Electronic and graphics materials*	.....	Archives

8.1 Files with theses should be registered and kept in the department for 10 years.

8.2 Theses with reviews should be registered and kept in the university library for 10 years.

8.3 Electronic (programs, databases) and graphics materials (posters) should be registered and kept in the university library for 10 years.