REGULATION

on

Master’s Thesis Implementation and Evaluation in the International Scientific Educational Center of the RA National Academy of Sciences

(New Edition)

Yerevan 2019

1.1. A Master's thesis is an independent research, analytical, and/or applied work that reflects the student’s ability to apply the knowledge obtained in the field, to conduct independent research, as well as to raise scientific issues and propose new solutions.

1.2. Master's thesis and Public defense is one of the final requirements of the Master's degree program.

1.3. A Master's thesis is the individual and final component of the Master's degree program. The preparation and defense of the thesis in case of full-time learning mode is carried out in the 2nd-4th semesters*, while in case of part-time learning mode it is carried out in the 3-5th semesters. All students must have thesis topics and be supervised by the supervisors by the end of the 1st semester and in case of part-time learning mode by the 2nd semester accordingly. The program envisages credit workload for thesis preparation and defense.

2. Master's Thesis Sample Structure

2.1. A model structure of a Master's thesis is demonstrated in Table 1.

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*Thesis preparation and defense in the following specialties of "Jurisprudence", "Business Administration (Management)", "Pharmacology", "General Pedagogy", "Political Science", "Geology" are carried out in the 2nd and 3rd semesters in case of full-time learning and in case of part-time learning in the 2nd-4th semesters.
Master’s thesis Sample Structure and Requirements

<table>
<thead>
<tr>
<th>Structure</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title page</td>
<td>The title page is filled in in accordance with the format specified in Appendix 1.</td>
</tr>
<tr>
<td>Signature page</td>
<td>The page next to the title page is signed by the student, the scientific supervisor and the Head of the department (see Annex 2).</td>
</tr>
<tr>
<td>Content</td>
<td>All the sections of the thesis are presented in order, with corresponding pages and the appendices attached to the thesis.</td>
</tr>
<tr>
<td>Abstract</td>
<td>The title of the thesis is presented in Armenian and English; thesis aim and results are presented only in Armenian (up to 1 page).</td>
</tr>
<tr>
<td>Introduction</td>
<td>The Master’s thesis topic relevance, its aims and issues, the object and subject of the study, its scientific and/or practical significance are presented in this section.</td>
</tr>
<tr>
<td>Main part</td>
<td>The main part of the study consists of chapters and subchapters. It includes the analysis of the literature used for the research, applied methods, a description and analyses of the results of the study, interpretation.</td>
</tr>
<tr>
<td>Conclusions</td>
<td>The conclusions of the study, which summarize the significant results of the work, are presented in this section. Suggestions and recommendations might also be presented.</td>
</tr>
<tr>
<td>(and recommendations/suggestion)</td>
<td></td>
</tr>
<tr>
<td>Reference list</td>
<td>Mention is made only of the literature used in writing the thesis, to which the corresponding references are given.</td>
</tr>
<tr>
<td>Appendix</td>
<td>Appendices, if available, are attached to the thesis.</td>
</tr>
</tbody>
</table>
3. Master's Thesis Layout and Requirements

3.1. The Master's thesis is presented for defense in computer format, in printed (compiled) and electronic versions. Paper size must be A4 (210 mm x 297 mm); margins - 3.0 cm from the left and 1.5 cm from the right; the top is 2.0 cm and the bottom - 2.5 cm. The material is printed only on the one side of the paper. The text is entered using the Unicode encoding system. Headings and text require 12 pt font with line spacing in 1.5. The titles of the chapters are typed in bold letters. Each chapter starts on a new page. Paragraphs are aligned on both sides, starting at a depth of 1 cm. All pages of the thesis, including appendices are numbered in the center below. Numbering starts with the content that is considered on page 3.

3.2. The tables, pictures, diagrams and appendices, etc. are numbered, they are given titles (if necessary, notes are also given). The names of the pictures, diagrams, drawings and descriptions of their definitions are given below, in the middle, in 10 pt font size. The names of the tables are typed above them, and the attachments are in the upper right corner of a new page.

3.3. The list of the literature is given at the end of the work. The reference list must be presented in the original language. First, indicate the author(s)' surname(s) and initial letter(s) of the name, then the full title of the book or article, full or accepted short title of the journal, place of publication, publisher, date of publication, volume and issue numbers, serial number; pages or the number of pages of a book. In case of materials posted on the Internet, the same principles apply, indicating at the end the reference address of the relevant material and the date of the review of the material (for example... // URL: http://www.info ..., 14.06.2016).

3.4. The references in the text are given in rectangular brackets according to the order of a number presented in the literature list ([1], [2-5], [3, 7, 9-11], [3, p. 15], [7, p. 5-9]) or by mentioning the author's surname and the date of publication (Poghosyan, 2015; Petrosyan et al., 2010), or in footnote, as shown in example 1.
3.5. The minimum and maximum volume of the Master's thesis is defined by the Center based on professional characteristics.

4. Master's Thesis Preparation and Defense

4.1. The preparation of the Master thesis and defense is carried out according to the schedule of the educational process defined for the Master's education system of the Center (see Table 2).

4.2. The preparation of the Master's thesis is carried out with the advice and guidance of the scientific supervisor. The responsibilities of the scientific supervisor are:

   a) preparation of a master thesis assignment;
   b) preparation of a work plan (schedule) for thesis implementation and its control
   c) suggestions or advice on the use of literature and choice of other sources on the topic
   d) assistance to the student in developing a research plan
   e) advice to the student during the implementation of the Master's thesis
   f) Notification to the student about the provisions, requirements, assessment criteria and standards of the current regulation
   g) Advice (assistance) to the student in the preparation of the thesis speech and in the selection of presentation materials necessary for the defense

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h) Preparation of the written opinion of the thesis scientific supervisor.

4.3. In the opinion of the scientific supervisor are reflected the following:

a) the relevance and significance of the work,

b) the student's ability to independently analyze, research, process data, and make reasonable conclusions,

c) identification of elements containing scientific, technical, methodological and/or practical novelty in the work (if available),

d) availability of practical suggestions /recommendations, advantages and disadvantages of the work done,

f) compliance of the thesis design with the requirements of the current regulation,

g) recommendation for public defense of the thesis.

4.4. The pre-defense of the Master's thesis is carried out in the relevant scientific organization or in the Center with the participation of the Heads of the Master's program, as well as the student's scientific supervisor.

4.5. If plagiarism is revealed during the thesis pre-defense (any material (text) used extensively in the work without any reference to other sources is considered plagiarism) the work is not allowed for public defense.

4.6. In case of plagiarism during public defense, the work is evaluated as "unsatisfactory".

4.7. The public defense of the Master's thesis is carried out in accordance with the procedure approved by the RA Ministry of Education, Science, Culture and Sport.
<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection and approval of the Master’s thesis, appointment of the scientific supervisor</td>
<td>The end of the 1st semester</td>
</tr>
<tr>
<td>Preparation of the thesis assignment and work plan (schedule) for its implementation, development of research plan, selection of research methods, literature review and analysis, submission to the educational department</td>
<td>The end of the 2nd semester</td>
</tr>
<tr>
<td>Implementation of the research part of the thesis and analysis of the results, discussion of the work and report at scientific seminars, on the basis of which attestation is carried out.</td>
<td>The end of the 3rd semester</td>
</tr>
<tr>
<td>Summarizing the results of the research, submitting the thesis to the department implementing the program</td>
<td>4th semester, at least 4 weeks before the defence</td>
</tr>
<tr>
<td>Presentation of the opinion of the scientific supervisor, thesis defense, on the basis of which attestation is made. In case of significant remarks, revisions to the work are made and submitted to the educational department</td>
<td>4th semester, at least 2 weeks before the defence</td>
</tr>
<tr>
<td>Submission of the review to the educational department</td>
<td>4th semester, at least 3 days of the defence</td>
</tr>
<tr>
<td>Public defense of the thesis at a meeting of the Final Attestation Committee.</td>
<td>The end of the 4th the semester</td>
</tr>
</tbody>
</table>
5. Master's Thesis Evaluation

5.1. The evaluation of the Master's thesis is carried out on a scale of 20 points, according to the defined criteria and corresponding standards (see Table 3).

5.2. The student's final GPA (Grade Point Average) is the average points assigned by the members of the Final Attestation Committee.

5.3. The student's Master's thesis is evaluated only by the members of the Final Attestation Committee who have been present during the whole defense of a given student.

5.4. The evaluation results of the Final Attestation Committee are published immediately after summing up in the presence of students.

6. Evaluation Results Appealing Procedure

6.1. After the results of the evaluation are published, the Chairman of the Committee asks the students about any complaints.

6.2. Immediately after the publication of the evaluation results, the student submits an application to the Chairman of the Committee in case of any complaints.

6.3. The appeal is made in case of violations of the procedural provisions of the current regulation for "Final Attestation of Graduates of Institutions Implementing Higher Education Programs of the Republic of Armenia."
### Table 3

<table>
<thead>
<tr>
<th>Evaluation criterion/ maximum point</th>
<th>Standard</th>
<th>Allocated point</th>
<th>Total point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Justification of the topic and analysis of the literature</td>
<td>1.1. The relevance of the study is substantiated, the problem and purpose are formulated. Analysis of the relevant and necessary literature related to the topic and also summary are made</td>
<td>□ - 2 □ - 1 □ - 0</td>
<td></td>
</tr>
<tr>
<td>Maximum points - 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Research Implementation and Results</td>
<td>2.1. The research is done independently in accordance with the defined tasks.</td>
<td>□ - 2 □ - 1 □ - 0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2. The results obtained are substantiated and involve scientific, methodological or practical novelty</td>
<td>□ - 2 □ - 1 □ - 0</td>
<td></td>
</tr>
<tr>
<td>Maximum points - 6</td>
<td>2.3. A complete analysis of the results has been made, also relevant conclusions have been made (also recommendations)</td>
<td>□ - 2 □ - 1 □ - 0</td>
<td></td>
</tr>
</tbody>
</table>
| 3. Formulation/Design quality | 3.1. The work is clearly written, literate and logical. The thesis chapters and subchapters correspond to the content | □ - 2  
□ - 1  
□ - 0 |
|---------------------------|-------------------------------------------------------------------------------------------------|---|
|                           | 3.2. The work is designed according to the given technical requirements The work contains basic data confirming the results of the study (e.g. tables, figures, diagrams, citations, etc.) | □ - 2  
□ - 1  
□ - 0 |
| 4. Thesis Public Defence  | 4.1. The report substantiates the relevance of the study, its aim, issues, challenges, its methodology, content and results | □ - 2  
□ - 1  
□ - 0 |
|                           | 4.2. The speaker is able to present the report in a clear, consistent and interconnected way, to explain it, clarify and to rationalize the results | □ - 2  
□ - 1  
□ - 0 |
|                           | 4.3. The speaker answers the questions reasonably and comprehensively | □ - 2  
□ - 1  
□ - 0 |
|                           | 4.4. The demonstration material reflects and explains the main content of the work | □ - 2  
□ - 1  
□ - 0 |
|                           | Maximum GPA score is 20 |

Maximum points - 4

Maximum points - 8
RA MINISTRY OF EDUCATION, SCIENCE, 
CULTURE AND SPORT
INTERNATIONAL SCIENTIFIC-EDUCATIONAL CENTER OF 
NAS RA [18 pt, Bold]

Name Surname Patronymic [18 pt, Bold]

Master's Thesis [18 pt, Bold]

[18pt,Bold] Department or Specialization____________________________

[16pt,Bold] Educational Program _________________________________

[16pt,Bold] Topic ________________________________________________

______________________________________________________________

[14pt,Bold] To apply for a Master's degree in the specialization of

YEREVAN - 2020 [14pt,Bold]
APPENDIX 2 *

Student

.................................................................
signature


Scientific Supervisor

.................................................................
signature


Academic degree, title, surname, name

«Allowed to defend»


Department Head

.................................................................
Signature


Academic degree, title, surname, name

«____»________20________.

* Posted as 2nd page
REVIEW

ISEC NAS RA Master Student

(Surname, name, patronymic)

(title of the topic)

on Master’s Thesis

1. Justification of the relevance of the work and literature review analysis

2. Research implementation and results

3. Thesis presentation and design

2 The reviewer must be acquainted in advance with the criteria for the Master’s thesis evaluation defined by the ISEC NAS RA regulation on Master’s thesis implementation and evaluation.
Recommendations

Conclusion (the work meets/does not meet the requirements of the Master's thesis, the author deserves to be awarded a Master's degree in the given specialization)

Reviewer

(surname, name, patronymic)

(academic degree and title)

( workplace, position)

Signature

«___»___________20__.
OPINION OF THE SCIENTIFIC SUPERVISOR

ISEC NAS RA Master Student

(surname, name, patronymic)

(title of the topic)

on Master's Thesis

1. The relevance and significance of the work

2. The student's ability to independently analyze, research, process data and make reasonable conclusions

3. Identification of elements containing scientific, technical, methodological and/or practical novelty in the work (if any)

4. Practical suggestions/recommendations
5. Strengths and weakness of the work

6. Thesis design compliance with the requirements of the ISEC NAS RA regulation on Master's thesis implementation and evaluation

7. Recommendation (the work meets/does not meet the requirements of the Master's thesis, the work deserves to be presented for public defense.

Supervisor

(surname, name, patronymic)

(Academic degree and title)

(workplace, position)

Signature ________________________________

«___» ____________20__. 