

Approved at

ISEC NAS RA Scientific Council N 138

«13» September 2019

ISEC NAS RA Director

\_\_\_\_\_ A. Sargsyan

## 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. General Provisions

- 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 2<sup>nd</sup>-4<sup>th</sup> semesters\*, while in case of part-time learning mode it is carried out in the 3-5<sup>th</sup> semesters. All students must have thesis topics and be supervised by the supervisors by the end of the 1<sup>st</sup> semester and in case of part-time learning mode by the 2<sup>nd</sup> 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.

---

\* Thesis preparation and defense in the following specialties of "Jurisprudence", "Business Administration (Management)", "Pharmacology", "General Pedagogy", "Political Science", "Geology" are carried out in the 2<sup>nd</sup> and 3<sup>rd</sup> semesters in case of full-time learning and in case of part-time learning in the 2<sup>nd</sup>-4<sup>th</sup> semesters.

Table 1

Master's thesis Sample Structure and Requirements

Structure	Requirements
Title page	The title page is filled in in accordance with the format specified in Appendix 1.
Signature page	The page next to the title page is signed by the student, the scientific supervisor and the Head of the department (see Annex 2).
Content	All the sections of the thesis are presented in order, with corresponding pages and the appendices attached to the thesis.
Abstract	The title of the thesis is presented in Armenian and English; thesis aim and results are presented only in Armenian (up to 1 page).
Introduction	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.
Main part	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.
Conclusions (and recommendations/suggestion)	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.
Reference list	Mention is made only of the literature used in writing the thesis, to which the corresponding references are given.
Appendix	Appendices, if available, are attached to the thesis.

### 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 ...](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 <sup>1</sup>.

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

---

<sup>1</sup> Poghosyan L., Petrosyan R., The title of the work. Education Manual, Yerevan, RA NAS Publishing House, 2019, pp. 141-165.

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 2

## Schedule for the preparation of a Master's thesis and defense

Activity	Deadline
Selection and approval of the Master's thesis, appointment of the scientific supervisor	The end of the 1 <sup>st</sup> semester
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	The end of the 2 <sup>nd</sup> semester
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.	The end of the 3 <sup>rd</sup> semester
Summarizing the results of the research, submitting the thesis to the department implementing the program	4 <sup>th</sup> semester, at least 4 weeks before the defence
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	4 <sup>th</sup> semester, at least 2 weeks before the defence
Submission of the review to the educational department	4 <sup>th</sup> semester, at least 3 days before the defence
Public defense of the thesis at a meeting of the Final Attestation Committee.	The end of the 4 <sup>th</sup> the semester <sup>4</sup>

## 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

### Criteria, Standards and Allocated Points for the Evaluation of the Master's Thesis

Student's first name, patronymic, last name \_\_\_\_\_

Thesis topic \_\_\_\_\_

Member of the Committee, academic degree, title, last name, firstname \_\_\_\_\_

Evaluation criterion/ maximum point	Standard	Allocated point	Total point
1. Justification of the topic and analysis of the literature  Maximum points - 2	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	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
2. Reserach Implementation and Results  Maximum points - 6	2.1. The research is done independently in accordance with the defined tasks.	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
	2.2. The results obtained are substantiated and involve scientific, methodological or practical novelty	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
	2.3. A complete analysis of the results has been made, also relevant conclusions have been made (also recommendations)	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	

3. Formulation/Design quality  Maximum points - 4	3.1. The work is clearly written, literate and logical. The thesis chapters and subchapters correspond to the content	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 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.)	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
4. Thesis Public Defence  Maximum points - 8	4.1. The report substantiates the relevance of the study, its aim, issues, challenges, its methodology, content and results	<input type="checkbox"/> - 2  <input type="checkbox"/> - 1 <input type="checkbox"/> - 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	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
	4.3. The speaker answers the questions reasonably and comprehensively	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
	4.4. The demonstration material reflects and explains the main content of the work	<input type="checkbox"/> - 2 <input type="checkbox"/> - 1 <input type="checkbox"/> - 0	
Maximum GPA score is 20			



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  
" "

*Student*

[13 pt, Bold, Italic]

---

signature

---

Surname, name

*Scientific Supervisor*

[13 pt, Bold, Italic]

---

signature

---

Academic degree, title, surname, name

*«Allowed to defend»*

*Department Head*

[13 pt, Bold, Italic]

---

Signature

---

Academic degree, title, surname, name

«\_\_\_\_\_» \_\_\_\_\_ 20\_\_.

## REVIEW

ISEC NAS RA Master Student

---

(Surname, name, patronymic)

---

---

(title of the topic)

---

on Master's Thesis<sup>2</sup>

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

---

---

---

2. Research implementation and results

---

---

---

3. Thesis presentation and design

---

---

---

---

<sup>2</sup> 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\_\_\_\_\_

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 \_\_\_\_\_