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**«Дальневосточный федеральный университет»**  
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## ШКОЛА ЭКОНОМИКИ И МЕНЕДЖМЕНТА

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Государственной итоговой аттестации

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38.04.02 Менеджмент

Программа академической магистратуры

Магистерская программа: «International Business and Project Management  
(на английском языке)»

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## **Explanatory note**

Development of the main educational programs of the higher education comes to the end with an obligatory State Final Examination of graduates. The volume of a State Final Examination in the direction of preparation 38.04.02 Management, the master International Business and Project Management program in English make 6 credits, 216 hours.

The program of a State Final Examination for the direction of preparation 38.04.02 Managements, the master International Business and Project Management program in English is developed according to requirements:

- Federal law of 29.12.2012 No. 273-FZ "About education in the Russian Federation";

- order of the Ministry of Education and Science of the Russian Federation of 29.06.2015 No. 636 "About the statement of the Order of holding a State Final Examination according to educational programs of the higher education - to programs of a bachelor degree, programs of a specialist programmer and programs of a magistracy";

- the order of the Ministry of Education and Science of the Russian Federation of 09.11.2015 No. 1309 "About the statement of an order of providing conditions of availability to disabled people of objects and the provided services in education and also rendering to it at the same time the necessary help";

- The federal educational standard of the higher education to the direction of preparation 38.04.02 Management (magistracy level) approved by the order of the Ministry of Education and Science of the Russian Federation of 30.03.2015 N 322 (an edition of 13.07.2017);

- the educational standard which is independently established by federal public autonomous educational institution of the higher education FGAOU VPO Far Eastern Federal University for the implemented main professional educational programs of the higher education – programs of a magistracy (further – VO DVFU OS) in the direction of preparation 38.04.02 Management, are accepted by the

decision of the Academic council of DVFU, protocol No. 06-15 of 04.06.2015, and put into operation by the order of the rector of 07.07.2015 No. 12-13-1282 (with the changes approved by the order of the rector of DVFU of 06.09.2016 No. 12-13-1594);

- the charter of DVFU approved by the order of the Ministry of Education and Science of the Russian Federation of 06.05.2016 No. 522;

- the order of the rector of DVFU of 05.04.2013 No. 12-13-280 "About the adoption of the Provision on DVFU magistracy;

- the order of the acting the rector of DVFU of 27.11.2015 No. 12-13-2285 "About the adoption of the Provision on a State Final Examination according to educational programs of the higher education – to programs of a bachelor degree, specialist programmer, magistracy of federal public autonomous educational institution of higher education Far Eastern Federal University;

- other internal regulations and documents FEFU.

The program of a State Final Examination is a part of the main professional educational program for the direction of preparation 38.04.02 Managements, the master International Business and Project Management program

According to the decision of the academic council of FEFU, structure of a State Final Examination in the direction of training of masters of preparation 38.04.02 Management, the master International Business and Project Management program include protection of the final qualification work (FQW).

For students from among persons with limited opportunities of health and disabled people, the State Final Examination is held taking into account features of their psychophysical development, their individual opportunities and the state of health and also according to the individual program of rehabilitation of the disabled person.

## **1. Characteristic of professional activity of graduates**

The field of professional activity of the graduates who mastered the program of a magistracy includes:

- the organizations of any legal form in which graduates work as performers or heads in various services of management personnel;
- bodies of the public and municipal administration;
- structures in which graduates are the businessmen creating and developing own business;
- the research organizations connected with the solution of administrative problems;
- institutions of a system of the higher and additional professional education.

Objects of professional activity of the graduates who mastered the program of a magistracy are:

- management of various legal forms of the organizations;
- processes of the public and municipal administration;
- research processes.

Types of professional activity for which graduates of programs of a magistracy prepare:

- organizational and administrative;
- analytical;
- research;
- pedagogical.

The graduate who mastered the program of a magistracy according to types of professional activity on which the program of a magistracy is focused has to be ready to solve the following professional problems:

- development of strategy of projects for development of the organizations and their separate divisions;

- management of divisions, processes and projects of the enterprises and organizations of different forms of ownership, bodies of the state and municipal authority;
- the organization of on-stage performance groups (project teams) for the solution of organizational and administrative tasks and the management of them;

**organizational and administrative activity:**

- development of the strategy of projects for the development of the organizations and their separate divisions;
- management of divisions, processes, and projects of the enterprises and organizations of different forms of ownership, bodies of the state and municipal authority;
- the organization of on-stage performance groups (project teams) for the solution of organizational and administrative tasks and the management of them;
- formation of enterprise orientation for ensuring the development of business and the organization;
- search, the analysis, and assessment of information for the preparation and adoption of management decisions;
- the analysis of the existing forms of the organization and management processes, development and justification of offers on their improvement;
- evaluating the efficiency of projects, processes and business activity, in general, taking into account an uncertainty factor;

**research activity:**

- organization of carrying out scientific research: definition of tasks for groups and certain performers, choice of tools of researches, analysis of their results, collecting, processing, analysis and systematization of information on a research subject, preparation of reviews and reports on research subject;
- development of models of the studied processes, the phenomena and objects relating to the sphere of professional activity, assessment and interpretation of the received results;
- identification and formulation of current scientific problems;

- preparation of reviews, reports and scientific publications;

**pedagogical activity:**

- teaching administrative disciplines and development of the corresponding educational and methodical materials in educational institutions, educational institutions of the higher and secondary professional education and also in educational institutions of additional professional education.

**2. Требования к результатам освоения образовательной программы по направлению подготовки 38.04.02 Менеджмент, магистерская программа «Международный бизнес и управление проектами» (International Business and Project Management)**

As a result of the development of OPOP at the graduate common cultural, all-professional and professional competences have to be created.

The graduate who mastered the program of a magistracy has to have the following common cultural competences (CCC), first of all, all-university, uniform for all graduates of DVFU:

ability to creatively adapt achievements of foreign science, the equipment and education to domestic practice, a high degree of professional mobility (GC-1);

readiness to show qualities of the leader and to organize work of collective, to own effective technologies of the solution of professional problems (GC-2);

ability to work in project cross-disciplinary teams, including as the head (GC-3);

ability to quickly master new subject domains, to reveal contradictions, problems and to develop alternative options their solutions (GC-4);

ability to generate the ideas in scientific and professional activity (GC-5);

ability to conduct a scientific discussion, possession of standards of a scientific style of modern Russian (GC-6);

ability to free scientific and professional communication in the foreign-language environment (GC-7);

ability to abstract thinking, analysis, synthesis (GC-8);



readiness to work in unusual situations, to bear social and ethical responsibility for the made decisions (GC-9);

readiness for self-development, self-realization, use of the creative potential (GC-10).

The graduate who mastered the program of a magistracy has to have the following all-professional competences (GPC):

readiness to direct collective in the sphere of the professional activity, tolerantly perceiving social, ethnic, confessional and cultural distinctions (GPC -2);

readiness for communication in oral and written forms in the Russian and foreign languages for the solution of tasks of professional activity (GPC -1);

ability to conduct independent researches, to prove relevance and the practical importance of the chosen subject of scientific research (GPC -3).

The graduate who mastered the program of a magistracy has to have the professional competences corresponding to types of professional activity on which the program of a magistracy (personal computer) is focused:

ability to use modern methods of management of corporate finance for the solution of strategic tasks (PC-3);

ability to manage the organizations, divisions, groups (teams) of employees, projects and networks (PC-1);

ability to develop corporate strategy, programs of organizational development and changes and to provide their realization (PC-2);

ability of determination of prospects of development of the organization on the basis of assessment of position of the company in the market and a trend of influence of factors of the external environment (PC-5);

ability to analyze and form enterprise orientation of the organization (PC-4);

ability to prove relevance, the theoretical and practical importance of the chosen subject of scientific research (PC-12);

ability to present results of the conducted research in the form of the scientific report, article or report (PC-11);

ability to use quantitative and qualitative methods for carrying out applied researches and management of business processes, to prepare analytical materials by results of their application (PC-8);

ability to conduct independent researches according to the developed program (PC-13);

ability to act projectively on the basis developments of innovative solutions in various fields of management (PC-6);

ability of complex use of instruments of design and process management for the solution of strategic and tactical tasks of management of the organization (PC-7);

possession of methods of the economic and strategic analysis of behavior of economic agents and the markets in the global environment (PC-9);

ability to apply methods of the organization of researches and research strategy (PC-14);

ability to develop training programs and methodical ensuring administrative disciplines and also to apply modern methods and techniques in the course of their teaching (PC-15);

ability to generalize and to critically estimate the results of researches of current problems of management received by domestic and foreign researchers (PC-10).

The description of indicators and criteria of estimation of competences is presented in appendix 1.

### **3. Structure**

The State Final Examination is held by State Examination Boards which it is approved by the order of the vice rector of FEFU, for definition of degree of compliance of results of development by students of educational programs to requirements of VO DVFU OS.

Task of State Examination Board - identification of quality of vocational training of the undergraduate graduate and making decision on assignment to it qualification "master".

38.04.02 Management, the master International Business and Project Management program are allowed to a State Final Examination studying, not having the academic debt and in full the implemented curricula or the individual curriculum in the direction of preparation.

According to the decision of the Academic council of FEFU the State Final Examination includes protection of the final qualification work (FQW), a state exam - is not provided.

During performance of a student's master thesis it has to show:

- knowledge of the chosen subject and ability to problem state theoretical material;
- ability to analyze and generalize references, to solve practical problems, to formulate conclusions and the assumptions;
- skills of carrying out research.

The State Final Examination cannot be replaced with assessment on the basis of results of the current control of progress and intermediate certification of the student.

The schedule and the schedule of work of State Examination Boards are developed on the basis of the calendar terms of holding a SFE provided in working curricula the current academic year.

Not later than 30 calendar days about day of carrying out the first state certification test the vice rector of DVFU approves the schedule of the state examination tests (further - the schedule) in which dates, time and the venue of the state certification tests are specified, and brings the schedule to the attention of students, the chairman and members of State Examination Board and appeal commission, the secretary of State Examination Board, heads and consultants of final qualification works.

Protection of the final qualification work (FQW) is carried out at a public meeting of examination committee only on condition of presence not less than two third the structure of GEK.

The chairman of GEK is approved from among the persons, not working in DVFU having an academic degree of the doctor of science and (or) an academic status of professor or who are leading experts - representatives of employers or their associations in the respective area of professional activity.

The chairman of the specified commission and not less than 4 of her members are a part of State Examination Board. Members of State Examination Board are leading experts – representatives of employers or their associations in the respective area of professional activity, on a position the unit manager's positions and (or) the persons belonging to the faculty of DVFU (other organizations) and (or) to scientists of DVFU (other organizations) and having an academic status and (or) an academic degree are not lower. The share of the persons who are leading experts – representatives of employers or their associations in the respective area of professional activity (including the chairman of State Examination Board), in the total number of the persons which are a part of State Examination Board has to make not less than 50%.

The share of the members of GEK having an academic status and (or) an academic degree has to make not less than 65% – for the directions of a magistracy.

The result of protection on each final qualification work (FQW) to work is made out by the protocol. All asked questions, answers of the student to them, dissenting opinion and the decision of the commission on assignment to the graduate of qualification are entered in minutes. The protocol is signed by the chairman and the secretary of GEK.

After the meeting of GEK and execution of protocols to students results of protection of the final qualification works (FQW) appear, protocols of GEK are transferred to administrators of OP.

Studying, not passed a State Final Examination in connection with absence on the state certification test for a good reason (temporary disability, execution of the

public or state duties, the writ of summons) having the right to pass it within 6 months after completion of a State Final Examination. The student has to submit the document confirming the reason of its absence to DVFU. Studying, not passed the state certification test in connection with absence on the state certification test for the disrespectful reason or in connection with receiving assessment "unsatisfactorily", are deducted from DVFU with issue of the certificate of training as not executed obligations for conscientious development of the educational program and implementation of the curriculum.

The person which did not pass a State Final Examination can repeatedly pass a State Final Examination not earlier than in 10 months and not later than in five years after the term of holding a State Final Examination which is not taken place by the student. The specified person can repeatedly pass a State Final Examination no more than two times.

For repeated passing of a State Final Examination the specified person according to his statement is restored in DVFU for time established by the organization, but not less period of time provided by the schedule educational diagram for a State Final Examination in the direction of preparation 38.04.02 Managements, the master International Business and Project Management program.

At repeated passing of a State Final Examination at the request of the student, other subject of the final qualification work (FQW) can be established to it.

#### **4. Требования к выпускным квалификационным работам (ВКР) и порядку их выполнения**

Final Qualification Work represents executed by the student (several students in common) the work showing the level of readiness of graduates to independent professional activity in the field of the international business and project management.

The Final Qualification Work (FQW) according to the curriculum is performed during passing of an externship, performance of research work and represents the independent and logically completed work connected with the

solution of problems of those types of activity for which the master in the direction of preparation 38.04.02 Management, the master International Business and Project Management program prepares: organizational and administrative; analytical; research and pedagogical.

The purpose of the final qualification work (FQW) is: establishment of compliance of quality of the preparation received by students to requirements of the educational standard of the higher education which is independently established to DVFU and also achievement by undergraduates of necessary level of knowledge, skills in the mastered direction of preparation allowing it as to the highly qualified specialist, successfully to cope with the solution of professional tasks in the field of the international business and project management, including fixing, deepening and specialization of knowledge and skills of the student in the field of project management by the independent decision to them real problems on all elements and at all stages of implementation of the project.

#### **Tasks of the final qualification work (FQW):**

- deepening and systematization of theoretical knowledge and practical abilities of students in the chosen field of science;
- mastering modern methods of search, processing and use of scientific, methodical and special information;
- the analysis and interpretation of the obtained data, an accurate formulation of judgments and conclusions;
- research of ways (ways, methods) of improvement of the organization and overall performance of the specialist in the concrete direction of professional activity;
- an independent research of topical issues of professional activity in the field of project management;
- systematization, fixing and expansion of theoretical knowledge of profile disciplines in relation to applied problems of project management;
- deepening of skills of conducting by the student of independent research, work with various reference and special books.

Fixing to the student of a subject of the final qualification work (FQW) is made according to his written statement addressed to the head of the department of management. For preparation of final qualification work (the master thesis) to the student the head and, if necessary, consultants is appointed.

Statements of students after approval by department of the final qualification works (FQW) elected by them that it is made out by the order of the principal of economy and management on their fixing to students and appointment of heads. Change of the order perhaps in exceptional cases at convincing justification of this need. The choice of a subject of the final qualification work (FQW), and her statement it has to be complete within a month since the beginning of an educational semester. Existence of an academic status and/or academic degree for the head of VKR of a magistracy is obligatory.

The head of VKR is also the head of an externship of the student who is carrying out VKR under its management.

#### **4.1. Тема, объем и структура выпускной квалификационной работы (ВКР)**

The scope of the final qualification works (FQW) has to be relevant, correspond to the current state and the prospects of development of science, the equipment, society, economy and culture.

Scope of the final qualification works (FQW) are offered undergraduates by the faculty of the releasing department of management and other structural divisions of School of economy and management. It has to correspond to the master program of the direction of preparation, consider the relevant tasks set for science and production to have the practice-focused character, is coordinated/is approved as the head of the educational program.

The subject of the final qualification work (FQW) has to be formulated so that in it most briefly and specifically the main idea of work was reflected. Correctly, formulated subject precisely and selectively reflects the content of work.

Approximate areas and directions of researches:

- standards in the field of project management, application of the general methodologists and tools on project management;
- types of contracts, their characteristics and application conditions; structure of processes and general scheme of management of deliveries of the project;
- types of risks and ways of their identification;
- assessment of investment projects under various conditions of investment and financing;
- the analysis of operating activities of the organization and use of its results for preparation of management decisions;
- search and use of new market opportunities and formulation of the business idea;
- budgets of expenses for the project at different stages of its realization;
- tools and methods of management of the schedule of the project and receiving with their help of data for schedule model, parameters of operations and the management plan the project;
- selection, the organization, motivation and stimulation of members of the team for successful implementation of the project;
- control methods and quality managements of the project;
- modern technologies of the organization of the complex information management system projects.

Students were granted the right of the independent choice of any of the subjects of the final qualification works (FQW) offered by department. In coordination with the head the student can choose the subject which is not included in this list for a research and also to change the name of a subject from the offered list, in case of validity of expediency of its development for practical application in the respective area of professional activity or on concrete object of professional activity a little. In this case the head of the department coordinates a subject with the head of OP then the subject is approved at a faculty meeting, responsible for training



of students for the corresponding OP IN. The Final Qualification Work (FQW) can be custom-made institutions, the organizations, scientific institute, etc.

Methodical recommendations do not exclude, and assume an initiative and creative approach when developing a subject of a research. The originality of statement and the solution of questions according to features of a research is one of the main criteria for evaluation of quality of the final qualification work (FQW).

In general the final qualification work (FQW) has to reflect ability of the graduate to independently work the chosen subject and to contain the convincing argument of the put-forward theoretical and practical recommendations.

- To the final qualification work (FQW) as to the final stage of training of students, the following requirements are imposed:
  - □ compliance of the scientific device of a research (relevance, an object, a subject, the purpose, a hypothesis, tasks, methods, the practical importance, novelty and the scientific importance, base of a research)) and its contents to the announced subject;
  - □ logical statement of material;
  - □ depth of a research and completeness of illumination of questions;
  - □ persuasiveness of the argument;
  - □ brevity and accuracy of formulations;
  - □ concreteness of statement of results of work;
  - □ substantiality of conclusions and validity of recommendations;
  - □ competent registration of results of a research Situation
  - □ existence of the new theoretical and practical results received personally by the graduate;
  - □ practical application of results of a research in organization/establishment, in the place of future or real work of the graduate or in educational process;
  - justification of cost efficiency of the proposed solutions.

– Performance of the final qualification work (FQW) consists of the following subsequent stages:

- choice and statement of a subject of the final qualification work (FQW);
- selection and initial acquaintance with literature for the chosen subject;*
- drawing up original version of the plan of the final qualification work (FQW) and its coordination with the head;*
- studying of the literature recommended by the research supervisor and the acting practice of the solution of problems within a research subject;*
- analytical processing of the actual material in combination with material of references;*
- drawing up final plan of the final qualification work (FQW) and its coordination with the head;*
- writing of the text of the final qualification work (FQW) (initial version) and representation to his head;*
- completion of the text of the final qualification work (FQW) on remarks of the head;*
- representation of the completed and issued work to the research supervisor and obtaining its conclusion (response);*
- transfer of the final qualification work (FQW) on reviewing;*
- representation of the final qualification work (FQW) with a response of the head and review of the reviewer of department;*
- preparation of the report for protection of the final qualification work (FQW);*
- protection of the final qualification work (FQW).*

After the choice and the statement of a subject of the final qualification work (FQW) the student makes its plan and coordinates it with the research supervisor. The original version of the plan of the final qualification work (FQW) has to be thought carefully over and made by the student independently on the basis of familiarity with the selected literature on a subject of a research and is agreed with the head. The plan of the final qualification work (FQW) has to reflect the main idea

of a master research, disclose its content and character. In the plan the most topical issues of a master research have to be allocated.

The recommended thesis volume - from 80 to 100 pages printed on sheets A4 by font 14 through one and a half intervals.

The Final Qualification Work (FQW) has to contain the following structural elements:

- title page (appendix 3);
- task for the final qualification work (FQW) (appendix 4);
- table of contents;
- introduction;
- terms, definitions and reductions (if necessary);
- the main part broken into chapters;
- conclusion;
- the list of the used sources;
- applications (if necessary);
- schedule of preparation and registration of the final qualification work (FQW) (appendix 5);
- response (appendix 6);
- review (appendix 7);
- the reference on the form of the organization of implementation of results of the final qualification work (FQW) – if is available.

After the choice and the statement of a subject the final Schedule of preparation of the final qualification work (FQW), a response, the review, the certificate of implementation of results of work are not filed in the final qualification work (FQW), but applied to work.

Demonstration material of work includes 15-25 slides executed in the form of the presentation. The presentation has to contain information allowing to estimate:

- relevance of a subject of a research, statement of the purpose and research problem;
- the used research methods;

- results of the analysis and the revealed problems;
- questions of development and realization offered projects/programs;
- main results and conclusions.

Requirements for registration of the final qualification work (FQW) are published and presented in methodical instructions for students of internal and correspondence forms of education of School of economy and management "Performance and execution of final qualification and term papers".

#### **4.2 Порядок представления в государственную аттестационную комиссию выпускной квалификационной работы (ВКР)**

The completed final qualification work (FQW) signed by the student and consultants (if they were appointed), is represented to the head not later than 15 days before date of protection.

After studying of content of work and check on existence of illegal loans the head makes out a review of work of the student during preparation of final qualification work (further – a response) in writing (appendix 6). At consent to the admission of the final qualification work (FQW) to protection the head signs it and together with the response represents on department.

The following questions have to be reflected in a response of the research supervisor:

- field of science, relevance, originality of the ideas of a subject of a master research;
- authorship of the student and independence in carrying out a research and obtaining the results stated in the final qualification work (FQW), validity and reliability of the received results;
- novelty degree, scientific and practical importance of results of the final qualification work (FQW);
- approbation and possible scales of use of basic provisions and results of work;

- merits and demerits of a master research;
- ability to analyze, generalize, draw conclusions, consistently and competently to state material;
- compliance of registration of the final qualification work (FQW) to the stated requirements.

Final part of a response contains a conclusion about compliance of work to the established requirements and a formulation about a possibility of award of qualification "master".

Students are allowed to protection on the basis of the minutes of department, about the admission of the student to protection (on the basis of readiness of VKR in full 100%) who is carried out not later than 10 days before date of protection. The head of the department on the basis of the minutes of department makes the corresponding entry on the back of the title page of work.

The finished final qualification work (FQW) undergoes compliance assessment, for carrying out which the student has to provide the issued final qualification work (FQW) to the head of the department not later than 14 days prior to a procedure of protection.

All final qualification works (FQW) undergo obligatory testing for existence of illegal loans in the order established by the Provision on ensuring independence of performance of written works as the studying DVFU with use of the SafeAssign module of the integrated platform of electronic training (LMS) Blackboard approved by the order of the rector of 25.04.2013 No. 12-13-382 and the Regulations of examination of final qualification works of students approved by the order of the rector of 23.01.2015 No. 12-13-73.

Final Qualification Work containing the data which are the state secret in the presence of the relevant decision of the permanent technical commission on protection of the state secret (PDTK) DVFU are not subject to examination on existence of illegal loans (plagiarism) with use of the SafeAssign module of the integrated platform of electronic training (LMS) Blackboard, are not placed in

uniform base of written works of DVFU and on the page of department in LMS Blackboard.

The administrator of OP or the authorized person make out the order on the admission of the student to a State Final Examination on condition of end by it in full development of the educational program, after end of a theoretical course, no later than 10 days prior to the state certification tests.

The admission of the student to protection of the final qualification work (FQW) is approved by the order of the rector of FEFU no later than three working days prior to work of GEK.

The Final Qualification Work (FQW) of the students studying according to programs of a magistracy 38.04.02 Managements, the master International Business and Project Management program recommended for protection by the department responsible for training of the student for the direction of preparation and the head of OP, goes to the review.

The Final Qualification Work (FQW) is transferred to the reviewer for reviewing not less than one week prior to protection. If the final qualification work (FQW) has cross-disciplinary character, it goes to several reviewers.

Reviewers are appointed from among the pedagogical workers relating to PPS, other educational organizations of the higher education, experts and the staff of the scientific organizations or heads of the establishments/organization for the benefit of which or on materials of which the final qualification work (FQW) is performed. The list of reviewers is approved by the order of the principal of economy and management no later than a month prior to work of the commission. The undergraduate is given the chance to study reviews no later than 5 days before date of protection of the final qualification work (FQW).

The reviewer carries out the analysis of the final qualification work (FQW) and submits the written review of the final qualification work (FQW) (appendix 7).

The department of management provides acquaintance of the student with a response and the review (reviews) not later than 5 calendar days about day of protection of final qualification work.

The student has the right to come for protection of final qualification work with unsatisfactory assessment of the reviewer. The final decision is made by State Examination Board by results of protection. In this case presence of the reviewer at a meeting of the commission is desirable.

Final qualification work, response and the review (reviews) are transferred to State Examination Board not later than 2 calendar days about day of protection of the final qualification work (FQW).

**Appendix 1**  
**Title Page Example**  
**Face side**



**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN  
FEDERATION**  
**Federal state autonomous educational institution of higher education**  
**Far Eastern Federal University**  
**(FEFU)**

---

**SCHOOL OF ECONOMICS AND MANAGEMENT**  
**Department of Management**

Student's name

**PAPERS'S TITLE**

**GRADUATION QUALIFICATION THESIS**  
Educational Master program  
38.04.02. "Management"  
"International Business and Project Management"

Vladivostok city

20\_\_  
14

Author's signature \_\_\_\_\_  
«\_\_\_» \_\_\_\_\_ 201\_

**Advisor**

\_\_\_\_\_  
Signature Name, position  
«\_\_\_» \_\_\_\_\_ 201\_

**Reviewer** \_\_\_\_\_  
Position \_\_\_\_\_

\_\_\_\_\_  
Signature, name  
**Head of the Program** \_\_\_\_\_

\_\_\_\_\_  
Signature Name, position  
«\_\_\_» \_\_\_\_\_ 201\_

**Head of the Department** \_\_\_\_\_

\_\_\_\_\_  
Signature Name, position  
«\_\_\_» \_\_\_\_\_ 201\_

**APPROVED**

/\_\_\_\_\_/\_\_\_\_\_  
Name Signature

Director of the School of Economics and Management  
«\_\_\_» \_\_\_\_\_ 201\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name Signature

Responsible for the export control

«\_\_\_» \_\_\_\_\_ 201\_

Defended with a grade \_\_\_\_\_

Secretary

\_\_\_\_\_  
Signature Name  
«\_\_\_» \_\_\_\_\_ 201\_

The final qualification thesis materials do not  
contain data that is under the state secret or export  
control.



Advisor

\_\_\_\_\_ (signature) \_\_\_\_\_ (Surname, name, position)

« \_\_\_\_\_ » \_\_\_\_\_ 201\_.

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**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN  
FEDERATION**

**Federal state autonomous educational institution of higher education  
Far Eastern Federal University  
(FEFU)**

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**SCHOOL OF ECONOMICS AND MANAGEMENT  
Department of Management**

**Assignment of graduate qualification paper**

For the student \_\_\_\_\_NAME, GROUP NUMBER\_\_\_\_\_

1. Topic of the Master Thesis:

---

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---

2. Purpose and goals of the Master Thesis:

---

---

---

---

---

3. Deadline for submitting the Master Thesis with supporting documents to the  
\_program office: « \_ » \_\_\_\_\_ 20 \_\_\_\_

4. List of issues to be developed and presented in the Master Thesis:

---

---

---

---

---

5. Consultants on cross-border issues: (with indication of the relevant sections of the work):

---

---

(only if they are, in case of absence write dash)

« \_\_\_ » \_\_\_\_\_ 20 \_\_\_

Research Supervisor academic degree, academic position:

\_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(signature)

Student \_\_\_\_\_

(name, surname)

\_\_\_\_\_  
(signature)

**Appendix 3**  
**Table of Contents Example**

Abstract.....  
INTRODUCTION.....  
  
1. PARAGRAPH TITLE.....  
1.1 Paragraph title.....  
...  
  
2. PARAGRAPH TITLE.....  
2.1 Paragraph title.....  
...  
  
CONCLUSION.....  
  
REFERENCES.....  
  
Appendix 1.  
Appendix title.....  
  
Appendix 2.  
Appendix title.....  
...

Page numbers

**Appendix 4**  
**Example of GQP Schedule**  
**Preparation and Composition**

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN  
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**Federal state autonomous educational institution of higher education**  
**Far Eastern Federal University**

---

**SCHOOL OF ECONOMICS AND MANAGEMENT**  
**Department of Management**

**SCHEDULE**  
of the graduation qualification paper  
preparation and composition

For the student: *FULL NAME*

group: M1202 eng,

**TITLE:**        *YOUR PAPER'S*

№	Activity performed	Deadline	Grade
1.	Topic choice and approval		
2.	Bibliography compilation		
3.	Table of contents preparation and approval		
4.	Development and submission to academic adviser of: chapter 1 chapter 2 chapter 3		
5.	Presentation of GQP study introduction, literature review, research methodology, findings and analysis to academic adviser and acquisition of her approval		
6.	Follow-on revision according to academic adviser's comments		
7.	Academic adviser opinion and pre-defense of GQP at the Department's meeting		
8.	Follow-on revision according to pre-defense comments, final formation		
9.	GQP submission for review		

10.	Review acquisition and GQP submission to the Department of Management		
11.	Final preparation for the defense (speech, Power Point presentation)		
12.	Defense process	__ of July, 201__	

Student \_\_\_\_\_ (signature) \_\_\_\_\_ (Name, Last name)  
 «\_\_» \_\_\_\_\_ 201\_

Academic adviser \_\_\_\_\_ (signature) \_\_\_\_\_ (Full name, position)



**Appendix 5  
 Advisor opinion Example**

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN  
 FEDERATION**  
**Federal state autonomous educational institution of higher education  
 Far Eastern Federal University  
 (FEFU)**

---

**SCHOOL OF ECONOMICS AND MANAGEMENT  
 Department of Management**

**MASTER THESIS ASSESSMENT**

**Student's Name:** \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Grade:**

- Importance of analysis and research;
- Coverage of the subject;
- Structure (introduction, objective, conclusion, references, appendix, table of abbreviations, appropriate balance of chapters etc.);
- Professionalism of the fulfillment (differentiation and precision of the thoughts, capacity of synthesis and analysis, clear and convincing argumentation, were some important aspects missing(?), were the right theories applied(?));

- Theoretical contribution (independence and quality of conclusions, interesting ideas):
- Practical value of conducted research;
- Formal aspects (quality of the references, quality of citation, correct spelling and grammar, absence of redundancies, observing deadlines).

1<sup>st</sup> supervisor

---

*(academic degree, academic rank, name, surname) (signature)*

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**Appendix 6  
Review Example**



**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN  
FEDERATION**  
Federal state autonomous educational institution of higher education  
**Far Eastern Federal University  
(FEFU)**

---

**SCHOOL OF ECONOMICS AND MANAGEMENT**  
**Department of Management**

**REVIEW**  
of the graduate qualification paper

for the student

---

(Last name, Name)

group M \_\_\_\_\_

field of study 38.04.02 "Management"  
Master's Degree Program  
"International Business and Project Management"

Academic adviser \_\_\_\_\_  
(academic degree, Name, Last name)

---

(PAPER'S TITLE)

1. GQP timeliness, its scientific and empirical significance, compliance with assignment:

**The GQP under consideration is devoted to the problem of .....** **This problem** has scientific significance and was a subject of consideration in many papers. In contrast to known works which dealt with ..... Present work is concentrated on the problem of known method.....

The project is developed for ..... The empirical significance of proposed GQP is that the realization of this project makes possible to .....

*GQP advantages:*

*GQP shortcomings:*

*The structure of GQP is not well organized and can be improved.*

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2. GQP suitability for the use in academic process, for publication etc.

*Present GQP can be used as the base for preparing conference or journal paper.*

3. General conclusion

The mentioned above drawback is not of principle. The given work may be considered as the master dissertation corresponding to the field of study: Management, International Business and Project Management.

Grade \_\_\_\_\_

GQP Reviewer \_\_\_\_\_  
(position, academic degree) (signature) (Full name)

« \_\_\_ » \_\_\_\_\_ 201\_\_

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**Appendix 7**  
**Non-Plagiarism Declaration Form Example**  
**(in the Russian and English)**





**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN  
FEDERATION**

**Federal state autonomous educational institution of higher education  
Far Eastern Federal University  
(FEFU)**

---

**SCHOOL OF ECONOMICS AND MANAGEMENT  
Department of Management**

**NON-PLAGIARISM DECLARATION FORM**

I, (full name), the 2nd year master student of (the program)  
declare that the rules of professional ethics, which don't allow the existence of plagiarism,  
falsification and false quoting, have been met in my final qualification work on the topic  
« \_\_\_\_\_ »,

handed over to the State examination commission for the public defense.

All direct citations from printed and electronic sources as well as from candidate and doctoral  
dissertations and other papers defended earlier have appropriate references.

I'm familiar with Provisions on plagiarism checking of students' final qualification works being  
in force in Saint-Petersburg State University of Economics, according to which the final  
qualification work is not allowed for the defense if plagiarism is detected and / or falsification  
attempted.

Date \_\_\_\_\_ 201\_\_

Academic adviser \_\_\_\_\_  
(academic degree, Name, Last name)

Signature \_\_\_\_\_

**INTERMEDIATE CONTROL  
OF THE MASTER THESIS RESEARCH**

Student's name	
Supervisor	
Topic in English	
Topic in Russian	
Research aim	
Main research literature sources (approximately 5)	
Main sources of empirical data, research	
Research methods	
Theoretical contribution	
Practical contribution	

Date \_\_\_\_\_ 201\_\_

Academic adviser \_\_\_\_\_  
(academic degree, Name, Last name)

Signature \_\_\_\_\_