

**Federal State Autonomous Educational Institution of Higher Education
« Peter the Great St. Petersburg Polytechnic University »**

Institute of Industrial Management, Economics and Trade



POLITECH

Institute of Industrial
Management, Economics and
Trade

APPROVED BY
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**STRUCTURE AND FORMATTING REQUIREMENTS FOR THE
GRADUATE QUALIFICATION PAPER**

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1. GENERAL REQUIREMENTS

The type of graduate qualification paper (hereinafter - thesis) is established in accordance with the levels of higher education:

- for bachelor's degree programs - bachelor's thesis;
- for specialist's degree programs - specialist's thesis;
- for master's programs - master's thesis.

There are three types of thesis - academic, research project, thesis as a start-up.

The academic type includes conducting individually or by several students jointly a research carried out in order to gain new knowledge about the structure, properties and patterns of the research object.

The research project includes the development of an applied problem individually or by several students. As a result, a new product is created - a design solution.

The thesis as a start-up is a commercial project developed by several students (start-up team), demonstrating the student's proficiency in independent professional activity, the formation of competencies that meet the requirements of the Federal State Educational Standards (FSSES) of Higher Education or the Self-Set Educational Standards (SSES) of Higher Education. The requirements for the start-up preparation are established by the Regulation of SPbPU "On the preparation and defense of the graduate qualification paper as a start-up".

Students' graduate qualification paper is formatted in accordance with the requirements of regulatory documents: Unified System for Design Documentation (USDD), Unified System for Technological Documentation (USTD), Unified System for Program Documentation (USPD), GOST standards.

The graduate qualification paper includes an explanatory note and a multimedia presentation. The explanatory note is textual and graphic. It represents the main part of the thesis (hereinafter - note).

The scope of the explanatory note is:

- for bachelor's thesis - 50-70 pages,
- for specialist's thesis - 80-100 pages,
- for master's thesis - 90-120 pages.

Student should use:

- no less than 25 sources (bachelor's thesis),
- no less than 35 sources (specialist's thesis),
- no less than 50 sources (master's thesis).

The structure, scope of the thesis explanatory note and the required number of sources are determined by the thesis tutor (supervisor) on the basis of the state final

examination (SFE) program according to student's educational program.

The thesis structure and formatting should match the general requirements in the "Regulation on the State Final Examination for Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs", approved by the Academic Council of SPbPU, unless otherwise provided by the SFE program.

2. STRUCTURAL ELEMENTS OF THE THESIS EXPLANATORY NOTE

2.1. Mandatory structural elements

The mandatory structural elements of the explanatory note are:

- title page in Russian;
- title page in English;
- research task page;
- abstract in Russian;
- abstract in English;
- table of contents;
- introduction;
- main part;
- conclusion;
- bibliography;
- information about the author's participation in research work (list of publications, participation in conferences, etc.) - for master's theses.

Each structural element starts on a new page.

For an international educational program (IEP), if the thesis is in English, the structural elements are arranged in the following sequence:

- title page in English;
- title page in Russian;
- research task page;
- abstract in English;
- abstract in Russian;
- table of contents;
- introduction;
- main part;
- conclusion;
- bibliography;
- information about the author's participation in research work (list of publications, participation in conferences, etc.) - for master's theses.

2.2. Optional structural elements

The optional structural elements in the note are:

- glossary;
- symbols and abbreviations;
- appendices.

Glossary, symbols and abbreviations should be listed between the table of contents and the introduction.

In the glossary, all terms should be sorted in alphabetical order, usually in the form of a table with invisible borders. This section includes only those terms whose meaning is not commonly used.

The list of abbreviations includes less common abbreviations or abbreviations occurred more than three times in the paper, indicating their definition. Abbreviations are listed in alphabetical order, usually in the form of a table with invisible borders, the abbreviation is on the left, the definition is on the right.

If necessary, a list of symbols should be used similarly.

Appendices are placed after the bibliography, in the explanatory note there may be one or more appendices. Appendices may contain tables and figures, which are included in the general list of the abstract.

It is not recommended to include unnecessary structural elements in the explanatory note.

3. REQUIREMENTS FOR THE CONTENT OF THESIS STRUCTURAL ELEMENTS

3.1. Title page

The title page is the first page of the explanatory note and serves as a source of information required for the document processing and searching.

The title page contains:

- information about the higher authority;
- information about the institution where the thesis was completed;
- stamp of approval by the head of the graduate school;
- thesis' type and topic (thesis topic must exactly correspond to the approved research task and the SPbPU order on the approval of the thesis' topic and the appointment of supervisors);
 - student group number, name of the paper's author;
 - position, academic degree, academic rank, initials and surname of the supervisor (for master's theses – research supervisor);

- position (for representatives of third-party organizations, the place of work is also indicated), academic degree, academic rank, initials and surname of the thesis consultants, specified in the research task and in the SPbPU order on the approval of the thesis' topic and the appointment of supervisors, consultants;
- initials and surname of consultant for standards compliance;
- place and year.

All information presented on the title page must be translated into English. The elements are placed as in the Russian version. Translation into English is placed on the second sheet. For the IEP, if the thesis is in English, the information presented on the title page must be translated into Russian and the elements' order should be according to the paragraph 2.1.

Templates of title pages for different types of thesis and the translation of academic degrees, academic ranks and positions are given in Appendix A.

3.2. Research task page

The research task page is a document that guides the author in thesis writing. It is issued by the thesis supervisor or by the research supervisor (for master's theses) (hereinafter all together or separately – the thesis supervisor) within the deadline established by the FSE program, but no later than 30 calendar days before the start date of the final state examination.

The research task page includes topic in accordance with the SPbPU order on the topic approval, initial data, content, list of graphic materials, the deadlines for issuing the task and submitting the completed thesis.

In the task, sections on economic, technological, production issues, the basics of life safety, etc. can be provided in addition to sections related directly to the thesis' topic. The proposal to introduce related sections into the thesis and involve consultants to the procedure is formulated by the supervisor.

The final decision on the appointment of consultants is made by the head of the graduate school. Information about consultants is indicated in the task and in the SPbPU order on the approval of the thesis' topic and the appointment of supervisors.

The task for a start-up type of thesis is agreed with each member of the start-up team and approved by the supervisor of educational program. The task for the start-up consists of two parts. The first part of the task is general for all members of the start-up team and includes a presentation of the project. The second part is an individual task related to the specifics of the member's study filed/program for which he is responsible in the start-up.

In addition to the task, the student must receive a work schedule for the entire period (indicating the deadlines) from the supervisor.

A template of the research task and the work schedule is given in Appendix B.

3.3. Abstract

Current requirements for the abstract structure, content and formatting are established by the local regulations of SPbPU.

Abstract is a summary of the thesis content, including the main information and conclusions. General requirements for the abstract are provided in the GOST R 7.0.99-2018 "System of standards for information, librarianship and publishing. Abstract and annotation. General requirements".

The abstract is written in Russian and English.

It includes:

- subject, topic and purpose of study;
- method or methodology;
- study results;
- scope of study;
- conclusions.

The abstract contains the main thesis results.

The size is determined by the content of the document - the amount of information, their scientific value and (or) practical value. The size is 1000 to 1500 characters.

The heading "РЕФЕРАТ" / "ABSTRACT" is separated from the subsequent text by an empty line. Paragraph indent (except for the list of keywords) - 1.0 cm.

The thesis in IEP must be presented in the language of the educational program. The thesis must necessarily contain an abstract and key words in Russian and English.

A template of the abstract is given in Appendix C.

3.4. Table of contents

The table of contents is formatted in an automatic way (or a multilevel numbering can be used). The content necessarily includes an introduction, titles of all chapters, sections, subsections, a conclusion and a bibliography, indicating the page numbers from which these elements of the thesis explanatory note begin. The names of paragraphs and appendices are included in the table of contents if they are present in the explanatory note.

Counting numbers of structural elements are assigned only to sections of the main part of the explanatory note and their subsections and paragraphs. Introduction, conclusion, bibliography, appendices and other optional sections (subsections) are not numbered.

It is possible to highlight with CAPITAL LETTERS the main structural

elements of the thesis explanatory note (DEFINITIONS, SYMBOLS AND ABBREVIATIONS, INTRODUCTION, SECTIONS OF THE MAIN PART, CONCLUSION, APPENDICES, BIBLIOGRAPHY) in the table of contents. Subsection titles may be written in lowercase letters.

The dot leaders and corresponding page numbers are added after the heading of each element.

An example of table of contents formatting is presented in Appendix D.

3.5. Introduction

In the introduction part, it is necessary to justify the choice of topic, to describe the problem statement, its relevance, practical and theoretical significance, and the current status of this problem. It is mandatory to indicate the purpose of the thesis and the tasks that need to be solved to achieve the goal. A brief description of the study object is given. The tools, methods of research, summary of the main part are described.

Particular attention should be paid to the level of progress of the research topic. Student should indicate aspects that have not yet been revealed, emphasize the disadvantages of existing theories and research methods.

The recommended volume of the introduction is 2-3 pages.

3.6. Main part

In the main part student describes the study progress and results and make conclusions based on the results.

Specific requirements for the content are determined in the guidelines for the thesis preparation and approved by the head of the graduate school, and can also be described in the program of the State Final Examination. General requirements for the thesis content are brought to the attention of students, posted on the website of the graduate school or the Institute.

As usual, the main part of the thesis includes 3 sections, for masters 4 are allowed. Sections of the explanatory note should have logical transitions throughout the paper and be connected to each other.

3.7. Conclusion

The conclusion provides an interpretation of the research results, suggestions and recommendations.

Conclusions presented in this part cover all sections, including the introduction, and should give an idea of the study content, results obtained for each task in the paper and their significance, validity and effectiveness of the recommendations made in the paper, as well as reflect the author's own contribution to the development of the topic.

The recommended volume of the conclusion is 2-4 pages.

3.8. Bibliography

The bibliography is an obligatory part of the final qualifying paper. It includes all literary sources, normative documents and Internet resources used in the study.

Information about the sources is given in accordance with the standards for their bibliographic description and in accordance with the GOST R 7.0.5-2008 “System of standards for information, librarianship and publishing. Bibliographic citation. General requirements and formatting guide”.

Information about sources should be arranged by the order they were first referenced in the text and numbered in Arabic numerals.

All references that are listed in the bibliography must be current and verifiable. Information obtained from confidential sources must not be disclosed without the written permission of the data owner.

The bibliography does not include materials from portals such as Wikipedia, Studopedia, and materials that do not contain any indication of their authorship.

All works of the authors mentioned in the text of the thesis should be included in the bibliography. In case if the student mentions authors in the Introduction part to describe the status of the problem, such authors also should be added to the list.

Only resource cited at least once in the thesis text should be added in the bibliography. Adding of references in the bibliography without their connection with the text is not allowed.

Specific requirements for the structure and content of references are given in the guidelines for writing the thesis.

3.9. Information about the author’s participation in research work

In order to demonstrate the student’s participation in research work the master's thesis should include information about the publication of the author and his participation in conferences, grants, scientific competitions and other events in which the (research) content of the thesis was presented.

3.10. Appendices

The appendices contain additional and (or) reference sources required for a full coverage of the thesis topic. It can be text, tables, graphs, drawings, etc.

It is recommended to include in the appendices sources that can complete the thesis’ text, if such sources cannot be included in the main part (descriptions of algorithms and computer programs, intermediate calculations, etc.). Appendices must be referenced in the main text of the thesis, for example, see Appendix A.

The total volume of applications should not exceed 20% of the main volume of the explanatory note.

4. FORMATING REQUIREMENTS FOR THESIS EXPLANATORY NOTE

4.1. General requirements

The thesis' text should be formatted in accordance with the following Requirements.

It should be made in A4 format, 1.2 line spacing. The recommended font color is black, the recommended font size is 14 pt. The recommended font type for main text is Times New Roman. The text must be formatted with the following margins: left - 20 mm, right - 20 mm, top and bottom - 20 mm. The paragraph indent should be the same throughout the text and equal to 1.0 cm.

Bold font is used only for headings of sections and subsections, headings of structural elements. It is possible to highlight some fragments in the thesis text and tables *in italics*. It is not allowed to underline the text in the thesis.

4.2. Structural elements formatting

Each of the sections (chapters) starts on a new page. The presence of "hanging" lines in the end of a structural element and on a new page is not allowed. The "hanging" line is the first or the last line of a paragraph placed on another page.

Empty lines between paragraphs are not allowed.

4.2.1. Heading formatting

The headings of sections, subsections, paragraphs and subparagraphs should clearly and concisely present their content.

The titles of all the structural elements of the thesis explanatory note: **ABSTRACT, TABLE OF CONTENTS, DEFINITIONS, SYMBOLS AND ABBREVIATIONS, INTRODUCTION, SECTIONS OF THE MAIN PART, CONCLUSION, BIBLIOGRAPHY, APPENDICES** - are written in bold capital letters, starting on a new page.

The headings of the listed structural elements should be placed in the middle of the line. If the heading consists of two sentences, they are separated by a period. Word division in headings is not allowed. There is no period at the end of the title.

The titles of all structural elements are separated from the subsequent text by an additional empty line.

4.2.2. Section formatting

The content of structural elements after their headings cannot begin with a figure or table, there must be a text (at least one paragraph).

Subsections, paragraphs and subparagraphs should be numbered with Arabic numerals and written with a paragraph indent.

The subsection number includes the section number and the subsection serial

number (for example, 1.1., 1.2., 1.3., etc.). The paragraph number includes the number of the section, subsection and the serial number of the paragraph (for example, 1.1.1., 1.1.2., 1.1.3., etc.). The numbering of paragraphs and (or) subparagraphs is not needed if the subsection has only one paragraph, or the paragraph has one subparagraph.

Sections and subsections have headings. Paragraphs usually do not have headings. The headings of subsections (paragraphs and subparagraphs) should be printed with a paragraph indent, with a capital letter in bold and lowercase letters without underlining or hyphenation.

4.2.3. Table of contents formatting

Information about sources should be presented in the order in which references to sources appear in the text of the thesis and numbered in Arabic numerals with a period and printed with a paragraph indent.

Particular attention should be paid to the placement of punctuation marks (dashes, periods, colons, etc.) in bibliographic descriptions - punctuation marks are used in automated text processing. For example, a colon after a city name means that the description of the publisher comes next.

Examples of bibliographic descriptions' formatting are given in Appendix E.

4.2.4. Appendices formatting

The appendix is a continuation of the main part of the explanatory note placed on its subsequent pages, which have consecutive numbering.

Appendices are formatted in capital letters of the Russian alphabet, starting with "A". The word "APPENDIX" is followed by a letter denoting its sequence. If only one appendix is presented in the paper, then it is formatted as "APPENDIX A".

References to all appendices must be given in the thesis text, for example, see Appendix A, or, for example, see Appendix A, Table A.1. Appendices are arranged by the order they are referenced in the text.

Each appendix should begin on a new page, with the word "**APPENDIX**" and its sequential letter designation at the top in the middle of the page, for example, **APPENDIX A**.

The appendix can have a heading that is centered without paragraph indent and capitalized. In this case, the title of the appendix is also presented in the content.

If the appendix contains a document form, for example, a balance sheet of an enterprise, etc., then it can be made in the form of a figure and not be a table.

It is possible to use a A4 paper size in landscape orientation for large table in the appendix. The font can be reduced, but not less than 10 pt. The table should be easy to read.

If necessary, the text of each appendix, may be divided into sections,

subsections, paragraphs or subparagraphs numbered within each appendix. Their number is preceded by the letter of this appendix.

4.3. Page numbering

The pages of the thesis should be numbered in Arabic numerals, following the consecutive numbering throughout the text. The page number is placed in the center of the bottom part of the sheet without a period, 10 size. The page numbering of the main part and appendices should be consecutive.

The numbering starts from the page 7 (structural element "TABLE OF CONTENTS"). The page numbering is not used on the title page and its back (pages 1-2), the thesis research task (pages 3-4), the abstract in Russian and English (pages 5-6).

Illustrations (drawings) and tables located on separate sheets or in appendices are included in the general numbering presented in the abstract.

4.4. Lists' formatting

Different types of lists can be used in the thesis text.

The author should add any following mark before each enumerated element:

- a) dash;
- b) Arabic numeral with a period or parenthesis;
- c) capital letters of the Russian or Latin alphabet, starting with the letter "A", followed by a period;
- d) lowercase letters of the Russian or Latin alphabet, starting with the letter "a", followed by a parenthesis.

It is not allowed to use other symbols (square, diamond, asterisk, tick, etc.).

List elements are indented.

Student should use after paragraphs-elements of the list the following marks:

- 1) semicolon, if the paragraphs-elements are indicated by a number with a closing bracket, a lowercase letter with a closing bracket, a dash and begin with a lowercase letter;
- 2) period, if the elements are indicated by a number with a period or a capital letter with a period.

4.5. Illustrations

Illustrations (drawings, graphs, charts, diagrams, photographs, etc.), referred to as "figures" in the thesis, should be placed after the text in which they are mentioned for the first time, or on the next page so that they can be conveniently viewed without the page rotation or with 90° turn clockwise rotation. The figures can be colored if desired by author.

All illustrations should be referenced in the thesis text. It is necessary to use the word "figure" and its number, for example, "in accordance with figure 1", etc. The

word "Figure", its number and the title written with dash are placed after the explanatory data, in the center under the figure without a period at the end. If the title of the figure consists of several lines, then it should be formatted with one line spacing. Word division in the figure title is not allowed.

Figures are numbered sequentially throughout the thesis (except for appendices) or within one section. In the second case, the figure number consists of the section number and the number of the figure in this section, for example, Figure 1.1. This is followed by a dash and its title (a space is between the dash and the number, the dash and the title), for example, Figure 1.1 - Map of strategic groups.

The illustrations of each appendix are presented by a separate numbering in Arabic numerals with the appendix letter before the number, for example, Figure A.1 - "5 forces" model by M. Porter's for OOO Romashka. This means that this figure is the first in Appendix A.

It is obligatory to indicate the source of borrowed figure or the author's participation.

In case of borrowing:

Figure 1.6 - "5 forces" model by M. Porter [27].

In case of the author's participation:

1. Figure 1.6 - Algorithm for making strategy maps (compiled by author based on [27; 45]).

2. Figure 1.6 – Enterprise strategy map (developed by author).

The figure title is separated from the figure itself and subsequent text by an empty line.

Figures are inserted into the text in such a way that they can be copied from the .pdf format. It should be referenced if they are borrowed from a literary source.

An example of figure formatting is presented in Appendix F.

4.6. Tables

Digital source is preferably formatted in tables.

The title of the table should present its content, be precise and concise. The table title should be placed above the table on the left, without paragraph indent, on one line with its number, separated by a dash, and without word division. For example, Table 2.1 - Profitability ratios of OOO ATM for 2019.

Bold font is not allowed in the table. If there is a need to highlight something in the table (for example, totals), then use *italics*.

The table should be placed after the text in which it is mentioned for the first time, or on the next page. All tables should be referenced in the text of the explanatory note. The word "table" should be used, indicating its number, for example, see Table 2.1.

A table with a large number of rows can be moved to another page. If a part of the table is moved to another page, student should use the word "Table", its number and title once on the left above the first part of the table, and above the other parts, also use words "Table (continued)" and its number if the next part of the table continues, or use "Table (ended)" and its number if the next part of the table ends.

Tables, like figures, should be numbered in Arabic numerals throughout the text, or within each section. In the second case, the table number consists of the section number and the ordinal number of the table.

The tables of each appendix are indicated by a separate numbering with the letter before the table number. For example, Table B.3.

The headings of the table columns and rows should be written with a capital letter in the singular form, and the subheadings of the columns should be written with a lowercase letter if they form one sentence with the heading, or with a capital letter if they have an independent meaning. Periods at the end of headings and subheadings of tables are not allowed.

Tables are limited with lines on the left, right, top and bottom. It is allowed to use a font size in the table smaller than in the main text, for example, size 9. It is not allowed to separate the headings and subheadings of the sidebar and the graph with diagonal lines. It is possible not to draw horizontal and vertical lines delimiting the rows of the table if their lack will not complicate making use of the table.

Usually, column headings are written parallel to the rows of the table. The perpendicular headings are allowed if necessary. The table header should be separated by a line from the rest of the table.

The table title is separated from the table itself and the previous text by an empty line. The text following the table (table notes) is also separated by an empty line.

All tables and figures must be referenced (if the table or figure is borrowed) or signed "Compiled (developed) by the author."

In case of borrowing:

Table 1.1 - Profit indicators of the enterprise [23].

In case of participation of the author:

1. Table 1.1 - Main indicators of the socio-economic development of the Arctic zone of the Russian Federation (compiled by the author based on data https://rosstat.gov.ru/storage/mediabank/arc_zona.html (*accessed 21.02.2023*)).

2. Table 1.1 - Main indicators of the socio-economic development of the Arctic zone of the Russian Federation (compiled by the author based on data [27; 45]).

3. Table 1.1 – Survey results (developed by the author).

An example of table formatting is given in Appendix G.

4.7. Notes and footnotes

The word "Note" should be capitalized, indented and not underlined.

Notes are given in the thesis if explanations or reference data are needed for the content of the text, tables or drawings.

Notes should be placed after the text, drawing or in the table to which these notes refer. If there is only one note, then after the word "Note" a dash is placed and the text starts with a capital letter. One note is not numbered. Several notes are numbered consecutively in Arabic numerals without a period. A table note is placed at the end of the table above the line indicating the end of the table.

If additional explanation is needed, it is allowed to format it as a footnote. The footnote sign is placed directly after the word, number, symbol, sentence to which an explanation is given. The footnote sign is superscripted in Arabic numerals with brackets. It is allowed to use footnotes with asterisks "*" instead of numbers. More than three asterisks per page are not allowed.

The footnote is placed at the end of the page with a paragraph indent, separated from the text by a short horizontal line on the left. A table footnote is placed at the end of the table above the line indicating the end of the table.

4.8. Equations and formulas

Equations and formulas cannot be presented as pictures or text and must be completed using an equation editor (e.g. Microsoft Equation, MathType).

Equations and formulas should be separated from the text into a line and placed in the center of the line. An empty line is added before and after each formula or equation. The size (height) of the font of formulas must match the font size of the text, i.e. the font size is set to 10.

If the equation doesn't get into one line it should be moved after the equals sign (=) or after the plus (+), minus (-), multiplication (x), division (:), or other mathematical signs, which in the beginning of next line will be repeated.

Symbols and numerical coefficients meanings should be given directly below the formula in the same sequence in which they are presented in the formula. The meaning of each symbol and numeric coefficient are written from a new line. The first line of the explanation starts with an indent and the word "where" without a colon.

Formulas should be numbered sequentially throughout the paper or one section in parentheses in the extreme right position on the line, and the formulas should be placed in the center. In the second case, the formula number consists of the section number and the ordinal number of the formula, e.g. (1.1). Formula example:

$$CR_3 = s_1 + s_2 + s_3, \quad (1)$$

where CR_3 –coefficient of concentration, %;

s_1, s_2, s_3 – market share of the three largest companies at the moment, %.

Formulas placed in appendices should be numbered separately in Arabic numerals with the appendix letter before number, for example, (B.1).

References in the text to the ordinal numbers of formulas are given in brackets, for example, in formula (1), the calculation of the indicator was given.

Calculations made using the above formulas should be presented as the main text of the paper.

Borrowing a formula or equation, student should indicate the reference to the source in square brackets, for example, see [45, p. 123].

4.9. References

It is recommended to make reference to published works, formulas, tables, illustrations, etc. cited in the paper in order to refer the reader to the publication where this material is presented more fully.

References should be formatted in accordance with the GOST R 7.0.5-2008 “System of standards for information, librarianship and publishing. Bibliographic citation. General requirements and formatting guide”. References are used in the text where it is more appropriate.

Referring to a formula, figure, etc., student should indicate the page number from the borrowed source, for example, [10, p. 18]. If the author cites more than one source in one reference, then the sources are separated by a semicolon, for example, [21; 34]. In the case of sequential numbering of sources, the “-” sign is used between the numbers of the first and last source, for example, [21-25].

4.10. Units of measurement

Student should use letters or special characters (% , ° , ') presenting the units of measurement. Units of measurement are placed after the numerical quantity value and in the line (without moving to next line).

The numerical value, representing a fraction slash in front of the unit symbol, is enclosed in brackets. For example, $(1/60) s^{-1}$.

A space is needed between the last digit of the number and unit. For example, 20 %.

The exceptions are superscripts without a space before it. For example, 30° .

It is forbidden to replace the symbol # with the letter of the Latin alphabet "N" (except for citations).

5. REQUIREMENTS FOR INDEPENDENT THESIS PREPARATION

5.1. Acceptable percentage of plagiarism

The final qualifying paper must be prepared by the student independently under the guidance of a (scientific) supervisor, and, if necessary, a consultant (consultants).

The text of completed thesis must be checked for the amount of borrowings in accordance with the "Procedure for checking the final qualifying papers of students for the scope of borrowings", and undergoes the procedure of standards compliance.

In order to assess the level of independence performed by a student in the thesis preparation, threshold values are approved. Values determine the minimum requirements for the uniqueness of the text. It takes into account the nature and scope of borrowings, as well as the number of sources. Borrowings from one source of more than 10% of the thesis are not allowed.

Borrowing is a non-independent thesis preparation by student, that is, using the text of another author, published on paper or electronic media, without reference to the source and (or) with references, but the scope and nature of borrowings put in doubt the independence of the entire work or any of its parts. The scope of borrowings is determined as a percentage of the total thesis scope. The thesis originality is the full thesis' text without borrowings.

The University establishes the following threshold values for the amount of borrowings in the student's thesis:

- for higher education programs - bachelor's and specialist's programs - no more than 35%;

- for higher education programs - master's programs - no more than 25%.

5.2. Checking the thesis for the amount of borrowings

The procedure for checking the thesis for the amount of borrowings is established by the local regulatory act of SPbPU.

The University uses the system of automatic checking of texts for the presence and scope of borrowings "Antiplagiat", available on the link <http://www.antiplagiat.ru> through the personal account of the SPbPU user.

The thesis' checking can be carried out by supervisor, secretary of the State Examination Commission, compliance supervisor or another responsible person, appointed for each educational program by the head of the graduate school.

Student can independently check the thesis for the amount of borrowings, using the publicly available automatic systems for checking the amount of borrowings in the thesis.

Student provides the supervisor with the completed thesis for checking procedure no later than 20 working days before the state examination commission

starts working in accordance with the approved schedule of state examination tests.

If the amount of borrowings is above the established values, the thesis should be returned to the student for revision within three days (the approved topic remains the same).

For the final thesis check the student uploads the thesis to the State Final Examination educational portal (sfa.spbstu.ru) of the SPbPU e-learning system (hereinafter - LMS Moodle) no later than 7 days before the date of the defense.

The thesis supervisor blocks the final qualifying paper in order to prevent the possibility of making changes to it after checking. Student is responsible for the timely uploading the thesis to the LMS Moodle in order to check it for the amount of borrowings.

The final results of the thesis check are recorded in the protocol of defense. The results of an attempt to avoid the plagiarism checker are also recorded.

Supervisor has the right to give an analysis of the thesis check report on the amount of borrowing in the review, if, in his opinion, the report confirms (or does not confirm) the independence of the paper preparation.

6. THESIS STANDARDS COMPLIANCE

Thesis standards compliance is a control of the student's preparation of the final qualifying paper in accordance with the requirements, rules and regulations (hereinafter - requirements) established by the standards, local regulations of SPbPU and IIMET. All final qualifying papers are subject to standards compliance.

Consultant for standards compliance is a person authorized to conduct the thesis standards compliance.

The order and number of consultations on standards compliance is determined by the regulations of graduate school. If necessary, the head of the graduate school approves the schedule of the thesis standards compliance and informs students about the schedule no later than 30 calendar days before the start of the State Final Examination.

Student submits the completed thesis for standards compliance. It is confirmed by the supervisor's paper blocking in the LMS Moodle portal no later than 12 working days before the expected date of defense in accordance with the approved schedule of State Final Examination.

Consultant for standards compliance checks the thesis and indicates the comments that must be corrected without fail. After correcting all the comments, student presents again the thesis for control no later than 9 working days before the expected date of defense in accordance with the approved schedule of State Final

Examination.

Consultant has the right to:

- return the thesis to the student without consideration in the following cases:
negligent performance;

- do not sign the thesis submitted for repeated control if there is a non-compliance with the requirements (consultant records the result of passing the control as “not passed”).

Consultant for standards compliance has the right to return the paper submitted to the first or repeated compliance of the thesis without consideration in the following cases: attempt to avoid the plagiarism check system is detected, non-compliance with the requirements of the compliance supervisor. At the same time, he records the result of passing the control of the student's thesis as "not passed".

After uploading the thesis to the LMS Moodle portal, the consultant for standards compliance records the result.

The results of standards compliance are taken into account by the Commission during the State Examination.

7. SUBMISSION OF THE FINAL QUALIFICATION PAPER FOR DEFENSE

The procedure for defending final qualification papers is established by the local regulations of SPbPU and IIMET, as well as the State Final Examination program.

Students who do not have academic debts and who have fully completed the curriculum or individual curriculum for the relevant educational program of higher education are allowed to defend the thesis. University issues an administrative act for thesis defense.

Not later than 7 days before the defense date, student uploads the thesis to the State Final Examination educational portal (sfa.spbstu.ru) of LMS Moodle. Supervisor blocks the thesis in order to prevent the possibility of making changes to it after borrowings' checking.

Student is fully responsible for the timely uploading of his thesis in the LMS Moodle.

Student gets acquainted with reviews and signs the acknowledgement form or electronic form “Acknowledgement form for student” in the State Final Examination Portal in the “Survey” module no later than 5 calendar days before the day of defense of the final qualifying paper.

For bachelor's, specialist's and master's theses a thesis review is mandatory, the review template is presented in Appendix J.

Before the defense, it is mandatory to submit handout materials for all members of commission and a multimedia presentation.

Information (key phrases, definitions, formulas, tables, drawings - photographs, diagrams, graphs and other illustrations) that is essential from the point of view of the student for the report and discussion is submitted to the multimedia presentation. The slides of a multimedia presentation must be numbered consecutively; it is allowed not to number the first (title) slide.

Recommended presentation size:

- for bachelor's thesis, specialist's thesis - 12-15 slides;
- for master's thesis - 15-20 slides.

The handout for commission members is an exact copy of the multimedia presentation. If necessary, additional materials that are difficult to place on a slide can be presented in the handout. It is not allowed to present in a handout or presentation the results that are not contained in the thesis.

8. FINAL PROVISIONS

In case the legislation of the Russian Federation and (or) local regulations of SPbPU change, certain provisions of these Requirements will become invalid. Until the changes are made to the Requirements, it is recommended to follow the relevant local regulations and administrative acts of SPbPU.

APPENDIX A

*Templates of thesis' title pages,
translation of academic degrees, academic ranks and positions*

*Title page template of bachelor's thesis
in Russian*

Министерство науки и высшего образования Российской Федерации
Санкт-Петербургский политехнический университет Петра Великого
Институт промышленного менеджмента, экономики и торговли
Высшая школа

Работа допущена к защите

Директор Высшей школы

_____ И.О. Фамилия

« _____ » _____ 20 ____ г.

ВЫПУСКНАЯ КВАЛИФИКАЦИОННАЯ РАБОТА²

вид ВКР (работа бакалавра, дипломный проект, дипломная работа, магистерская диссертация)

ТЕМА ВЫПУСКНОЙ КВАЛИФИКАЦИОННОЙ РАБОТЫ

по направлению подготовки (специальности) _____
(код и наименование направления подготовки)

Направленность (профиль)

код и наименование направленности (профиля) образовательной программы

Выполнил

студент гр. _____

<подпись>

И.О. Фамилия

Руководитель

должность,

И.О. Фамилия

ученая степень, ученое звание

<подпись>

Консультант

по нормоконтролю³

<подпись>

И.О. Фамилия

Санкт-Петербург - 20

¹ Или директор высшей школы (на усмотрение структурного подразделения).

² Указывается именно «Выпускная квалификационная работа» (см. п.2.5 ФГОС 3++; п.6.17 СУОС СПбПУ).

³ Консультант(ы) - при необходимости (по решению руководителя ОП или директора высшей школы).

in English

Ministry of Science and Higher Education of the Russian Federation
Peter the Great St. Petersburg Polytechnic University
Institute of Industrial Management, Economics and Trade
Graduate School

The work is admitted to defend

Head of the Graduate School

_____ N. P. Surname
«_____» _____ 2023

**GRADUATE QUALIFICATION PAPER
BACHELOR'S THESIS**

THESIS TOPIC

Field of study _____
(code and name)

Educational program _____
(code and name)

Completed by student gr. _____ N. P. Surname

Supervisor
Position, academic degree, academic rank _____ N. P. Surname

Consultant
for standards compliance _____ N. P. Surname

St. Petersburg 20

*Title page template of specialist's thesis
in Russian*

Министерство науки и высшего образования Российской Федерации
Санкт-Петербургский политехнический университет Петра Великого
Институт промышленного менеджмента, экономики и торговли
Высшая школа

Работа допущена к защите

Директор Высшей школы

_____ И.О. Фамилия

« _____ » _____ 20 ____ г.

**ВЫПУСКНАЯ КВАЛИФИКАЦИОННАЯ РАБОТА
ДИПЛОМНАЯ РАБОТА**

вид ВКР (работа бакалавра, дипломный проект, дипломная работа, магистерская диссертация)

ТЕМА ВЫПУСКНОЙ КВАЛИФИКАЦИОННОЙ РАБОТЫ

по специальности _____
(код и наименование специальности)

Направленность (профиль) _____
(код и наименование направленности (профиля) образовательной программы)

Выполнил
студент гр. _____ <подпись> И.О. Фамилия

Руководитель
должность, ученая степень,
ученое звание _____ <подпись> И.О. Фамилия

Консультант
по нормоконтролю _____ <подпись> И.О. Фамилия

Санкт-Петербург - 20

in English

Ministry of Science and Higher Education of the Russian Federation
Peter the Great St. Petersburg Polytechnic University
Institute of Industrial Management, Economics and Trade
Graduate School of

The work is admitted to defend

Head of the Graduate School

N. P. Surname

« _____ » _____ 20 ____ г.

**GRADUATE QUALIFICATION PAPER
GRADUATE WORK**

THESIS TOPIC

Specialty _____
(code and name)

Educational program _____
(code and name)

Completed by student gr. _____ N. P. Surname

Supervisor Position, academic degree,
academic rank _____ N. P. Surname

Consultant for standards compliance _____ N. P. Surname

St. Petersburg 20

Title page template of master's thesis

in Russian

Министерство науки и высшего образования Российской Федерации
Санкт-Петербургский политехнический университет Петра Великого
Институт промышленного менеджмента, экономики и торговли
Высшая школа

Работа допущена к защите

Директор Высшей школы

_____ И.О. Фамилия

«_____» _____ 20 ____ г.

**ВЫПУСКНАЯ КВАЛИФИКАЦИОННАЯ РАБОТА
МАГИСТЕРСКАЯ ДИССЕРТАЦИЯ**

ТЕМА ВЫПУСКНОЙ КВАЛИФИКАЦИОННОЙ РАБОТЫ

по направлению подготовки _____
(код и наименование направления подготовки)

Направленность (профиль) _____
(код и наименование направленности (профиля) образовательной программы)

Выполнил

студент гр. _____

<подпись>

И.О. Фамилия

Научный руководитель

должность, ученая степень,

ученое звание

<подпись>

И.О. Фамилия

Консультант

по нормоконтролю

<подпись>

И.О. Фамилия

Санкт-Петербург - 20

in English

Ministry of Science and Higher Education of the Russian Federation
Peter the Great St. Petersburg Polytechnic University
Institute of Industrial Management, Economics and Trade
Graduate School _____

The work is admitted to defend

Head of the Graduate School

_____ N. P. Surname
« ____ » _____ 2023

**GRADUATE QUALIFICATION PAPER
MASTER'S DISSERTATION
THESIS TOPIC**

Field of study _____
(code and name)

Educational program _____
(code and name)

Completed by student gr. _____ N. P. Surname

Scientific Supervisor
Position, academic degree, academic rank _____ N. P. Surname

Consultant
for standards compliance _____ N. P. Surname

St. Petersburg 20

Translation of academic degrees, academic ranks and positions

<i>Academic degree</i>	
кандидат военных наук	Candidate of Military Sciences
кандидат исторических наук	Candidate of Historical Sciences
кандидат педагогических наук	Candidate of Pedagogic Sciences
кандидат политических наук	Candidate of Political Sciences
кандидат психологических наук	Candidate of Psychological Sciences
кандидат социологических наук	Candidate of Sociological Sciences
кандидат технических наук	Candidate of Engineering Sciences
кандидат физико-математических наук	Candidate of Physico-Mathematical Sciences
кандидат филологических наук	Candidate of Philological Sciences
кандидат философских наук	Candidate of Philosophical Sciences
кандидат экономических наук	Candidate of Economic Sciences
кандидат юридических наук	Candidate of Juridical Sciences
доктор военных наук	Doctor of Military Sciences
доктор исторических наук	Doctor of Historical Sciences
доктор педагогических наук	Doctor of Pedagogic Sciences
доктор политических наук	Doctor of Political Sciences
доктор психологических наук	Doctor of Psychological Sciences
доктор социологических наук	Doctor of Sociological Sciences
доктор технических наук	Doctor of Engineering Sciences
доктор физико-математических наук	Doctor of Physico-Mathematical Sciences
доктор филологических наук	Doctor of Philological Sciences
доктор философских наук	Doctor of Philosophical Sciences
доктор экономических наук	Doctor of Economic Sciences
доктор юридических наук	Doctor of Juridical Sciences
<i>Academic rank</i>	
доцент	Associate Professor
старший научный сотрудник	Senior Research Officer
профессор	Full Professor
<i>Position</i>	
старший преподаватель	Senior Lecturer at the ...
доцент	Associate Professor at the ...
профессор	Professor at the ...

APPENDIX B

Research task and work schedule template

САНКТ-ПЕТЕРБУРГСКИЙ ПОЛИТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ ПЕТРА ВЕЛИКОГО

Институт промышленного менеджмента, экономики и торговли
Высшая школа _____

УТВЕРЖДАЮ

Директор

Высшей школы _____

_____. О. Фамилия

« ____ » _____ 20 ____ г.

ЗАДАНИЕ

на выполнение выпускной квалификационной работы
студенту Фамилия Имя Отчество, гр. з3700000/00000

1. Тема работы: _____

2. Срок сдачи студентом законченной работы: _____

3. Исходные данные по работе: _____

4. Содержание работы (перечень подлежащих разработке вопросов):

5. Перечень графического материала: _____

6. Консультанты по работе: _____

7. Дата выдачи задания « ____ » ____ 20 _____ г.

(Научный) Руководитель ВКР _____ И. О. Фамилия

Задание принял к исполнению « ____ » _____ 20 ____ г.

Обучающийся _____ И. О. Фамилия

APPENDIX C
Thesis abstract template
in Russian
РЕФЕРАТ

На 134 с., 30 рисунков, 28 таблиц, 6 приложений.

КЛЮЧЕВЫЕ СЛОВА: СТРАТЕГИЧЕСКИЙ АНАЛИЗ, УСТОЙЧИВОЕ РАЗВИТИЕ, НЕФИНАНСОВАЯ ОТЧЕТНОСТЬ, АВИАЦИОННАЯ ОТРАСЛЬ, РЕПУТАЦИОННЫЙ РИСК.

Тема выпускной квалификационной работы: «Анализ стратегии устойчивого развития предприятия и разработка рекомендаций по ее совершенствованию (на примере ПАО «Аэрофлот»)».

Целью работы является анализ и формирование рекомендаций по совершенствованию стратегии устойчивого развития (УР) ПАО «Аэрофлот». Были решены следующие задачи:

- изучить нормативно-законодательную базу реализации концепции УР.
- проанализировать стратегию ПАО «Аэрофлот» посредством инструментов и методов стратегического анализа;
- исследовать интегрированную отчетность компании, а также отчеты отраслевых лидеров по ESG-рisku;
- разработать систему индикаторов оценки реализации стратегии УР;
- рассмотреть и оценить репутационные риски;
- разработать мероприятия по совершенствованию стратегии УР ПАО «Аэрофлот».

Актуальность темы обусловлена необходимостью компаний в реализации стратегии УР с целью выполнения ряда социальных и экологических обязательств, выполнение которых позволяет привлекать денежные потоки и снижать ESG-риск.

Источниками информации выступили данные отечественной и зарубежной научно-исследовательской литературы, официальных Интернет-ресурсов и аналитических агентств.

Предложена система индикаторов оценки реализации стратегии УР, результаты разработки которой могут быть применены компаниями РФ с учетом отраслевых особенностей.

ABSTRACT

134 pages, 30 figures, 28 tables, 6 appendices

KEYWORDS: 12H18N10T (AISI 321), MICROSTRUCTURE DEFECTS, AUSTENITE, INTERGRANULAR CORROSION, MARTENSITE A- PHASE, FERRITE 8-PHASE.

The subject of the graduate qualification work is “Analysis of reasons for formation of defects in 12H18N10T (AISI 321) steel structure and development of guidelines for defect elimination”.

The given work is devoted to studying defects of austenitic steel castings, i.e. 12H18N10T (AISI 321), and to developing methodology of their elimination. The research set the following goals:

Studying features of smelting and heat treatment of prefabricated 12H18N10T (AISI 321) steel samples.

Detection of most frequent microstructure defects of a steel grade under study.

Analysis of the defects and causes of their occurrence.

Development of guidelines for prevention and elimination of 12H18N10T (AISI 321) microstructure defects.

The work was fulfilled on the premises of JSC “LOMO”, which included collection of factual materials, i.e. results of metallographic, spectrum analyses of defective metal samples. The calculations, made during the research, show how the amount of certain chemical elements affects carbide formation. The analysis was conducted by the method of mathematical modeling with the use of Fact Sage Thermodynamic Database System.

The study resulted into analysis of the end-to-end steel production technology, with thermodynamic calculations being made. There were developed effective technological guidelines for elimination of such defects as “intergranular corrosion”, “residual S ferrite, and “martensite deformation”. The outcome of the research at JSC “LOMO” was a decision to reject the metal with the content of the ferrite phase more than 1 point in order to prevent formation of defects in prefabricated steel samples.

APPENDIX D

Tables of contents example

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APPENDIX E

Examples of bibliographic references for different types of sources

Нормативно-правовые акты

1. Гражданский кодекс Российской Федерации: части первая, вторая, третья и четвертая [Текст]. - Москва: Эксмо, 2020. - С. 841 - 843.

Стандарты

2. ГОСТ Р 57564-2017 Организация и проведение работ по международной стандартизации в Российской Федерации [Текст] - М: Стандартиформ, 2017. - 43 с.

3. ISO 9001:2015 "Quality management systems - Requirements" [Текст]. - IDT, 2015. - P. 10-11.

Патентные документы

4. Патент № 2638963 Российская Федерация, МПК C08L 95/00 (2006.01), C04B 26/26 (2006.01). Концентрированное полимербитумное вяжущее для «сухого» ввода и способ его получения : № 2017101011 : заявл. 12.01.2017 : опубл. 19.12.2017 / Белкин С. Г., Дьяченко А. У. - 7 с. : ил.

Книга под фамилией автора

Описание книги начинается с фамилии автора, если книга имеет авторов не более трех.

Один автор

5. Петушкова, Г. И. Проектирование костюма [Текст]: учебник для вузов / Г. И. Петушкова. - М.: Академия, 2004. - С. 398-400.

Два или три автора

6. Кузовлев, В. П. Философия активности учебной деятельности учащихся [Текст]: монография / В. П. Кузовлев, А. В. Музальков. - Елец: Изд-во Елецкого гос. ун-та, 2004. - С. 144-165.

7. Максимов, Н. В. Архитектура ЭВМ и вычислительных систем: [Текст] учебник для вузов / Н. В. Максимов, Т. Л. Партыка, И. И. Попов. - М.: Инфра- М, 2005. - 512 с.

Четыре автора

8. Методы формирования сценариев развития социально-экономических систем [Текст] / В. В. Кульба, Д. Кононов, С. А. Косяченко, А. В. Шубин. - М.:

СИНТЕГ, 2004. - 291 с.

Пять и более авторов

9. Маркетинг [Текст]: учебник для вузов / С. Г. Божук, Л. Н. Ковалик, Т. Д. Маслова и др. - СПб: Питер, 2012. - С. 302-305.

Без автора (составителя, редактора)

10. Иллюстрированный словарь английского и русского языка с указателями [Текст]. - М.: Живой язык, 2003. - 1000 с.

Статья из сборника научных трудов

11. Думова, И. И. Инвестиции в человеческий капитал [Текст] / И. И. Думова, М. В. Колесникова // Современные аспекты регионального развития: сб. статей. - Иркутск, 2001. - С. 47-49.

Статья из журнала

12. Тарасова, Н. Г. Смена парадигм в развитии теории и практики градостроительства [Текст] / Н. Г. Тарасова // Архитектура и строительство России. - 2007. - № 4. - С. 2-7.

Библиографическое описание документа из сети Интернет

13. Справочники по полупроводниковым приборам [Электронный ресурс]. - Персональная страница В.Р. Козака - Новосибирск: Ин-т ядер. физики, 2003]. - Режим доступа: <http://www.lnp.nsk.su/%7Ekozak/start.htm/> (дата обращения: 23.03.2020).

14. Члиянц, Г. Создание телевидения [Электронный ресурс]. - QRZ.RU: сервер радиоловителей России - Режим доступа: <http://www.qrz.ru/articles/article260.htm/> (дата обращения: 21.02.2020).

APPENDIX F

Figure example

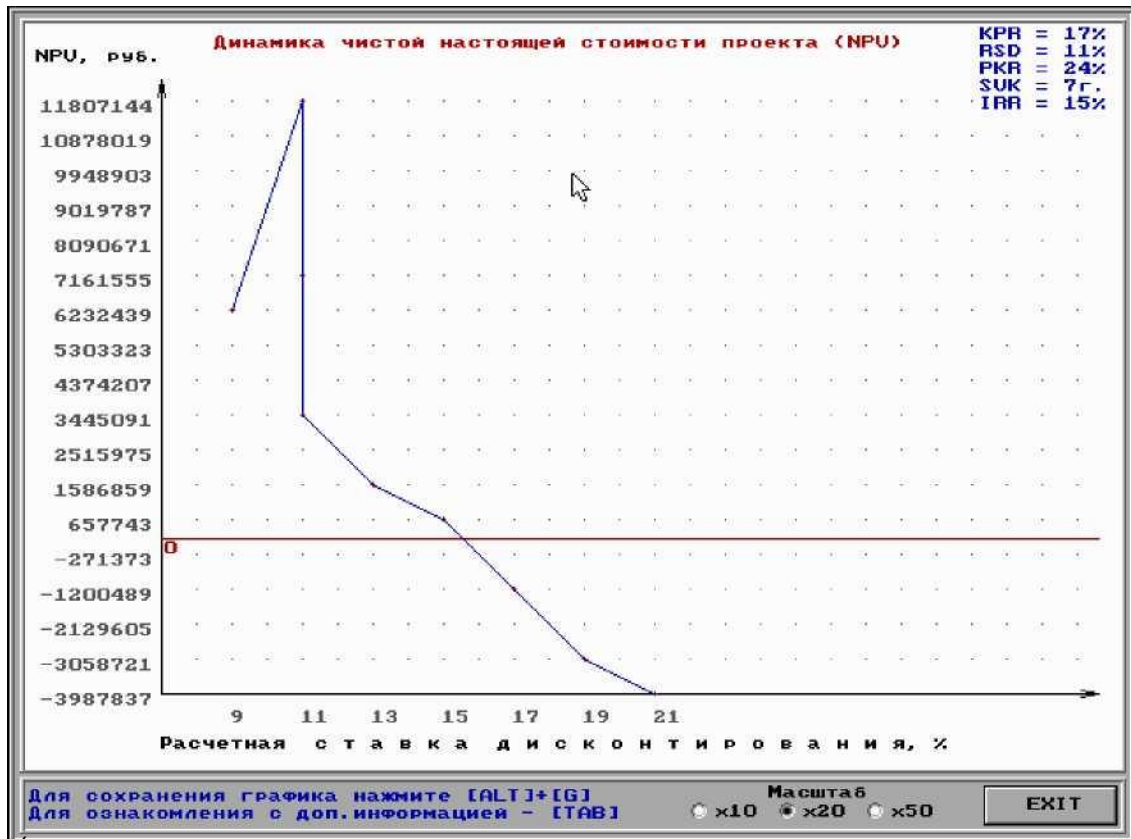


Рисунок 3.2 - Динамика NPV при изменении величин RSD и PKR (составлено автором)

APPENDIX G

Table example

Таблица 2.9 - Статистика применения мер воздействия к клиентам ПАО «СБЕРБАНК» за 2013-2015 годы (составлено автором)

Показатели	Годы		
	2013	2014	2015
Предупредительные меры, ед.	94	109	122
Выявлено нарушений, ед.	121	144	187
Наложено запретов и ограничений, ед.	71	86	93
Штрафы, ед.	97	128	155
Сумма штрафов, тыс. руб.	265477	342678	455712

APPENDIX H

Supervisor's review

General provisions:

1. The supervisor gives feedback not on the thesis, but on work, personal, professional and other qualities of a graduate, which were demonstrated by graduate during the thesis preparation.
2. The review should not exceed one typewritten sheet.

Блок № 1. Заголовок

ОТЗЫВ

руководителя ВКР на работу обучающегося гр. _____

(фамилия, имя, отчество полностью)

над выпускной квалификационной работой бакалавра (специалиста, магистра)

« _____ »

(название работы в точном соответствии с заданием)

Блок № 2. Актуальность работы

Раскрывается основное значение исследуемой в выпускной работе темы, ее актуальность (для кого, чего), характер (прикладной, теоретический и т.д.). Отмечается, почему выпускник выбрал (или ему доверили) эту тему для разработки, либо отмечается, что тема - инициативная.

Блок № 3. Характеристика работы обучающегося

Что и в каком объеме сделано обучающимся в процессе работы, насколько он (она) освоили методы научного (практического) решения поставленных задач, уровень их исполнения. Отмечается ответственность, ритмичность работы и т.п. Особо подчеркивается степень самостоятельности обучающегося в выполнении работы.

Указывается (если имеется), что работа была представлена на конференции (Неделе науки), по результатам чего Фамилия и инициалы обучающегося был(а) отмечена дипломом степени.

Указывается (если имеется), что основные положения работы были опубликованы (где?).

Блок № 4. Замечания по работе обучающегося

Указываются замечания (если имеются), которые отразились на качестве выполнения выпускной работы: _____ недостаточность знаний, поверхностность, неритмичность и т.п.

Блок № 5. Соответствие требованиям

Выпускная квалификационная работа Фамилия и инициалы обучающегося по теме «Наименование темы в соответствии с заданием» отвечает (*не отвечает*) основным требованиям, предъявляемым к квалификационным работам выпускника университета по направлению/специальности (*указываются код и наименование*) _____ « _____ » и может быть рекомендована (*не может быть рекомендована*) к защите.

Блок № 6. Оценка труда выпускника(цы)

Работу Фамилия и инициалы обучающегося оцениваю на отлично (хорошо, удовлетворительно). При успешной защите выпускной квалификационной работы ему (ей) может быть присвоена квалификация бакалавра (специалиста, магистра).

Блок № 7. Рекомендации (если имеются)

1. Следует отметить склонность Фамилия и инициалы обучающегося к научной работе.

2. Результаты работы Фамилия и инициалы обучающегося рекомендованы к опубликованию.

3. Работа Фамилия и инициалы обучающегося рекомендованы к участию в конкурсе.

4. Фамилия и инициалы обучающегося может быть рекомендован(а) для продолжения обучения в магистратуре/аспирантуре.

Руководитель (*научный руководитель*) ВКР:

должность, уч. степень, уч. звание

подпись

И. О. Фамилия

Дата

APPENDIX I

Example of "Antiplagiat" system's report



СПРАВКА

Санкт-Петербургский политехнический университет Петра Великого (СПбПУ)

о результатах проверки текстового документа на наличие заимствований

ПРОВЕРКА ВЫПОЛНЕНА В СИСТЕМЕ ANTIPLAGIAT.VUZ

Автор работы: [REDACTED]
Самоцитирование рассчитано для: [REDACTED]
Название работы: [REDACTED]
Тип работы: Магистерская диссертация
Подразделение:

РЕЗУЛЬТАТЫ

■ ОТЧЕТ О ПРОВЕРКЕ КОРРЕКТИРОВАЛСЯ: НИЖЕ ПРЕДСТАВЛЕНЫ РЕЗУЛЬТАТЫ ПРОВЕРКИ ДО КОРРЕКТИРОВКИ

СОВПАДЕНИЯ	15.58%	СОВПАДЕНИЯ	11.12%
ОРИГИНАЛЬНОСТЬ	47.13%	ОРИГИНАЛЬНОСТЬ	47.13%
ЦИТИРОВАНИЯ	37.29%	ЦИТИРОВАНИЯ	37.29%
САМОЦИТИРОВАНИЯ	0%	САМОЦИТИРОВАНИЯ	4.46%

ДАТА ПОСЛЕДНЕЙ ПРОВЕРКИ: 24.01.2023

ДАТА И ВРЕМЯ КОРРЕКТИРОВКИ: 24.01.2023 13:07

Структура документа: Проверенные разделы: основная часть с.1-45, приложение с.46-82
Модули поиска: ИПС Адилет; Библиография; Сводная коллекция ЭБС; Сводная коллекция РГБ; Цитирование; Переводные заимствования (RuEn); Переводные заимствования по eLIBRARY.RU (EnRu); Переводные заимствования по Интернету (EnRu); Переводные заимствования издательства Wiley; eLIBRARY.RU; СПС ГАРАНТ: аналитика; СПС ГАРАНТ: нормативно-правовая документация; Медицина; Диссертации НББ; Коллекция НБУ; Перефразирования по eLIBRARY.RU; Перефразирования по СПС ГАРАНТ: аналитика; Перефразирования по Интернету; Перефразирования по Интернету (EN); Перефразирования по коллекции издательства Wiley; Патенты СССР, РФ, СНГ; СМИ России и СНГ; Модуль поиска "СПбСТУ"; Шаблонные фразы; Кольцо вузов; Издательство Wiley; Переводные заимствования

Работу проверил: [REDACTED]
ФИО проверяющего

Дата подписи: _____
Подпись проверяющего



Чтобы убедиться в подлинности справки, используйте QR-код, который содержит ссылку на отчет.

Ответ на вопрос, является ли обнаруженное заимствование корректным, система оставляет на усмотрение проверяющего. Предоставленная информация не подлежит использованию в коммерческих целях.

APPENDIX J

Review of external reviewer

General provisions:

1. The external reviewer gives feedback on the final qualifying paper and not on personal, professional and other qualities of a graduate.
2. In general, the size of review should be 2-3 pages of typewritten text.

Блок № 1. Заголовок

РЕЦЕНЗИЯ

на выпускную квалификационную работу

« _____ »

(название работы в точном соответствии с заданием)

выполненную обучающимся гр. _____

Санкт-Петербургского политехнического университета Петра Великого

(фамилия, имя, отчество полностью)

Блок № 2. Актуальность работы

Раскрывается основное значение исследуемой в выпускной работе темы, ее актуальность (для кого, чего), характер (прикладной, теоретический и т.д.). Особо отмечается актуальность темы в настоящее время, и с чем это связано

Блок № 3. Характеристика работы

Дается анализ содержания дипломной работы по главам. Раскрывается степень обоснованности основных положений, указывается, насколько методически правильно решена та или иная из поставленных задач, отмечается уровень научного и практического их исполнения, рациональность примененных методов решения.

Формируются общие выводы по работе в целом, особо подчеркивая

- соответствие выводов и рекомендаций содержанию ВКР и обоснованность положений, выносимых автором на защиту;
- значимость практических результатов, либо теоретических исследований для практики, дальнейших исследований, учебного процесса...

Блок № 4. Замечания по работе

Отмечаются недостатки, недоработки выпускной квалификационной работы.

Блок № 5. Заключение

Выпускная квалификационная работа Фамилия и инициалы обучающегося по теме «Название темы в соответствии с титульным листом» соответствует (*не соответствует*) требованиям, предъявляемым к выпускным квалификационным работам и заслуживает оценки «отлично, хорошо, удовлетворительно» (*не заслуживает положительной оценки*).

Рецензент должность, уч. степень, уч. звание

Дата

подпись

И. О. Фамилия