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by specialty
1-25 80 01 "Economics"

Methodical recommendations

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The methodological recommendations describe the procedure for the preparation and implementation of the master's thesis, the requirements for the content, the general requirements for the design.

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Economics of the EI GSAU (Protocol No 6 of February 25, 2022).

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CONTENTS

1	General provisions	4
2	Procedure for the implementation and defense of the master's thesis	
2.1	Selection of the topic of the master's thesis	6
2.2	Approval of the topic and supervisor	7
2.3	Rights and obligations of the head and undergraduate student	8
2.4	Drawing up an individual work plan for a master's student to perform a master's thesis	9
2.5	Intermediate certification of the work of the undergraduate student	10
2.6	Submission of the master's thesis for review to the supervisor	10
2.7	Pre-defense of the master's thesis	11
2.8	Peer review of a master's thesis	12
2.9	Submission of the master's thesis for signature to the head of the department	12
2.10	Preparation for the defense of the master's thesis	13
2.11	Defense of the master's thesis	13
3	Structure and design of the master's thesis	15
3.1	Structure of the master's thesis	15
3.2	Paper and typography	18
APPENDIX A	Sample application of the organization for the implementation of the master's thesis	25
APPENDIX B	Sample application of the undergraduate student	26
APPENDIX C	Sample design of an individual plan for the implementation of a master's thesis	27
APPENDIX D	Sample design of the title page of the master's thesis	33
APPENDIX E	Example of the review of the supervisor of the master's thesis	34
APPENDIX F	Example of a review of a master's thesis	36
APPENDIX I	Sample design of the bibliography	39
APPENDIX J	Sample reference on the possible practical use of the results of the study	48
APPENDIX K	Sample act of practical use of research results	50

1 GENERAL PROVISIONS

The master's thesis is a qualification work of the second stage of higher education, in the process of writing and defending which the undergraduate must show professional knowledge of the theory and practice of the subject area, the ability to solve specific problems in the research, scientific, pedagogical and professional sphere of activity. The level of its implementation and the results of the defense determine the possibility of awarding a master's degree to a master's degree and issuing a master's degree, granting the right to postgraduate studies and employment, taking into account the previously awarded qualification of a specialist with higher education and training in the magistracy.

The master's thesis is an independently performed by the undergraduate study of actual theoretical and practical problems in the field of economics.

The purpose of preparing a master's thesis is to conduct a theoretical study to substantiate the scientific idea and essence of the phenomenon under study in the field of economics and to give practical recommendations for improving the processes under study.

Objectives of the master's thesis: to substantiate the methodology, to analyze the phenomenon or process under study, to identify trends and patterns of its development on the basis of real data; develop specific proposals for the improvement and development of the phenomenon or process under study and, thereby, confirm the compliance of the level of training of the undergraduate student, his knowledge, skills and abilities with the requirements of the educational standard and the qualification characteristics of the specialty.

A master's thesis within the framework of an educational program that forms the knowledge, skills and abilities of scientific-pedagogical and research work should be aimed at solving a theoretical or experimental problem in a certain branch of economic sciences. As part of an educational program with in-depth training of a specialist, it should be aimed at solving a theoretical, experimental or applied problem related to the design of the behavior of economic agents in conditions of uncertainty and risk, their costs and results, functioning markets, financial and information flows, production and research processes.

To achieve the goal in the process of writing a master's thesis, the undergraduate must identify an actual problem in the field of economics, economic relations or economic activity; to analyze the existing approaches to its solution in economic theory and practice; to study the experience of other countries, to assess the current state of the issue under study in the Republic of Belarus and (or) at a separate enterprise (organization) of the

Republic of Belarus engaged in economic activity; to formulate conclusions and develop specific recommendations aimed at solving this problem.

When preparing a master's thesis, the undergraduate must show, relying on the knowledge gained and the formed academic, socio-personal and professional competencies, the ability to solve the problems of professional activity at the modern level, the ability to integrate knowledge, correctly present special information, scientifically argue and defend their point of view.

Methodical recommendations are developed in accordance with the Code of the Republic of Belarus on Education, the Rules for the certification of students, cadets, students in mastering the content of educational programs of higher education, approved by the Decree of the Ministry of Education of the Republic of Belarus on 29.05.2012 No. 53, educational programs, educational standards, state standards of the Republic of Belarus regulating the development and document.

2 PROCEDURE FOR THE IMPLEMENTATION AND DEFENSE OF THE MASTER'S THESIS

2.1 Selection of the topic of the master's thesis

The implementation of the master's thesis begins with the choice of the research topic, and its coordination with the supervisor.

When choosing a thesis topic, it is necessary to take into account the following aspects:

- compliance of the topic of the specialty 1-25 80 01 "Economics" and the profile of the organization;
- place of permanent work or practice of a master's student;
- the problems of master's and scientific works, in-depth and consistently developed by the undergraduate throughout the entire period of study at the first stage of higher education;
- the possibility of access to the information sources necessary for writing a work in the Republic of Belarus and abroad;
- the possibility of collecting information at the place of work or practice;
- the relevance of the problem for the sphere of economic relations of the Republic of Belarus, specific organizations, institutions and enterprises of the country that interact with economic entities.

The approximate topics of master's theses are annually discussed and approved at a meeting of the graduating department before the beginning of the relevant academic year. It should be relevant, correspond to the current state and prospects for the development of science, technology and culture. The subject of master's studies includes topics proposed by basic organizations, customers interested in the implementation of certain topics.

The undergraduate student is granted the right within a month after the start of classes to choose a topic from those proposed by the department, in addition to the topics proposed by the department, the undergraduate student can propose a relevant topic for thesis research, guided, for example, by the application of the enterprise (Appendix A), but at the same time the topic must necessarily be agreed with the supervisor of the master's thesis and the head of the department with the justification of its relevance and expediency.

The structure, sequence and timing of the thesis research are determined jointly with the supervisor and are fixed in the individual work plan of the undergraduate (Appendix B). The plan for the preparation of the master's

thesis is developed by the master's student together with the supervisor and is reflected in the individual work plan of the undergraduate, approved by the rector (vice-rector for academic work) for the entire period of study in the magistracy, taking into account the form of study includes the content of the work, the timing and expected results, the form of their presentation and the mark of the supervisor on the implementation of research training in the master's program of study.

Scheduled in the individual plan of the teacher, the hours of consultations of the supervisor with undergraduates are prescribed in the journal of accounting of the pedagogical load (in accordance with the current norms).

The number of undergraduates from one supervisor should not exceed 5 people.

2.2 Approval of the topic and supervisor

After choosing the topic of the thesis, the undergraduate writes an application to the head of the department for approval (Appendix B). The form is available at the department.

The implementation of the master's thesis is carried out under the guidance of a supervisor who has an academic degree and (or) an academic title, who advises the undergraduate student on the problem of research, monitors the implementation of the individual plan and is responsible for conducting research, high-quality and timely implementation of the master's thesis. Intermediate control of the progress of work on the master's thesis is carried out within the framework of intermediate attestations in the form of a report of the undergraduate, registered at a meeting of the department and in the form of a scientific report ("pre-defense").

The undergraduate and the supervisor discuss the possibility and feasibility of conducting research on this topic and agree on the final version of the title of the thesis, which, in case of adjustment or change, is again fixed in the application of the undergraduate.

With a positive solution to the issue and coordination of the topic of the master's thesis, the topic and the proposed candidacy of the supervisor are discussed at a meeting of the department and recommended for approval.

The topics of master's theses and scientific supervisors are approved by the order of the rector of the EI GSAU within two months after enrolling students for the development of educational programs of higher education of the II level. Coordination and control of the scientific-pedagogical and research work of undergraduates is carried out by the dean's office.

Changing the topic of the master's thesis or supervisor is allowed in exceptional cases at the request of the undergraduate student, agreed with the head of the graduating department and submitted no later than two months before the term of the defense. All changes are approved by the order of the rector.

The supervisor is responsible for conducting research, high-quality and timely implementation of the master's thesis, advises the undergraduate student on the issues under study, monitors the implementation of the individual plan. During the certification, the supervisor evaluates the readiness of the thesis and the performance of the undergraduate. All comments and wishes are recorded in his individual plan.

2.3 Rights and obligations of the head and undergraduate student

The main responsibility of the supervisor is to assist the undergraduate student in completing the study in accordance with the approved schedule, including:

- provide academic guidance;
- determine the purpose and objectives of the master's thesis;
- help the undergraduate student to prepare an individual work plan for the implementation of the preparation of the thesis;
- recommend to the student a list of scientific, methodological literature, archival materials, projects and other sources for work;
- provide appropriate and timely feedback;
- regularly meet with the undergraduate for scientific and methodological advice, in accordance with the individual work plan;
- evaluate the work;
- to stimulate the applicant to participate in the university intellectual life.

The supervisor is responsible for determining the relevance of the issues and problems considered in the work of the undergraduate student. To this end, he constantly conducts personal consultations and monitors the implementation of the individual plan. During the certification, the supervisor evaluates the readiness of the thesis and the effectiveness of the applicant's work, fixes all the comments in an individual plan. The supervisor is responsible for assessing and monitoring the progress of the undergraduate student. It should provide adequate and timely written feedback on the master's thesis.

Graduate student should be responsible for the independent conduct of the study, taking into account the comments and recommendations of the supervisor, including:

- plan and actively conduct research on the chosen topic;
- use the reliable information provided in the thesis;
- identify and solve all problems related to the study;
- inform the manager about the research process;
- be responsible for the final type of the thesis and the results;
- participate in university intellectual life, conferences, seminars, etc.

2.4 Drawing up an individual work plan for the undergraduate student to perform a master's thesis

An important stage is the preparation of a work plan for the master's thesis (as part of the general master's training), which is fixed in the "INDIVIDUAL MASTER'S WORK PLAN" (Appendix B). This stage is implemented jointly with the supervisor. The plan is signed by the undergraduate, supervisor, head of the department, then recommended for approval at a meeting of the department and finally approved by the order of the rector (vice-rector for academic affairs).

The schedule and sequence of writing a master's thesis are noted in an individual plan - it is necessary to indicate the phased terms of providing the supervisor with structural parts, as well as the timing of the execution of other forms of work on the thesis during the entire period of study.

In the individual plan, the exact name of the topic of the dissertation is recorded, which is approved at the meeting of the department, which is confirmed by indicating the number of the corresponding protocol. It also contains information about the supervisor and his approval, respectively.

In agreement with the supervisor, the full and detailed structure of the thesis itself is disclosed with the name of sections and subsections, the purpose and objectives of the study are indicated.

According to the results of intermediate attestations, on the basis of the report of the undergraduate and the conclusion of the department, a note is made in the plan about the fulfillment or non-fulfillment by the undergraduate of the individual plan and the writing of the dissertation.

At the final certification based on the results of the meeting of the department, the issue of admission of the master's thesis to the defense is considered, which is also noted in the plan.

2.5 Intermediate certification of the work of the undergraduate student

On a regular basis, the undergraduate student reports to the supervisor on the progress and results of the study.

In addition, twice a year, a master's student undergoes an intermediate certification at the department, during which the work of the undergraduate student, his academic performance, and the implementation of his individual plan are evaluated. At the end of the year, the final certification is carried out, according to the results of which the undergraduate student is lowered to the defense of the master's thesis.

The date of certification is appointed by the head of the department. To pass certification, the undergraduate student must: prepare a report, approve it from the head and head of the department; make a note on the implementation of stage in the individual plan.

2.6 Submission of the master's thesis for review to the supervisor

A completed master's thesis, which takes into account the comments and wishes of the supervisor, drawn up in accordance with these requirements, must be signed by the applicant on the first (title) sheet and on the reverse side of the last sheet of the master's thesis, is submitted to the supervisor for the preparation of a review (no later than 2 weeks before the date of defense).

The supervisor draws up a written review of the content of the work (Appendix D) and signs the title page (Appendix D).

Undergraduates who have not submitted work on time (or who have received a negative feedback from the supervisor) are not allowed to defend their master's thesis.

The applicant should read the review and prepare responses to the comments noted in it, if any, to the defense.

The master's thesis is submitted in 1 copy to the graduating department no later than 2 weeks before the defense in the appropriate form. The undergraduate student is responsible for submitting his master's thesis for verification by the anti-plagiarism system.

2.7 Pre-defense of the master's thesis

Expert evaluation of the master's thesis includes its pre-defense at the meeting of the graduating department, the recall of the supervisor, the check for borrowing (plagiarism), peer review, individual assessment of the members of the SEC.

To determine the possibility of admission of a student to the defense of a master's thesis, a working commission (commission) may be created at the faculty, which conducts a preliminary defense and determines the compliance of the work with the individual plan of the undergraduate, the order of the rector, the required amount of implementation.

Determination of the possibility of admission of the applicant to the defense of qualification work can be carried out at a meeting of the graduating department.

In the process of preliminary defense, the commission (department) hears the undergraduate student and the supervisor.

The admission of the student to the defense of the master's thesis is fixed by the signature of the head of the department on the title page of the master's thesis.

If the head of the department or the working commission has established the inconsistency of the master's work with the individual plan, the required volume of implementation, the requirements for registration set forth in this regulation, the issue of admission to the defense of the master's thesis is considered at a meeting of the department with the participation of the head.

In case of a negative conclusion of the department on the admission of the applicant to the defense of the master's thesis, the minutes of the meeting of the department through the dean of the faculty are submitted for approval to the vice-rector for academic affairs, after which the undergraduate is informed about the non-admission to the defense of the work.

During the pre-defense, the undergraduate student may be asked questions of a clarifying nature on the structure, content and design of the thesis.

In the presence of gross violations committed in the design of the master's thesis, it is returned for revision with the possibility of their elimination (within 2-3 days).

Master's theses that are not submitted for pre-defense, which have received a negative conclusion of the department, are not allowed to defend.

2.8 Peer review of a master's thesis

The master's thesis admitted by the department for defense is sent for review (internal review of the doctor / candidate of sciences of the university or external review of a specialist in the research profile). The list of reviewers is approved by the order of the rector no later than a month before the start of the work of the commission. The undergraduate is obliged to submit the dissertation to the reviewer no later than 5 days before the defense.

The undergraduate student is given the opportunity to get acquainted with the reviews no later than 2 days before the date of defense of the master's thesis.

The reviewers given up to 3 days to study the work and write it (Appendix E).

External reviewers can be specialists of the organization (enterprise, institution, bank), on the basis of which a master's thesis has been performed, who have a higher education in economic specialties and hold a position not lower than the head of the economic profile unit or have a degree; employees of other higher educational institutions, research organizations in the profile of these specialties; bodies of public administration and regulation of economic activity, having the degree of doctor or candidate of sciences.

An external review is issued on the letterhead of the reviewer's organization, his signature is certified at the place of work in accordance with the established procedure.

At the end of the review, the undergraduate student should familiarize himself with the review, prepare answers to the comments noted in it by the time of the defense.

2.9 Submission of the master's thesis for signature to the head of the department

The finished master's thesis is submitted for signature to the head of the department, who confirms the admission to the defense (no later than 14 days before the defense). To do this, the master's thesis must:

- be completed in a hardcover;
- contain the master's signature: on the title page and on the reverse side of the last page of the text of the dissertation;
- be signed on the title page by the supervisor;
- be accompanied by the recall of the supervisor;

- be accompanied by a review;
- be accompanied by a certificate of anti-plagiarism;
- be accompanied by acts and (or) certificates of implementation (if any).

Undergraduates who do not provide work for the signature of the head of the department on time are not allowed to defend.

2.10 Preparation for the defense of the master's thesis

In preparation for the defense of the thesis, the undergraduate student:

- compiles PowerPoint presentation slides in electronic form (for demonstration on a multimedia projector);
- presentation in printed form (preferably a copy for members of the SEC);
- prepares abstracts of the speech at the defense (for personal use), agreed with the supervisor;
- thinks over the responses to the comments contained in the supervisor's review and review.

The material submitted for defense must be contained in the main text of the master's thesis. The numbering of tables and figures is either preserved by the one that is accepted in the work, or the new numbering is used.

2.11 Defense of the master's thesis

The defense of the master's thesis is carried out at an open meeting of the State Commission with the participation of at least 3/4 of the approved composition. The defense of the thesis should have the character of a discussion and take place with high demands, integrity and preservation of generally accepted ethics.

The schedule for the defense of thesis is developed and approved by the dean's office and the educational and methodological department, signed by the vice-rectors for educational and scientific work and brought to the attention of undergraduates before the start of the work of the SEC.

Members of the SEC have the primary right to ask questions. The order is set by the chairman of the commission. Those present at the defense of the master's thesis (who are not part of the SEC) have the right to ask questions to the applicant for the academic degree of "master" and participate in the discussion.

For a report on the content of the work, the applicant is given no more than 20 minutes, to respond to the comments of reviewers - no more than 10 minutes. No more than 20 minutes are given for questions from the commission and those present.

The decision of the State Commission for the defense of the master's thesis is adopted by the Commission at a meeting by secret ballot. The decision of the commission is considered adopted if more than half of the number of members of the commission voted for this decision.

The results of the defense of the master's thesis are announced to the undergraduate on the same day after the registration of the protocol of the State Commission.

The protocols are signed by the chairman and members of the State Commission for the defense of the master's thesis who participated in the meeting.

A master's student who defends a master's thesis is awarded a master's degree and is issued a diploma of the established sample.

A master's student who studied in the magistracy with a break from work, who did not defend his master's thesis, is expelled from the magistracy and sent to work in the manner established for young specialists.

Undergraduates who have not defended their master's thesis are issued a certificate of completion of the magistracy.

Undergraduates admitted by the graduating department to defend their master's thesis, but who did not appear for the defense within the period established by the schedule for a valid, documented reason, the rector of the university, on the basis of the application of the undergraduate, extends their studies for a period established in accordance with the reason for failure to appear for the defense of the master's thesis.

At the end of the work of the SEC, the chairman draws up a report on the work of the SEC and submits it to the educational and methodological department within two weeks.

The report of the Chairman of the SEC should reflect: the level of training of undergraduates; the quality of dissertations, the compliance of their subjects with modern directions and requirements for the development of science, technology, production, culture; identified shortcomings in the training of undergraduates (if any); recommendations and proposals for further improvement of the training of undergraduates in this specialty.

The report of the Chairman of the SEC on the board is discussed annually at the meeting of the Faculty Council. The general results of the work of the SEC, the proposals of the chairmen of the SEC are discussed annually at the meeting of the University Council at the end of the academic year.

3 STRUCTURE AND DESIGN OF THE MASTER'S THESIS

3.1 Structure of the Master's thesis

Master's thesis should contain the following structural parts:

- title page;
- table of contents
- a list of symbols (if necessary);
- introduction;
- general characteristics of the work;
- the main part, divided into chapters, which provides an analysis of the scientific literature, a description of the methods, equipment and materials used, as well as the essence and main results of the study;
- conclusion;
- bibliography;
- appendixes (if necessary).

The title page of the thesis is drawn up according to the appendix of G.

The title of the thesis should be brief, determine the scope of the research, reflect their purpose and correspond to the content of the thesis.

In the title of the thesis, the use of complicated terminology and abbreviations, abbreviations should be avoided. It is not recommended to start the title of the thesis with the words: "Study of the process ...", "Research of some ways ...", "Development and research ...", "Some questions ...", "Materials for study ...", "On the question ..." and the like.

The table of contents is given at the beginning of the thesis and includes the names of the structural parts ("LIST OF SYMBOLS", "INTRODUCTION", "GENERAL CHARACTERISTICS OF THE WORK", the names of all chapters, sections and subsections, "CONCLUSION", "BIBLIOGRAPHY", "APPENDIXES") indicating the page numbers on which the beginning of the presentation of the relevant parts of the thesis is placed.

The section "INTRODUCTION" substantiates the relevance of the topic, determines its purpose, formulates the tasks that need to be solved to achieve the goal, selects research methods.

The section "GENERAL CHARACTERISTICS OF WORK" contains the following subsections:

- "Connection of work with major scientific programs (projects) and topics";
- "Purpose and objectives of the study";
- "Provisions to be defended";

- "Personal contribution of the applicant";
- "Approbation of the results of the thesis";
- "Publication of the results of the thesis";
- "Structure and scope of the thesis".

The title of each subsection is placed in a separate subheading.

The subsection **"Purpose and objectives of the study"** formulates the purpose of the work and the tasks that need to be solved to achieve it. Do not formulate the goal as "Research ... ", "Learning... ", since these words indicate the process of achieving the goal, and not the goal itself. In the same subsection, the object and subject of research are indicated and their choice is justified.

In the subsection **"Provisions submitted for defense"** in a concise form reflects the essence and novelty of the scientific results obtained. The wording of the provisions submitted for defense should contain distinctive features of new scientific results that characterize the applicant's contribution to the field of science to which the topic of the thesis belongs. They should contain not only a brief statement of the essence of the new results obtained, but also a comparative assessment of their scientific and of practical significance.

The subsection **"Personal contribution of the undergraduate student"** should reflect the distinction between the applicant's contribution to the scientific results included in the thesis and the contribution of co-authors of joint publications.

In the subsection **"Approbation of the results of the thesis"** it is indicated at which conferences, seminars, etc. the results of research included in the master's thesis were reported.

The subsection **"Structure and scope of the thesis"** summarizes the structure of the work and explains the logic of its construction. The full scope of the thesis in the pages, the volume occupied by illustrations, tables, appendixes (indicating their number), as well as the number of bibliographic sources used (including the applicant's own publications) are given.

The main part of the material of the thesis is presented in the chapters in which the following are given:

- analytical review of the literature on the topic, justification of the choice of research direction, general concept of work;
- description of the objects of research and the methods of research used;
- presentation of theoretical and (or) experimental studies.

In an analytical review of the literature, the undergraduate gives an essay on the main stages of the development of scientific ideas on the problem under consideration. Succinctly, critically highlighting the work known to

him in this field, the applicant must determine his place in solving the problem.

The main part provides a justification for the choice of the adopted research direction, methods of solving problems and their comparative assessments, the development of a common research methodology. Theoretical works set out the methods of calculations, the hypotheses under consideration, in experimental ones - the principles of operation and characteristics of the developed equipment, estimates of measurement errors.

When describing his own research, the author should highlight the new that he contributes to the development of the problem (task) or the development of specific areas in the relevant branch of science. The entire order of presentation in the dissertation should be subordinated to the purpose of the study formulated by the author. The division of the dissertation material into chapters, sections, subsections, as well as their sequence should be logically justified.

When writing a thesis, one should avoid general words and reasoning, unsubstantiated statements. The results of research should be presented concisely, logically and reasonably.

When writing a qualifying work, the undergraduate student is obliged to make references to the sources from which he borrows materials or individual results. It is not allowed to retell the text of other authors without references to them, as well as its citation without using quotation marks.

All direct borrowings from printed and electronic sources must be referenced. Plagiarism, as a non-independent performance of a master's thesis, is considered as a violation of the academic discipline by a student. The number of words in the shingle is 7, the threshold of uniqueness of the text is not less than 70 %.

Each chapter of the thesis should be concluded with brief conclusions that summarize the results of the research stages and on which the formulation of the main scientific results and practical recommendations of the dissertation research as a whole, given in the section "CONCLUSION", is based.

Section "CONCLUSION" contains the formulation of scientific results, as well as the possibility of practical application of the results. In it, the prospects for the further development of the scientific direction can be discussed. References should be made about the availability of acts, certificates of use (implementation) of the results obtained, and other materials related to objects of intellectual property.

Section "BIBLIOGRAPHY" should include two subsections: "List of sources used". The section should contain a list of sources of information to

which links are provided in the thesis. "List of publications of the master's student". The section should contain bibliographic information about the publications of the applicant for the academic degree "Master" on the topic of the thesis (Appendix G).

Supporting materials are included in the "**APPENDIXES**" section. It is formed in the event of a need for a more complete disclosure of the content of research, as well as an assessment of their scientific and practical significance. The number of applications is determined by the author of the thesis.

This section includes:

- intermediate mathematical proofs, formulas and calculations, measurement error estimates;
- source texts of computer programs and a brief description of them;
- tables and illustrations of an auxiliary nature;
- documents or their copies that confirm the scientific and (or) practical application of research results or recommendations for their use.

3.2 Paper and typography

The thesis for the academic degree "Master" must be printed and framed in hardcover.

The thesis should be printed on one side of a sheet of A4 white paper (210x297 mm). It is allowed to present tables and illustrations on sheets of A3 format (297x420 mm).

The typing of the thesis text should be carried out using a text editor Word. It is recommended to use a 14 point Times New Roman font. The number of characters in a line should be 60-70, line spacing should be 18 points (exactly), the number of text lines on a page should be 39-40. The line spacing can be increased if you need to insert formulas

Sizes of margins: top and bottom margins - 20 mm, left - 30 mm, right - 10 mm. The volume of the thesis, as a rule, should not exceed 70 pages. Illustrations, tables, bibliography and appendixes are not included in the volume of the thesis. The text of the main part of the thesis should be divided into chapters, sections, subsections and paragraphs. The titles of the structural parts of the thesis ("CONTENTS", "LIST OF SYMBOLS", "INTRODUCTION", "GENERAL DESCRIPTION OF THE WORK", "CHAPTER", "CONCLUSION", "BIBLIOGRAPHY", "APPENDIXES") should be typed in capital letters in the middle of the lines. To do this, use a bold font 1-2 points larger than the font in the body text. Chapter titles are formatted in the same way.

Section headings should be typed in lowercase letters (except for the first capital letter). In this case, paragraph indentation is required. A bold font 1-2 points larger than the body text should be used. Subsection headings should be typed in lowercase letters (except for the first capital letter) in bold with the font size of the main text. In this case, paragraph indentation is required. The paragraphs have no headings. If necessary, the heading of the paragraph should be typed in bold (the font size is the same as the font size of the body text). The dot does not need to be typed at the end of chapter, section and subsection headings. If the title consists of two or more sentences, then it must be separated by dot (s). A dot must be typed at the end of the item heading. The distance between the heading (except for the paragraph heading) and the text should be 2-3 line spacing. If there is no text between two headings, then the distance between them should be 1.5-2 line spacing.

Each structural part of the thesis should start on a new page. Page numbering should be in Arabic numerals. The title page is the first page of the dissertation. On the title sheet, the page number does not need to be typed; on subsequent sheets, the page number should be typed in the center of the bottom of the page. The numbering of chapters, sections, subsections, paragraphs, figures, tables, formulas, equations should be typed in Arabic numerals (without the "No." sign). The chapter number is placed after the word "CHAPTER". Sections "CONTENTS", "LIST OF SYMBOLS", "INTRODUCTION", "GENERAL DESCRIPTION OF THE WORK", "CONCLUSION", "BIBLIOGRAPHY", "APPENDIXES" should not be numbered. Also, subsections of the section "GENERAL CHARACTERISTICS OF WORK" should not be numbered. Sections should be numbered within each chapter. The section number should consist of the chapter number and the sequence number of the section, separated by a dot, for example: "2.3" (the third section of the second chapter).

Subsections should be numbered within each section. The subsection number should consist of the ordinal numbers of the chapter, section, subsection, separated by dots, for example: "1.3.2" (second subsection of the third section of the first chapter). Items should be numbered in Arabic numerals within each subsection. The item number should consist of the serial numbers of the chapter, section, subsection, item, separated by dots, for example: "4.1.3.2" (second item of the third subsection of the first section of the fourth chapter). Point numbers must be in bold. The chapter title should be typed on a new line following the chapter number. The headings of sections, subsections, paragraphs should be typed after their numbers, separated by a space. The item may not have a title. A dot does not need to be put at the end of the numbering of chapters, sections, subsections, paragraphs, as well as their headings. Illustrations and tables should be

placed directly on the page after the paragraph in which that is first mentioned, or separately on the next page. It should be located so that it is convenient to look at them without turning the thesis text or turning the text clockwise. Illustrations and tables, which are located on separate sheets, must be included in the general page numbering. If their sizes are larger than A4, they should be placed on an A3 sheet.

Illustrations and tables must be indicated by the corresponding words "Figure" and "Table", as well as numbered consistently within each chapter. Links must be made on all illustrations and tables in text of thesis. The words "Figure" and "Table" are not reduced.

The illustration number (or table) must contain the chapter number and the sequence number of the illustration (or table), which must be separated by the dot. For example: "Figure 1.2" (the second drawing of the first chapter), "Table 2.5" (the fifth table of the second chapter). If only one illustration or table is contained in chapters of thesis, then this is numbered consistently, for example: "Figure 1", "Table 3". It is necessary to follow the rules for designing tables:

- it is allowed to apply a 1-2-point font in the table than in the text of the thesis;

- column "Number in order" should not be included in the table;

- table with a large number of rows can be transferred to the next sheet.

When transferring a part of the table to another sheet, its header must be specified once above the first part of the table. Over the other parts of the table, the word "Continuation of the table" is written;

- the headlines of the column and rows should be written from the capital letter in the singular, and the subtitles of the graph should be written from the lowercase letters if it constitutes one sentence with the title. Columns can be numbered by Arabic numbers if it is necessary to refer to this on the text of the thesis.

Formulas and equations in the dissertation (if more than one) are numbered within the head. The number of the formula (equation) must contain the number of the chapter and the sequence number of the formula (equation) in the chapter, separated by the dot. The numbers of formulas (equations) must be written in parentheses on the right side of the sheet at the formula (equation), for example: "(3.1)" - the first formula of the third chapter.

The following rules for design formulas and equations must be observed:

Formulas and equations should be allocated from text to a separate line. It is necessary to insert one free line above and below each formula and equation:

- if the formula or equation do not fit into one line, then this must be

transferred to another line after the sign of equality (=) or after the signs plus (+), minus (-), multiplication (x) and divisions (:). It is necessary to repeat this sign at the beginning of the next line;

- references to formulas on the text must be listed in parentheses;
- explanation of the meaning of symbols and numeric coefficients included in the formula or equation should be given directly under the formula or equation in the same sequence in which they are specified in the formula (equation). The interpretation of each character and numeric coefficient should be specified from a new line. The first string of explanations should be started with the words "where" without a colon.

If necessary, explanations or reference data should be given to the content of the text in the form of notes, which should be written directly under the text, tables or illustrations. If there is only one note, then a dash should be placed after the word "Note" written after the indentation. after that, the content of the note should be written starting with a capital letter. In case there are several notes, each of them should be written on a new line after the paragraph indentation and numbered in Arabic numerals.

The word "Note" and the content of the notes should be written in a font 1-2 points smaller than the font size of the main text. In the dissertation, it is necessary to provide links to sources, materials or individual research results, the study of which the thesis is devoted to. Such links make it possible to find relevant sources and check the accuracy of the citation, as well as the necessary information about this source (its content, language, volume, etc.). If the same material is reprinted several times, then you should refer to its latest edition. Earlier editions can be cited only in cases where they contain the necessary material that is not included in the latest editions.

In the case of describing the results that are included in the publications of the applicant for the academic degree "master", the applicant is obliged to provide links to such publications. In the case of using information from sources with a large number of pages, the applicant must indicate the page number of illustrations, tables, formulas, equations that are referenced in the thesis in the place where the link to this source is given. For example: "[14, p. 26, table 2]" (here 14 is the number of the source in the bibliographic list, 26 is the page number, 2 is the table number).

References to sources should be indicated in accordance with the number in the bibliographic list.

The source number in the list is enclosed in square brackets. Information about the sources used in the thesis should be placed in the section "BIBLIOGRAPHY", which includes the subsections "List of sources used" and "List of publications of the applicant". it is possible to cite the same

source in the bibliographic list only once. The list of sources used and the list of publications of the applicant should be compiled in two versions: - in the order of indicating references in the text of the master's thesis - in alphabetical order of the names of the first authors or titles.

In the list of sources used, information about the sources should be numbered in Arabic numerals. And in the list of publications of the applicant, information about the sources must be numbered with Arabic numerals, which are followed by a dash with the letter "A." ("Author's") with a dot.

For example: "1 - A. Kuznetsov, O. P. Design features ...".

Information about sources should be written with paragraph indentation. In the list of used sources, put a dot after the source number. In the list of publications of the applicant, put a full stop after the number and the additional letter "A". The content of information about sources should correspond to the examples given in Appendix G.

The list of sources used in alphabetical order should be presented in three parts. In the first part, it is necessary to indicate bibliographic sources in which the Cyrillic alphabet is used for the description. In the second part it is necessary to indicate the sources in which the Latin alphabet is used, in the third part it is necessary to indicate the sources in which other graphics are used (for example: hieroglyphs, Arabic writing). If other graphics are used for the description, then after the necessary bibliographic data in the original language, you must write a translation into Russian and place it in brackets. The section "APPENDIXES" should be placed at the end of the thesis. Appendices should be arranged in the order in which links appear in the text of the thesis. materials that are not referenced in the text of the thesis cannot be included in the appendix.

Each appendix should start on a new sheet with the word "APPENDIX" in capital letters in the upper right corner. The application should have a meaningful title, which should be placed on a new line in the center of the sheet with a capital letter. Applications are designated by capital letters of the Russian alphabet, starting with A, for example: "APPENDIX A", "APPENDIX B", "APPENDIX C".

The text of each annex, if necessary, can be divided into sections and subsections, which must be numbered within each application. before the number of the section (subsection), you must put the letter corresponding to the designation of the application (for example: A 1.2 – the second subsection of the first section of Appendix A). Illustrations, tables, formulas and equations are also numbered in the appendix. If the appendix contains certificates or acts on the use of the results of the dissertation research, then it is recommended to draw up them in accordance with Appendices I, K.

All copies of the thesis prepared by the applicant for the Master's degree must be signed by the applicant on the first (title) page and on the back of the last page of the thesis. Other issues related to the registration of a master's thesis, which are not in these rules, must be solved in accordance with the Instructions for the preparation of a thesis, author's abstract and publications on the topic of the thesis (as amended by the resolution of the Higher Attestation Commission of the Republic of Belarus No. 2 on February 22, 2006).

A.U. Hrybau, A.I. Hanchar, A.V. Sychevnik

APPENDIXES

A.U. Hrybau, A.I. Hanchar, A.V. Sychevnik

APPENDIX A

Sample application of an organization for a master's thesis

Educational institution
"Grodno State
Agrarian University"
to dean of the Faculty of Economics

(name, surname)

APPLICATION

for the creation of a master's thesis by master's students of the Faculty of
Economics of the educational institution "Grodno State Agrarian
University"

We ask you to provide for the possibility of master's students of your faculty
performing a master's thesis on the topic:

Responsible person, contact details: _____
(position, initials, surname)

Completion of the master's thesis will be carried out free of charge.

The head of the organization (enterprise) _____
(signature) (initials, surname)

Place of stamp

The application must be made on the company letterhead.

APPENDIX B

Sample Master's Application

To the head of the department
agro-industrial complex economy
Kozlov A.A.

STATEMENT

I ask for permission to carry out a master's thesis on the
topic: _____

Master's thesis is created on factual materials of an enterprise,
organization, institution

(name of the enterprise, organization, institution)

(prospective supervisor - surname, initials, academic degree, title)

Master's student

«_____» _____ 20__

(signature)

(full name)

Agreed.

Scientific adviser, candidate
of economics sciences,
associate professor

«_____» _____ 20__

(signature)

(full name)

APPENDIX C

Sample individual plan

MINISTRY OF AGRICULTURE AND FOOD OF THE REPUBLIC
OF BELARUS

Educational institution
"Grodno State Agrarian University"

APPROVED

Vice Rector of education

« ____ » _____ 20__

INDIVIDUAL PLAN of the master's student

Surname, name, patronymic of the student: Ivanov Ivan Ivanovich

Form of study: daytime

Specialty: 1-25 80 01 "Economics"

Date of admission to master's degree: 01.09.20__

Graduation date for master's degree: 30.06.20__

Master's thesis topic: Economic efficiency of the use of land resources in the Grodno region

Approved by the order of the rector

№ _____ 20__

Scientific adviser, candidate
of economics sciences, associate professor

(full name, position, academic degree, academic title)

Appointed by the rector's order

№ _____ 20__

The department where the master's thesis will be carried out:
management, marketing and law

Substantiation of the topic of the master's thesis

Master's thesis topic:

1. Relevance of the topic.
2. Goals and objectives of the study.
3. Object and subject of research.
4. Research methods.
5. Relationship of the master's thesis with scientific programs and topics.
6. Scientific novelty and practical significance.
7. The main content of the thesis.
8. Expected results of the study.

Scientific adviser

« ____ » _____ 20__
(signature) (full name)

Master's student

« ____ » _____ 20__
(signature) (full name)

Approved at the meeting of the department

Protocol № _____ 20__

Head of department

« ____ » _____ 20__
(signature) (full name)

I. Curriculum plan

Name of disciplines (in accordance with the curriculum for specialties)	Form of control	Deadlines	Completion mark (handed over / not handed over; date of delivery)
Cycle of disciplines for candidate exams and credits:			
1. Philosophy and methodology of science			
2. Foreign language (indicate language)			
3. Fundamentals of pedagogy and psychology			
4. Basics of information technology			
The cycle of disciplines of the state component:			
1.			
2.			
3.			
4.			
5.			
The cycle of disciplines of the institution of higher education			
1.			
2.			
3.			
4.			
5.			

II. PLAN FOR CREATING of Master's Thesis

№	Content of work (by half-year)	Terms from (month, year) - to (month, year), indicate for which half-year of certification	Expected results and their presentation	Completion mark (done / not done) Scientific adviser's signature
1.				
2.				
3.				
4.				

III. Other types of work

№	The content of the work (Participation in seminars, conferences, preparation and publication of research results, planned business trips - for daytime budgetary education)	Terms from (month, year) - to (month, year), indicate for which half-year of certification	Expected results (content and form of presentation)	Completion mark (done / not done) Scientific adviser's signature
1.				
2.				
3.				
4.				

Scientific adviser

« ____ » _____ 20__

(signature)

(full name)

Master's student

« ____ » _____ 20__

(signature)

(full name)

Approved at the meeting of the department

Protocol № _____ 20__

Head of department

« ____ » _____ 20__

(signature)

(full name)

Dean of the Faculty

« ____ » _____ 20__

(signature)

(full name)

APPROVED
Dean of the Faculty

« ____ » _____ 20__

REPORT

of the master's student (full name) for the first half-year of preparation (form of study, by specialty)

1. Implementation of the curriculum for the preparation of masters in this specialty:
2. Results of work on the topic of the master's thesis (the results obtained, their correspondence to the "expected" in the Master's thesis preparation plan).
3. Other types of work.

Master's student

« ____ » _____ 20__

(signature)

(full name)

Certification of a master's student by a scientific adviser

Scientific adviser

« ____ » _____ 20__

(signature)

(full name)

Decision of the department based on the results of the report

Approved at the meeting of the department

Protocol № _____ 20__

Head of department

« ____ » _____ 20__

(signature)

(full name)

APPROVED
Dean of the Faculty

« ____ » _____ 20__

REPORT

of the master's student (full name) for the second half-year of preparation
(form of study, by specialty)

1. Implementation of the curriculum for the preparation of masters in this specialty:
2. Results of work on the topic of the master's thesis (the results obtained, their correspondence to the "expected" in the Master's thesis preparation plan).
3. Other types of work.

Master's student

« ____ » _____ 20__

(signature)

(full name)

Certification of a master's student by a scientific adviser

Scientific adviser

« ____ » _____ 20__

(signature)

(full name)

Decision of the department based on the results of the report

Approved at the meeting of the department

Protocol № _____ 20__

Head of department

« ____ » _____ 20__

(signature)

(full name)

APPENDIX D

A sample of the title page of a master's thesis

MINISTRY OF AGRICULTURE AND FOOD OF THE REPUBLIC
OF BELARUS
Educational Institution "Grodno State Agrarian University"
FACULTY OF ECONOMICS

UDC _____

As a manuscript

Qualified for protection

"__" "__" 20__

Head department of management, marketing and law

_____ A.S. Chernov

candidate of agricultural sciences, associate professor

IVANOV Andrey Sergeevich

ANALYSIS OF CONSUMERS OF DAIRY PRODUCTS IN GRODNO BY
METHODS OF MARKETING RESEARCH

Master's thesis

speciality 1-25 80 01 "Economics"

Scientific adviser,
Doctor of Economics Sciences,
Professor
Sergei Petrovich Ivanov

Grodno, 2021

APPENDIX E

An example of registration of a review of the supervisor of a master's thesis

REFERENCE

to the master's thesis of the master's student of the Department of Economic Theory, specialty 1-258001 "Economics",

(Full name of the master's student)

Master's thesis topic: _____

1. Relevance of the research topic.

Indicate the field of science, the reason for the relevance of the topic from a theoretical and practical point of view. Justify the importance of the study for the economy of the Republic of Belarus and a separate enterprise

2. Degree of solving the assigned tasks.

Assess the degree of solution of the assigned tasks. Indicate the difficulties encountered in performing the work, collecting the necessary information (if any).

3. The degree of independence and initiative of the student.

Assess the student's ability to generalize and systematize material, develop independent and original conclusions, proposals, recommendations. Assess the scientific originality, novelty of the master's thesis (if any).

4. Ability to use special literature, independently present material.

Evaluate the availability of skills to search for the necessary information, the ability to navigate in it, the completeness of coverage in the work of the current state of theory and methodology on the research problem, the degree of reflection of foreign experience in solving it, the depth of critical analysis of theories and concepts on this problem.

5. Knowledge of the normative legal documents governing the object and subject of research.

Indicate the presence in the thesis of the analysis of issues of regulation of the object and subject of research, study of the experience of regulation in other countries. Evaluate the ability to work with the legislative framework, the master's fluency in international standards, and the specifics of national

regulation. To note whether the developed proposals comply with the current regulatory framework of the Republic of Belarus.

6. The student's ability to do research work.

Determine the ability of the undergraduate to conduct scientific research. To assess the availability of scientific groundwork for work on a Ph.D. thesis (if any) and the ability of a master's student to continue research activities in graduate school. List the publications of the author of the work (if any).

7. The possibility of using the results obtained in practice and in the educational process.

Indicate possible directions for the practical use of the results obtained. To note whether the developed proposals correspond to the modern practice of international economic relations, whether the proposals are sufficiently economically justified, whether there has been a practical testing of the developed recommendations, whether it is confirmed by a certificate or an act of implementation.

8. Other characteristics.

It is filled in if necessary, for example, to note the merits or demerits of the work (if any), additional information about the progress of the thesis research, about the discipline of the master's student in the process of preparing the thesis, etc.

9. The degree of professional training of a master's student.

Determine that in the course of the study, the master's student showed excellent (good, sufficient, satisfactory) theoretical training and the ability to fully (sufficiently) use his knowledge in solving practical problems.

10. General assessment of the work, the possibility of awarding the degree "Master's".

To note the nature of the master's thesis (theoretical and methodological, practically significant, creative, compilation ...), to determine that the author of the work deserves (does not deserve) the award of a Master's degree.

Scientific adviser

« ____ » _____ 20__

(signature)

(full name)

An example of a review

REVIEW
of a master's thesis
Department of Economic Theory
specialties 1-25 80 01 "Economics

(Full name of the master's student)

Master's thesis topic: _____

1. Relevance of the research topic.

Indicate the reason for the relevance of the topic from a theoretical and practical point of view. Justify the importance of the study for the economy of the Republic of Belarus and an enterprise

2. Brief description of the content of the work, its relevance to the topic and task.

Describe the results of the work. Evaluate the degree of solution of the assigned tasks, the general structure of the work, its correspondence to the task and the topic, the consistency of the presentation of the material. Assess the completeness of the disclosure of the research topic.

3. Availability and completeness of a critical literature review.

To assess the completeness of the coverage of the current state of theory and methodology on this problem, the degree of reflection of foreign experience in its solution, the depth of comparative and critical analysis of theories and concepts on this problem. Indicate the existence of consideration in the work of different points of view on the subject of research. Assess the volume of the list of sources used, characterize it in terms of the presence / absence of the latest and foreign sources, scientific works, legislation, etc.

4. Knowledge by master's student of normative legal documents governing the object and subject of research.

Indicate the presence in the work of the analysis of issues of regulation of the object and subject of research, study of the experience of regulation in other countries. Evaluate the ability to work with the legislative framework, the master's fluency in international standards, and the specifics of national regulation. To note whether the developed proposals comply with the

current regulatory framework of the Republic of Belarus.

5. The validity of the applied methods and techniques.

Describe research methods and techniques. To note the presence of a systematic approach, mathematical methods and techniques, taking into account the latest theoretical developments and world experience.

6. The reliability of the initial data, the analysis, calculations and results obtained.

Describe the sources and the degree of formality and scientific nature of the materials and data used. Determine the existence and validity of the calculations. Assess the validity of the author's practical suggestions.

7. Availability of reasoned conclusions and independently obtained research results.

Indicate the presence of conclusions after each chapter of the master's thesis. To note the completeness of the presentation of the conclusions and results in the conclusion to the dissertation work, the presence in it of conclusions on its theoretical, analytical and practical parts, on the identified problems and proposals of the author. Determine the degree of validity of the findings and results. To note the presence of own theoretical, experimental and calculated results that constitute the novelty of the study (if any).

8. The practical significance of the work and the possibility of using the results obtained.

Indicate possible directions for the practical use of the results obtained. To note whether the developed proposals correspond to the modern practice of international economic relations, whether the proposals are sufficiently economically justified, whether the developed recommendations have been practically tested, whether it is confirmed by a certificate or an act of implementation.

9. Disadvantages and weaknesses of the master's thesis.

Indicate the shortcomings regarding the content of the work, the general structure of the work, the proportionality of its parts, the logical connection between its individual chapters. To note the shortcomings, methodological inaccuracies, incomplete disclosure of the topic, the possibility of deepening the research in the course of the graduate's further work. Summarize the negative points noted in paragraphs 1-8 of the review.

10. Notes on the design and style of presentation of the material.

Note the shortcomings regarding the quality of the work and its compliance with the standard and these requirements, the style of presentation of the material and its compliance with the requirements of the presentation of the scientific text. Check for stylistic and grammatical errors.

11. Evaluation of a master's thesis on a ten-point scale, the possibility of awarding a master's degree.

Note the nature of the master's thesis (theoretical and methodological, practically significant, creative, compilation ...), evaluate the work on a 10-point system, determine that the author of the work deserves (does not deserve) the award of a Master's degree.

Reviewer

« ____ » _____ 20__

(signature)

(full name)

APPENDIX G

Sample bibliographic list design

1. Examples of description of independent documents

Description of the document	Example of bibliographic description
Editions by one, two and three authors	Rips, L. J. Lines of thought: central concepts in cognitive psychology / L. J. Rips. – New York ; Oxford : Oxford Univ. Press, 2011. – XXII, 441 p.
Editions by four or more authors	Language, society and power: an introduction / L. Thomas [et al.] ; ed.: I. Singh, J. S. Peccei. – 2nd ed. – London : Routledge, 2004. – XXIV, 239 p.
Collective author's editions	Национальная стратегия устойчивого социально-экономического развития Республики Беларусь на период до 2020 г. / Нац. комис. по устойчивому развитию Респ. Беларусь ; редкол.: Л. М. Александрович [и др.]. – Минск : Юнипак, 2004. – 202 с.
	Сборник правил перевозок и тарифов железнодорожного транспорта общего пользования / Белорус. ж. д. ; сост. Е. А. Гопова. – Минск : Пересвет, 2013. – 46 с.
Multivolume publications in general	Encyclopedia of social work : in 4 vol. / ed.: L. E. Davis, T. Mizrahi. – Oxford : Oxford Univ. Press, 2011. – 4 vol.
Separate volumes in a multivolume edition	Багдановіч, М. Поўны збор твораў : у 3 т. / М. Багдановіч. – 2-е выд. – Мінск : Беларус. навука, 2001. – Т. 1 : Вершы, паэмы, пераклады, наследаванні, чарнавыя накіды. – 751 с.
	Вялікае княства Літоўскае : ВКЛ : энцыклапедыя : у 2 т. / Беларус. навука-даслед. ін-т дакументазнаўства і арх. справы ; рэдкал.: Г. П. Пашкоў (гал. рэд.) [і інш.]. – Мінск : Беларус. Энцыкл., 2005–2006. – Т. 1. – 2005. – 684 с.
Collections of articles, scientific papers	Political philosophy in the twenty-first century : essential essays / ed.: S. M. Cahn, R. B. Talisse. – Boulder : Westview Press, 2013. – VII, 291 p.
Conference materials	Personal papers in history : papers from the 3rd Intern. conf. on the history of rec. a. arch., Boston, 27–29 Sept. 2007 / Univ. of Texas ; ed.: B. L. Craig [et al.]. – Austin : Univ. of Texas, 2009. – 155 p.
Master's thesis	Швачкина, М. В. Судебное рассмотрение дел по заявлениям на нотариальные действия и отказ в их совершении : дис. ... канд. юрид. наук : 12.00.15 / М. В. Швачкина. – М., 2013. – 221 л.

Abstracts of thesis	Горянов, А. В. Эволюция сельской дворянской усадьбы в конце XVIII–начале XX в.: по материалам усадеб князей Голицыных : автореф. дис. ... канд. ист. наук : 07.00.02 / А. В. Горянов ; Рос. акад. наук, Ин-т рос. истории. – М., 2013. – 40 с.
Textbooks, teaching materials	Агапов, Е. П. Методы исследования в социальной работе : учеб. пособие / Е. П. Агапов. – 2-е изд. – М. : Дашков и К° ; Ростов н/Д : Наука-Спектр, 2013. – 223 с.
	Экономика организации (предприятия) : метод. указания / Витеб. гос. технол. ун-т ; сост.: Л. И. Китаева, В. А. Пожарицкая. – Витебск : ВГТУ, 2014. – 57 с.
Archival materials	Государственный архив Гродненской области (ГАГр). – Ф. 125. Оп. 2. Д. 223–228.
	Нацыянальны архіў Рэспублікі Беларусь (НАРБ). – Ф. 4п. Оп. 1. Д. 4329. Л. 2. Подлинник.
Research reports	Состояние и перспективы развития статистики печати Российской Федерации : отчет о НИР (заключ.) : 06-02 / Рос. кн. палата ; рук. А. А. Джиго ; исполн.: В. П. Смирнова [и др.]. – М., 2000. – 250 с. – Инв. № 756600.
Deposited scientific works	Кузнецов, Ю. С. Измерение скорости звука в холодильных расплавах / Ю. С. Кузнецов, Н. Н. Курбатов, Ю. Ф. Червинский ; Моск. хим.-технол. ун-т. – М., 1982. – 10 с. – Деп. в ИНИОН РАН 10.03.2005, № 59159.
	Шибко, Н. Л. Методика обучения русскому языку как иностранному [Электронный ресурс] / Н. Л. Шибко ; Белорус. гос. ун-т. – Минск, 2011. – 1 электрон. опт. диск (CD-ROM). – Деп. в ГУ «БелИСА» 28.02.2011, № 3-Б2011.
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Catalogs	Каталог древесных растений основных коллекционных фондов Беларуси / Центр. ботан. сад НАН Беларуси ; сост.: И. М. Гаранович [и др.] ; науч. ред. В. В. Титок. – Минск : Право и экономика, 2013. – 133 с.
Electronic resources of local access	Белорусские имена в истории развития техники [Электронный ресурс] : биобиблиогр. база данных / Респ. науч.-техн. б-ка, Отд. пат. док. – Электрон. дан. (81 запись). – Минск, 2011–. – Жест. магнит. диск. – Период обновления: эпизодически. – Электрон. текстовые дан.
	Журава, А. С. Электронны трэнажор па беларускай мове. 3 клас

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Technical regulations	<p>О безопасности оборудования, работающего под избыточным давлением : ТР ТС 032/2013 : принят 02.07.2013 : вступ. в силу 01.02.2014 / Евраз. экон. комис. – Минск : Экономэнерго, 2013. – 38 с.</p>
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Applications for invention	Устройство для вычисления полиномиальных симметрических булевых функций : заявка 20120538 Респ. Беларусь : МПК G06F7/00 (2006.01) / В. П. Супрун ; дата публ.: 30.10.2012. Apparatus and methods for performing electrotherapy : application WO2013075062, WIPO : IPC A61B1/04 (2006/01), A61N1/10 (2006/01) / J. Biondo, S. Kaye, D. Walsh, B. Kaye, D. Ashraf ; publ. date: 23.05.2013.
Invention patents	Ceramic substrate and method for the production thereof : pat. US7160406, USA : IPC B32B 37/04 (20060101), B32B37/18 (20060101), B32B38/10 (20060101), C04B35/64 (20060101), C04B37/00 (20060101), H05K1/00 (20060101) / C. Hoffman, K.-D. Aichholzer ; publ. date: 01.09.2007.
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Components of books	Abrosimova, M. A. Directions of automation / M. A. Abrosimova // Information technologies in gosudarstvennye i municipal'nogo upravleniya : ucheb. posobie / M. A. Abrosimova. - 2nd ed., ster. – M., 2013. pp. 44–46.
Chapters from books	Lemeshevsky, I. M. Ekonomicheskayazadbelorusii / I. M. Lemeshevsky // Natsional'nayaekonomikaBelarusii: osnovystrategiiirazvitiya :kurslektsii / I. M. Lemeshevsky. – Minsk, 2012. - Ch. 18. – S. 523–540.
Articles from reference publications	Bagadzyazh, M. K. RadzivilAlbrykhtStanislau / M. K. Bagadzyazh // MyslikeliasvetnikiBelarusi (Kh–XIX stagoddzi) : entsykl. Daved.

	/ warehouse. G. A. Maslyk ; gal. Red. B. I. Sachanka. – Minsk, 1995. p. 277.
Articles from collections	Articles with one, two and three authors
	Bozhanov, P. V. Directions of development of the transport complex of Belarus / P. V. Bozhanov // Modern concepts of development of transport and logistics in the Republic of Belarus : sb. st. / In-t delovoyi managementologii Belarus. State University; comp.: V. V. Apanasovich, A. D. Molokovich. – Minsk, 2014. pp. 56–64.
	Crane, M. T. Analogy, metaphor, and the new science / M. T. Crane // Introduction to cognitive cultural studies / ed. L. Zunshine. – Baltimore, 2010. – P. 103–114.
	Articles with four or more authors
	Prospects for the development of the khmel growing industry in Ukraine / T. Y. Priymachuk, A. V. Protsenko, T. Y. Sitnikova, T. A. Shtanko // Agriculture - problems and prospects : collection of scientific works / Educational institution "Grodno State Agrarian University" ; ed. by V. C. Pestis. – Grodno, 2013. - Vol. 23 : Economics (Issues of Agrarian Economics). pp. 102–109.
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	Lukashevich, M. M. Texture analysis. Algorithm for calculating textural features / M. M. Lukashevich, S. V. Sidorov // Computer systems and networks : materials 48 nauch. Conf. postgraduates, undergraduates and students, Minsk, May 7–11. / Belarusian. State University of Informatics and Radioelectronics; editorial: V. A. Prytkov (editor-in-chief) [etc.]. – Minsk, 2012. p. 12.2012 r
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	"Natsyynal culture nelgarazmets sproschana" : [To the Decrees of the Kyrgyz, A. Lukashenki prysujany pyats'premi "Za duhoynae adradzhanne"] / payole pavedaml. Prasadanta Resp. Belarus // Kultura. – 2014. - 11 Studz. pp. 1, 2.
Articles from continuing editions	Davidovich, A. L. O sovremennykh ikhodnykh k determinatsii ktsokogo presheskogo obrazovanie / A. L. Davidovich // Zb. navuk. pr. / Akad. a nightjacket. adukatsii. – Minsk, 2013. - Vyp. 11. – pp. 210–219.
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	Zagorets, V. Demographic transition: concept, stages and socio-economic significance [Electronic resource] / V. Zagorets // Belorus. journal. Int. rights. – 2013. – № 1. – Access mode: http://www.evolutio.info/images/journal/2013_1/2013_1_zaharets.pdf . – Access date: 21.02.2014.
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	<p>World heritage list [Electronic resource] // UNESCO, World Heritage Centre. – Mode of access: http://whc.unesco.org/en/list. – Date of access: 15.02.2014.</p>

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	<p>Constitution of the Russian Federation : adopted by the national. by vote on Dec. 12. . : official. text : with ism. from 30 Dec. . – M. : Iris-press, 2013. – 63 p.1993 r2008 r</p>
Codes	<p>Kodektivnogo vodonomnogo transport rossiiskoi Federatsii [Elektronnyi resurs] : 7 marta ., No 24-FZ : otystim Gos. Duma 7 Feb. . : approved. Federation Council 22 Feb. . : ed. Feder. law of 03.02.2014 // ConsultantPlus. Russia / CJSC "ConsultantPlus". – M., 2014.2001 r2001 r</p>
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Decrees	<p>O Parque vysokhih tehnologii [Elektronnyi resurs] : Dedietsiya Prezidenta Repsp. Belarus, Sep 22 ., No. 12 : as amended by the Decree of the President of the Republic of Russia. Belarus from 02.12.2013 g. // ETALON. Legislation of the Republic of Belarus / Nats. legal information center. Rep. Belarus. – Minsk, 2014.2005 r</p>

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The laws	Consumer Protection : Rep. Belarus from 9 Jan. . No. 90-Z : ed. from July 8 . No 366-Z : with izm. and add. of May 2. No 353-Z. – Minsk : Amalfeya, 2013. – 59 p.2002 r2008 r2012 r
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Resolutions	O otsheniya v povestvennostvo respubliki sreditsiya [Elektronnyi resurs] : sosediya Soveta Ministerov Rep. Belarus, Feb. 18 ., No 137 // National Legal Internet Portal of the Republic of Belarus. – Access mode: http://pravo.by/main.aspx?guid=3871&p0=C21400137&p1=1&p5=0 . – Access date: 26.02.2014.2014 r
	O konstavleniya glavnykh razvitiya lesnogogo na 2014 god [Elektronnyi resurs] : sossa Soveta Ministerov Rep. Belarus, Dec. 24 ., No 1124 // ETALON. Legislation of the Republic of Belarus / Nats. legal information center. Rep. Belarus. – Minsk, 2014.2013 r
Conventions, treaties, agreements, concepts	Convention of the United Nations on contracts of international purchase and sale of goods [Electronic resource] : [concluded in g. Vene 11.04.1980 g.] // ConsultantPlus. Russia / CJSC "ConsultantPlus". – M., 2014.
	Convention for the Safeguarding of the Intangible Cultural Heritage: Fundamentals. texts / Org. Merge. Nations on voпр. education, science and culture. – Paris : UNESCO, 2011. – VII, 103 p.
Orders, decisions, orders	O vedemennoi gosudarstvennoi statistiki v 2014 goda [Elektronnyi resurs] : prikaz Nats. stat. lump. Rep. Belarus, Dec. 26 ., No 390 // National Statistical Committee of the Republic of Belarus. – Access mode: http://belstat.gov.by/homep/ru/about/prikaz.pdf . – Access date: 21.02.2014.2013 r
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The provisions	Typical position on mobilization structures [Electronic resource] : utv. By a decree of the Government of Rep. Tajikistan, March 30 ., No 145 // Legislation of the CIS countries / LLC "SoyuzPravoInform". – Access mode: http://base.spinform.ru/show_doc.fwx?rgn=60039 . – Access date:

	21.02.2014.2013 r
	Regulations on the order of development, acceptance, introduction of changes and cancellations of technical regulations of the Customs Union [Electronic resource] : [accepted in g. Sankt-Peterburge 20.06.2012 g.] // ConsultantPlus. Belarus / LLC «YurSpektr», Nats. legal information center. Rep. Belarus. – Minsk, 2014.
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	Instructions for determining the entomological indicators of the malaria epidemic season : utv. M-vom Health Rep. Belarus 02.05.13. – Minsk : Rep. Center for Hygiene, Epidemiology and Societies. health, 2013. – 15 p.
Comments on regulatory legal acts	Privalov, I. Commentary on the resolution of the Ministry of Finance of the Republic of Belarus of May 6 . No 27 / I. Privalov // Consultant accountant: taxes, practice, accounting. – 2013. – № 9. pp. 17–23.2013 r
	Chernyuk, A. A. Providing citizens of residential premises in the dormitory of the state institution of education and reimbursement of the student expenses for the hiring of housing [Electronic resource] : [po posnogona 15.10.2013 g.] / A. A. Chernyuk // ConsultantPlus. Belarus / LLC «YurSpektr», Nats. legal information center. Rep. Belarus. – Minsk, 2014.

APPENDIX J

Sample note on the possible practical use of research results

APPROVED
Head of the organization

(signature)

(full name)
«__» _____ 20__

REFERENCE
on the possible practical use of the research results

in _____

(the area in which the practical application of the research results is possible *)

I hereby certify that _____

(the name of the structural unit of the organization)

usability assessment made _____

(specifies the specific scientific results that are supposed to be used)

obtained _____

(surname, name, patronymic of the author (s) of the study)

when executing a program (project, research topic ^{**}) _____

(name of the program, project, research topic ^{**})

for _____

(indicates promising practical tasks that can be solved)

based on what _____

(provides specific practical results, the use of which has been confirmed)

The expected economic effect from the use of the results can be _____
(calculation is attached)***

Head of structural division

« ____ » _____ 20__

(signature)

(full name)

*The name of a specific area of possible use is given: industry, agriculture, practical health care, educational process, preparation of a regulatory legal act, etc..

**Selects what is needed from the italicized text.

Provided if available. The value of the expected economic effect is given per year (per unit of production), indicating the scale of prices of which year this value is calculated.

A.U. Hrybau, A.I. Hanchar, A.V. Sychev

APPENDIX K

Sample act of practical use of research results

APPROVED
Head of the organization

(signature)

(full name)
«__» _____ 20__

ACT
on the practical use of research results

in _____
(the area in which the research results have found practical application *)

Commission consisting of _____

hereby confirms that _____

(the name of the structural subdivisions of the organization)

*a pilot test was carried out (implementation in the technological process, in the educational process, etc.) **)*

obtained _____
(surname, name, patronymic of the author (s) of the study)

when executing a program (project, research topic **) _____

for _____
(name of the program, project, research topic **)

based on what _____

(provides specific results of practical use)

The economic effect of using the results was _____
(calculation is attached)*.**

Commission members: _____

(signature) (initials, surname)

(date)

*The name of a specific area of use is given: industry, agriculture, practical health care, educational process, preparation of a regulatory legal act, etc.

**Selects what is needed from the italicized text.

Provided if available. The value of the economic effect is given per year (per unit of production), indicating the scale of prices of which year this value is calculated.

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