

The order of preparation and master's thesis defense: guidelines

Belarussian National Technical University

Master's thesis in mastering the content of the educational program of higher education of the second stage, which forms knowledge, skills and abilities of scientific-pedagogical and scientific-research work, is the result of the student's research work and represents an independent, logically completed scientific research related to the decision of a theoretical or scientific applied task.

Master's thesis in the development of the content of the educational program of higher education of the second stage with in-depth training of a specialist is an independent logically completed work related to the development of research and production, scientific and pedagogical, research tasks of an applied nature and creative problems determined by the specifics of the training direction, and testifying to the level of professional training of the student.

Control over the preparation of the master's thesis is carried out by the head of the profiling (issuing) department

THE ORDER OF MASTER'S THESIS PREPARATION

STEP 1. SELECTION AND APPROVAL OF MASTER'S THESIS TOPIC

The research topics should correspond to the profile of the specialty, meet the current state and prospects for science and practice development, as well as take into account the needs of organizations and institutions.

Duplication of master's theses topics is not allowed.

The topic of the master's thesis can be specified or changed (for example, upon the arrival of the master's student to practice in accordance with the interests of the organization (enterprise)). It is allowed to change the topic of the master's thesis, but not later than two months before its defense.

STEP 2. SCIENTIFIC GUIDANCE

The management of master's students research work is carried out by academic supervisor appointed from among faculty members and researchers with a degree and (or) academic rank.

The main functions of the supervisor of a master's thesis are:

- detailed familiarization of the master's student with the requirements;
- counseling, listening to students' reports on the progress of the master's thesis;
- direct management and control of the research process;
- assistance in selecting the necessary basic scientific, methodological literature, reference materials and other sources on the topic;
- compulsory attendance at the department meetings;
- advising a student on how to defend a master's thesis;
- preparation of a written review on the master's thesis.

The supervisor gives a written review of the master's thesis, which characterizes the attitude of the student to the research work, notes the relevance of the topic, the depth of its consideration, the practical significance of the work, the relevance of its content to the topic, the goals and objectives of the work, gives recommendations on the admission of the master's thesis to the defense.

STEP 3. PLANNING OF THE CONTENT OF MASTER'S THESIS

During the first week after the determination of the research topic, the student develops an individual work plan with the help of supervisor (including the section “Master's thesis preparation program”).

The section “Master's Thesis Preparation Program” is formed with an indication of the order and timing of the individual stages of work on the collection of materials, studying sources and literature, writing individual chapters and sections. In the course of work, the plan can be refined taking into account the collected material.

IMPORTANT!!! *All changes in the plan must be agreed with the supervisor.*

STEP 4. THE STUDY OF LITERATURE ON THE RESEARCH TOPIC

The state of knowledge of the topic is advisable to start with familiarity with informational publications, the purpose of which is operational information about both the publications themselves and the most significant aspects of their content.

Information publications, unlike ordinary bibliographic publications, operate not only with information about printed works, but also with ideas and facts contained in them. In addition to the speed of publication, they are distinguished by the novelty of the information reported, the completeness of the coverage of sources and the availability of a reference tool that allows quickly organizing and searching for documents.

**REQUIREMENTS TO
THE STRUCTURE AND
MASTER THESIS
DESIGN**

The master thesis should contain the following structural parts:

1. Title page (drawn up in accordance with the form in APPENDIX I) in Russian and English;
2. "Contents" section;
3. "List of abbreviations and (or) symbols" section (if necessary);
4. "Introduction" section;
5. "General characteristics of the work" section;
6. The main part, divided into chapters, including an analytical review of the literature on the research topic;
7. "Conclusion" (conclusions) section;
8. "Bibliography" or "List of references" ("References") section;
9. "Appendices" section (if necessary).

IMPORTANT !!!! Example of title page

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MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS
BELARUSIAN NATIONAL TECHNICAL UNIVERSITY

International Institute for Distance Education

Department of «Information technologies in management»

ADMITTED FOR DEFENSE

Head of the Department

_____ I.I. ~~Kandratava~~

"__" "_____" 2026

MASTER'S THESIS

for the degree of Master of Science

**TENCENT'S PROFIT MODEL RESEARCH AND
FINANCIAL ANALYSIS**

Specialty 7-06-0412-01 «Management»

Master's student

Yang Chen

Scientific Supervisor

Lisitsa E.S.

Associate professor of Department

“Information technologies in management”,

PhD in Economics

Minsk 2026

IMPORTANT !!!! Example of title page in Russian language

МИНИСТЕРСТВО ОБРАЗОВАНИЯ РЕСПУБЛИКИ БЕЛАРУСЬ
БЕЛОРУССКИЙ НАЦИОНАЛЬНЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ

Международный институт дистанционного образования

Кафедра «Информационные технологии в управлении»

ДОПУЩЕН К ЗАЩИТЕ

Заведующий кафедрой

И.И. Кондратова

«—» _____ 2026 г.

МАГИСТЕРСКАЯ ДИССЕРТАЦИЯ

на соискание степени магистра

**ИССЛЕДОВАНИЕ И ФИНАНСОВЫЙ АНАЛИЗ МОДЕЛИ ПРИБЫЛИ
КОМПАНИИ «TENCENT»**

Специальность 7-06-0412-01 «Менеджмент»

Магистрант

Ян Чэнь

Научный руководитель
доцент кафедры «Информационные
технологии в управлении»,
канд. экон. наук

Лисица Е.С.

Минск 2026

▶ The master thesis must contain a reference and research part. The research part must be at least 50% (for specialties of the educational program with in-depth training of a specialist – at least 70%) of the thesis volume.

▶ The topic of the thesis must be formulated briefly (up to 10 words); it should define the area of research, reflect their purpose and correspond to the content of the thesis.

Title page

▶ When formulating a thesis topic, it is not recommended to start the title of the thesis with the words: “Study of the process ...”, “Study of some ways ...”, “Development and research ...”, “Some questions ...”, “Materials to study ...”, “The question of ...” and so forth.

Table of Contents

The contents is given at the beginning of the thesis and includes the names of its structural parts, indicating the number of pages on which the beginning of the presentation of the relevant parts of the thesis is placed.

Structural parts of the thesis

“Contents“

"List of abbreviations and (or) symbols“

"General characteristics of the work“

"Introduction“

"Chapter 1“

1.1

1.2

1.3

"Chapter 2“

2.1

2.2

2.3

"Chapter 3“

3.1

3.2

3.3

"Conclusion",

"Bibliography",

"Appendices"

List of abbreviations and (or) symbols

If specific terminology, rare abbreviations, abbreviations, conventions and the like are used in the thesis, they are combined into a list of symbols and abbreviations placed before the introduction.

In this list, special terms, abbreviations, abbreviations, conventions and the like are arranged in alphabetical order in the form of a column, and their decoding is given to the right of them.

Terms -

Abbreviation -

Terms -

Abbreviation -

Terms -

Abbreviation -

If necessary!!!!

"General characteristics of the work" contains:

“Connection of work with large scientific programs (projects) and topics and relevance of the study”;

"The subject, object, purpose, objectives and methods of the study";

“Provisions for the defense”;

"Personal contribution of the applicant";

"Approbation of the thesis results";

"The publication of the thesis results";

"The structure and volume of the thesis“

Introduction

In the section "Introduction" the relevance of the topic is substantiated, research methods are selected, and the place of the dissertation among other studies in this area is reflected.

- ▶ "The purpose and objectives of the study" - the goal of the work and the tasks that need to be solved to achieve it are formulated. One should not formulate the goal as "Research ...", "Study ..." as 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.
- ▶ "Provisions for the defense" - the essence and novelty of the scientific results obtained are reflected in a concise form. The wording of the provisions submitted for defense should contain the distinguishing features of the new scientific results, which characterize the applicant's contribution to the field of science related to the topic of the thesis. They should contain not only a brief account of the essence of the new results obtained, but also a comparative assessment of their scientific and practical significance.
- ▶ "Personal contribution of the master's student" should be reflected the distinction between the contribution of the applicant to the scientific results included in the thesis, from the contribution of co-authors of joint publications.
- ▶ "Approbation of the thesis results" it is indicated at which conferences, seminars, etc. the results of research included in the master's thesis were reported.
- ▶ "The structure and volume of the thesis" the structure of the work is briefly stated and the logic of its construction is explained. The full volume of the thesis in pages, the volume occupied by illustrations, tables, appendices (with an indication of their number), as well as the number of used bibliographic sources (including the applicant's own publications) are given.

▶ The main part is presented in chapters that provide an analytical review of the literature, the rationale for choosing the direction of research, the general concept of the work, a description of the objects of study and the methods of research used, the presentation of theoretical and (or) experimental studies.

▶ In the analytical review of the literature student analyzes the main stages of the development of scientific ideas on the problem.

▶ In the main part the rationale for the choice of the accepted research direction, methods of solving problems and their comparative assessments, development of a general research methodology are provided.

▶ The order of presentation in the thesis should be subordinated to the purpose of the research formulated by the author.

▶ When writing a thesis, the master's student is obliged to make references to the sources from which borrows materials or individual results. *It is not allowed to retell the text of other authors without reference to them, as well as to quote it without using quotes.*

▶ Each chapter of the thesis should be completed with brief conclusions that summarize the stages of the research and on which the formulation of the main scientific results and practical recommendations of the thesis research in general, given in the section "Conclusion", is based.

Conclusion

should contain two subsections:

- (1) The main scientific results of the thesis
- (2) Recommendations for the practical use of the results

► ***The main scientific results of the thesis*** gives a summary of the essence of the scientific results of the thesis. In this section, the wording of the distinctive features of new scientific results can be presented in more detail than in the provisions submitted for defense. This section presents not only the main results that have scientific novelty, but also other results (for example, the proposed methodologies, the created experimental installations, etc.).

► ***Recommendations for the practical use of the results*** discusses the possibilities of practical application of the results. It also can be discussed the prospects for further development of this scientific direction. In the presence of acts, certificates of use (implementation) of the results obtained, other materials relating to the objects of intellectual property registered in the prescribed manner, reference to these documents should be made in the relevant paragraphs of this subsection.

Bibliography / List of References / References

include two subsections:

- (1) List of sources used, containing a list of sources of information referenced in the thesis

- (2) List of publications of the master's student, which contains bibliographic information about publications of an applicant of "Master" academic degree on the topic of the thesis

For preparing a Bibliography you should use the following link:

<https://vak.gov.by/bibliographicDescription>

Appendices

includes supporting material.

- ▶ It is formed in case of need for more complete disclosure of the content and results of research, evaluation of their scientific and practical significance.
- ▶ The number of appendices is determined by the author of the thesis.
- ▶ Appendices include:
 - intermediate mathematical proofs, formulas and calculations, measurement error estimates;
 - source texts of computer programs and a brief description of them;
 - tables and illustrations of auxiliary character;
 - copies of documents, certified in the prescribed manner, which confirm the scientific and (or) practical application of research results or recommendations for their use.

REQUIREMENTS TO THE TEXT OF MASTER'S THESIS

▶ Language – ENGLISH

▶ The work should be concise, logical and reasoned to present the content and results of research; the abundance of common words, unsubstantiated statements, tautology, unjustified increase in the volume of work should be avoided.

▶ The style of presentation should be scientific, involving the use of terminology accepted in the relevant branch of science (practice).

▶ Proposals should be formulated so as to avoid their ambiguous or contradictory interpretation, uncertainty of understanding.

▶ Should not resort to artificial complication of the text, a false scientific speculation, which often hides the superficial content of the work.

▶ In the text of the work it is recommended to allocate the finished thought in a separate paragraph.

▶ The conclusions formulated by experts on this problem can be used as arguments.

▶ The citations given in the text should not be cumbersome.

▶ If there are different points of view on the subject of research, it is necessary to cite each of them, critically analyze and formulate a conclusion about one or the other.

▶ Grammatical, syntactic, punctuation errors, typos in the master's thesis are unacceptable.

IMPORTANT!!!

- ▶ The thesis is printed using a computer and a printer on one side of a sheet of white A4 paper (210 x 297 mm). It is allowed to present tables and illustrations on sheets of A3 format (297 x 420 mm).
- ▶ The text of the thesis is typed using the Word text editor. *The Times New Roman typeface is used in the usual outline of 14 points.* The number of characters in a line should be **60-70**, the line spacing should be 18 points, the number of text lines on a page - 39-40 in document formats doc, rtf, or odt with text alignment on the width of the sheet. In the case of insertion formulas into the line, it is allowed to increase the line spacing.
- ▶ The print font must be straight, clear, black, the same throughout the text of the thesis. It is allowed to use the computer possibilities of focusing attention on definitions, terms, theorems, important features, using a different typeface: italic, bold, italic bold, highlighting using frames, discharge, underlining and more.
- ▶ The following margins are set: top and bottom - 20 mm, left - 30 mm, right - 15 mm.

The volume of theses, as a rule, **should not exceed 70 pages**. Figures, tables, bibliography and applications are not taken into account when calculating the volume of the thesis

The headings of the structural parts of the thesis "contents", "List of abbreviations and (or) symbols", "Introduction", "General characteristics of the work", "Chapter", "Conclusion", "Bibliography", "Appendices" are typed in capital letters in the middle of lines, using a bold font with a size of 1 to 2 points larger than the font in the main text. The chapter headings are typed in the same way. Section headings are typed in lower case letters (except the first capital) with indention in bold with a size of 1-2 points more than in the main text. Headings of subsections are typed with indention in lower case letters (except the first capital) in bold with the font size of the main text

Like this:

GENERAL CHARACTERISTICS OF THE WORK



the Times New Roman typeface is used in the usual outline of 16 points. Middle lines. Bolt font.

- ▶ The distance between the title (with the exception of the paragraph title) and the text should be 2-3 line spacing. If there is no text between two titles, the distance between them should be 1.5-2 line spacing.
- ▶ The distance between the title and the text after which the title follows, may be larger than the distance between the title and the text to which it relates.
- ▶ Each structural part of the thesis should begin with a new sheet.

Page numbering is given in Arabic numerals.

▶ The first page is the title page, which is included in the general numbering of the thesis pages. On the title page, the page number is not put, on the subsequent sheets the number is placed in the center of the bottom of the sheet without a full stop at the end.

▶ The numbering of chapters, sections, subsections, paragraphs, figures, tables, formulas, equations is given in Arabic numerals without the “No.” sign.

▶ The chapter number is placed after the word "Chapter". The sections "Table of contents", "List of abbreviations and (or) symbols", "Introduction", "General characteristics of the work", "Conclusion", "Bibliography", "Appendices" do not have numbers. Subsections of "General characteristics of the work" section are also not numbered.

▶ Sections are numbered within each chapter. The section number consists of the chapter number and the ordinal number of the section, separated by a dot, for example: "2.3" (the third section of the second chapter).

▶ The title of the chapter is typed from the new line following the chapter number. Titles of sections, subsections, paragraphs are given after their numbers separated by a space. A paragraph may not have a title.

▶ At the end of the numbering of chapters, sections, subsections, paragraphs, as well as their titles, a full stop is not put.

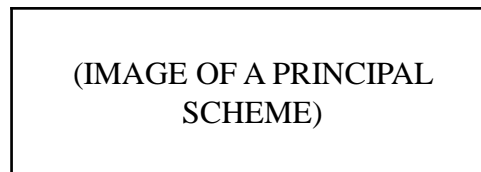
FIGURES AND TABLES

- ▶ Figures and tables should be placed in the thesis directly on the page with the text after the paragraph in which they are mentioned for the first time, or separately on the next page.
- ▶ They should be arranged so that they can be conveniently viewed without turning the thesis or turning it clockwise.
- ▶ Figures and tables, which are located on separate sheets of the thesis, are included in the general numbering of pages. If their sizes are larger than A4, they are placed on an A3 sheet and counted as one page.
- ▶ Figures and tables are designated by the words “figure” and “table” respectively and are numbered sequentially within each chapter.
- ▶ All tables and Figures should be referenced in the text of the thesis.
- ▶ The words “figure” and “table” in the captions to the figure, table and in the links to them are not abbreviated.

▶ The number of the illustration (table) shall consist of the number of the chapter and the sequence number of the illustration (table), separated by a dot. For example: “figure 1.2” (second figure of the first chapter), “table 2.5” (fifth table of the second chapter).

▶ Illustrations have the name and explanatory data (captioned text), located in the center of the page. Explanatory data are placed under the illustration, and from the next line - the word "Figure", the number and title of the illustration, separated by a dash number from the name. The full stop at the end of the numbering and the names of the illustrations are not set. Word wrapping is not allowed in the name of the picture. The word “Figure”, its number and name of the illustration are typed in bold, and the word “Figure”, its number, as well as its explanatory data, reduced by 1-2 points font size.

For example:



1 - frame with table; 2 - compacted veneer; 3 - ruler guides; 4 - flat elements with electric heating

Figure 2.1 - Schematic diagram for veneer compaction

12 points, TNR

- ▶ Digital material of the thesis is made in the form of tables. Each table should have a short heading, which consists of the word "Table", its serial number and the name, separated from the number by a dash.
- ▶ The title should be placed above the table on the left, without indentation.
- ▶ The name of the table and the table are printed in a font with a size of 1-2 points smaller than the font size of the main text

For example:

Table 3.17 - Characteristics of the processes of formation of fibers from cellulose hydrate

The name of indicators	Fiber type	
	Rayon	«Camelon»
Maximum draw plate, %	15-25	70-80
Precipitation bath temperature, °C	50	15-20
Maximum multiplicity of extrusion, %	100-200	20-50

*Headings
count
Subheadings
count*

*Lines
(horizontal
rows)*

Sidwall (count for headers)
Counts (columns)

TABLE FORMATTING RULES

- ▶ It is allowed to use in the table a font by 1-2 points smaller than in the text of the thesis
- ▶ Do not include in the table the column “Number in order”; a table with a large number of rows can be transferred to the next sheet
- ▶ When transferring a part of a table to another sheet, its heading should be indicated once above the first part, the word “Continued” should be written above the other parts
- ▶ The headings of columns and lines should be written with a capital letter in the singular, and the subheadings of the column should be written with a lowercase letter if they make up one sentence with a heading, and with a capital letter if they have an independent meaning; It is allowed to number the graphs in Arabic numerals, if it is necessary to give references to them in the text of the thesis

FORMULAS AND EQUATIONS

- ▶ are numbered within the chapter. The formula (equation) number consists of the chapter number and the ordinal number of the formula (equation) in the chapter, separated by a dot. The numbers of the formulas (equations) are written in parentheses near the right margin of the sheet at the level of the formula (equation), for example: "(3.1)" is the first formula of the third chapter.
- ▶ Formulas and equations should be separated from the text in a separate line. Above and below each formula and equation is left one free line
- ▶ If a formula or equation does not fit in one line, it must be moved after the equal sign (=) or after the plus (+), minus (-), multiplication (x) and division signs (:). At the same time, the sign should be repeated at the beginning of the next line;
- ▶ References to formulas in the text of the thesis are given in brackets;
- ▶ Explanation of the values of symbols and numerical factors included in a formula or equation should be given directly under the formula or equation in the same sequence as they are given in the formula (equation). The value of each character and numerical factor should be given from the new line. The first line of explanation begins with the words "where" without a colon.

NOTES

▶ when describing in the thesis the results included in the individual publications of the applicant of the “Master” academic degree, as well as in the publications written together with other persons, the applicant is obliged to provide references to such publications.

▶ when using information from a source with a large number of pages, the applicant must indicate in the place of the thesis where the reference to this source is given, the number of pages, illustrations, tables, formulas, equations referred to in the thesis. For example: “[14, p.26, table 2]”

▶ references to sources in the text of the thesis are carried out by bringing the number in accordance with the bibliographic list. The source number in the list is enclosed in square brackets or placed between two slashes.

▶ Information about the sources used in the thesis is given in the section "Bibliographic list", including the subsections "List of sources used" and "List of publications of the applicant"

▶ The list of sources used and the list of publications of the applicant are formed in the order in which the references appear in the text of the master's thesis or in alphabetical order of the names of the first authors and (or) titles.

▶ In the list of sources used information about the sources is numbered in Arabic numerals, and in the list of publications of the applicant - in Arabic numerals, which are supplemented by a dash with the letter “A.” (“author's”) with a period. For example: “1 – A.Kuznetsov, O.P. Construction features ... ”.

ANNEXES

▶ is drawn up at the end of the manuscript or as a separate part (book), arranged in the order in which the references appear in the thesis text. It is not allowed to include in the annex materials that are not referenced in the text of the thesis.

▶ Each annex should start from a new sheet with the word “ANNEX” printed in capital letters in upper right corner. The annex must have a meaningful title, which is placed on a new line in the center of the sheet with a capital letter.

▶ Annexes are designated in capital letters of the Latin alphabet, starting with A, (with the exception of the letters I and O) for example: "ANNEX A", " ANNEX B", " ANNEX D".

▶ When making applications in a separate part (book) the word "ANNEXES" is printed on the title page in capital letters under the title of the thesis.

▶ The text of each annex, if necessary, can be divided into sections and subsections, which are numbered within each annex, with the letter number corresponding to the annex designation (for example: A 1.2 - the second subsection of the first section of Annex A). Illustrations, tables, formulas and equations are numbered in the annex in the same way.

**THE ADMISSION
PROCEDURE FOR
THE THESIS
DEFENSE**

(1) The master thesis is submitted to the defense in the form of a specially prepared manuscript, typographically printed in a hard (book) binding. ***The thesis is submitted by the undergraduate to the major (graduating department) in one copy no later than 2 weeks before its defense.*** At the end of the text (on the last sheet of work) the performer puts his signature and the date of delivery of the work.



(2) ***The supervisor in a week's time draws up a written review,*** which should contain a description of the current work of a student on the chosen topic, an assessment of the completeness of the assignment, and recommendations on admission to defense.



(3) ***Master's thesis with a written review of the supervisor is transferred to the head of the department,*** which on the basis of these materials decides on the admission of work to defense, makes an appropriate entry on the title page of the master's thesis in the admission list.

If the head of the department does not consider it possible to allow work to be defended, the issue of admission is submitted to the meeting of the department with the participation of the head and author of the work.

Cases in which the master's student may not be allowed to defend the final qualifying work:

1. non-fulfillment of the student's individual work plan;
2. violation of the terms of changing the theme of the master's thesis or a change of supervisor (without a valid reason and following proper procedures);
3. negative feedback from the supervisor of the master's thesis



THE PROCEDURE OF MASTER'S THESIS DEFENSE

▶ The students are allowed to defend a master's thesis, when mastering the content of educational programs of higher education of the second stage, fully complied the curriculum of the specialty, the individual work plan. The admission of students to the final certification is provided by the profiling (graduating) departments

▶ The admission of the master's student to the defense is issued by the order of the dean

▶ The following documents must be submitted to the state examination commission (SEC):

- extracts from the order on the composition of the SEC;
- copies of the schedule of work of the SEC;
- copies of the order for the admission of master's students to the master's thesis defense;
- a summary statement of the progress of master's students (or training cards with an indication of the marks they received for the entire period of receiving education in the studied academic disciplines and practice);
- test and examination books, issued in the prescribed manner;
- forms of sheets of the oral response, issued in the prescribed manner;
- criteria for assessing the master's thesis defense;
- Master's theses, designed in the prescribed manner;
- reviews of master's theses supervisors;
- reviews of experts who have reviewed master's theses.

**HOW TO
FORMULATE THE
MAIN TERMS OF
MASTER'S THESIS**

Part 1. Theme of the scientific direction of the master's thesis

Write the theme of your master dissertation

Part 2. Relevance of the topic

It's important that your dissertation topic is relevant, as relevance demonstrates that your study is useful. You must explain why studying this problem is important.

You can use the next words:

The problem of ... is one of the most important.

The actual range of problems is much wider.

The problem of ... has not lost its topical significance.

The problem became more acute, it took a new form.

The problem requires a detailed study.

The question of ... has become acute.

The study of ... is of primary importance.

At present there is a growing interest in ...

The question still remains open.

No one has made a careful inquiry into ...

Now the research focus has shifted towards ...

We possess a vague and general idea of ...

We know little (much) about ...

The problem arises (is / was raised) in connection with ...

Part 3. Goals and objectives of the research

Formulating research aim and objectives in an appropriate manner is one of the most important aspects of your thesis. This is because research aim and objectives determine the scope, depth and the overall direction of the research. Achievement of research aim provides answer to the research question. Research objectives divide research aim into several parts.

Example

The purpose of the dissertation is to study.....

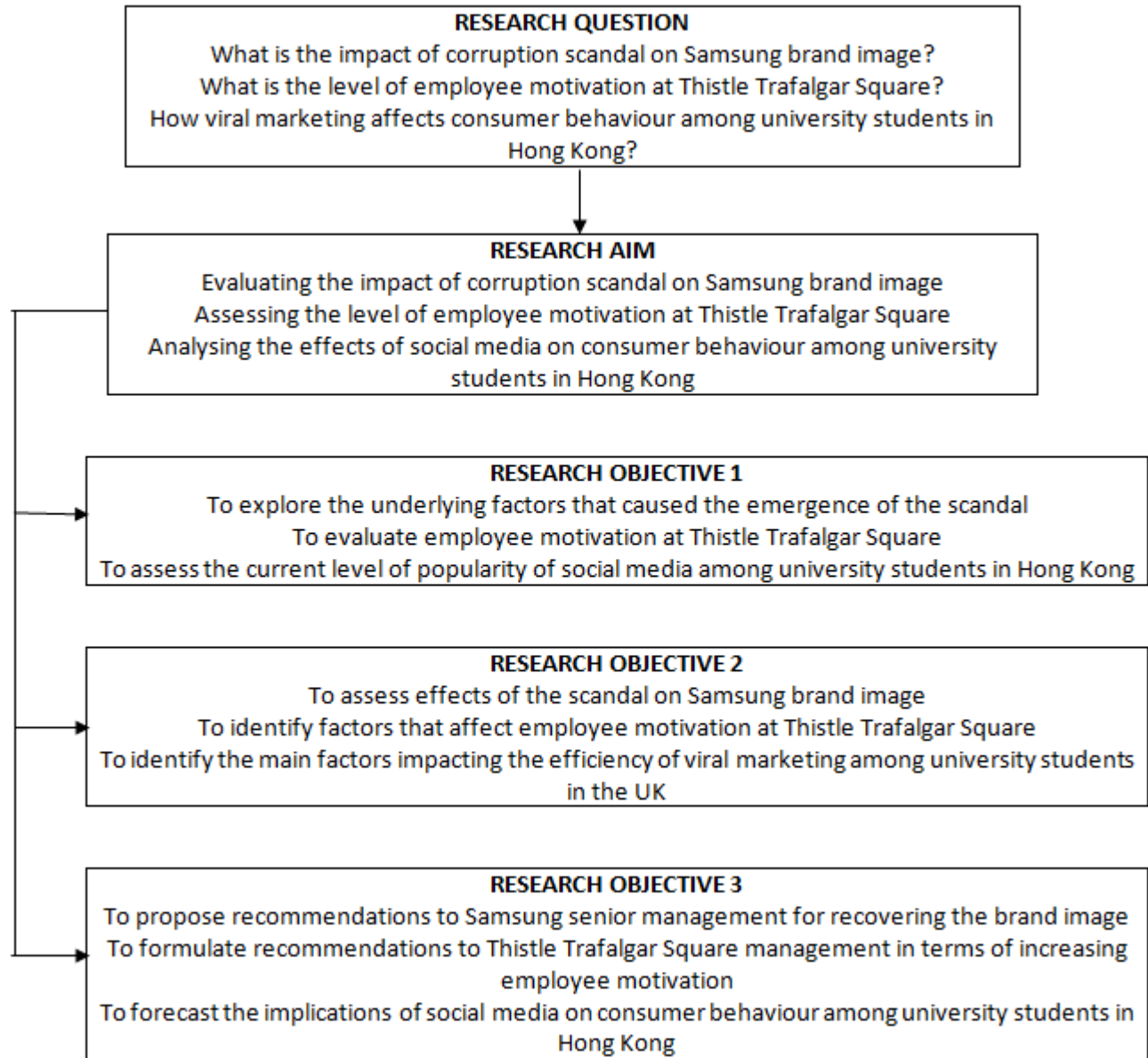
Objectives:

- 1.To analyze*
- 2.To consider.....*
- 3.To identify problems and prospects for*

Common mistakes in the formulation of research aim are the following:

1. Choosing the topic too broadly (you must find a research question which you'll give an answer in your dissertation).
2. Setting an unrealistic aim.
3. Choosing research methods incompatible with the timeframe available.

Figure below illustrates additional examples in formulating research aims and objectives:



Part 4. Object and subject of the research

The object of the study is called the phenomenon, a process that generates the problems raised in a particular work. This is the part of scientific knowledge that the author needs to work with.

The subject of the scientific work is called specifically the taken component of the selected object of study.

The object is a larger area that can be explored from different angles. The subject is a secondary concept, and the object is a primary one, as it relates to a part of the system.

When talking about the subject, you can devote a lot of time to the description and it is correct. The object can be described in a couple of words or sentences.

Example:

Theme of the scientific direction of the master's thesis

The Insurance and Banking sector integration

Object and subject of the research

Object: insurance companies and banking organizations of the Republic of Belarus and the Republic of Cameroon

Subject of research: integration processes in the banking and insurance sectors.

Part 5. Methods of research

Research methods are specific procedures for collecting and analyzing data.

Example:

The methodological basis of the research is general scientific methods and techniques such as data grouping, analysis, synthesis, observation, measurement, classification, generalization method, system approach. Also, the study uses such private scientific methods as factor analysis, regression modeling, optimization methods, etc.

Part 6. Relationship of work with scientific programs and topics.

Example:

Master's work is carried out within the framework of the 2nd half of the day of the department:

Part 7. Scientific novelty and practical significance

Scientific novelty: consists in identifying the characteristics of the interaction of banks and insurance organizations; proposals for the development of the Bancassurance project; developing a model for the functioning of a financial association based on the interaction of banks and insurance organizations.

Practical value: the results of the work can be used in practice to improve the efficiency of the financial market.

Part 8. The main content of the dissertation

GENERAL CHARACTERISTIC OF WORK

INTRODUCTION

CHAPTER 1 THEORETICAL BASIS OF CONVERGENCE OF BANKING AND INSURANCE BUSINESS

- 1.1 Economic aspects of the interaction of banks and insurance organizations
- 1.2 Stages of cooperation and convergence of the banking and insurance business
- 1.3 Foreign experience in the formation of packages of banking and insurance services
- 1.4 Regulatory support of the domestic financial market in the context of the interaction of the banking and insurance sectors

CHAPTER 2 ANALYSIS OF INTERACTION OF BANKS AND INSURANCE ORGANIZATIONS IN THE REPUBLIC OF BELARUS AND THE REPUBLIC OF CAMEROON

- 2.1 Analysis of the development of the banking sector and the insurance sector of the Republic of Belarus
- 2.2 Analysis of the development of the banking sector and the insurance sector of the Republic of Cameroon
- 2.3 Analysis of cooperation and convergence of the banking and insurance business

CHAPTER 3 DIRECTIONS OF DEVELOPMENT OF INTEGRATION PROCESSES OF BANKING AND INSURANCE BUSINESS IN THE REPUBLIC OF BELARUS AND THE REPUBLIC OF CAMEROON

- 3.1 Proposals for the development of the Bancassurance project
- 3.2. The model of functioning of a financial association based on the interaction of banks and insurance organizations

Chapter I is always about theoretical basis of object and subject of your researching, must include analytical review of the literature, the general concept of the work, a description of the objects of study and the methods of research used. It's also necessary to study foreign experience functioning of object of your researching. And one part of chapter I must include information about regulatory support of studying problems.

Example

CHAPTER I THEORETICAL BASIS OF CONVERGENCE OF BANKING AND INSURANCE BUSINESS

- 1.1 Economic aspects of the interaction of banks and insurance organizations
- 1.2 Stages of cooperation and convergence of the banking and insurance business
- 1.3 Foreign experience in the formation of packages of banking and insurance services
- 1.4 Regulatory support of the domestic financial market in the context of the interaction of the banking and insurance sectors

Chapter 2 is always practical part which include analysis of all aspects of researching problems. Analysis must be carried out in 3 years

Example:

CHAPTER 2 ANALYSIS OF INTERACTION OF BANKS AND INSURANCE ORGANIZATIONS IN THE REPUBLIC OF BELARUS AND THE REPUBLIC OF CAMEROON

2.1 Analysis of the development of the banking sector and the insurance sector of the Republic of Belarus

2.2 Analysis of the development of the banking sector and the insurance sector of the Republic of Cameroon

2.3 Analysis of cooperation and convergence of the banking and insurance business

Chapter 3 is about directions of development, results and perspectives of development you researching problems.

Example:

CHAPTER 3 DIRECTIONS OF DEVELOPMENT OF INTEGRATION PROCESSES OF BANKING AND INSURANCE BUSINESS IN THE REPUBLIC OF BELARUS AND THE REPUBLIC OF CAMEROON

3.1 Proposals for the development of the Bancassurance project

3.2. The model of functioning of a financial association based on the interaction of banks and insurance organizations

Structure of master's dissertation

Chapter 1. Theoretical
researching, literature
review

review of the literature on the topic, definition of problems, actuality and tasks, research of international experience and legal regulation

Chapter 2. Practical
researching, data
analysis

obtaining new knowledge about the object of research, analyzing statistical data

Chapter 3. Results and
perspectives

determination of prospects and directions for improving the functioning of the object, directions of applying the knowledge gained in practice

PLAN OF PREPARATION OF MASTER DISSERTATION

This part filled in together with the supervisor, and must include information about master student's work every month.

You must filled in every column work contents of every month. Example:

No.	Work contents*	Expected results	Planned date of completion (might be adjusted in accordance with chair working plan)	Completion status (recorded by the scientific supervisor or head of chair)
1.	Development of the research plan. Collection and processing of material for the writing of the first chapter of the master's thesis	The plan is approved by the scientific supervisor. Draft version of the first chapter		
2.	Presentation of the first chapter of the master's thesis to the scientific supervisor	The final version of the first chapter		
3.	Intermediate control at the department	Report		
1.	Collection and processing of material for the writing of the second chapter of the master's thesis	Draft version of the second chapter		
2.	Collection and processing of material for the writing of the third chapter of the master's thesis	Collecting material		
3.	Participation in scientific events, preparation of materials for publication	Articles		
4.	Current assessment	Project of the master's thesis.		

IMPOTANT!!!

During your education you will have two current assessment, where you must prepare and defend a report and present it.

EXAMPLES

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Names of the parts, figures, tables

1. THEORETICAL BACKGROUND OF GREEN HUMAN RESOURCE MANAGEMENT

1.1 The concept of Green Human Resource Management: functions, process, effects and implementing barriers

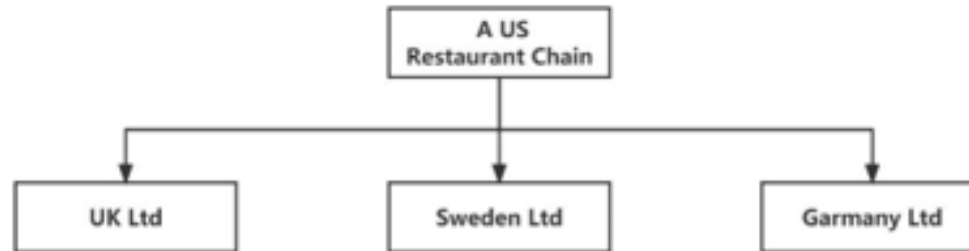


Figure 1.1- Organizational structure

Source: the author's research

Table 3.4 - The pairwise comparison matrix and the calculated weight vector:

Indicator	Environmental Impact	Social Impact	Economic Impact	Weight
Environmental Impact	1	3	5	0.5
Social Impact	1/3	1	3	0.3
Economic Impact	1/5	1/3	1	0.2

Source: the author's research