**Guidelines on Master’s theses preparation and**

**requirements for their content and formatting in BNTU**

**Article 1**

**INTRODUCTORY PROVISIONS**

1. The guidelines are developed in accordance with the Code of the Republic of Belarus on Education, the Rules for the certification of students, cadets, listeners when mastering the content of educational programs of higher education, approved by the resolution of the Ministry of Education of the Republic of Belarus dated May 29, 2012 No. 53, Instructions for the preparation of a thesis, abstract and publications on the topic of the dissertation, approved by the resolution of the Presidium of the State Higher Attestation Committee of the Republic of Belarus No. 178 on 24.12.1997, the Procedure for the development, approval and registration of curricula and individual work plans of undergraduates for the implementation of the content of educational programs of higher education of the second stage, approved by the Minister of Education of the Republic of Belarus decree dated 27.05.2013 № 405, with educational programs, educational standards, state standards of the Republic of Belarus, regulating the development and execution of documentation.

2. The instruction establishes the main provisions that determine the order of organizing Master’s thesis completion process and the requirements for their content and formatting in BNTU.

3. Final assessment of students in the form of defending the Master's thesis shall be the final stage in completing the Master studies programs.

4. Master's thesis is an independently completed research work with internal unity, dedicated to solving a theoretical, experimental or applied problem in the corresponding field of professional activity, indicating the personal contribution of the author to science and (or) practical knowledge.

5 In completion of the Master studies program which forms the knowledge, skills and abilities of scientific-pedagogical and research work and ensures earning a Master's degree, the Master's thesis is the result of the student's research work and is an independent logically completed scientific research, associated with the solution of a theoretical or practical research problem.

6. In completing the Master studies program together with in-depth specialist training and ensuring a Master's degree, the Master's thesis is an independent logically completed work related to the development of scientific , industrial, pedagogical, research tasks of applied and creative nature, determined by the specificity of the training direction and indicating the student’s professional training level.

7. The Master's thesis is carried out in accordance with the individual work plan of the Master's student (hereinafter referred to as the individual plan), approved no later than two calendar weeks after the start of studies in the academic year.

**Article 2**

**ORGANIZING MASTER’S THESIS PREPARATION**

8. The stages of a Master's thesis completion process include:

selection and approval of the topic of the Master's thesis and scientific supervisor;

development of an individual plan;

studying the requirements for the content and design of a Master's thesis;

writing a Master's thesis;

admission to the defense of a Master's thesis;

review of the Master's thesis;

defense and assessment of a Master's thesis.

9. Topics of Master's theses are discussed at a meeting of the graduation department (hereinafter referred to as the department). The topics of Master's theses should be relevant, correspond to the current state and prospects for the development of science, technology and culture.

Topics of Master's theses and scientific supervisors are approved by the rector of BNTU’s decree within two months after the students’ enrollment for the Master studies program. It is allowed to change the topic of the Master's thesis but no later than two months before its defense.

The Master’s student has the right to choose the topic of the Master's thesis from those proposed by the department or propose his own, justifying its practical relevance.

Having chosen a topic, the Master’s student submits an application addressed to the head of the department with a request for its approval.

10. The topic of the master's thesis should be short, should define the area of research carried out, reflect their purpose and correspond to the content of the Master's thesis.

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

11. The supervision of the Master’s students research work is carried out by scientific supervisors appointed from the faculty and research workers who have an academic degree and (or) an academic title. The number of Master’s students for one scientific supervisor should not exceed seven people.

12. The program for a Master's thesis completion process is determined by an individual plan.

The individual plan of a Master's student’s is developed on the basis of the BNTU curriculum and provides for this Master's student activities for completing the Master studies program.

The individual plan is discussed by the scientific supervisor and the Master’s student and is drawn up in one copy and approved by the vice-rector for academic, research and student affairs.

The individual plan is drawn up in the form presented in Appendix 1.

The main sections of the individual plan are: title page; the schedule of the educational process; plan of the educational process; Master's thesis completion process program; final and interim assessments.

The title page displays:

Ministry of Education of the Republic of Belarus;

full official name of the university: Belarusian National Technical University;

requisite "APPROVED";

name of the document ("Individual work plan of the Master’s student");

surname, first name, patronymics of the student;

form of education;

faculty;

department;

code and name of the specialty in accordance with the National Classifier of the Republic of Belarus OKRB 011-2009 "Specialties and Qualifications";

title of the Master's thesis;

surname, first name, patronymics, academic degree, academic title, place of work and position of the scientific supervisor;

dates of study;

period of study;

the signature of the student and the date of his exposure to the individual plan;

other information, including the details "AGREED", initials, surnames and signatures of the scientific supervisor of the Master’s student, head of the department, dean (head) of the faculty (director of the branch, institute), head of the educational and methodological department of the center for the development of engineering education and organization of the educational process.

The schedule of the educational process includes the calendar terms of theoretical training, research work, examination sessions, practice, vacations, Master's thesis completion process, final assessment (indicating semesters).

The plan of the educational process is presented in accordance with the curriculum of BNTU.

The Master's thesis preparation program includes:

justification of the tittle of the Master's thesis;

list of activities for the implementation of research work.

In justifying the topic of the Master's thesis, it is necessary to briefly present the relevance of the topic, the purpose and objectives of the proposed research, its essence and methodology, and other information necessary to justify the topic.

The list of activities for the implementation of research work should include the content of issues that are resolved in the process of carrying out the research, indicating the types of work, the form and terms of the results submission.

Final and interim assessment activities include all forms of Master’s student’s interim assessment provided by the curriculum of BNTU, the results of the reports of Master’s students at the meetings of the department (indicating the date of the report), the final assessment.

Control over the implementation of the individual work plan of the Master's student is carried out by the department the Master's student is assigned to. The individual plan is kept at the department.

After the defense of the Master's thesis or in the case of the expulsion of the Master's student, the individual plan is transferred to the dean's office by the officials of the department for the formation of the Master's student's personal file.

13. Within the framework of constant supervision at the departments, interim assessment on the implementation of individual work plans for Master’s students should be organized at least twice a semester with the participation of Master’s students and their scientific advisors (Rector’s Decree "On Amendments to the Order of the BNTU dated 09.23.2013 No. 1186" dated 07.23.2014 No. 1008).

14. The Master's thesis is submitted to the relevant department three weeks before its defense in a paperback book form (hardcover without metal staples), together with the review of the scientific supervisor.

Not later than three weeks before the defense of the master's thesis, the supervisor prepares a review, which reflects:

the field of science or industry, the relevance of the topic;

specific personal participation of the author in the development of thesis statements and obtaining the results set forth in the Master's thesis, the reliability of these statements and results;

scientific and practical significance of the research results;

approbation and scale of use of the main statements and results of work;

compliance of the Master's thesis with the stated requirements;

the possibility of conferring an degree to a Master studies student.

15. To resolve the issue of admission to the defense of a Master's thesis, a preliminary defense of a Master's thesis is carried out at a meeting of the department with the obligatory participation of the scientific supervisor.

The admission of a Master's student to the defense of a Master's thesis is stated by the signature of the head on the title page of the thesis in accordance with Appendix 2.

16. The Master's thesis admitted to the defense by the head of the department is sent for reviewing. Lists of reviewers of Master's theses are approved by the dean (head) of the faculty (director of the institute, branch) on the proposal of the head (head) of the department no later than one month before the defense of the Master's thesis.

Reviewers can be appointed from the following list of persons:

the teaching staff of the other departments of the institution of higher education;

specialists from organizations and institutions of the real sector of the economy and social sphere, employees of scientific institutions;

the teaching staff of other institutions of higher education.

The review should include:

the relevance of the topic of the Master's thesis;

the consequentiality of the construction of the material;

completeness and consistency of the critical review and analysis of the literature on the topic of the Master's thesis;

the completeness of the description of the calculation methodology or the research carried out, the presentation of their own calculated, theoretical and experimental results, the criterion of the reliability of the expressions and data obtained;

the presence of reasoned conclusions based on the results of the Master's thesis;

the practical significance of the Master's thesis, the possibility of using the results obtained;

disadvantages and weaknesses of the Master's thesis;

remarks on the formatting of the Master's thesis and the style of presentation of the material.

The Master’s student is given the opportunity to study the reviews of reviewers and the scientific supervisor’s review no later than 3 days before the defense of the Master's thesis to prepare answers to the point of the comments made.

17. Master’s students are allowed to defend their Master's thesis if they have fully completed the curriculum of the Master studies specialty, the individual work plan of the Master's student, passed tests (graded tests), exams in academic disciplines; if Master’s students do Master’s studies that form the knowledge, skills and abilities of scientific, pedagogical and research work and ensure acquiring a Master's degree, they take qualifying tests (graded tests), qualifying examinations for Master degree in general education disciplines, provided by the curriculum and have successfully stood up the preliminary defense procedure at a department meeting.

Before the start of the Master's thesis defense, the departments of BNTU provide the following to the State Examination Commission (hereinafter referred to as the SEC):

instructions of the dean (head) of the faculty (director of the institute) on the admission of students to the defense of a Master's thesis;

student’s educational case-record indicating the grades received by them for the entire period of Master studies for the academic subjects studied and practice.

an individual plan;

Master's thesis;

review of the scientific supervisor of the Master's thesis;

reviews of the specialists who reviewed the Master's thesis.

Other materials that characterize the scientific and practical significance of the completed Master's thesis, a list of publications and inventions of a Master's student, a description of his participation in scientific, organizational, social and other types of work not mentioned in curricula can be submitted to the SEC. The absence of such materials is not a reason for lowering the grade given according to the results of a Master's thesis defense.

18. The procedure and regulations for the Master's thesis defense are established by the chairman of the SEC and include a report by a Master’s student (15 - 20 minutes) involving (decided by the department) information technologies, reading the review (speech) of the scientific supervisor and reviews on the Master's thesis, questions from members of the commission and answers of the student. If there are comments from the reviewer, the student must answer them. The defense ends with the Master’s student final word in which he has the right to express his opinion on the comments and recommendations made in the process of defending the Master's thesis.

19. The results of the final assessment in the form of a Master's thesis defense are assessed by grades “defended” with a score on a ten-point scale or “not defended”.

A positive mark is “defended” with a score not less than 4 (four) points. The mark "not defended" is unsatisfactory.

**Article 3**

**REQUIREMENTS TO THE CONTENT OF THE MASTER’S THESIS**

20. The Master's thesis at the time of Master studies completion which forms the knowledge, skills and abilities of scientific and pedagogical and research work and ensures the acquiring a Master's degree, must contain an abstract part and a research part reflecting the professional competencies of a graduate of Master studies in accordance with the specialty of training. The research part must be at least 50% of the volume of the thesis.

21. The Master's thesis at the time of Master studies completion involving in-depth specialist training, ensuring the acquiring a Master's degree, must contain an abstract part and a research part reflecting the professional competencies of a graduate of Master studies in accordance with the specialty of training. The research part must be at least 70% of the volume of the thesis.

22. The Master's thesis should include a settlement and explanatory note and a graphic part (drawings, graphs, flow charts, diagrams, tables, figures and other illustrative material), visually representing the work performed and the results obtained. The graphic part, by the decision of the department, can be presented at the defense of a Master's thesis in the form of an electronic presentation with a paper handouts for members of the SEC.

The presence of an electronic presentation does not exclude the need to include a graphic part in a settlement and explanatory note on paper.

The settlement and explanatory note includes:

title page indicating the topic of the Master's thesis;

table of contents;

list of symbols (if necessary);

general characteristics of the work;

introduction;

the main part;

conclusion (conclusions);

bibliography;

graphic material (in the case of an electronic presentation);

a set of design, technological, program and other documents;

appendices (if necessary);

other parts.

23. The title page of the Master's thesis of drawn up according to Appendix 2.

24. The table of contents is given at the beginning of the Master's thesis and includes the names of its structural parts ("List of symbols", "General characteristics of the work", "Introduction", the names of all chapters, sections and subsections, "Conclusion", "Bibliography" , "Appendices") indicating the page numbers where the beginning of the corresponding parts of the thesis is placed. The table of contents for the Master's thesis is presented in Appendix 3.

If a Master's thesis uses specific terminology, less common abbreviations, abbreviations, conventions and the like, they are combined into a list of conventions and abbreviations, placed before the general description of the work. 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. If the thesis contains special terms, abbreviations, designation symbols, etc. are repeated less than three times, the list is not compiled, and their decoding is given in the text at the first mention.

25. The general characteristics of the work includes the following subsections:

connection of work with scientific research of the university or other scientific topics (if any);

the purpose and objectives of the study;

scientific and practical significance of the results;

approbation of the thesis results;

publication of research results (if any);

structure and scope of the Master's 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 objectives that need to be accomplished to achieve it. The purpose should not be formulated as "Research ...", "Studying ...", as these words indicate the process of achieving the purpose, and not the purpose itself. In the same subsection, the object and subject of research are indicated and their choice is justified.

The subsection "Scientific and practical significance of the research results" briefly presents the essence of the results obtained. The subsection should contain the distinctive features of the results that characterize the contribution of the degree-seeking student to the field of science and (or) practice to which the topic of the Master's thesis belongs. They should contain not only a summary of the essence of the scientific and practical results obtained, but also a comparative evaluation of their scientific and (or) practical significance.

The subsection “Approbation of the thesis results” indicates at which conferences, seminars, etc. the research results included in the Master's thesis were presented.

The subsection "Publication of research results" indicates in how many articles in scientific journals, collections of scholarly articles, books of conference abstracts, patents the results of the work have been published.

The subsection "Structure and volume of the thesis" summarizes the structure of the work, the presence of an introduction, a certain number of chapters, an appendix. The full volume of work in pages is given, as well as the number of pages with illustrations, tables, appendices (indicating their number), a bibliography (indicating the number of titles).

26. The section "Introduction" provides a substantiation for the range of issues that need to be further studied on questions related to the topic of the Master's thesis, justifies its relevance, shows the need for research on this topic to solve a specific problem (task), develop specific areas in the relevant science branch and / or practice, points the place of the thesis among other studies in this area. Introduction is a short section of up to 2 pages.

27. The main part text of the Master's thesis divided into chapters, sections, subsections, paragraphs provides analysis of scientific literature, a description of the methods, equipment and materials used, as well as the essence and main results of the research.

The main body of the thesis includes two or three chapters. The content of each chapter must strictly correspond to the topic, be devoted to solving the problems formulated in the introduction and end with the conclusions reached by the Master’s student as a result of the research.

In the main part of the work, the research topic is consistently revealed and given:

analytical review of the literature on the topic, substantiation of the choice of the research direction, the general concept of work;

presentation of the general methodology and basic research methods;

presentation of the theoretical research stages, the program of the experiment (if a practical research is carried out) and its results.

In a literature review, the author gives an outline of the main stages in the development of scientific ideas on the problem under consideration. Concisely, critically highlighting the scientific publications known to him in this field, the Master’s student must determine his place in solving the problem posed.

The author of the work should evaluate the solution of the tasks posed, the reliability of the results (characteristics, parameters), their comparison with the results from works known to the author.

The entire order of presentation in a Master's thesis should be subordinate to the purpose of the research formulated by the author. The allocation and sequence of chapters, sections, subsections and paragraphs should be logically justified.

When writing a work, a Master’s student is obliged to provide links to authors and sources from which he borrows materials or individual results.

28. The "Conclusion" contains brief conclusions on the results of the work performed. They should consist of no more than 4 large summarizing points summarizing the work performed.

The conclusions should strictly correspond to the objectives of the work formulated in the introduction, and also reflect the practical value of the results to which the author came.

29. The bibliography should include a list of information sources which are cited in the Master's thesis.

30. The section "Appendices" includes supporting material: graphic material (in the case of an electronic presentation); a set of design, technological, software and other documents.

The section is formed in case of need for a more complete disclosure of the content and research results, evaluation of their scientific and (or) practical significance.

**Article 4**

**REQUIREMENTS FOR FORMATTING THE MASTER’S THESIS**

31. The Master's thesis (hereinafter referred to as the thesis) is printed with a use of a computer and a printer on one- sided sheets of white paper A4 (210x297 mm) and is presented in the format of a specially prepared hardcover manuscript.

32. The thesis text is typed using a text editor Word. It is recommended to use 14 point fonts such as Times New Roman. The number of characters in a line should be 60 - 70, line spacing should be 18 points (1.5 typed spacing), the number of text lines on a page – 39-40. In case of inserting a formula into the line, an increase in line spacing is allowed.

33. The following margins are set: top and bottom - 20 mm, left - 30 mm, right - 10 mm.

34. The volume of the thesis as a rule should not exceed 80 pages of text. Illustrations, tables, bibliography and appendices are not taken into account when calculating the volume of the thesis.

35. The structural parts headings of the thesis "CONTENTS", "LIST OF SYMBOLS", "INTRODUCTION", "GENERAL DESCRIPTION OF THE WORK", "CHAPTER", "CONCLUSION", "BIBLIOGRAPHY", "APPENDICES” are typed using a bold font 1-2 points larger than the font in the body text. Chapter headings are also printed in this format.

36. Section headings are typed in lowercase letters (except for the first uppercase) with paragraph indentation in bold type in 1-2-point-larger size than in the main text.

37. Subsection headings are typed with paragraph indentation in lowercase letters (except for the first uppercase) in bold font similar to the size of the main text.

38. Paragraphs, as a rule, do not have headings. If necessary, the heading of the paragraph is printed with paragraph indentation in bold type similar to the size of the main.

39. There is no full stop at the end of the headings of chapters, sections and subsections. If the heading consists of two or more sentences, they are separated by period (s). At the end of the paragraph heading a full stop is used.

40. The interval between the heading (except for the paragraph heading) and the text should be double or triple line spacing. If there is no text between two headings, then the interval between them is set to 1.5 or double line spacing. The interval between the heading and the text that the heading follows can be bigger than the interval between the heading and the text to which it refers.

Each structural part of the thesis should be started with a new sheet.

41. Page numbering is given in Arabic numerals. The first page of the thesis is the title page which is included in the general pagination of the thesis. On the title page, the page number is not put; on subsequent pages, the number is put down in the center of the bottom of the sheet without a dot at the end.

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

The chapter number is placed after the word "Chapter". The sections “Table of Contents”, “List of Symbols”, “Introduction”, “General Characteristics of the Work”, “Conclusion”, “Bibliography”, “Appendices” have no numbers. The subsections of the section "General characteristics of the work" are not numbered either.

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

Subsections are numbered within each section. The subsection number consists 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 are numbered in Arabic numerals within each subsection. The item number consists of the sequential numbers of the chapter, section, subsection, item, separated by dots, for example: "4.1.3.2" (the second item of the third subsection of the first section of the fourth chapter). Point numbers are highlighted in bold.

The chapter title is printed on a new line following the chapter number. The headings of sections, subsections, paragraphs are typed after their numbers, separated by a space. The item may have no title.

At the end of the chapters, sections, subsections, paragraphs numbers, as well as their headings, a full stop is not put.

42. Illustrations (photographs, pictures, drawings, diagrams, schemes, graphs, maps, etc.) 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 located so that it is easy to see them without turning the thesis book or rotated clockwise. Illustrations and tables, which are located on separate sheets of the thesis, are included in the general pagination. If their dimensions are larger than A4, they are placed on an A3 sheet which is counted as one page.

Illustrations and tables are designated respectively by the words "figure" and "table" and are numbered sequentially within each chapter. All tables and illustrations should be referenced in the thesis text. The words "figure", "table" in figure captions, tables and references to them are not abbreviated.

The illustration (table) number should consist of the chapter number and the sequential 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). If the thesis chapters contain only one illustration (table), they are numbered sequentially within the thesis as a whole, for example: "Figure 1", "Table 3".

Illustrations should be made using computer technology in black ink on white opaque paper. The quality of illustrations should ensure that they can be clearly copied. It is allowed to use printouts from devices as illustrations, as well as illustrations in color.

Illustrations, as a rule, have a title and explanatory data (caption), located in the center of the page. Explanatory data are placed under the illustration, and on the next line - the word "Figure", the number and title of the illustration, the number is separated from the title with a dash. The full stop is not put at the end of the numbering and the title of the illustration. Word hyphenation in the name of the figure is not allowed. The word "Figure", its number and the title of the illustration are printed in bold, and the word "Figure", its number, as well as explanatory data to it, are printed in font size 1 - 2 points smaller than the body text.

43. The digital material of the thesis is drawn up in the form of tables. Each table should have a short title which consists of the word "Table", its sequential number and title separated from the number by a dash. The heading should be placed above the table on the left, without indentation.

When drawing up tables, the following rules must be observed:

it is allowed to use a font 1-2 points smaller in the table than in the text of the thesis;

the column "Row number" should not be included in the table;

a table with a large number of rows can be transferred to the next sheet. When transferring part of the table to another sheet, its title is indicated once above the first part, on the left above other parts the word "Continuation" is written;

headings of columns and rows should be written with a capital letter and in the singular, and subheadings of columns - in lowercase 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 columns with Arabic numerals if it is necessary to provide links to them in the text of the thesis.

44. Formulas and equations in the thesis (if there are more than one) 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 formulas (equations) are written in parentheses at the right margin of the sheet in the same line as the formula (equation), for example: "(3.1)" - the first formula of chapter three.

When typing formulas and equations, the following rules must be observed:

formulas and equations should be separated from the text in a separate line. Above and below each formula and equation, one spacing is left;

if a formula or equation does not fit on one line, it must be transferred after the equal sign (=) or after the plus (+), minus (-), multiplication (x) and division (:) signs. In this case, the sign is repeated at the beginning of the next line;

references to formulas in the text of the thesis are given in brackets;

an explanation of the meanings of the symbols and numerical coefficients included in the formula or equation should be given directly under the formula or equation in the same sequence in which they are given in the formula (equation). The meaning of each character and numerical coefficient should be given on a new line. The first line of explanation begins with the word "where" without a colon.

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

The word "Notes" and their content are printed in font 1 - 2 points smaller than the font size of the main text.

45. In the thesis, it is necessary to give references to sources, materials or individual results that are cited in the work, or on the ideas and conclusions of which the research is based. 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 has been reprinted several times, then you should refer to its latest edition. Earlier editions may only be cited when they contain material that is not included in the latest editions.

When describing in the thesis the results included in the individual publications of the Master’s student, as well as in publications written by them together with other persons, it is necessary to provide links to such publications.

When using information from a source with a large number of pages, the thesis author must indicate in the place of the thesis where the link to this source is given the page number, illustrations (tables, formulas, equations) that are referenced in the thesis. For example: “[14, p. 26, table 2] "(here 14 is the number of the source in the Bibliography, 26 is the page number, 2 is the table number).

References to sources in the text of the thesis are made by bringing the number in accordance with the Bibliography. The source number in the list is enclosed in square brackets.

46. Information about the literature used in the thesis is given in the section "Bibliography".

The "Bibliography" is formed in the order of appearance of references in the text of the thesis or in alphabetical order of the names of the first authors and (or) titles.

In the list of references, information about sources is numbered in Arabic numerals.

Information about sources is printed with paragraph indentation. In the list of used literature a full stop is put after the number.

The Cyrillic alphabet is used when compiling a list of literature used. The content of information about the literature used must correspond to the examples in Appendix 4.

47. The section "Appendices" is drawn up at the end of the manuscript or in the form of a separate part (book), placing them in the order of appearance of references in the text of the thesis. It is not allowed to include in the appendix materials that are not referenced in the text of the thesis.

Each appendix should start on a new sheet with the word "APPENDIX" in capital letters in the upper right corner. The appendix should have a meaningful title with a capital letter which is placed on a new line in the center of the sheet.

Appendices are marked by capital letters of the Russian alphabet, starting with A (except for the letters Ё, З, Й, О, Ч, Ь, Ы, Ъ), for example: "APPENDIX A", "APPENDIX Б", "APPENDIX В". It is allowed to designate appendices with letters of the Latin alphabet, with the exception of the letters I and O.

The text of each appendix, if necessary, can be divided into sections and subsections, which are numbered within each appendix, then the letter the marking the appendix is placed before the section (subsection) number (for example: A1.2 - the second subsection of the first section of Appendix A). Illustrations, tables, formulas and equations are numbered in the appendix in the same format.

48. Other issues related to the formatting a Master's thesis which are not defined by this Instruction are regulated in accordance with the Instruction on the formatting of a thesis, author's abstract and publications on the topic of the thesis, approved by the resolution of the Presidium of the State Higher Attestation Committee of the Republic of Belarus No. 178 on 24.12.1997.

Appendix 1

 to Guidelines on Master’s theses preparation

and requirements for their content and formatting in BNTU

**MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS**

BELARUSIAN NATIONAL TECHNICAL UNIVERSITY

**APPROVED**

Vice-rector for academic, student affairs,analytical and information work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 (signature) (initials, surname)

"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_

**MASTER'S STUDENT INDIVIDUAL WORK PLAN**

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*(full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ form of education

*(specify: full-time or distance)*

Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the faculty, in full)*

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the administering department, in full)*

Specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(code and name of the specialty, in accordance with OKRB 011-2009)*

Thesis title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Scientific supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name, academic degree, academic title, place of work, position)*

Dates of study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AGREED**

Dean (head) of the faculty (director of the institute, branch)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(signature) (initials, surname)*

"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Head of EMD CDEE and OEP

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(signature) (initials, surname)*

"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

**AGREED**

Head of the Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(signature) (initials, surname)*

"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Scientific supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(signature) (initials, surname)*

"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

*Read and understood the individual work plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(Master’s student's signature) (date)*

**I. SCHEDULE OF THE EDUCATIONAL PROCESS**

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ form of education)

*(specify: full-time or distance)*

|  |  |  |
| --- | --- | --- |
| **Activities established by the BNTU curriculum**  | academic year 20\_ / 20\_ | academic year 20\_ / 20\_ |
| semester 1 | semester 2 | semester \_ | semester \_  |
| Theoretical training, research work, Master's thesis completion process |  |  |  |  |
| Exam sessions |  |  |  |  |
| Internship |  |  |  |  |
| Vacations |  |  |  |  |
| Final assessment |  |  |  |  |

**II. PLAN OF THE EDUCATIONAL PROCESS**

The plan of the educational process is given in accordance with the curriculum of BNTU for the relevant specialty and form of education

**III. THE PROGRAM OF THE MASTER’S THESIS PREPARATION**

**Master's thesis title justification**

Relevance of the topic:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The purpose and objectives of the study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The essence and methodology of the research planned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other information necessary to justify the topic (including characterizing the degree of participation in scientific research in the chosen specialty before entering the magistracy: publications on the topic of research, grants, patents, acts of implementation, participation in research and development, etc.)

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Scientific supervisor: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_20 \_\_\_

*(signature) (initials, surname) (date)*

Master’s student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_20 \_\_\_

*(signature) (initials, surname) (date)*

**List of activities for the implementation of research work**

|  |  |  |
| --- | --- | --- |
| Content of issues and types of work (plan of research work) | Forms of presenting the results  | Terms of the results submission |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Scientific supervisor: \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_20 \_\_\_

*(signature) (initials, surname) (date)*

Master’s student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_20 \_\_\_

*(signature) (initials, surname) (date)*

**VI. FINAL AND INTERIM ASSESSMENT**

**Semester 1\***

|  |
| --- |
| **Results of interim assessment** |
| Subjects, internship  | Interim assessment form | Assessment result *(passed with grade \_\_\_\_\_\_\_\_\_* */ failed )* |
|  |  |  |
|  |  |  |
|  |  |  |

**The results of the Master's student's report at the meeting of the administering department**

RESOLVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Minutes on "\_\_\_\_" \_\_\_\_\_\_20\_\_, No. \_\_\_\_

Head of the department \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_\_" \_\_\_\_\_\_20\_\_

 *(signature) (initials, surname) (date)*

**Semester 2\***

|  |
| --- |
| **Results of interim assessment** |
| Subjects, internship  | Interim assessment form | Assessment result *(passed with grade \_\_\_\_\_\_\_\_\_* */ failed )* |
|  |  |  |
|  |  |  |
|  |  |  |

**The results of the Master's student's report at the meeting of the administering department**

RESOLVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Minutes on "\_\_\_\_" \_\_\_\_\_\_20\_\_, No. \_\_\_\_

Head of the department \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_\_" \_\_\_\_\_\_20\_\_

 *(signature) (initials, surname) (date)*

**Results of the preliminary defense of the Master's thesis**

RESOLVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Minutes on "\_\_\_\_" \_\_\_\_\_\_20\_\_, No. \_\_\_\_

Head of the department \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_\_" \_\_\_\_\_\_20\_\_

 *(signature) (initials, surname)*

**Final assessment results**

Master's thesis\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(specify: defended/ not defended)*

with grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of the department \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_\_" \_\_\_\_\_\_201\_

*\* Number of semesters in accordance with the schedule of the educational process*

Appendix 2

to Guidelines on Master’s theses preparation

and requirements for their content and formatting in BNTU

Sample

**MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS**

BELARUSIAN NATIONAL TECHNICAL UNIVERSITY

FACULTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the faculty, in full)*

DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the administering department, in full)*

**ADMITTED TO DEFENSE**

Head of the Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full Name

 *(signature)*

"\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

**MASTER'S THESIS**

in candidacy for Master’s degree in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(technical sciences, architecture design, etc)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Thesis title)*

Specialty 1-XX XX XX:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the specialty, in accordance with OKRB 011-2009)*

Master’s student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name

Scientific supervisor:

academic degree, academic title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name

**Minsk 20\_\_\_**

Appendix 3

to Guidelines on Master’s theses preparation

and requirements for their content and formatting in BNTU

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Sample

Samples of the bibliographic description

in the list of references

<https://academicguides.waldenu.edu/writingcenter/apa/references/examples>

|  |  |
| --- | --- |
| Source type | Formatting sample |
| Internet Resources | Proceedings of a mini-symposium on biological nomenclature in the 21st centry [Electronic resource] / ed. J.L. Reveal. - College Park M.D., 1996. - Mode of access: <http://www.inform.ind.edu/PBI0/brum.html> . - Date of access: 09/14/2005. |
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| BookOne, two or three authors | Glendinning, E. Oxford English for Information Technology/ E. H. Glendinning, J. McEwan. – Second edition. – UK: Oxford University Press, 2011. – 225p. |
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