

Open International University of Human Development "Ukraine"  
Institute of Biomedical Technologies  
Department of Microbiology, Modern Biotechnology and Immunology

**METHODOLOGICAL  
RECOMMENDATIONS FOR THE  
GRADUATE WORKS.  
METHOD OF PREPARATION AND PROCEDURE FOR  
MAINTENANCE**

Specialty 091 "Biology"

Kiev  
University "Ukraine" 2020

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Reviewer: Soslan Adyrkhaev, Doctor of Pedagogic Science, Professor, Director  
of the Institute of Social Technologies of the University "Ukraine".

**Compilers:** Tetyana Tugay, Iryna Kozlova, Valentina Movchan, Olga Melezhik, Natalia Ilyuk, Andriy Tugay

Methodical Recommendations for the Graduate Works. Methods of Preparation and Protection. – Kyiv: University "Ukraine", 2020. – 24 p.

Methodical recommendations describe modern requirements for graduate works, which provide the basic rules of design and printing of research and reflect the requirements for public maintenance of graduate works at the Department of Microbiology, Modern Biotechnology and Immunology for students majoring in 091 "Biology".

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## 1. TERMS

1.1. Graduate Work (GW) is a form of state certification of graduates, which is performed in one of the practice-oriented disciplines of pharmacy and is assessed as a comprehensive state exam.

1.2. Graduate work is a qualifying independent research performed by a student at the final stage of higher education using the acquired theoretical knowledge and practical skills and serves as a criterion for assessing the level of preparation of graduates in accordance with the requirements of the State Educational Standard.

1.3. Students who have successfully passed the state exams, as well as cover over the graduate works by the decision of the state examination commission are issued a diploma of the established form of higher education and professional qualification in accordance with the curriculum of the specialty.

1.4. Completion of the graduate works and its cover over before the state examination commission is a test of the level of preparation of the specialist for independent activity in the chosen specialty, his ability to independently analyze the state of problems in biology, carry out independent research tasks, develop and implement appropriate proposals and innovations.

1.5. Graduate works should:

- to testify that the student has mastered a full set of theoretical knowledge in the specialty 091 Biology, mastered a number of skills and practical skills in the chosen specialty;

- include the results of experimental studies and their theoretical grounding;

- summarize the results obtained in the study and formulate scientifically substantiated conclusions;

- have the proper design and necessary supporting document

- to be completed and submitted to the department and to the NEC within the period provided by the schedule of the educational process.

1.6. Feedback is an assessment by the supervisor of the level of preparation of the diploma work, which contains a justification of the relevance of the topic, logic and structure of the material, quality of review and analysis of the literature, correctness of citations and references to used works of other authors, expediency and validity of research methods, quality of empirical material, thorough processing of experimental data, logic of formulation of own conclusions of work,

conformity of conclusions to the purpose and tasks of research, quality of registration of the diploma work, approbation of results of research.

1.7. A review is a critical response to the completed diploma work of the applicant, provided by highly qualified specialists of industrial and scientific organizations, employees and teachers of higher education institutions and contains an assessment of the thesis by an independent specialist in the field of biology.

1.8. Graduate work, which does not meet the requirements for content and design, written without complying with the requirements of the approved plan, does not contain materials of specific research, substantiated conclusions and proposals, and has no review, is not allowed to cover over.

## **2. MAIN STAGES OF IMPLEMENTATION OF GRADUATE QUALIFICATION (DIPLOMA)**

2.1. Familiarization of students with the basic requirements for the implementation and design of the graduate work.

2.2. Selection of the graduate work topic and appointment of the graduate work supervisor.

2.3. Selection and processing of literary sources, study of theoretical and practical materials, preliminary developments on the chosen topic.

2.4. Formulation of the purpose and tasks of research, definition of object, subject and research methods.

2.5. Development of the plan of the diploma work with the indication of concrete terms of writing of sections and approximate volumes.

2.6. Collection of materials, compilation of bibliography, analysis and generalization of the collected material.

2.7. Presentation of the analyzed and systematized theoretical material in accordance with the plan approved in the task for the diploma work.

2.8. Conducting experimental research, performing calculations, in particular with the use of computer data processing methods, etc.

2.9. Preparation of illustrative and graphic part of the diploma work, figures, tables, charts.

2.10. Formulation and substantiation of conclusions.

2.11. Compilation and design of bibliographic references to sources used in the work.

2.12. Verification of the diploma work and registration of the supervisor's response.

2.13. Writing a report and preparing a presentation for publication (speech).

2.14. Submission of the diploma work to the department for preliminary consideration.

2.15. Submission of diploma works to the cover over.

2.16. Diploma works cover over.

Execution of the diploma works is regulated by the schedule of the educational process.

### **3. GRADUATION OF DIPLOMA WORKS**

3.1. Diploma works can be supervised by professors, associate professors, as well as scientific and pedagogical staff of the university who have a scientific degree and the relevant specialty qualification. Employees of research structural subdivisions, as well as highly qualified specialists of enterprises (organizations) who have a scientific degree can also join the management of diploma works.

3.2. Applicants must be familiar with the general rules for final certification and provided with appropriate guidelines for the diploma works and cover over.

3.3. The head together with the applicant selects, agrees and submits for approval the topic of the final qualification work, in accordance with the terms set by the educational process.

3.4. The manager approves the schedule of tasks assigned to the applicant.

3.5. The manager monitors compliance with the deadlines.

3.6. The experimental part of the final qualifying work can be performed on the basis of the University "Ukraine" or on the basis of any scientific or industrial institution in the specialty.

3.7. Responsibilities of the supervisor of the diploma works:

- provide assistance and advice on choosing the topic of the diploma works, the final formulation of its title, purpose, objectives and scope;

- to formulate together with the applicant an individual task and the plan of the diploma work;

- to recommend special, normative literature and information sources on the chosen topic of the diploma works;

- regularly advise the student on the implementation of the diploma works, and if necessary to help by involving other professionals;

- to control the observance of the calendar plan, the quality and independence of the work, to inform the head of the department about the progress of preparation of the work for cover over;

- to ensure the participation of the applicant in scientific and practical activities that provide testing of the results of the work performed;

- to control the publication of at least 2 published works based on the results of the research (scientific articles, abstracts, conference proceedings, speeches. Participation in round tables, scientific seminars, etc.)

- to organize the readiness of the student for approbation at the meeting of the department;

- to provide feedback on graduate work and assist in obtaining a review of it.

#### **4. APPLICANTS' RESPONSIBILITIES**

4.1. Students who have fulfilled all the requirements of the curriculum and have a rating of A, B, C in the relevant disciplines are allowed to write a diploma works, and with a rating within D (74-68 points) - for consideration at a meeting of the department (faculty).

4.2. The student has the right to choose the topic of the diploma works and supervisor from the list approved by the Department of Microbiology, Modern Biotechnology Immunology.

4.3. The topic of the diploma works and the supervisor is assigned to the student at a meeting of the department.

4.4. The student is obliged to adhere to the developed schedule of work on structural parts of final qualifying work, to report in due time to the head on a course of work.

4.5. The applicant has the right to receive the necessary advice from the supervisor or other professionals in the field.

4.6. The graduate must write and format the text of the diploma works in accordance with the requirements and within the prescribed period is responsible for compliance with the requirements of academic integrity and information provided in the work.

4.7. The applicant must timely submit a diploma works to the department for preliminary consideration, check it for originality and conditions of academic integrity, and receive the necessary reviews and feedback from the head.

4.8. A prerequisite for admission of the applicant to the cover over of the final qualification work is the successful completion of the preliminary cover over at the department and obtaining a decision on admission to the cover over.

4.9. Diploma works are submitted by students to the graduating department no later than two weeks before the day of cover over in the state commission.

4.10. The work is submitted in printed (hardcover) and electronic form.

## **5. DESIGN OF THE DIPLOMA WORKS**

Diploma works design is an important part of scientific research. The content and form of the thesis are inextricably linked, and must form a single whole. Requirements for the content and design of research work of a qualifying nature are quite high.

5.1. Diploma works must be written in the state language, in compliance with the requirements of modern Ukrainian spelling, using appropriate scientific terminology and be presented in a scientific style.

5.2. The printed version of the work must meet the following requirements:

- be printed on one side of A4 paper (297x210 mm);
- volume of work – 50-60 pages of printed text without taking into account the list of used sources and appendices;
- page parameters: top and bottom margins – 2 cm; left field - 3 cm; right field – 1.5 cm.
- font – Times New Roman, size - 14, interval - 1.5.
- paragraph indent – 1 cm on the first line of each part of the text.
- corrections, editing, design of student texts are performed in accordance with generally accepted requirements
- work pages must be numbered. The first page of the diploma works is the title page, which is included in the general page numbering. The page number is not placed on the title page. On all subsequent pages of the work, the number must be placed in the upper right corner without a dot at the end.
- Chapters, paragraphs, tables, figures, drawings should be numbered in Arabic numerals without a number sign (№).
- The text should be divided into headings – paragraphs, paragraphs, sub-paragraphs, paragraphs. The rubrication of the text in the diploma works should be aimed at easier and clearer perception of the research material, and



therefore all parts of the rubric should be logically subordinate: the titles of paragraphs should be correlated with each other and subordinate to the main idea of the text.

□ The title should consist of keywords (those that have the main semantic load). Headings should not contain abbreviated words and abbreviations, and should be placed on more than two lines. Headings of structural parts of the work are printed in capital letters symmetrically to the text (alignment in the center), without number: "CONTENTS", "INTRODUCTION", "CHAPTER ...", "CONCLUSIONS", "REFERENCES", "APPENDIXES". The chapter number is placed after the word "CHAPTER", for example, "CHAPTER 1", and the title of the chapter is written from a new line in the center. No full stop is placed after the chapter number and title. Paragraphs are numbered within each chapter, followed by a period, for example: "1.2.". The title of the paragraph is printed in small letters after the number (except for the first one). Do not put a period at the end of the title. The paragraph number and title should be printed with a paragraph indent. The indent between the title of the chapter (paragraph) and the text should be 3-4 line spacing.

□ each structural part of the diploma works must begin with a new page. Headings are written in small letters from the paragraph indent, the full stop at the end is not put. Word hyphens in headings of any level are not allowed.

–figures, tables, diagrams can be inserted into the text, and can be placed on separate sheets. It is usually recommended to make wide figures or tables on a separate page, the orientation of which does not coincide with the orientation of the main pages. Pages with figures and tables are included in the general numbering. Even if the table, figure, diagram are made on a separate page, they should be next to the first mention of them.

–each figure, drawings, diagram or table must be numbered and signed. The numbering of illustrative material can be through or by chapters and sections.

□ the number of the illustration and the title are placed immediately after it, the full stop is not placed. References to the illustration must be submitted in the selection to the main text and not highlighted in a single sentence.

□ design of tables is performed according to the requirements. The inscription "Table" and its number are placed in the upper right corner, above the title of the table, in italics without a dot at the end. If the table is transferred to

another page, then above the transferred parts of the table (on the following pages) is the inscription "Continuation of table 2.1".

□ numbering of formulas is given in parentheses, on the same line with it, on the right side of the page.

5.3. The structure of the diploma works is a clearly regulated sequence of placement of its main parts of reference and content and content. It reflects the theoretical and practical part of the study, indicates the level of its scientific and general methodological training.

The final qualifying work, taking into account the order of placement, should consist of the following structural components:

- title page (Appendixes A, B);
- tasks for the diploma works;
- precis of the work (summary of the work);
- content of work;
- list of legend, symbols, units, abbreviations and terms, use in work;
- introduction (relevance of the problem, purpose and objectives of research, object and subject of study, significance of the work performed, its scientific and practical application);
- the main part (presentation of material on the research topic):
  - theoretical part (review of the literature on the topic);
  - promising and relevant areas of research (results of previous research on the topic);
  - characteristics of methods, techniques and conditions of research;
  - experimental (experimental) part (presentation of results);
  - information on the results of theoretical or scientific-experimental research;
- analysis, interpretation and generalization of research results;
- conclusions;
- References; appendixes (if necessary).

### ***TITLE PAGE***

The title page is the first page of the final qualifying work. It is drawn up according to clearly defined rules and must contain the following items (APPENDIX A):

- name of the higher educational institution and structural subdivision;
- details of work admission to cover over;
- topic of final qualification work;
- data on the executor of the final qualifying work (in the genitive case);
- group and surname with the initials of the graduate (in the nominative case);
- scientific degree, academic title, position, surname and initials of the scientific supervisor;
- field for marks on the results of work protection;
- full name of the base of work performance (in case. If the base was a research or production institution) ;
- city of performance and year of writing the work.

Diploma works topic should be concise, concise, reflect the essence of the work and meet the requirements.

### ***CONTENT***

The table of contents (APPENDIXES B) as a structural component of the diploma works is presented at the beginning of the text. It contains an introduction, headings of all sections, subsections, paragraphs (except for subheadings, which are printed in the selection) of the work, as well as conclusions, practical recommendations, references and appendices (if any) with the numbers of the starting pages. Headings in the table of contents must accurately reproduce the headings in the text, their abbreviations are not allowed.

Headings of one level of text rubrication should be placed one below the other. The headings of each subsequent level are shifted to the right relative to the headings of the previous level by one paragraph indent. All headings are written in lower case with the first capital, the dot at the end of the title is not.

### ***INTRODUCTION***

Introduction is a part of the diploma works, which gives a general idea of the specific direction of scientific research and contains the necessary qualifications of the research.

In the introduction it is necessary to substantiate the level of research of the problem under consideration; determine the object, subject, purpose, objectives

and research methods; submit brief results of scientific and practical significance of the study.

***The urgency of the research problem.*** The urgency of the research problem is substantiated, provides for the disclosure of the degree of importance and social significance of the chosen topic for the development of modern theory and practice of biological science and related fields. The author of the work must show the ability to choose a topic, assess the timeliness of its research and thus answer the question: why today it is necessary to consider this scientific problem.

The approximate scheme of substantiation of urgency of a research problem can be such:

- to give an objective assessment of the current state of the object of study with an emphasis on other problems and contradictions;

- to show how the existing problems are solved at the present stage in practice, if possible – with reference to official documents;

- assess the state of scientific development of the selected problem: on the basis of a brief analysis of the literature to determine the range of scientists who were engaged in its development, highlight the problems of their research and emphasize the little-studied or completely unexplored points;

- to conclude that the lack of research on a particular aspect of the problem led to the choice of this topic.

***The purpose and objectives of the study.*** Given that the same object can be studied in different aspects, it is advisable in the research process to focus on one of them, i.e. to specify what exactly is intended to study and characterize the planned experimental study.

The subject of research is everything that is within the object of research and on which the researcher's attention is directly focused. The object and the subject must always be interconnected as general and concrete, as a system and its component. The object is always the general field of scientific research, and the subject – the specific that is found in a particular study. However, performers should always remember that the narrower the subject of the study, the deeper, more meaningful and interesting the study itself can be.

It is recommended to define research tasks in the form of the list of actions of the researcher, using verbal formulations:

"Examine ...", "Identify ...", "Detect ...", "Justify ...", "Install ...", "Develop ...". The object, subject, purpose and tasks should outline the scope of scientific research presented in the thesis.

Research methods are the means of internal and external actions of the researcher in the process of conducting scientific research.

Of course, given the fact that the thesis is primarily a work of educational and research nature, so for the scientific level of its results it is enough to have some elements of novelty. But the author as a novice scientist must show the ability to correctly determine the type and level of novelty of the result and specifically, without allowing generalized statements, to formulate provisions in accordance with these requirements and the content of the study.

All introduction material should take up to 2 pages of printed text.

### ***MAIN PART OF THE DIPLOMA WORKS***

In the main part of the diploma works the author must show the ability to succinctly, logically and reasonably present scientific material, while fulfilling all the requirements for printed works.

In this part of the thesis it is advisable to highlight separate sections.

**1. Review of the literature** on the topic of research, the task of which is to establish the contours and boundaries of scientific research, define its stages and clearly formulate the task of their own research (**theoretical part**).

It is necessary:

- 1) select and process sources of information that may contain materials on the research problem, given that the acquaintance with the literature should begin in reverse chronological order, as the content of recent publications may cover materials of previous scientific developments;
- 2) to determine the range of scientists who were engaged in the development of the outlined issues;
- 3) to systematize the received information and to allocate concrete aspects of studying of this question;
- 4) to clarify the conceptual apparatus of research, ie the explanation of certain concepts and terms, the understanding of which allows to characterize and explain the researched problem as accurately as possible;
- 5) to conduct a critical analysis of the selected aspects and to determine the range of insufficiently researched issues;
- 6) indicate promising areas for further research.

For a more detailed theoretical substantiation of the research problem, taking into account the qualification level of the thesis, it is recommended to analyze at least 40-60 literary sources of both domestic and foreign authors. At the same time it is impossible to be limited only to the transfer of the available information, a statement of the facts received by other authors. It is necessary to perform a critical-analytical analysis of information, to emphasize contradictory points, little-studied or not studied issues at all, to express one's own vision of the problem.

The total volume of the analyzed literature sources should not exceed 20-25% of the volume of the main part of the thesis.

**2. Materials, methods and research methods.** This section should contain a detailed justification and description of the materials used in the study, tools, equipment, methods and techniques involved.

It is necessary to briefly, but reasonably, meaningfully and in accordance with the logic of the research process, to name all the methods and techniques that were used to perform the tasks, determining what specifically was studied using a particular method.

In addition, this chapter should describe the features of the organization of the study, in particular, to reveal its stages, time, place and conditions.

**3. Presentation of research results and their justification.** This section details the author's research results with a detailed description of them, an explanation, rationale and contribution to the solution of the problem. It is necessary to emphasize the completeness of the research task and the reliability of the results.

The number of units of the experimental (experimental) part is determined in accordance with the scope of research objectives.

It is expedient to complete each subdivision of the performed work by formulating short meaningful conclusions in which to present the obtained results in the form of abstracts.

## ***CONCLUSIONS***

The general conclusions to the final qualifying work are the logical conclusion of the research work, which summarizes all the results of the study.

The formulation of conclusions is carried out concisely, meaningfully reflecting in each of them the task to work. Thus, if the task of the work was formulated "Explore...", then the conclusion from this task should begin with the words "Researched..." etc.

General conclusions should not be replaced by a combination of conclusions by sections and subsections, but consistently and logically reflect the results of each of them.

### ***REFERENCES***

The list of used literature should contain a bibliographic description of all sources analyzed in the process of theoretical and practical research. According to the list of used literature, conclusions are usually made about the creative potential of the author, the level of his general and scientific culture, the degree of fundamentality of the research. Therefore, the bibliography must be impeccable both in its content and in the method of design.

The bibliographic list is placed after the conclusions, included in the general numbering of pages, but it is not taken into account when determining the main volume of the thesis. References to all sources cited in the bibliography should be provided in the text of the paper. It is inadmissible to cite in this list sources that are not referenced in the main text of the work.

#### ***Grouping of material in the bibliographic list***

The method of grouping the literature is important for the list of used sources. The list should be compiled so that it can be used in their further work by specialists in a related or related field. In scientific publications, the most common are the following options for constructing bibliographic lists: alphabetical, chronological, alphabetical-chronological, numbering, systematic. The order of construction is determined by the author, but it must be maintained from beginning to end. It is not allowed to combine different methods of grouping material.

*Alphabetical construction* – the material is placed in alphabetical order of the names of authors and titles of works. The works of one author are placed in alphabetical order or in chronological order of their writing.

*Chronological structure* – the material is placed in the direct or reverse chronology of the publication, within the year – in alphabetical order of the authors' names and titles of works. This method is used, as a rule, in personal bibliographic lists, in particular in the list of works of the applicant of the diploma

work, sometimes in sections of systematic lists, and in combination with alphabetical construction - in alphabetical-chronological lists.

*Alphabetical-chronological construction* – the material is grouped in alphabetical-chronological series, i.e. placed alphabetically by the names of the description (if the description is under the title) or main names (if the description is under the name) according to the rules set out above. in chronological order (by year of publication of documents or date of their writing). In each alphabetical and chronological series bibliographic descriptions of works by the same author and (or) team of authors with the same author should be placed in the following order: first give bibliographic descriptions of the author's works (in chronological order), then - the works of this author with one co-author (in alphabetical order of co-authors, and if the co-author is the same, in chronological order), with two or more co-authors (in chronological order regardless of the number and sequence of authors).

*Numbering* – materials are placed in the order of the first links in the main text to the documents - the objects of description.

*Systematic construction* – the literature is grouped according to the problems, topics and issues considered in the work. Works of a general nature are allocated in a special section. Inside the sections of the material in alphabetical order.

The connection of the bibliographic source with the main content of the work is carried out by means of references in the text with the indication of the number of the source, given in square brackets. For example: [56, 87], or [24–27].

Foreign language sources are placed alphabetically after listing all sources in the language of writing the thesis.

Registration of the list of the literature is carried out according to DSTU 8302: 2015. Information and documentation. Bibliographic link. General provisions and rules of compilation / Nat. standard of Ukraine. - Kind. ofits. - [Introduced for the first time; valid from 2016-07-01]. – Kyiv: SE "UkrNDNC", 2016. – 17 p. (APPENDIX B).

## ***APPENDIXES***

Appendixes are a section of the thesis that has an auxiliary (reference) value, but is necessary for a more complete coverage of the research problem. Appendixes usually include plans, programs, questionnaires, protocols, instructions, large tables or graphs, drawings, diagrams.



Appendixes are placed after a list of references, each of which must begin with a new page. Appendixes are indicated by capital letters of the Ukrainian alphabet, for example " APPENDIX A", avoiding the letters І, Є, І, і, Ї, Б. This entry should be placed at the top in the center of the page, and below it indicates the name of the application, printed symmetrically in small letters, with the first capital letter. Tables, figures, diagrams in the annexes must have internal numbering.

## ***6. PROTECTION OF DIPLOMA WORK***

6.1. The work (with signatures, supervisor's review and review) is submitted to the department, signed by the head of the department "Submission to the head of the NEC for the protection of the diploma."

6.2. The electronic version of the thesis must be identical to the paper, after its defense is stored at the department.

6.3. Thesis protection is open at a meeting of the NEC with the participation of members of the state attestation commission, its chairman and the present applicants, as well as all interested - junior students, applicants for related specialties, stakeholders and more.

6.4. The presentation of the work is carried out orally, lasts 10-15 minutes and is accompanied by visual material made in Power Point.

6.5. The design of the presentation should correspond to the scientific style, not be overloaded with information, contain specific research results and main conclusions of the work. The total volume of slides is 10-12.

6.6. After the speech- protection of the work, the applicant may be asked additional clarifying questions from those present. The answer to them should be short, concise, structured, clear. Argumentation and completeness of the answer are part of the evaluation of the work.

6.7. The results of the thesis defense are evaluated in points, which are respectively converted into grades on the ECTS scale:

Score on a 100-point System		Score on a National Scale			Score on a Scale ECTS
		examination	credit		
90 – 100	<i>excellent</i>	5	<i>Accepted</i>	<b>A</b>	<i>excellent</i>
82 – 89	<i>good</i>	4		<b>B</b>	<i>good (very good)</i>
75 – 81	<i>good</i>	4		<b>C</b>	<i>good</i>
64 – 74	<i>satisfactorily</i>	3		<b>D</b>	<i>satisfactorily</i>
60 – 63	<i>satisfactorily</i>	3		<b>E</b>	<i>satisfactorily (sufficiently)</i>
35 – 59	<i>unsatisfactorily</i>	2	<i>not counted</i>	<b>FX</b>	<i>unsatisfactory with the possibility of reassembly</i>
1 – 34	<i>unsatisfactorily</i>	2		<b>F</b>	<i>unsatisfactory with mandatory re-study of the discipline</i>

6.8. The decision of the state commission on assessing the level of students' training, as well as on assigning qualifications and issuing them state documents on higher education is made by the state commission in a closed meeting by open majority voting of the commission members who participated in the meeting. With the same number of votes, the vote of the NEC chairman is decisive.

6.9. The results of the protection of graduate work are announced on the day of their holding after the minutes of the meeting of the state commission.

6.10. A student who has not defended his dissertation or has not appeared for defense without good reason, is expelled from the higher education institution as having completed the curriculum, but has not passed the state certification.

6.11. If the protection of the graduate work is considered unsatisfactory, the NEC determines whether the student can re-submit to the defense the same work with the relevant work, determined by the commission, or must develop a new topic, which is proposed by the graduating department.

6.12. Re-protection is allowed only during the next state certification.

6.13. All meetings of the state examination commission are recorded, grades obtained in the protection of the graduate work, special opinions and comments of members of the commission are entered, qualification and state document (with or without honors) issued to the graduate student are indicated.

## 7. FUNDAMENTALS OF ACADEMIC INTEGRITY

The system of ensuring academic integrity, prevention and detection of academic plagiarism is an integral part of the internal quality assurance system of higher education and includes:

- 1) activities aimed at acquainting participants in the educational process with the concepts and requirements of academic integrity;
- 2) detection of violations of academic integrity by participants in the educational process;
- 3) the procedure for making appropriate decisions for violating the requirements of academic integrity.

Adherence to academic integrity by applicants for higher education involves:

- compliance with the law on copyright and related rights;
- links to sources of information in the case of the use of ideas, developments, statements, information;
- providing reliable information about the results of their own educational, scientific, creative activities, used research methods and sources of information;
- independent performance of tasks of current and final control of learning outcomes (for persons with special educational needs this requirement is applied taking into account their individual needs and opportunities).

Applicants for higher education must strictly adhere to the provisions of academic integrity.

All final qualification works must be checked for originality and the level of compliance with these requirements.

Works containing signs of academic plagiarism are not allowed to be defended.

## APPENDIXES

*Appendix A*

### OPEN INTERNATIONAL UNIVERSITY OF HUMAN DEVELOPMENT "UKRAINE"

*Institute of Biomedical Technologies*

*Department of Microbiology, Modern Biotechnology and  
Immunology*

«Admitted to protection»  
Minutes of the department  
meeting №\_\_ from "\_\_\_\_\_"  
20\_\_\_\_, Head. department

\_\_\_\_\_ (last name, initials)

### NAMES OF WORKS

Graduation qualification work of the  
master of full-time (correspondence)  
form of study in the specialty  
091 Biology

\_\_\_\_\_  
(first name, last name)

Scientific adviser

\_\_\_\_\_  
(scientific degree, academic title)

\_\_\_\_\_  
(first name, last name)

The work was performed on the basis

for guidance \_\_\_\_\_

(scientific degree, academic title, first name, last name)

Kyiv 20\_\_\_\_

## EXAMPLE OF CONTENT DESIGN

Introduction .....	3
<b>Chapter 1 Key aspects of Pathogenetic Mechanisms of Chronic Obstructive Bronchitis .....</b>	<b>6</b>
1.1. Etiology of chronic lung disease .....	6
1.2. Pathogenesis and clinical manifestations of the disease .....	12
1.3. Immunopathological and clinical manifestations of chronic obstructive lung disease .....	18
<b>Chapter 2. Materials and Research Methods.....</b>	<b>24</b>
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### Examples of Registration of the List of the Used Literature

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Compilers

Tetyana **Tugay**

Iryna **Kozlova**

Valentina **Movchan**

Olga **Melezhik**

Natalia **Ilyuk**

Andriy **Tugay**

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