

**REGULATIONS
FOR THE AWARD OF THE BACHELOR'S/MASTER'S DEGREE
AT TRANSPORT AND TELECOMMUNICATION INSTITUTE**

1. GENERAL PROVISIONS

1.1. In accordance with the state-accredited higher education study programmes, the higher education institution shall award a bachelor's/master's degree to the graduates of the above programmes.

1.2. These Regulations set out the requirements for the awarding of the academic bachelor's/master's degree at the higher education institution.

**2. GENERAL PROVISIONS FOR THE AWARDING OF THE ACADEMIC
BACHELOR'S/MASTER'S DEGREE**

2.1. The academic bachelor's/master's degree shall be awarded to persons for the successful fulfilment of the curriculum of the completed academic study programme and passing of the final examination.

2.2. The academic bachelor's/master's degree study programmes shall end with final examinations the constituent part of which is writing and defence of the bachelor's/master's thesis. An accreditation examination may be part of final examinations.

2.3. The final examination procedure at TSI shall be determined by the *Final Examination Rules*.

2.4. The basic stages of a final examination shall be:

- 1) Approval of the bachelor's/master's thesis supervisor and theme
- 2) Writing of the bachelor's/master's thesis
- 3) Attestation examination (for MA students)
- 4) Presenting the research results at conferences (for MA students)
- 5) Pre-defence of the bachelor's/master's thesis
- 6) Review of the master's thesis
- 7) Permission to defend the bachelor's/master's thesis
- 8) Defence of the bachelor's/master's thesis before the Final Examination Committee
- 9) Approval of the results of the defence by the Senate.

3. BACHELOR'S/MASTER'S THESIS WRITING PROCESS

3.1. The bachelor's/master's thesis supervisor shall be approved by the rector's order based on the student's application. The student's application is addressed to the dean, prepared together with the potential final paper supervisor, coordinated with the director of the study programme. The theme of the bachelor's/master's thesis shall be specified in the application. *(As amended by TSI Senate Decision No. 01-7 / 3 of 17.11.2020)*

3.2. The bachelor's/master's thesis supervisor may be both a TSI lecturer and a representative of an external company.

In addition, an advisor may be appointed for the bachelor's/master's thesis if the student needs additional specific consultations.

An advisor may also be appointed in cases where the bachelor's/master's supervisor is not a lecturer of TSI. In this case, his or her task shall be to control the compliance of the research with the requirements set out for the bachelor's/master's thesis.

3.3. The supervisor of the bachelor's/master's thesis shall:

- Define the theme of the thesis
- Define the key objectives of the thesis

- Plan the stages of the research
- Advise on the writing and formatting of the thesis
- Exercise current supervision over the writing of the thesis
- Perform current and final evaluation of the thesis completion stages
- Participate in the preparation for the defence
- Fill out the supervisor's report form.

3.4. Requirements for the formatting of the bachelor's/master's thesis and components thereof are specified in the Final Paper Format Guidelines.

3.5. The development of a bachelor's / master's thesis ends with a check of its readiness for defence, which the faculty organizes in the form of a pre-defence. Only students who have fully fulfilled the study plan, which is confirmed by an order issued by the Rector, are admitted to the pre-defence of the Bachelor's / Master's thesis. *(As amended by TSI Senate Decision No. 01-7 / 3 of 17.11.2020)*

3.6. The bachelor's/master's thesis supervisor shall prepare a review which is to be submitted to the Final Examination Committee. The content of the review is described in the Final Paper Evaluation Guidelines.

3.7. In accordance with the Final Paper Evaluation Guidelines, the completed and bound final examination paper and attached documents must be submitted to the Secretary of the Final Examination Commission within the term prescribed in the Final Paper Evaluation Guidelines. *(As amended by TSI Senate Decision No. 01-7 / 3 of 17.11.2020)*

3.8. Based on the results of the pre-defence of the bachelor's / master's thesis and the examination of the readiness and completeness of the thesis, the dean decides on the admission / non-admission of the thesis for defence. The resolution on admission of the thesis for defence is placed on the title page of the Bachelor's / Master's thesis. *(As amended by TSI Senate Decision No. 01-7 / 3 of 17.11.2020)*

3.9. The Bachelor's/Master's thesis supervisor or the author may challenge the non-admission decision in the form of a written application addressed to the Vice-Rector for Academic and Scientific Work. *(As amended by TSI Senate Decision No. 01-7 / 3 of 17.11.2020)*

4. APPROBATION OF THE MASTER'S THESIS

4.1. At the final stage of writing the master's thesis, the author has to present a report on the research results at a conference; the abstract of the report shall be published. The term of the conference is set in the *Final Examination Rules*.

4.2. The master's thesis is being reviewed. A candidate for a reviewer is nominated based on the results of the pre-defence of the work. *(As amended by TSI Senate Decision No. 01-7 / 3 of 17.11.2020)*

4.3. The author of the Master's thesis uploads the final Master's thesis to the storage portal of Final Examination works within the deadline set in the *Final Examination Rules* and sends the electronic link to the reviewer. Before defending the Master's thesis, the author of the Master's thesis has the opportunity to familiarize himself/ herself with the content of the review.

The review shall be written in accordance with the *Final Paper Evaluation Guidelines*.

The review of the master's thesis shall be submitted to the Final Examination Committee before the defence.

If the review is negative, the thesis may still be defended.

Presence of the reviewer during the defence of the master's thesis is not mandatory.

5. DEFENCE OF THE BACHELOR'S/MASTER'S THESIS

5.1. By the rector's order on the defence of the bachelor's/master's thesis, the relevant Final Examination Committees composed of the representatives of TSI's academic staff and specialists of the relevant branches of science, universities and national economy shall be approved.

There shall be no less than five people on the committee.

An external lead specialist in the relevant field shall be appointed as the chair of the Final Examination Committee.

5.2. Before the defence, the author of the bachelor's/master's thesis shall submit to the technical secretary of the Final Examination Committee a fully formatted thesis with attached documents in accordance with the *Final Paper Evaluation Guidelines*.

5.3. The defence of the bachelor's/master's thesis shall take place in an open Final Examination Committee meeting with the participation of the committee chair or its deputy and not less than half of the committee members.

During the defence, the author of the thesis shall present the content of the research done and answer the questions of the committee members.

For each student, separate minutes the Final Examination Committee shall be filled out.

5.4. When evaluating final papers, the State Examination Committee shall be guided by the *Final Paper Evaluation Guidelines*. The results of the defence shall be evaluated on a 10-point scale: 'with distinction' – 10, 'excellent' – 9, 'very good' – 8, 'good' – 7, 'almost good' – 6, 'satisfactory' – 5, 'almost satisfactory' – 4. A lower rating means that the defence results were unsatisfactory.

The Final Examination Committee's decision on the results of the final paper defence shall be made by open simple majority voting. In the event of a tied vote, the vote of the committee chair shall be decisive. The Committee's decision shall be communicated to the student on the defence day.

6. FINAL PAPER RESULTS

6.1. Based on the results of the final paper defence, the Final Examination Committee shall adopt and draw up the decision – to recommend the Senate to award the relevant academic degree to the applicant.

6.2. In case of a negative decision of the Final Examination Committee, the student may submit a supplemented or revised paper for re-defence not earlier than after one year.

6.3. The appeal against the Final Examination Committee's decision regarding the award of the academic degree and the defence procedure as such shall be accepted and reviewed in accordance with *Rules of study procedure. (As amended by TSI Senate Decision No. 01-7 / 3 of 17.11.2020)*

6.4. Minutes of the final examination committees, supervisor reports, reviews, bachelor's/master's theses shall be kept at TSI's archives department according to *TSI's nomenclature*.

6.5. The Final Examination Committee's decision on the award of the academic bachelor's/master's degree shall be approved by the Senate meeting.

6.6. The rector's order on awarding the academic bachelor's/master's degree shall be issued based on the Senate's decision.