

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

1. SUBJECT-MATTER OF THE REGULATIONS

These Regulations prescribe the procedure under which state examinations shall be organised and professional education (bachelor's/master's) degrees and/or professional qualifications shall be awarded to graduates of the state-accredited study programmes of the higher professional education at Transport and Telecommunication Institute.

2. GENERAL PROVISIONS FOR THE GRANTING OF THE HIGHER PROFESSIONAL EDUCATION, BACHELOR'S/MASTER'S DEGREE AND PROFESSIONAL QUALIFICATION

2.1. Professional bachelor's/master's degrees and professional qualifications shall be awarded to persons for the successful completion of the professional study programme and passing of state examinations.

2.2. The contents of the state examination shall be as follows:

2.2.1. The state examination of the first level professional higher education study programme includes a qualification examination and the defence of the qualification paper.

2.2.2. The second level professional, professional bachelor's/master's study programme state examination may include a qualification examination and/or writing and defence of a bachelor's/master's thesis or diploma paper ('final paper').

2.3. The state examination procedure is regulated by the TSI's *Final Examination Rules*.

2.4. Stages of the state examination process:

- 1) Approval of the final paper supervisor and theme;
- 2) Writing a final paper;
- 3) Qualification examination (if any is provided for in the curriculum);
- 4) Final paper pre-defence;
- 5) Final paper reviewing (in the second level professional higher education programmes);
- 6) Final paper defence before the State Examination Committee.

3. THE FINAL PAPER WRITING PROCESS

3.1. The final paper 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 supervisor of the final examination, coordinated with the director of the study program. The theme of the final paper shall be specified in the application. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

3.2. The final paper supervisor may be both a TSI lecturer and an employee of an external company.

In addition, an advisor may be appointed for the final paper if the student needs additional specific consultations.

3.3. The supervisor of the final paper shall:

- Define the theme of the final paper

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

3.4. Requirements for the formatting of the final paper and components thereof are specified in the *Final Paper Format Guidelines*.

3.5. At the final stage of writing of the final paper, students of the second level professional master's programme shall present a report on the research results at a TSI's conference; the abstract of the report shall be published. The term of the conference is set in the Final Examination Rules.

3.6. The elaboration of the final examination paper ends with the examination of its readiness for defense, which is organized by the faculty in the form of pre-defense. Only those students who have fully fulfilled the study plan, which is confirmed by an order issued by the Rector, are allowed to pre-defend the final examination paper. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

3.7. Final papers written within the second level professional higher education shall be reviewed. The final paper reviewer shall be appointed upon receipt of the results of the final paper pre-defence and it shall be approved by the rector's order. The master's thesis reviewer may not be a representative of the department where the thesis was developed.

3.8. 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 shall be submitted to the State Examination Committee before the defence. If the review is negative, the final paper may still be defended.

Presence of the reviewer during the defence of the final paper is not mandatory.

3.9. The final paper supervisor shall write a report on the final paper. The supervisor's report shall be submitted to the State Examination Committee. The content of the report is described in the *Final Paper Evaluation Guidelines*.

3.10. 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 State Examination Commission within the term prescribed in the *Final Paper Evaluation Guidelines*. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

3.11. Based on the results of the pre-defense of the final examination paper and the examination of the readiness and completeness of the final examination paper, the dean decides on the permission of the student to defend the final examination paper.

The resolution on admission of the work for defense is drawn up on the title page of the final examination paper. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

3.12. The supervisor or author of the final examination paper may challenge the decision not to admit the paper in the form of a written application addressed to the Vice-Rector for Academic and Scientific Work. *(As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)*

4. DEFENCE OF THE FINAL PAPER

4.1. By the rector's order on the defence of the final paper, the relevant State Examination Committees composed of the representatives of TSI's academic staff and national economy specialists of the relevant science branches shall be approved.

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

The chair of the State Examination Committee and at least one half of the committee members

shall be the representatives of professional organisations and employers of the sector.

4.2. The defence of the final paper shall take place at in open State 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 final paper shall present the content of the research done and answer the questions of the committee members. For each student, separate minutes of the State Examination Committee shall be filled out.

4.4. 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.

4.5. 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. The final paper supervisor who is also a member of the State Examination Committee shall not take part in the voting when the final paper supervised by him or her is evaluated.

5. FINAL PAPER RESULTS

5.1 Based on the results of the final paper defence, the State Examination Committee shall adopt and draw up the decision – to award the relevant academic degree and/or professional qualification to the applicant.

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

5.3 The appeal against the State 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 of TSI*. (As amended by the TSI Senate Resolution No. 01-7/3 of 17.11.2020)

5.4 Minutes of the state examination committees, supervisor reports, reviews, final papers shall be kept at TSI's archives department according to *TSI's nomenclature*.

5.5 The rector's order on awarding the academic degree and professional qualification shall be issued based on the State Examination Committee's decision.