

**Moroz V., Kalagin Y., Grigorieva S., Moroz S.**

**PREPARING THE QUALIFICATION  
(MASTER'S DEGREE) THESIS: REQUIREMENTS, THE STRUCTURE  
AND GENERAL CHARACTERISTICS OF THE CONTENT**

**Methodical recommendations**

THE MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL TECHNICAL UNIVERSITY  
«KHARKIV POLYTECHNIC INSTITUTE»

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THE STRUCTURE AND GENERAL  
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Methodical recommendations

Guidelines for higher education applicants in specialties 054 – Sociology

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The methodological manual is designed for applicants for higher education in the specialty 054 – Sociology at the second (master's) level of higher education. The methodological manual systematizes the requirements that are put forward to the content and volume of the master's final qualification work, as well as generalizes the recommendations for the formation of its architectonics. The studying manual contains practical advices on: the choice of the topic of the final qualification work of the master and the directions of substantiation of its relevance; formulation of goals, objectives, research object and subject; selection of research methods and conditions for their effective use; formulation of conclusions based on the results of the study; making a list of used sources, etc.

Methodological recommendations for writing of the final qualification work of the master in the specialty 054 – Sociology can be used to prepare master's works in other specialties of the social and humanitarian sphere.

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## CONTENT

<b>I. Extract from the standard of higher education of Ukraine for master’s degree training in the specialty of “Sociology”</b>	4
<i>The subject area description</i>	4
<i>List of the graduates’ competencies</i>	4
<i>Normative content of higher education students training in terms of the outcomes of teaching</i>	5
<i>Forms of higher education students certification</i>	6
<b>II. The structure of the qualification (master’s degree) thesis</b>	7
<i>The structure of the qualification (master’s degree) thesis</i>	7
<i>Introduction</i>	8
<i>The first part or theoretical section</i>	11
<i>The second part or the empiric section</i>	12
<i>The third part or the section on regulatory-and-legal support</i>	14
<i>The fourth part or the section on ethical problems in sociologic research organization</i>	15
<i>The fifth part or recommendations section</i>	15
<i>Conclusions</i>	15
<i>The list of references</i>	17
<i>Appendices</i>	17
<b>III. General requirements to the format of the qualification (master’s) degree thesis</b>	18
<b>IV. Typical structure of a qualification (master’s degree) thesis - for Uukrainian students</b>	19
<b>V. Typical structure of a qualification (master’s degree) thesis - for students who are not citizens of Ukraine and study in English</b>	20
<b>VI. Generalized algorithm of student work organization</b>	21
<b>VII. Calendar plan for the work on the qualification (master’s degree) thesis</b>	24
<b>VIII. Examples of formulations of the qualification (master’s degree) theses topics</b>	25
<b>References</b>	26

## **I. EXTRACT FROM THE STANDARD OF HIGHER EDUCATION OF UKRAINE FOR MASTER’S DEGREE TRAINING IN THE SPECIALTY OF “SOCIOLOGY”**

The Standard of higher education of Ukraine: the second (Master’s) level, branch of knowledge 05 Social and behavioral sciences, specialty 054 “Sociology” was approved and put into effect by order of the Ministry of Education and Science of Ukraine of 05.01.2021 No.14[1].

### **The subject area description**

*Objects of study:* social relations and interaction; personality, social groups, communities and societies; social phenomena and processes; public opinion; culture; social institutes; social structures and inequalities; social changes and influences; social problems and conflicts in the socium at the local, regional, national, and global levels.

*The goals of training:* preparing the specialists capable of solving complex sociological tasks and problems of research and/or innovative character.

*Theoretical content of the subject area:* social relations and interaction; personality, social groups, communities and societies; social phenomena and processes; social practices; social institutes; culture; social structures and inequalities; соціальні відносини та взаємодія; особистість, соціальні групи та спільноти; social changes and influences; social problems and conflicts in the socium both at the local and the global levels.

*Methods, methodologies and technologies:* present-day methods of gathering, processing and analyzing sociological information, methodologies, diagnostics, expertise and prognostication, information-and-communication technologies.

*Instruments and equipment:* information systems and software applied in professional activities.

### **List of the graduates’ competencies**

*Integral competency:* ability to solve complex sociological problems of research and/or innovative character.

*General competencies:* the ability to think abstractly, to analyze and synthesize; ability to work independently; ability to communicate with representatives of other professional groups at various levels (with experts

in other branches of knowledge/types of economic activity); ability to work in an international context; ability to estimate and ensure quality of the performed works; ability to make substantiated decisions.

*Special (professional, subject-related) competencies:* ability to analyze social phenomena and processes; ability to detect, diagnose and interpret social problems of Ukrainian society and the global community; ability to design and carry out sociologic research, to develop and substantiate their methodology; ability to gather and to analyze empirical data with the use of modern methods in sociologic research; ability to discuss the outcomes of sociologic research and projects in Ukrainian and a foreign language; ability to observe the norms of a sociologist's professional ethics and to be governed by universal values in one's work; ability to develop and estimate social projects and programs; ability to cooperate with European and Euro-Atlantic institutions.

**Normative content of higher education students training in terms of the outcomes of teaching:** to analyze social phenomena and processes applying empiric data and modern concepts and theories in sociology; to perform diagnostics and interpretation of social issues of Ukrainian society and the global community, their causes and consequences; to design and implement social and interdisciplinary project with accounting for social, economic, legal, environmental and other aspects of social life; to apply scientific knowledge, sociological and statistical methods, specialized software for solving complex objectives in sociology and related fields of knowledge; to search for, analyze, and evaluate information in science literature, databases and other sources; to communicate fluently in oral and written Ukrainian and at least one foreign language when discussing professional issues, research and innovations in the field of sociology and related sciences including the context of cooperation with European and Euro-Atlantic institutions; to solve ethical dilemmas in accordance with the norms of professional ethics; to deliver clearly and unambiguously the knowledge, conclusions and argumentation on sociology and related sciences issues to specialists and non-specialists, including students; to plan and carry out scientific research in sociology, to analyze its outcomes and to substantiate the conclusions.

### **Forms of higher education students certification**

*Forms of higher education students certification.* Certification of higher education students in education-scientific and education-professional programs is carried out in the form of a public defense (presentation) of a qualification work (thesis).

*Requirements for the qualification thesis.* The qualification thesis is to provision for individual solving of a complex task of research and/or innovative character in the field of sociology. The qualification thesis must be free of academic plagiarism, fabrication or falsification.

The qualification thesis is to be published on the official site of the higher education institution or its structural unit or in the repository of the higher education institution.



## II. THE STRUCTURE OF THE QUALIFICATION (MASTER'S DEGREE) THESIS

The qualification (master's degree) thesis is a graduation qualification science-research work that is characterized by inherent unity and reflects the process of developing the chosen topic and its outcomes. The scientific level of the qualification (master's degree) thesis should be compatible with the program of training at the Master's department in specialty 054 "Sociology".

The qualification (master's degree) thesis sets the goal to demonstrate the acquired knowledge and skills in carrying out an independent specific sociologic research with the application of various methods. The work is of research character.

**The structure of the qualification (master's degree) thesis is composed of:** an introduction (3-4 pages); the first part or theoretical section (40-60 pages; for students who are not citizens of Ukraine and study in English 20-25 pages); the second part or the empirical section (35-50 pages; for students who are not citizens of Ukraine and study in English 20-25 pages); the third part or the regulatory-and-legal support section (10 pages; for students who are not citizens of Ukraine and study in English 20-25 pages); the fourth part or the ethical issues in the sociologic research organization section (5-7 pages); conclusions (4-6 pages); the list of literary sources (50-80 sources); appendices (if needed).

*The general volume of the qualification (master's degree) thesis without accounting for the pages with the list of references is about 97-137 pages (for students who are not citizens of Ukraine and study in English 57-74 pages).* Note that the accepted so-called upper limit for the amount of the qualification (master's degree) thesis (137 pages; for students who are not citizens of Ukraine and study in English 74 pages) is not the ultimate maximum, for the qualification (master's degree) thesis author, in agreement with the supervisor, may add another section to the thesis, for instance the fifth part or the recommendations section (10-15 pages). Therefore, with accounting for the fifth part but leaving out the pages with the literary sources list, the volume of the qualification (master's degree) thesis amounts to 107-152 pages (for students who are not citizens of Ukraine and study in English 67-89 pages).

Below is given the characteristics of every structural unit of the qualification (master's degree) thesis.

**Introduction (3-4 pages) is composed of:** 1) a substantiation of topicality of the chosen problem; 2) elucidation of the extent of development of the chosen problem within published scientific researches; 3) stating the goal and objectives of the research; 4) stating the subject of the research; 5) elucidation of the research methods applied by the author. Below is given characteristic of these structural elements.

1) substantiation of topicality of the chosen problem Substantiation of topicality presumes formulation by the author the answers to the questions: "Why the chosen problem is topical?"; "Who exactly and why is interested in the outcomes of the chosen topic?"; "What determines the need in studying the chosen topic?"

*Example of substantiation of topicality: democratization of society with the involvement of the modern internet-technologies should necessarily provide certain political, technical, organizational and legislative changes that are reproduced in permanent socio-civic behavioral e-practices. Successful implementation of such e-practices, in turn, requires effective response of society to new opportunities for social and civic activity and interaction with the opportunities of the Internet and is based on the internalization of democratic values and guidelines of social activity and interaction. The research results are both of scientific-theoretical and socio-practical interest and can be used in the social, managerial and political spheres. The research results can be used in the practice of public administration, the activities of public organizations related to the development and implementation of programs of electronic interaction of the state with the citizen. The obtained results make it possible to improve the state social policy in modern Ukraine, particularly in the development of strategic programs for the digitalization of Ukrainian society, e-government, improving mechanisms for assessing the effectiveness of e-democratization transformations of society.* (Boyko N. L. The Internet as a resource for democratization of Ukrainian society. A manuscript. Dissertation for obtaining the scientific degree of Sociological Sciences Doctor in specialty 22.00.04 «Special and branch sociology» (054 – Sociology). – Institute of Sociology of the National Academy of Sciences of Ukraine, Kyiv, 2021) [2].

2) elucidation of the extent of development of the chosen problem within published scientific researches. Disclosure of this section's content presumes formulation by the thesis author the answers to the following questions: "Which of Ukrainian scientists studied the chosen problem and what exactly did they study?"; "Which of foreign researchers studied the chosen problem and what exactly did they study?"; "What issues within the context of the chosen problems have been left beyond researchers' attention and require solution?"

3) stating the goal and objectives of the research The goal can be: to define characteristics of a certain phenomenon or a process, establishing relations between some phenomena, singling out the factors of arising or development of a phenomenon or a process, etc.). The goal of the research should necessarily correlate with the topic (title) of the thesis. For instance, the thesis is titled "Solo-Living Lifestyle in the Conditions of (Post)Modernity", therefore the goal of the work can be formulated this way: "to conceptualize the 'solo' living as a lifestyle in Ukraine at present (in post-modernity)". (Yashkina D. D. «Solo-Living» Lifestyle in the Conditions of (Post)Modernity. Qualification scholarly paper: a manuscript. Thesis submitted for obtaining the Doctor of Philosophy degree in Sociology, Speciality 054 - Sociology - V. N. Karazin Kharkiv National University, Kharkiv, 2023) [3]. The objectives of the thesis specify the goal, disclose the main stages in accomplishing it. The objectives of the thesis should be of theoretical and practical aspect. An example of theoretical objectives is clarification of the essence of the main categories of the study, singling out of structural elements of the studied phenomena, the factors determining them, etc. Practical objectives presume clarifying the main characteristics of the phenomena and processes by means of carrying out the research, establishing the links between them, determining the causes of certain phenomena, etc. Usually 4-6 objectives are formulated. Formulation of objectives may begin with the following statements:

– *“to generalize and systemize theoretical and methodological approaches to...”* or *“to clarify the level of scientific development of the problem...”* or *“to carry out an analysis of the content of present-day interdisciplinary scientific developments as to the issue of...”* or *“to perform a retrospective review of conceptual interpretation of the problem field of...”*, etc;

– “to substantiate the components of the model...” or “to define socio-cultural specifics of...” or “to clarify current tendencies in development of...” , etc;

– “to clarify the particulars of functioning the system of...” or “to define and study the existing practices in actuation of...” or “to find the principal characteristics of...” or “to clarify the state and determine the lines of development of...” or “to characterize...” , etc;

– “to perform empiric verification of the conceptual model of...” or “to detect the peculiarities in formation... and development of...” , “to carry out a survey on representatives of... in order to determine...” , etc;

– “to clarify the conceptual model of... and to propose ways of increasing its operation efficiency” or “to define the directions of improving the content and practices of functioning...” or “to form recommendations concerning...” or “to offer directions in...” , etc.

4) stating the object of the research Usually, the object of a research is real social processes or phenomena. An example of formulating the object of a research: “democratization of the Ukrainian society”; “students’ absenteeism as a social phenomenon”.

5) stating the subject of the research The subject of a research should be positioned within the object of the study. An example of formulating the subject of the research: “Internet as a novel resource of democratizing the current Ukrainian society”; “the causes and consequences of students’ absenteeism under conditions of information society”. In the most simplified form, the subject of the study and the title (topic) of the thesis are identical.

*When stating the object and the subject of the research, note that “The Standard of higher education of Ukraine:the second (master’s degree) level, specialty 054 “Sociology” defines the problem field through the following description: relationships and interaction; personality, social groups, communities and societies; social phenomena and processes; public opinion; culture; social institutes; social structures and inequalities; social changes and influences; social problems and conflicts in the socium at the local, regional, national and global levels. Taking into account the given above directions of sociological issues actualization will simplify considerably for the qualification (master’s degree) thesis author the formulation of the object and the subject of their research.*

6) the methods of the research The author should enumerate the methods that were applied and exactly what for.

For example, “analysis and synthesis (for generalization of theoretical foundations of sociologic analysis)...; “historical analysis (for studying the genesis of scientific discourse as to the notion-and-category apparatus and theoretical and methodological approaches to...”; “systemic analysis (for studying the factors and preconditions for...”; “sociological methods of gathering information (surveying and semi-structural interviews) for clarifying the attitude...”; “generalizing and comparison (to compare methodological approaches to the study of...”; “a discourse analysis (for establishing the specifics in perceiving the...”, etc. *Note that a master’s degree student (a second level higher education student) should obligatory apply at least two methods of gathering sociological information (for instance, the survey and the in-depth interview).*

**The first part or theoretical section (40-60 pages; for students who are not citizens of Ukraine and study in English 20-25 pages).**

The first part of qualification (master’s degree) thesis is to be devoted to the elucidation of theoretical aspects the chosen problem. The author of the thesis should concentrate on: clarifying the extent of scientific development of the chosen issue (analysis of the content of scientific works by the most authoritative scientists) and historical retrospective of the object of scientific search actuation. The focus of attention should be concentrated on:

- elucidating the actualization level of the chosen problem (for instance, at the group or the organization level; at the level of an administrative-and-territorial unit or a region; at the state level or that of block/union of states; at the society level, etc.);

- clarifying the content and peculiarities in manifestation of the chosen object of study (analysis of approaches to interpreting of basic definitions in their relation to the studied object, as well as formation of author’s generalizations as to their contents);

- defining the place and the role of the subject of the research in the studied system / structure (a view of the system in which the researched subject is positioned as well as those systems in relation to which the studied system interacts; establishing the determinants that influence the actuation of these or other manifestations of the studied subject;

- analyzing the foreign experience concerning practices in actuation of the studied object (manifestation of the studied object in other symbolic and culturological systems).

The first part finishes with author's generalizations and conclusions. These generalizations and conclusions should be presented by the author in the form of a separate structural unit, for example, "Conclusions to part 1".

**The second part or the empiric section (35-50 pages; for students who are not citizens of Ukraine and study in English 20-25 pages).** The title for this section is formed in accordance with the content of the research carried out by the author. In other words, from the title of the second part a reader should understand what exactly sociologic research was performed by the author personally. The structure of this part should obligatorily contain the following segments:

1) the program of the research (the program of the research supposes a description of: the problem situation; the object, the subject, the goal and objectives of the specific sociologic research (not to be confused with the object, the subject, the goal and objectives of the qualification (master's degree) thesis); the hypothesis of the research; the respondents sample). *Below, an expanded list of these segments' content will be given.*

2) the practice of implementing the sociologic research program and the obtained results (when, by whom and how exactly the sociologic research was made; data array formation (for quantitative methods) and the selection of methods for processing it; what results were obtained following the use by the author of at least two sociological information gathering methods (the obtained results are presented in the form of tables, graphs, diagrams, etc.); analysis of mono-dimensional and bi-dimensional data distribution (obligatory); the use of cluster, factor, comparative and other methods of multidimensional analysis. It should be borne in mind that data analysis is not a mere description of tables obtained by using computer processing. It should contain explanations of the obtained result. In other words, the author of the qualification (master's degree) thesis not only gives results but also provides their interpretation.

3) conclusions and recommendations on the outcomes of the undertaken sociologic research (conclusions and recommendations are formulated by the author in accordance with the results obtained).

*Content of the elements of the program of research* (the program of the research is developed only on completing writing the first part).

1) *the problem situation* in the practical and theoretical aspects (problem identification through the prism of analyzing the issues that require solutions; actuation of unresolved issues).

2) *the object, the subject, the goal and objectives* of specific sociologic research (the object of a research can be social groups and/or documents (sites, newspapers, magazines, photographs, films, etc.). The subject of the research is the carrier of the information needed for the research. The object of the research is a certain facet, characteristic of the object that is to be studied (the content area of sites, newspapers, magazines, photographs, films, etc.). The goal of the research is the outcome that the author intends to obtain following carrying out the sociologic research. Objectives of the research specify the goal, in fact they are the steps to be made to achieve the goal. The objectives define the main blocks of the research instruments. Below is given an example of formulating the subject, the object, the goal and objectives of a specific sociologic research (not to be confused with the subject, the object, the goal and objectives of the qualification (master's degree) thesis).

*The topic of the qualification (master's degree) thesis: "The place of profession in the value orientations system of general education school teachers".*

*The subject of study: 4<sup>th</sup>-year students of the Pedagogical University and general education school teachers of Kharkiv.*

*The object of the research: the value orientations system of the 4<sup>th</sup>-year students of the Pedagogical University and general education school teachers of Kharkiv.*

*The goal of the research: to reveal the dynamics of professional activities significance within the value orientations system of the studied groups.*

*Objectives:*

1) *to characterize the value orientations system of the studied groups;*

2) *to research on peculiarities of professional motivation in students and school teachers;*

3) *to reveal the place of profession in the value orientations system of school teachers depending on their socio-demographic characteristics;*

4) *to research on the influence of work experience in the education system on the shift of the place of profession in teachers' value orientations system;*

5) *to develop recommendations concerning raising professionalism level among general education school teachers through influencing their value orientations system;*

6) *the hypothesis of the research* (hypotheses of the research are the main logical suppositions on the phenomena and processes that are put forward by the model “If... then...”. When forming hypotheses a student should depart from the rule that a hypothesis: should not contain notions that are not interpreted theoretically or empirically; should not allow value-oriented judgments like “good” vs “bad”; a hypothesis should not contain too many limitations and assumptions; should offer a possibility of verification (a researcher should have a possibility of verifying his/her hypothesis)).

4) *the description of the applied sample* (supposes elucidation on the mode of selecting respondents by the author of the qualification (master’s degree) thesis. Besides, the author should mention the number of surveyed respondents and the location of the survey, characterize them by the principal social indicators (gender, age, education, family status, employment type, profession, etc.). When a quantitative method is applied, it is recommended that more than 150 respondents should be involved.

The second part is completed with the author’s generalizations and conclusions. These generalizations should be presented by the author in the form of an individual structural unit, for instance, “Conclusions to the second part”.

**The third part or the section on regulatory-and-legal support (10 pages; for students who are not citizens of Ukraine and study in English 5-7 pages).** The content of this section is formed on analyzing by the author of the qualification (master’s degree) thesis the regulatory-and-legal acts that influence the actualization of the object of study. (For instance, as the object of study “Internet as a novel resource of current Ukrainian society democratization” was chosen, therefore the content of the section on regulatory-and-legal support should evolve around an analysis of: content and practices of implementation of a person’s information rights; the society’s request for the need in legal regulation of the Internet network; international practices in legal regulation of the Internet; the constitution-and-legal regulation of the right of access to the Internet; theories and practices of legal regulation of freedom of speech on the Internet, etc.).



The third part finishes with the author's generalizations and conclusions. These generalization and conclusions should be presented in the form of an individual structural unit, like "Conclusions to part three".

**The fourth part or the section on ethical problems in sociologic research organization (5-7 pages).** The content of this part is focused on analyzing the content of ethical problems linked with the topic of the research. (For instance, the object of the research is "Internet as a novel resource of the current Ukrainian society democratization", therefore the content of the section concerning ethical problems can evolve around the following issues: obtaining, the use and propagation of sociological information on Internet; the ethics for interaction on the Internet and ethical standards; the dialectics of unity of freedom and responsibility on the digital democracy networks, etc.).

The fourth part finishes with the author's generalizations and conclusions. These generalizations and conclusions should be presented by the author in the form of an individual structural unit, for instance "Conclusions to part 4".

**The fifth part or recommendations section (10-15 pages).** *Note that the availability of this of this part in the structure of qualification (master's degree) thesis is optional.* This part is compiled by the author at will and with consent of the academic supervisor. The content of this part can evolve around the author's proposals concerning the ways of solving these or other sociological tasks (in accordance with the subject of study) and the line of development of social relations and (or) practices and interactions.

The fifth part finishes with the author's generalizations and conclusions. These generalizations and conclusions should be presented by the author in the form of an individual structural unit, for instance "Conclusion to part five".

**Conclusions (4-6 pages)** Conclusions are an obligatory structural section of the qualification (master's degree) thesis. The conclusions are a concise exposition of the research outcomes obtained by the author, which are formulated in the form of separate items. Conclusions formulation begins with the preamble, where the author states what exactly *complex* sociological tasks or a problem have been solved in the qualification

(master's degree) thesis. The content of the preamble should correlate with the content of the goal of the master's degree thesis and therefore with the object of the research. The preamble can begin with the words: In the qualification (master's degree) thesis, a substantiated approach to solving a complex problem of research / innovative character in the field of sociology was proposed, which lies in...". In terms of their numeration and content, the conclusions should *obligatorily* correspond to those objectives of the qualification (master's degree) thesis that were formulated in the introduction. Note that in the conclusions, every single task of the qualification (master's degree) thesis should be mirrored. An example of ensuring the correlation between the objectives and the conclusions is given in Table 1.

Table 1 – Correlation of the qualification (master's degree) thesis conclusions to its objectives

Objective's number	Objective	Conclusion's number	Conclusion
1	2	3	4
1	<i>To generalize</i> and systemize theoretical-and-methodological approaches to...	1	Theoretical-and-methodological approaches to... have been <i>generalized</i> and systemized. систематизовано теоретико-методологічні підходи до ... (further in this conclusions item, the author should specify the obtained result)
2	<i>To clarify</i> the extent of scientific development of the issue (problem) of...	2	The extent of scientific development of the issue (problem) of ... has been <i>clarified</i> . (further in this conclusions item, the author should specify the obtained result)
3	<i>To carry out</i> a retrospective review of conceptual interpretations of problem-related field of...	3	A retrospective review of conceptual interpretations of problem-related field of... <i>has been carried out</i> . (further in this conclusions item, the author should specify the obtained result)
4	<i>Define</i> the socio-cultural specifics of ...	4	The socio-cultural specifics of ... has been <i>defined</i> . (further in this conclusions item, the author should specify the obtained result)
5	<i>To perform</i> a survey of representatives of ... to clarify...	5	A survey of representatives of ... has been <i>carried out</i> to clarify... (further in this conclusions item, the author should specify the obtained result)

End of table 1

1	2	3	4
6	<i>To clarify</i> current trends in development of...	6	Current trends in development of... have been <i>clarified</i> . (further in this conclusions item, the author should specify the obtained result)
7	<i>To draw up</i> recommendations as to...	7	Recommendations as to ... have been <i>drawn up</i> . (further in this conclusions item, the author should specify the obtained result)

### The list of references

The list of references is numerated in accordance with the order of mentioning the items in the qualification (master's degree) thesis. The list of references should contain between 50 and 80 references. *Drawing up of the list of references is made according to the ДСТУ 8302:2015 Standard of Ukraine "Information and documentation. Bibliographic reference [4]. General provision and rules of compilation", or the APA style norms.*

When compiling the list of references, attention should be paid to:

- the need to include references to publications by science-and-pedagogical workers of the department (5-10% of all the references);
- references to foreign scientists' publications (10-15% of all the references);
- references to russian-speaking sources and russian scientists are unacceptable.

**Appendices.** *Appendices are not an obligatory element in the structure of the qualification (master's degree) thesis.* In other words, appendices are included into the structure of the qualification (master's degree) thesis if necessary. Usually, appendices contain the instruments for the research, as well as illustrative material on the topic of the performed work that was not included in other sections, but which is referred to.

### **III. GENERAL REQUIREMENTS TO THE FORMAT OF THE QUALIFICATION (MASTER'S) DEGREE THESIS**

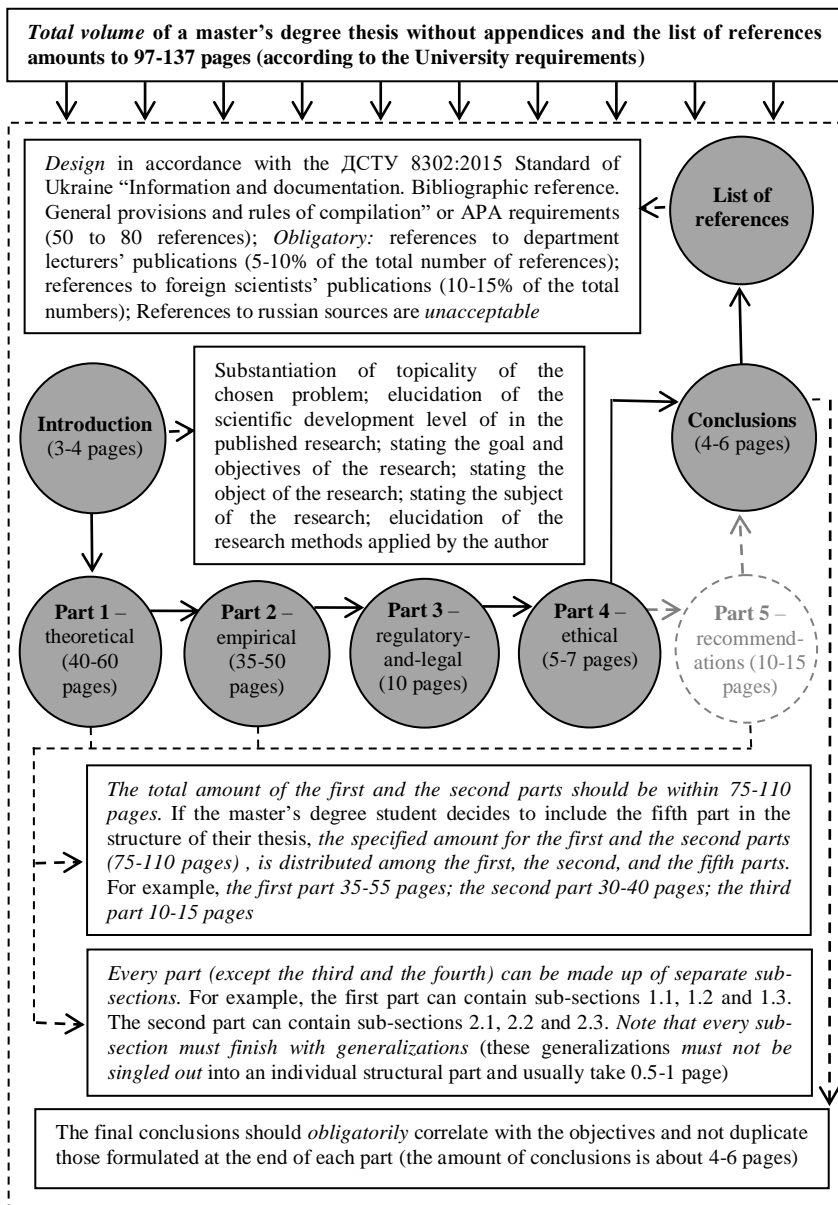
The qualification (master's degree) thesis is to be presented in the official state language (for foreign students – in English) in the printed and digital forms. The printed copy should be bound (hard cover).

*The qualification (master's degree) thesis* is typed on a printer on one side of white A4 paper (210 x 297 mm) with one and a half line spacing in 14 Times New Roman font.

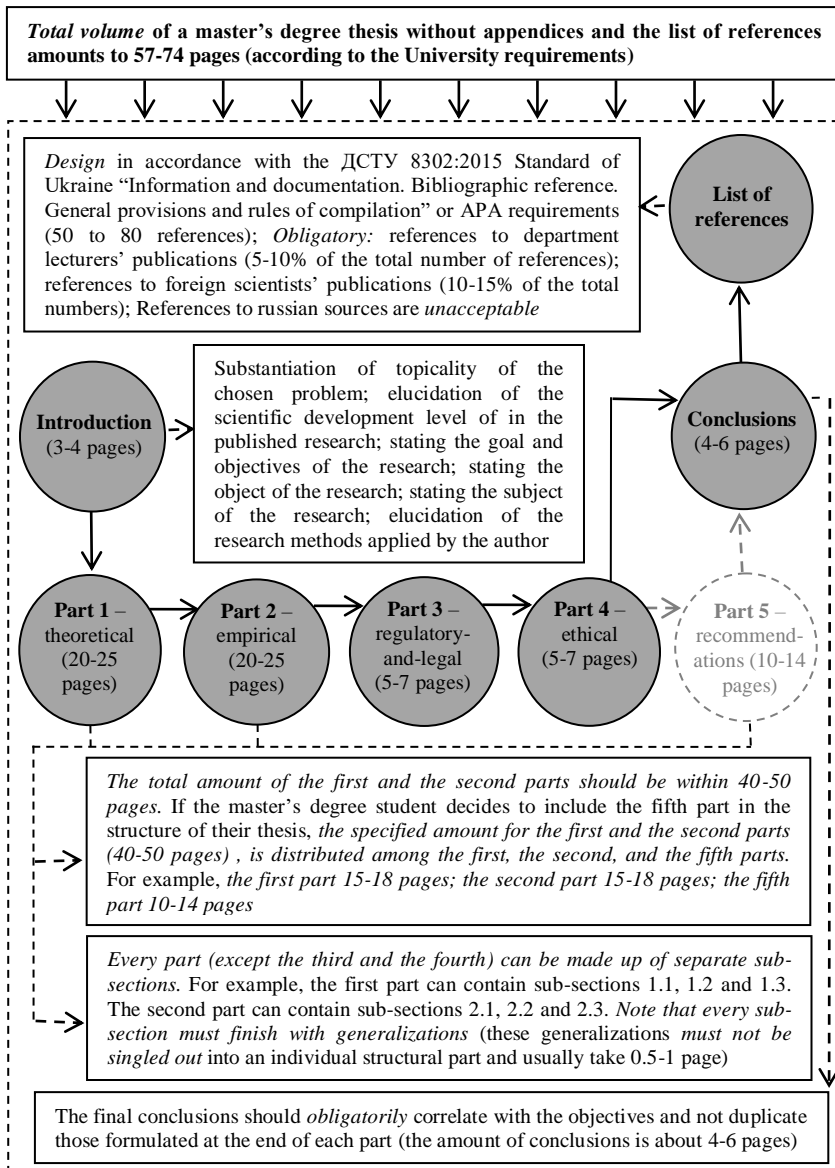
The thesis text is printed with the margins: left– 30 mm, right – 15 mm, upper – 20 mm, bottom – 20 mm. The printed text should be clear, in black color. The text density should be uniform throughout the text.

*The qualification (master's degree) thesis is obligatorily confirmed with the comment by the academic supervisor and a review from a reviewer external to the organizational structure of the department.*

#### IV. TYPICAL STRUCTURE OF A QUALIFICATION (MASTER'S DEGREE) THESIS (A CHART) - FOR UKRAINIAN STUDENTS



## V. TYPICAL STRUCTURE OF A QUALIFICATION (MASTER'S DEGREE) THESIS (A CHART) - FOR STUDENTS WHO ARE NOT CITIZENS OF UKRAINE AND STUDY IN ENGLISH



## VI. GENERALIZED ALGORITHM OF STUDENT WORK ORGANIZATION

The student's steps as to organizing work on the text of the qualification (master's degree) thesis

1) *defining and specification of the circle of their scientific interests* (scientific interests should relate with the theoretical content of the subject area of the specialty of "Sociology" (the subject area is defined by the relevant Standard of higher education), namely: social relations and interaction; personality, social groups and communities; social phenomena and processes; social practices; social institutes; culture; social structures and inequalities; social changes and influences; social problems and conflicts in the socium both at the national and the global levels); also the student *should define his/her preferences as to the academic advisor's personality* (the supervisor is appointed by the department with accounting for the student's opinion);

2) *discussing the concept of the future qualification (master's degree) thesis* with the academic supervisor and formulating its topic (title) (the offered by student and supported by his/her supervisor thesis topic is discussed with the guarantor of the education-and-professional training program with subsequent approval by the departmental decision. Note that following the topic's approval it cannot be changed);

3) *compiling the master's degree thesis plan* in accordance with the established requirements to its structure (compiling the plan for the qualification (master's degree) thesis should take place in coordination with the supervisor);

4) *studying scientific literature on the topic* as well as analyzing previously carried out researches in the relevant field of sociology (the results in this section of work organization are a foundation for writing the introduction);

5) *writing the introduction* (at this stage, correlation between the topicality, the subject, the object, the goal, objectives and methods of study should be ensured);

6) *gathering and analyzing information for the first (theoretical) part* (at this stage the student is to: carry out analysis of scientific literature on the chosen area of scientific search; clarify the categorical content of the chief definitions relative to the problem of the study; conceptualize methodological and theoretical foundations of the qualification (master's

degree) thesis; formulate current generalizations and conclusions followed by writing the first part;

7) *preparing the theses for the report* on the results of the first (theoretical) part;

8) *gathering and analyzing information for the second* (empiric) part (at this stage, the student: substantiates the choice of the sociological research methods and develops the instruments (a survey is usually applied as the chief method of information gathering, other methods (for instance an in-depth interview) are selected by the thesis author depending on the goal and objectives of the research); drafting the research program (including singling out the object, the subject, the goal and objectives of the research, hypotheses of the sociological study and the sample to be used); practical use of the sociological research program (for instance, carrying out the survey itself); analysis of the data obtained during the sociological research; formulation of current generalizations and conclusions) followed by writing the second part;

9) preparing a report on the results of the work on the first (theoretical) and the second (empiric) parts of the qualification (master's degree) thesis and its presentation to the lecturers of the department;

10) gathering and analyzing information for the third (regulative-and-legal support section) and the fourth (section on ethical problems in organizing a sociological research) parts; writing these parts and formulating current generalizations and conclusions on each of these parts;

11) writing the summative conclusions (the content of the summative conclusion must correlate with the objectives of the qualification (master's degree) thesis);

12) approbation of the qualification (master's degree) thesis outcomes at science-communicative events (conferences, round tables, etc.). *Note that every student is obliged to take part in the work of at least one scientific conference.* If a student qualifies for the "good" or "excellent" mark, he/she is to take part in at least two scientific conferences (the evidence of participating in a conference is the fact of publishing his/her theses in the collection of conference materials);

13) formatting the qualification (master's degree) thesis in accordance with the standing requirements and passing the standard control procedures;

14) preparing the report (the report on the outcomes of writing the qualification (master's degree) thesis and the performed sociological



research should last 7 to 9 minutes) and the presentation (the presentation should accompany the report but not duplicate its content. Usually, the presentation is limited to 16-22 slides) for the defense (presentation) of the qualification (master's degree) thesis;

15) obtaining a positive comment from the academic supervisor and a positive review from a reviewer external to the organizational structure of the department (the reviewer is appointed by the higher education institution's management according to the specialization area of the submitted thesis);

16) defense (presentation) of the thesis.

## VII. CALENDAR PLAN FOR THE WORK ON THE QUALIFICATION (MASTER'S DEGREE) THESIS

*The calendar plan for fulfilling the stages in master's thesis writing is discussed and approved at the department meeting (November) and is mandatory. Failure to observe the plan by a student is the ground for raising the question of his/her expulsion. Below is given an example of a calendar plan in accordance with the stated points (see section IV)*

Table 2 – Calendar plan for fulfilling the stages in the qualification (master's degree) thesis writing

No.	The stage of work on the qualification (master's degree) thesis	Time of fulfillment
1	2	3
1	to specify the circle of one's scientific interests as well as define the preferences as to one's academic advisor's personality	till December 20
2	to discuss the concept of the future qualification (master's degree) thesis with the academic supervisor and formulate its topic (title)	till January 20
3	to draft the plan of the qualification (master's degree) thesis in accordance with the requirements set forth to its structure	till January 30
4	studying the scientific literature on the selected topic as well as analyzing the previously carried out sociologic researches	till February 28
5	writing the introduction	till March 20
6	gathering and analyzing information for the first (theoretical) part followed by writing it	till May 20
7	preparing the report theses on the outcomes of writing the first (theoretical) part	till May 30
8	Gathering and analyzing information for the second (empirical) part followed by writing it	till August 30
9	preparing the report on the outcomes of work on the first (theoretical) and the second (empirical) parts of the qualification (master's degree) thesis and presenting it to the department lecturers	till September 10
10	gathering and analyzing information for the third (regulatory-and-legal support) and the fourth (section on ethical issues in a sociological research organization) parts followed by writing them	till October 10
11	writing the summative conclusions	till October 30
12	approbation of the qualification (master's degree) thesis outcomes at science-communicative events (conferences, round tables, discussions, etc.)	till November 10
13	formatting the qualification (master's degree) thesis text in accordance with the standing requirements and passing the standard control procedures	till November 20

End of table 2

1	2	3
14	preparing the report and the presentation for the defense (presenting) of the qualification (master's degree) thesis	till November 30
15	obtaining a positive comment from the academic supervisor and a positive review from a reviewer external to the organizational structure of the department	till December 10
16	public defense (presentation) of the qualification (master's degree) thesis	is determined by the University order (approximately between the 10 <sup>th</sup> and 15 <sup>th</sup> of December)

**VIII. EXAMPLES OF FORMULATIONS OF THE QUALIFICATION (MASTER'S DEGREE) THESES TOPICS** *(Note that the topics given below are not the actual topics to be chosen from but given exclusively as an example).*

1. Family dysfunctions as a factor of additive behavior in minors: a sociologic analysis
2. Sociologic analysis of consumer behavior in the wine market (any goods can be selected)
3. Technologies in local authority structures interaction concerning pensioners' socialization
4. Influence of corporate culture on organization competitiveness on the example of ... (any organization can be taken)
5. Personnel flow management in an organization on the example of ... (any organization can be taken)
6. Present-day student youth's marriage attitudes: a sociologic analysis
7. Technologies in corporation culture development at education institutions of ... (any country can be taken)
8. Youth migration from ... to ... (any region can be taken) as one of the strategies in social capital formation on the example of ... (any country can be taken)
9. Personnel work organization during the Covid-19 pandemic on the example of ... (any organization can be taken)
10. Specifics of social advertising on the Internet as a social control instrument

11. Students' self-government as a form of democracy development in higher education: a sociologic analysis
12. Social image of a leader in the public management system
13. Influence of higher education students' part-time employment on quality of education
14. Corporate culture as an organization development factor (any organization can be taken)
15. Education quality as intellectual assets capitalization factor: a sociologic analysis

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## **Methodical recommendations for higher education applicant**

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### **PREPARING THE QUALIFICATION (MASTER'S DEGREE) THESIS: REQUIREMENTS, THE STRUCTURE AND GENERAL CHARACTERISTICS OF THE CONTENT**

Guidelines for higher education applicants in specialties 054 – Sociology

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