

General qualification requirements for teachers involved in teaching activities in masters department

The teacher involved in teaching activities in masters, in the framework of the educational process:

- conducts all types of high-level training;
- carries out planning, organization and control of educational, scientific and educational work;
- manages research work and the process of preparing a master's thesis for graduate students;
- organizes and participates in scientific, research seminars on the profile of the department;
- leads student science seminars;
- monitors the quality of the teachers of the department of all types of training;
- develops standard and working curricula and programs for the relevant specialty of masters;
- participates in meetings and conferences organized in the framework of the research areas of department, including international ones;
- organizes and plans the independent work of graduate students;
- takes part in the development and prepares for publication textbooks and teaching aids for graduate students;
- monitors the implementation of the schedule of work of master students.

The following qualification requirements are imposed on teachers involved in teaching activities in master's program:

- possession of subject at a high level and ability to navigate in its theoretical foundations and the most important achievements;
- competence in the development of their own problems, research, the availability of publications on their results;
- the ability to build pedagogical actions considering individual specificity, personal qualities and the dissertation goals of graduate students;
- willingness to use innovative educational technologies that allow graduate students to learn knowledge and skills;
- the ability to formulate pedagogical tasks on the basis of an analysis of pedagogical situations and find the best ways to solve them;
- practical experience in the development of innovative courses aimed at developing professional abilities of graduate students;
- openness to ongoing learning, improving search skills and systematization, electronic information processing, the use of information and communication and multimedia technologies.

People with academic titles (degrees) and continuous experience of scientific and pedagogical (scientific) work of at least 3 years, as well as a Ph.D.

The choice of topics and the appointment of the supervisor

The master's thesis is the result of research works carried out on the basis of theoretical and practical knowledge obtained by master's student in the process of learning and mastering curricula.

Themes of master's theses are formed at the departments of the higher educational institution by the teaching staff of the departments, employees of scientific institutions of the Academy of Sciences of the Republic of Uzbekistan, industry research and development and design institutions.

Themes of master's theses, as a rule, are devoted to topical research issues or the solution of a specific

practical problem.

The management of the master's thesis is carried out by professors, doctors of science, associate professors, candidates of science working in higher educational institutions, scientists of scientific institutions of the Academy of Sciences of the Republic of Uzbekistan, highly qualified and experienced specialists of organizations, as well as, in accordance with the established procedure, foreign specialists with scientific degrees or academic titles.

In the case of the appointment of a supervisor not from among the employees of a higher educational institution, in which master's student is enrolled, he is additionally assigned a scientific adviser from the faculty of relevant department.

As part of the implementation of the master's thesis in accordance with the established requirements, the scientific consultant has the same responsibility as the supervisor.

For a supervisor and a scientific consultant of a higher educational institution in which master's student is studying, the work with a student on preparing a master's thesis is included, which determined by individual academic-annual work plan in a higher educational institution.

The remuneration of a supervisor is not from among the employees of a higher educational institution in which a master's student is studying, is carried out in the prescribed manner on an hourly wage basis, in an amount not exceeding 50 hours per master student in an academic year within the funds provided for estimated expenses of the relevant higher education institution.

A professor or a doctor of science can carry out scientific management of master's theses up to five students, and an associate professor, a candidate of science and a specialist can carry out up to three graduate students.

Themes of master's theses of graduate students and their supervisors (and scientific consultants), presented by the departments, after discussion at the educational and methodical council of a higher educational institution or faculty during the first two months of the first year of a graduate student are approved by the rector (director) of the relevant higher educational institution, on the presentation of the vice-rector (deputy director) for scientific work.

The responsibilities of supervisor include the following:

- scheduling consultations in order to provide systematic assistance on emerging issues under the research topic;
- participation in the selection of research methods and assistance to the master's student in their application;
- monitoring the implementation of work and the timely preparation of a master's thesis in accordance with the established schedule of work of a student of masters department;
- issuance of an opinion on a master's thesis prior to preliminary defense.

The structure of the master's thesis and the requirements for its content

The master thesis should consist of the following structural parts:

- title page;
- brief summary to the master's thesis in two languages (language of instruction and English);
- content;
- introduction;
- main part;

- conclusion;
- bibliography;
- application (if available).

The introduction should include a brief description:

- the validity of the topic of master's thesis and its relevance;
- object and subject of study;
- goals and objectives of the study;
- scientific novelty;
- main objectives and research hypotheses;
- review (analysis) of literature on the research topic;
- characteristics of the methods used in the study;
- theoretical and practical significance of the research results;
- characteristics of the structure of work.

The main part of the master's thesis consists of at least three chapters, while the volume of the chapters of the main part should be inter-proportional and include the following:

- critical analysis of theoretical, applied and empirical results presented in other sources regarding the research topic;
- description of research methods and practical part of the work;
- a statement of main results of the study, describing the personal contribution of master's student to the solution of the problem being studied.

The final part of the master's thesis sets out the scientific and practical significance of the results, reflected in all chapters, as well as conclusions on the solution of problems of scientific research. The final part should not exceed 4 pages.

The applications of the master's thesis can be materials containing additional information that is necessary for the direct presentation of the content of the master's thesis. The volume of applications should not exceed 1/3 of the total volume of the master's thesis.

When working on a master's thesis, students of the master's program must follow the rules of professional ethics (not allowed: plagiarism, data falsification, and presentation of false quotes).

The text of the thesis must be typed on standard paper with the following rules:

- line spacing - 1.5 cm;
- upper and lower margins - 2 cm, indents on the left side - 3 cm, on the right side - 2 cm;
- paragraph spacing is 5 or 6 points.
- The text of the master's thesis is recommended to be printed in Times New Rome font in the text editor Microsoft Word.

The recommended amount of master's thesis is 70 - 80 pages, with the exception of the title page, content, list of references and applications.

The master's thesis is prepared in the language of instruction of masters student (on the recommendation of the department or a foreign language master's department). An abstract in the state language is

attached to the master's thesis in a foreign language. Preliminary and official defence of master's thesis are carried out with translation.

Taking into account the specifics of the master's specialty, the volume and content of the structural parts of the master's thesis can be modified and expanded by the decision of the Faculty Educational and Methodological Council.

The procedure for preliminary and official defense

Preliminary defense of master's theses is organized in the presence of the supervisor (scientific consultant) on the commission created at the department.

Specialists from other departments, as well as from other organizations can be invited for preliminary defense.

In the case of the presence of a scientific consultant prior to preliminary protection, his conclusion to the master's thesis is also required.

Before preliminary defense, a master's student must have internal and external reviews and a review of the supervisor, as well as at least two scientific articles or theses on the topic of the dissertation.

The results of preliminary defense are recorded in the protocol of departments.

Internal and external reviewers are invited by the relevant department of a higher educational institution and their list is approved by the pro-rector (deputy director) for scientific work.

The reviewer's responsibilities include:

- presentation of conclusions on the relevance, scientific novelty and completeness of the master's thesis;
- submission of a review at least 3 days prior to preliminary protection;
- indication in the review, in case of revealing, of violations of the rules of professional ethics (plagiarism, falsification of data, statement of false quotations, and others).

In cases of non-compliance of the master's thesis with the established requirements, detection of a violation of the rules of professional ethics by a student of the master's degree (plagiarism, falsification of data, as well as the presentation of false quotes and others), as well as the impossibility of correcting them as soon as possible, the reviewer does not want the master's thesis to defend.

The date of the official defense of the master's thesis is determined on the basis of the schedule approved by order of the rector (director) of the higher educational institution.

The official defense of the master's thesis is conducted by the State Final Attestation Commission of the higher educational institution (hereinafter referred to as the Commission).

The official defense of the master's thesis of a master's student must be accompanied by presentation materials and must not exceed 20 minutes.

On official defense, members of the Commission evaluate a graduate student on the following criteria:

- the ability to reveal the relevance of the research topic of the master's thesis and its relationship with practice;
- an independent approach of a master's student to research and problem solving;
- the complexity and depth of the critical analysis of the used scientific literature, scientific publications, legal acts, statistical data, as well as literature in foreign languages;

- the validity of the application of research methods in practice;
- the practical significance of the recommendations developed on the basis of the results obtained;
- the ability of the master's student to predict the development prospects of the research and the results obtained in the framework of his master's thesis;
- the ability to trace the logical relationship of materials in theoretical and practical parts of the master's thesis.

“When receiving the assessment of “unsatisfactory” or if the master's thesis is not allowed to official defense, the master student has the right to another defense over the next 3 years.

The results of the official defense of master's theses are discussed at the Academic Council of the higher educational institution.

Defended master theses are stored for 3 years in a higher educational institution.