

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION  
TOMSK STATE UNIVERSITY  
Faculty of Psychology

APPROVED BY:  
Deputy Dean of the Faculty of Psychology  
\_\_\_\_\_ Malkova I.Y.

\_\_\_\_\_ 2015

**PROGRAMME**

**of final state attestation of graduates**  
**37.04.01 Psychology**

Master's Programme  
Psychology of Health and Safety

Graduate qualification (degree)  
**Master**

Tomsk  
2015

## 1. General Provisions

According to the Federal State Educational Standard of Higher Education (FSES HE), the Master Degree Dissertation (Thesis) is the final qualifying paper the defence of which is included into final state attestation.

The defence of Thesis aims to set the compliance of the level of vocational training of graduates with the FSES HI.

Master's Thesis is prepared in the training period and (or) during the research work. It is an independent and logically complete final qualifying paper containing solutions to the tasks in research, practical, design and innovative, managing and pedagogical activities.

Thesis of the Master of Psychology is an independent final qualifying paper that contains the research and corresponds to the educational programme.

## 2. Guidelines for Qualifying Paper

### 2.1. Type of final qualifying paper

The final qualifying paper is performed in form of Master's Thesis.

### 2.2. Structure and requirements for the content

Master's Thesis is a report about student's studies of the problem and their search for solution. Master's Thesis consists of:

- Title page
- Table of Contents
- Abstract
- Introduction
- Definition of the problem
- Review of existing solutions to the problem and its modifications
- Research and design of solution
- Empirical part
- Conclusion
- References

Requirements to the content of the above parts of Master's Thesis:

- Abstract (no more than half of a page) must contain the definition of the problem and the main results.
- Introduction must describe the subject area which the problem belongs to and contain its informal description.
- Definition of the problem must contain the problem definition within a model of the subject area which the problem belongs to, specification of a desired solution in terms of the subject area model.
- Review must contain clearly defined objectives and comparing criteria correlating with the specifications of the desired solution to the problem. Conclusions must be presented at the end of the review.
- "Research" must describe the decomposition of the problem on the sequence of sub-problems which must be solved to find the solution to the main problem. It must contain the reasoning of all the solutions. For example, if we decide to create a software tool, we must prove that there is no tool having the needed parameters. The exception is creating a tool for studying purposes.
- Conclusion must summarise the results of work submitted for the defence and consistent with the objective of the paper.

2.3. Topics of Master's Thesis for master students of the programme "*Psychology of health and safety*" are determined by the research of the laboratories of the faculty:

- *Laboratory of Health Psychology* (headed by the Prof. Kozlova N.V.) organises and conducts the research in neurophysiological, psycho-physiological, cognitive and value aspects of health as a resource and strategic potential of a human stability and prosperity, competitiveness and professional development.

- *Psychophysiology Laboratory* (headed by the Prof. Bogomaz S.A.) is engaged into studies of physiological bases of mental activity and human behavior. It serves as a foundation and basis for educational research for master students whose major is genetic, clinical and organisational psychology.

- *Laboratory of Psychological Examination* (headed by the Prof. Meshcheryakova E. I.) conducts theoretical and applied research in the field of psychological expertology. Currently, the laboratory is authorized to conduct about 25 types of expert and consulting work.

- *Laboratory of Psychological Practices* (headed by the Prof. Kabrin V. I.) is engaged into the development, research, supervision and examination of innovative psychological practices; it develops methods of active research and studies the effectiveness of different psychological practices.

- *Laboratory for Cognitive Studies and Psychogenetics* (headed by Kovas Yu. V.) deals with the studies of human abilities, and, most of all, mathematic ones as the key determinants of individual differences in abilities, results, motivation and interest in mathematics.

- *Laboratory of Early Development* (headed by Kovas Yu. V.) studies problems of mental and physical development of children in early ontogenesis and discovers mechanisms of normal children’s development and specific development.

#### 2.4. Procedure and submission of final qualifying paper to the State Examination Commission

Master’s Thesis is carried out at the department or in the research laboratory under the supervision of a supervisor assigned at the session of the department. Terms of completion of separate sections of Thesis are determined by a student’s individual study plan.

The topic of Master’s Thesis and content of the paper are defined by the supervisor in the master’s thesis task and approved at the session of the department considering the student’s interests and the decision of the graduating department. The stages for performing Master’s Thesis (table 1) are written in the student’s individual study plan (master’s thesis task – *Annex1*).

Table 1. The stages for performing Master’s Thesis

Semester	The programme of the research (type and content of works)	Place of the research	Form of report and terms	Note of completion (resolution of the department or supervisor)
I				
II				
III				
IV				

The master student independently works on the Thesis. The supervisor providing research and methodological assistance performs the following functions:

- *general guidance of the work*, its direction and assistance in evaluation of possible solutions to emerging problems;
- *general control* over the terms of completion and preparation of separate sections of the Thesis specified by the plan;
- *assistance* in selecting research materials and inquiry books; placement of orders for different types of analyses and supplementary research;

- *regular tutorials* and discussions of the topic as well as associated problems;
- *preparation of the letter of reference* and agreement on submission for the defence.

Working on the Thesis, the master student must demonstrate their abilities to solve independently the problems emerging in their professional activity using acquired knowledge, skills and competencies. He/she must professionally deliver specific information, prove and defend their stand point.

#### Requirements for documents

Requirements are established in the recommendations for bibliographic description of documents based on the requirements of the interstate standard GOST 7.1-2003. The recommendations provide general requirements and rules for description of bibliographic references: types, structure, content, position in documents according to the requirements of the Russian national standard GOST 7.0.5-2008. The recommendations are placed on the web-site of the TSU Research Library [http://www.lib.tsu.ru/win/produkzija/metodichka/4\\_3.html](http://www.lib.tsu.ru/win/produkzija/metodichka/4_3.html).

##### *Text of documents:*

1. Names given in the text of a document and on illustrations must be similar.
2. Text of the document must be brief, clear and must not contain various explanations.
3. Generally accepted scientific and technical terms and definitions must be used in documents. If a document contains specific terminology, a list of accepted terms with corresponding definitions must be provided at the end of the document (before the references). The list must be included in the table of contents.
4. It is not allowed:
  - to use colloquial phrases, technicism, special terms related to professional activity;
  - to use different scientific and technical terms, synonyms for the same concept, and use foreign words and terms, if there are Russian equivalents;
  - to use arbitrary word-formation;
  - to use abbreviations except those established by Russian orthography.

#### 2.5. Defence of dissertation (Thesis)

The final stage of the work on Master's Thesis consists in preparation of the required documents and materials, preparation to the presentation at the meeting of the State Examination Committee and public defence itself.

It is recommended to hold a test hearing at the department in terms of completed paper – its *preliminary presentation* (pre-defence) – 1-1,5 month prior to the defence. It is of great help for the student, their supervisor, and the head of the department giving the approval on submission of the paper for the defence.

#### 2.6. Documents submitted to the State Examination Commission

The completed Thesis is given to the supervisor who, ***within no more than three days***, prepares a written reasoned statement on its readiness to defence.

The form and content for the reference letter of the supervisor are presented in the *Annex 2*.

If the supervisor gives a negative opinion on the paper of their master student, the latter is allowed to submit their Thesis to the defence.

The head of the department approves the admission to defence on the basis of completed work, reference letter and student's presentation at the department. If the head of the department considers the admission impossible, the case is discussed at the meeting of the department and submitted by the Dean of the faculty for the Rector's approval.

***Ten days prior to the defence***, the Thesis along with the supervisor's reference letter is given to the secretary of the State Examination Commission. In accordance with the established procedure, the secretary appoints a reviewer and ***within two days*** passes them the Thesis and submission of the State Examination Commission (*Annex 3*). The reviewer, as a rule, is a

specialist in the field, which the Master's Thesis belongs to. A person working at the department responsible for the Master's Thesis cannot be the reviewer

*Within three working days* the reviewer analyses the Thesis and writes the review following the recommended form (*Annex 3*).

Negative review does not deprive of the opportunity to defend the final qualifying paper in the State Examination Commission. Negative review presupposes *obligatory* presence of the reviewer at the meeting of the State Examination Commission.

A master student has the right to familiarise with the review no less than *two days prior to the defence*.

Thesis, review and supervisor's reference letter with signatures and dates on the Title Page are returned to the State Examination Commission no less than three days prior to the defence.

## 2.7. Defence procedure

The defence is held at the meeting of the State Examination Commission approved by the Order of the Rector of TSU and entitled to perform final state attestation of the educational programmes listed in the Order.

The defence of the final qualifying paper is open to the public and held in accordance with terms established in the curriculum.

The defence is held in form of discussion involving high exactingness to the candidate and thorough consideration of results and conclusions presented in the Thesis and submitted for the defence.

*The Chairman of the State Examination Commission starts the defence with the announcement of the name of a candidate, a topic of thesis and educational programme within which the thesis is performed. He/She also announces academic title, position and surname of the supervisor.*

Then, the Chairman (or the secretary of State Examination Commission under the Chairman's instruction) informs about the availability of required documents of the candidate (student's record book, thesis, reference letter, and review) and gives a brief description of their "service record" (performance, publications and their character, presentations on the conferences, participation in the development of research programmes of the department and their level, diplomas of laureate awarded at the competitions and contests, etc.).

*After that, the Chairman gives the floor to the candidate.* The candidate *presents the report* on the completed work (up to 15 minutes), paying attention to the main results of the research. It is recommended to use a brief plan of the report or its thesis. The candidate should not read the paper, since it makes a bad impression and gives rise to doubt and provokes further questions by the members of the State Examination Commission.

It is very important to have presentation skills and work with visuals, to speak eloquently, professionally and grammatically correct language strictly keeping within the time limit.

*After the candidate's presentation, the supervisor takes the floor.* He/she provides a brief description of the candidate's professional qualities and their attitude to work on the thesis as well as evaluates the paper submitted for the defence according to the points stated in the reference letter. If the supervisor is absent at the meeting of the State Examination Commission, the reference letter is read out.

Negative reference letter presupposes obligatory presence of the supervisor at the meeting of the State Examination Commission.

*The supervisor's speech is followed by the reviewer* who reads out their review.

At the time, members of the State Examination Commission and those present at the meeting write their questions referring to the problems discussed in the thesis, research methods and other issues concerning either the subject (object) of the research or the results.

*After pronouncement of the review, the candidate responds to the remarks and critics by the reviewer.* Responses must be to the point, brief and clear. *Refusal to respond to the remarks*

*of the reviewer means the absence of the integral part of academic debate provided for by the defence procedure of Master's Thesis.*

*Next, the candidate answers the written questions, reading it out and announcing the name of the author. The answers must be to the point, brief and clear.*

After answering the written questions, the Chairman offers the members of the State Examination Commission and those present ask more questions related to the thesis. The candidate answers without any preparation.

Depending on the course of discussion, the Chairman may ask the members of the State Examination Commission and (or) those present to express their opinion on the defence (remarks on the paper, grade, and qualification of the candidate, etc.). The candidate must respond the remarks providing relevant explanation.

*At the request of the candidate, he/she may be given a closing speech.*

The members of the State Examination Commission discuss the defence during the **closed** meeting in presence of the supervisor and the reviewer.

The Master's Theses are evaluated by taking into consideration:

- level of research preparedness of the candidate;
- independence and initiative of the candidate during the work;
- ability to present the results;
- ability to defend a stand point;
- opinions of the reviewer and the supervisor.

The form of the protocol for final qualifying paper for a member of the State Examination Commission is in the in the *Annex 4*.

The defence is graded on the basis of the grading scale "**excellent**", "**good**", "**satisfactory**", and "**unsatisfactory**". The decision is made by majority vote of the members of the State Examination Commission present at the meeting. With an equal number of votes, the vote of the Chairman is decisive.

The grade and general remarks on the paper are announced to the present after the meeting of the Commission. The Chairman awards the candidate with the **qualifying degree "Master"** and announces the next defence (or closes the meeting).

Master students having no less than 75% of "**excellent**" marks for all studying period in all subjects (including elective and optional) and 25% of "**good**" marks and whose theses are graded "**excellent**" are awarded diplomas with distinction.

Master students graded "**unsatisfactory**" for the defence are expelled from the university. In this case, they receive the letter of completion of due standard. Master's Thesis graded "**unsatisfactory**" may be submitted for resit **within three years** at the next meeting of the State Examination Commission, but **not earlier than in a year**.

Master students failed to defend their final qualifying papers within established terms under valid reasons can be provided with a sabbatical by the Rector of the university.

After the defence, the papers are stored at the departments of the university. Graduates are allowed to have copies of their papers.

The State Examination Commission decides on the submission for competition of students' papers of the Ministry of Education and Science of the Russian Federation and their implementation in the production, research, educational process and (or) publication.

The State Examination Commission can recommend the students demonstrating special achievements in scientific and research work for admission to postgraduate programmes.

2.8 Evaluation Criteria (compliance with the requirements of the Federal State Educational Standards of Higher Education) based on the performance and defence of final qualifying paper

***“Excellent” Grade:***

- in-depth and well reasoned justification of the topic;
- clear statement and understanding of the problem;
- wide and relevant bibliography and analytical methods;
- ability to reveal the disadvantages of used theories and make a summary on the basis of specific details;
- content of the research and defence evidences student’s ability to work in the field;
- work is well-designed and has extended references;
- reference letter and review are positive;
- defence proved high professional and pedagogical preparedness of the master student and their ability for research work.

***“Good” Grade:***

- reasoned justification of the topic;
- clear statement and understanding of the problem;
- limited bibliography insufficient for conducting the research;
- paper is based on mediocre analysis of the problem and there are a few summaries;
- content of the research and defence evidences student’s ability to work in the field;
- work is well-designed and has necessary references;
- reference letter and review are positive;
- defence proved sufficient research and professional and pedagogical preparedness of the master student.

***“Satisfactory” Grade:***

- sufficient justification of the topic, however, there is no in-depth understanding of the problem;
- bibliography consists of mainly basic references;
- limited use of the research works required for comprehensive study of the problem;
- lack of student’s expertise in the field;
- design of the paper contains some negligence;
- reference letter and review are positive, but have some remarks;
- defence proved satisfactory research and professional and pedagogical preparedness of the master student, but their limited ability for research work.

***“Unsatisfactory” Grade:***

- topic of the paper is presented in generalities;
- limited bibliographic sources;
- standard presentation of material;
- dogmatic approach to the used theories and conceptions;
- opinions on the problems are not always relevant;
- inaccuracies and incorrect conclusions on the study of literature;
- design of the paper does not meet the requirements;
- reference letter and review contain serious remarks, but the public defence is possible;
- master student demonstrated their limited knowledge and erudition at the defence.

*Master's Thesis Task Form*

**TOMSK STATE UNIVERSITY**  
**Faculty of Psychology**  
Department of Genetic and Clinical Psychology

**APPROVED BY**

The Head of the Department, Prof.  
\_\_\_\_\_ N.V. Kozlova  
\_\_\_\_\_ 2016

**MASTER'S THESIS TASK**

for the master student \_\_\_\_\_ group \_\_\_\_\_

1. Master's Thesis topic \_\_\_\_\_

2. Objectives and content of the Thesis \_\_\_\_\_

3. Problems solved on the tasks of interested organisations and their names \_\_\_\_\_

4. Mandatory illustrative material \_\_\_\_\_

5. Terms for submission of the completed Thesis:  
– to the department \_\_\_\_\_  
– to the State Examination Commission \_\_\_\_\_

6. Preliminary presentation at the department \_\_\_\_\_

7. Advisors for the Thesis sections \_\_\_\_\_

Supervisor \_\_\_\_\_

Date \_\_\_\_\_ 2016

Accepted for execution \_\_\_\_\_ 2016

The master student \_\_\_\_\_

Approved in the session of the department \_\_\_\_\_ 2016

Protocol No \_\_\_\_\_



*Form of reference letter from the research supervisor***REFERENCE LETTER**

On the Master's Thesis \_\_\_\_\_  
name of the topic  
 of the student of the group \_\_\_\_\_ of the Faculty of Psychology of TSU \_\_\_\_\_  
 \_\_\_\_\_  
student's name

The reference letter should provide the following information:

1 A short list of problems studied within the final qualifying paper considering the in-depth description according to the "Task". It is reasonable to indicate the ratio of separate sections (chapters) of the Thesis and degree of their importance.

2 Description of the Thesis revealing its novelty and implementation in practice. It must be noted, whether the topic is a part of state-funded, contractual or research development of the department, research organisation or production company.

3 Main advantages of the Thesis indicating the degree of student's independence in decision-making.

4 Description of the research and regulatory framework of the Thesis.

5 Description of student's preparedness to independent research work.

6 Main disadvantages of the Thesis or/and presence of irrelevant material.

7 Evaluation of student's work during the work of the Thesis.

8 Quality of the design of the research materials.

9 Conclusion on awarding the student with *qualifying degree "Master"*. Total grade for the Thesis.

Supervisor

\_\_\_\_\_  
 position, academic title, degree

\_\_\_\_\_  
 signature

\_\_\_\_\_  
 name

Note – if the supervisor does not work at TSU, the signature must be certified by the seal of the organisation he/she works in.

*Form of submission the Master's Thesis for review*

## INSTRUCTIONS FOR THE REVIEWER

Dear \_\_\_\_\_

The State Attestation Committee of Tomsk State University on the field 37.04.01 Psychology asks you to write a review on the Master's Thesis \_\_\_\_\_

\_\_\_\_\_ performed by the student of the group \_\_\_\_\_ of the Faculty of Psychology of TSU \_\_\_\_\_

The dissertation and written review must be returned to the State Examination Commission before \_\_\_\_\_, 20\_\_.

The defence will be held \_\_\_\_\_, room \_\_\_\_\_

*Your presence at the defence is desirable*

The review must represent the following information:

- 1 Resolution on the degree of compliance of the paper with the master's thesis task.
- 2 Novelty of the topic.
- 3 Essence of the result and their contribution to the field of study.
- 4 The validity of the results and their theoretical and practical significance.
- 5 The degree of research completion; recommendations for practical application and publishing.
- 6 Professional level of performance and design quality of the qualifying paper according to:
  - summary of the literature, presentation of the latest data (three-five years);
  - relevance of the methods and their conformity to the problem;
  - depth of discussion of the results and correctness of solutions;
  - laconic and meaningful conclusions on the work;
  - scientific style of writing, literacy, design of the paper;
  - design of illustrations, tables and other illustrative materials according to the existing standards;
  - proper citation.
- 7 Conclusion on awarding the student with qualifying degree "*Master*" and reasoning of the grade.

It is necessary to write the place of employment, position, signature, and name at the end of the review.

\_\_\_\_\_ 20\_\_

The Chairman of the State Attestation Commission

\_\_\_\_\_

name

*Protocol for final qualifying paper for a member of the State Examination Commission*

No	Student's Full Name	Quality criteria of final qualifying paper, its defence and their evaluation								
		Novelty	Originality	Design and quality of Master's Thesis	Quality of illustrative materials	Quality of presentation at the session of the State Examination Commission	Correctness and reasoning of answers	Erudition and knowledge in the sphere of professional activity	Recommendations for post-graduate programme, competition, publication	Final grade
1										
2										
3										
4										
5										

Each criterion is evaluated according to the 5-grading scale.

Final grade is an arithmetic mean value of scores of the State Examination Commission members and the reviewer. The value is rounded up or down.

In case of significant difference of members' opinions, the Commission decides the final grade for Master's Thesis and their defence during the closed meeting of the State Examination Commission.