

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRARIAN UNIVERSITY
Department of Management

«Affirm»

**Head of the Department of
Management**

_____ **A.M. Mykhailov**

«_____» _____ **2019**

CURRICULUM

Methodology of PhD thesis writing

Training field: Postgraduate students

073 "Management"; 091 "Biology"; 133 " Sectoral Engineering "; 201 "Agronomy"; 202 "Protection and Plant Quarantine"; 204 "Technology of production and processing of livestock products"; 211 "Veterinary Medicine"

Faculty: department of postgraduate and doctoral studies

2019 – 2020

Work program of the discipline «Methodology of PhD thesis writing ».

Author: I.Lozynska, Head of Postgraduate Department, Professor at the Department of Management, D.Sci in Economics _____

Work program was considered at the Department of Management
Protocol from _____

**Head of the Department of
Management**

_____ **prof. A.M. Mykhailov**

Agreed:

Head of the Department of Graduate Studies

_____ I.V. Lozynska

Methodist of the Educational Department

_____ G.O. Baboshyna

Reiterated: date: _____

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1. Description of the educational discipline

Name	Knowledge area, field, educational qualification level	Characteristics of the discipline	
		full-time study	part-time study
Number of credits – 2	Knowledge area: Scientific	Variative	
Modules – 2	Specialty: 073 "Management"; 091 "Biology"; 133 "Sectoral Engineering"; 201 "Agronomy"; 202 "Protection and Plant Quarantine"; 204 "Technology of production and processing of livestock products"; 211 "Veterinary Medicine"	Year of preparation:	
Content modules: 2		2019-2020	–
Individual scientific task: absent		Course	
		1	–
Total hours – 24		Semester	
	–	+	
Weekly hours for full-time study: classroom – 2	Qualification level: The third level	Lectures	
		12 hours	–
		Practical, seminar	
		12 hours	–
		Laboratory	
		–	–
		Individual work	
		66 hours	–
Individual tasks: –			
Type of control: exam			

The ratio of the class hours number to the individual work hours number for full-time education is 24/36.

1. The purpose and objectives of the discipline

The aim is to obtain basic knowledge of methodology and organization of scientific activities for the postgraduate students in order to ensure their professional training as scientists.

As a result of studying the discipline, the graduate student should:

know:

- modern methodological concepts, bases of methodology of scientific knowledge and methods of scientific researches;
- forming a holistic view of the research process;
- to know the characteristics of the basic methods of scientific knowledge (induction, deduction, abduction) and methodological models (hypothetical-deductive and empirical inductive);
- the main criteria for the assessment of scientific knowledge and requirements for the organization of research activities;
- features of writing and design of the dissertation research;
- requirements for publications on the results of the dissertation research;
- procedure of preliminary defense and defense of the thesis.

be able:

- be aware of the tasks of scientific research;
- correctly compose scientific articles, reports;
- be able to apply general methodological principles in scientific activity.

3. The program of the discipline

CONTENT MODULE 1. PERFORMANCE OF DISSERTATION RESEARCH

Topic 1. Structure of the dissertation research.

Basic concepts of scientific research. Methods of work with printed literary sources. General methodology of dissertation research. Formulation and approval of the topic of the dissertation research. Organization of thesis work. Search, accumulation and processing of scientific information. Writing a Literature Review for a Dissertation. Summary of content and structure of the thesis. Introduction to the thesis. The main part of the dissertation. Conclusions to the thesis. References. Presentation of textual material. Rubrication of the text.

Topic 2. Design of dissertation research.

Language and style of presentation of the material. Punctuation, syntax of sentences. Design of tables, diagrams, applications. Technical characteristics of the thesis. Titles of structural parts of the dissertation. Legend. Equations and formulas. Design of illustrations and digital material. Citation and linking rules. Registration of the list of used literature and applications.

Topic 3. Work on writing scientific articles, reports, monographs

Abstract of the dissertation and the method of its execution and design. The structure of the dissertation abstract. Annotations to the dissertation research. Publication of the dissertation abstract. Scientific monograph, its structure, requirements for writing. Scientific Article. Professional editions. Abstracts of the scientific report. Rules of publication design.

CONTENT MODULE 2. DEFENSE OF DISSERTATION RESEARCH

Theme 4. Preparation of the dissertation research for defense

Preliminary examination at the department. Drawing up of certificates of revision, extract from the meeting of the department. Submission of the dissertation to a specialized academic council. Documents required for submission of the dissertation to the specialized scientific council. Submission of dissertation research.

Topic 5. The procedure of defense the dissertation research.

Thesis defense thesis. Preparation of the thesis for the thesis defense. Stylistic features of the report for the thesis defense. Multimedia presentation of the research results. Answers to the questions of the members of the specialized academic council. Answers to official opponents' remarks. Responses to comments in the feedback on the abstract. Registration of documents for filing of the attestation file.

4. The structure of the discipline

Title of module/topic	Number of hours											
	Full-time						Part-time					
	Total	Incl.					Total	Incl.				
		L	P	Lab	Ind.	I.w.		L	P	Lab	Ind.	I.w.
<u>CONTENT MODULE 1. PERFORMANCE OF DISSERTATION RESEARCH</u>												
Topic 1. Structure of the dissertation research.	16	2	2			12						
Topic 2. Design of dissertation research.	16	2	2			12						
Topic 3. Work on writing scientific articles, reports, monographs	16	2	2			12						
<i>Together for Module 1</i>	48	6	6			36						
<u>CONTENT MODULE 2. DEFENSE OF DISSERTATION RESEARCH</u>												
Theme 4. Preparation of the dissertation research for defense	19	2	2			15						
Topic 5. The procedure of defense the dissertation research.	23	4	4			15						
<i>Together for module 2</i>	42	6	6			30						
Total	60	12	12			66						

5. Lectures

(full-time form)

No	Topic title	Number of hours
1	Topic 1. Structure of the dissertation research. Plan: 1. Basic concepts of scientific research. 2. Methods of work with printed literature. 3. General method of dissertation research. 4. Formulation and approval of the topic of the dissertation research.	2

2	<p>Topic 2. Design of dissertation research.</p> <p>Plan:</p> <ol style="list-style-type: none"> 1. Language and style of presentation of the material. Punctuation, syntax of sentences. 2. Design of tables, diagrams, applications. 3. Technical characteristics of the thesis. Titles of structural parts of the dissertation. Legend. 4. Equations and formulas. Design of illustrations and digital material. 	2
3	<p>Topic 3. Work on writing scientific articles, reports, monographs</p> <p>Plan:</p> <ol style="list-style-type: none"> 1. Dissertation abstract and method of its execution and design. 2. The structure of the dissertation abstract. 3. Annotations to the dissertation research. 4. Publication of the dissertation abstract. 	2
4	<p>Theme 4. Preparation of the dissertation research for defense</p> <p>Plan:</p> <ol style="list-style-type: none"> 1. Carrying out preliminary examination at the department. 2. Submission of the dissertation to the specialized academic council. 3. Documents required for submission of the dissertation to the specialized scientific council. 	2
5	<p>Topic 5. The procedure of defense the dissertation research.</p> <p>Plan:</p> <ol style="list-style-type: none"> 1. The procedure of defense of the dissertation research. 2. Preparation of the thesis for the thesis defense. Stylistic features of the report for the thesis defense. 3. Multimedia presentation of the research results. 	4
	Разом	12

6. Practics
(full-time form)

No	Topic title	Number of hours
1	<p>Topic 1. Structure of the dissertation research.</p> <p>Composition of dissertation research</p> <ol style="list-style-type: none"> 1. Describe the features of writing an introduction to the thesis 2. Identify the components of the main part of the thesis (experiment) 	2
2	<p>Topic 2. Design of dissertation research.</p> <ol style="list-style-type: none"> 1. Requirements for the content and design of the dissertation research 2. Generalize the rules of citation and references 3. Registration of symbols 	2
3	<p>Topic 3. Work on writing scientific articles, reports, monographs</p> <ol style="list-style-type: none"> 1. Publication of the results of the dissertation research 2. Describe the stages of work on the monograph (scientific article, report) 3. Rules for the design of publications 	2
4	<p>Theme 4. Preparation of the dissertation research for defense</p> <p>Preparation for the thesis defense</p> <ol style="list-style-type: none"> 1. Characterize preparation for preliminary defense of the dissertation research 	2

5	Topic 5. The procedure of defense of the dissertation research. Thesis defense procedure 1. Play the thesis defense thesis 2. Identify the requirements for a thesis defense thesis	2
6	Topic 5. The procedure of defense of the dissertation research. Thesis defense procedure 1. Registration of documents for submission of the attestation file	2
	Разом	12

7. Individual work (full-time form)

No	Topic title	Number of hours
1	Topic 1. Structure of the dissertation research. Define regulatory documents regulating the scientific activity of higher education workers. To make out as a table.	12
2	Topic 2. Design of dissertation research. Summarize the information on the certification of scientific and pedagogical staff in Ukraine	12
3	Topic 3. Work on writing scientific articles, reports, monographs Make a list of professional publications (by specialty)	12
4	Theme 4. Preparation of the dissertation research for defense Annotate the requirements for the design of the list of used literature of the dissertation research	15
5	Topic 5. The procedure of defense of the dissertation research. To make an abstract in Ukrainian and English for the abstract	15
	Разом	66

8. Learning methods

1. Verbal methods: story, explanation, conversation, lecture, tables and graphs, supporting notes, etc.
2. Visual methods: demonstration, illustration, observation, etc.
3. Analytical, synthesis methods, inductive method.
4. Active teaching methods: brainstorming, debates, role games, trainings, use of problem situations, group research, self-assessment of knowledge, imitation training methods, use of educational and control tests, use of basic lecture notes.
5. Interactive learning technologies, use of multimedia technologies, case study.

Individual tasks

1. To write the abstracts of a scientific presentation on the topic of research and to take part in the conference.
2. Make a plan of a scientific article based on the results of their own research.
3. To write the abstract on the topic of dissertation work.
4. To substantiate methods of scientific researches for fulfillment of separate tasks.
5. To develop the detailed plan of the dissertation research.
6. Prepare a scientific article for publication in a professional edition (in a magazine indexed by Scopus or Web of Science) based on the results of studying methodological approaches to studying the chosen problem.

9. Control methods

1. Rating control over the 100-point ECTS rating scale.
2. Conducting intermediate control during the semester (intermediate attestation)
3. Multicriteria assessment of students' current work:

- the level of knowledge demonstrated on practical classes;
- activity during the discussion;
- individual study;
- test results;
- written tasks, etc.

10. Points allocation

Current testing and individual work							I/ W	Module and individua l work	Exam	Total
Module 1 – 15		Module 2 – 45								
T1	T2	T3	T4	T5	T6	T7	10	70 (60+10)	30	100
10	5	10	5	10	10	10				

Rating scale: national and ECTS

Total points	ECTS	National rating	
		For exam, practice	Final test
90 – 100	A	Very good	Passed
82-89	B	Good	
75-81	C		
69-74	D	Satisfactorily	
60-68	E		
35-59	FX	Unsatisfactory with the possibility of retesting	Not passed with the possibility of retesting
1-34	F	Unsatisfactory with the compulsory re-study of the discipline	Not passed with the compulsory restudy of the discipline

10. Recommended literature

Basic

1. Berkenkotter C., Huckin T. Genre Knowledge in Disciplinary Communication: Cognition, Culture, Power. Hillsdale, NJ: Lawrence Erlbaum, 1995.
2. Writing: Texts, Processes and Practices / Ed. Candlin C., Hyland K. London and New York: Longman, 1999.
3. Craswell, G., Writing for Academic Success. London: Sage Publications, 2004.
4. Crème, P., Lea M.R., Writing at University. Buckingham: Open University Press, 2008.
5. Folse K.S., Muchmore-Vokoun J. et al., Great Paragraphs: An Introduction to Writing Paragraphs. Boston: Houghton Mifflin, 2003.
6. Gardner P.S., New Directions: Reading, Writing, and Critical Thinking / Cambridge Academic Writing Series. Cambridge: CUP, 2005.
7. Hamp-Lyons L., Heasley B., Study Writing: A Course in Written English for Academic and Professional Purposes. Cambridge: CUP, 2006.
8. Jolly D., Writing Tasks. An Authentic-Task Approach to Individual Writing Needs. Cambridge: CUP, 1994.

9. Jordan R.R., *Academic Writing Course: Study Skills in English*. Essex: Pearson Education Ltd., 1999.
10. Latulippe L.D., *The Teaching of EFL Writing at High School*. *Journal of Education*, No.23, 2006.
11. Latulippe L.D., *Writing as a Personal Product*. New Jersey: Prentice Hall Regents, 1992.
12. Lea M., Street B. *Student writing in higher education: an academic literacies approach*. *Studies in Higher Education*, No. 23 (2), 1998.
13. McArthur T. *The Written Word. A Course in Controlled Composition*. OUP, 1994.
14. Mitchell S., Riddle M. *Improving the Quality of Argument in Higher Education: Final Report*. Middlesex: Middlesex University, School of Lifelong Learning & Education, 2000.
15. Morley J., Doyle P., Pople I. *University Writing Course*. Berkshire: Express Publishers, 2007.
16. Oshima A., Hogue A., *Introduction to Academic Writing*. Pearson PTR Interactive/The Longman Academic Writing Series. Essex: Longman, 2006.
17. Oshima A., Hogue A., *Writing Academic English*. New York: Pearson, 2006.
18. Sherman J., *Feedback: Essential Writing Skills for Intermediate Students*. Oxford: OUP, 1995.
19. Smalzer W.R. *Write to Be Read: Reading, Reflection, and Writing*. Cambridge: CUP, 1996.
20. Swales, J., Feak C., *Academic Writing for Graduate Students*. Michigan: Michigan University Press, 2004.
21. Trzeciak J., Mackay S.E., *Study Skills for Academic Writing*. Hertfordshire: Prentice Hall International (UK), 1994.
22. Wareing S. *How to Study Successfully*.-Newport: University of Wales, Newport, 2004.
23. Weigle S.C. *Assessing Writing*. Cambridge Language Assessment Series. Cambridge: CUP, 2002.

Additional

1. Bailey S. *Academic Writing: A Handbook for International Students*. Third edition. London and New York: Taylor & Francis, 2015, 314 p.
2. Craswell G. *Writing for Academic Success*. Sage Publications, 2004.
3. Murray N. *Writing Essays in English Language and Linguistics*, Cambridge University Press, 2012.
4. Creme P., Lea M.. *Writing at University: A guide for students*. Open University Press, 2008.
5. Jordan R.R. *Academic Writing Course*. London: Nelson/Longman, 1999.
6. Hamp-Lyons L., Heasley B. *Study Writing*. Cambridge University Press, 2006.
7. Oshima A., Hogue A. *Writing Academic English*, Addison-Wesley, New York, 2005.
8. Swales J., Feak C. *Academic Writing for Graduate Students: Essential Skills and Tasks*. Michigan University Press, 2012.