

## **Regulations for Defence of Term Papers and Theses Written by Groups of Degree Students of the Faculty of Economic Sciences**

### **1. Writing works**

Group theses and/or term papers shall be drafted in the form of a project report, as per the key requirements for these types of works, the citing of the author or authors (an individual or a group) is desirable for every section or, if necessary, the subsection of the work. The authorship of the introduction and conclusion is regarded as collective; that is, the contribution of all members of the project group submitting work for the defence shall be considered equal, unless stated otherwise in the main body or comments to the overall work. The authorship of annexes to the work shall be determined as per the authorship of those sections featuring a link to the annexes in question; if no links are provided – as per the content of those sections/subsections, which are to be further explained or expanded in the annexes in question.

At the supervisor's discretion, feedback on group work may include specifications of the role and a mark for every project group member, or, conversely, the entire work may be graded as a single whole piece.

### **2. Procedures for submitting group term papers and theses**

- 2.1 Group theses uploaded to the system may be only authored by Bachelor's students in Year 4, or Master's students in Year 2, respectively; in the same vein, group term papers may be only authored by Bachelor's students in Year 1 – 3, or Master's students in Year 1, respectively.
- 2.2 To submit and upload a group thesis/term paper to LMS, one group member shall be selected, who is held responsible for uploading the work to a special LMS module, designated for uploading group works.

Information about selected responsible students from every group shall be forwarded to the Project Office for Bachelor's groups in Year 4 by April 15; for groups of Master's students in Year 2 – by May 1; for other years – by June 10.

- 2.3 The Project Office, upon the receipt of the information about responsible students and co-authors of the work, shall send the instruction on operating a special LMS module to the responsible students.
- 2.4 According to the deadlines set out in the Guidelines for Writing Term Papers and Theses, responsible students shall upload works to a special LMS module and obtain a report from the Antiplagiat system; information about the latter shall be circulated to all group members and the group's academic supervisor. If identified borrowed fragments are above a set threshold, the academic supervisor shall retain the right to draft an explanation letter addressed to the dean, as is the case of individual works. The work may be subject to only one upload, as per the instructions; a responsible student shall input the last names of the work's co-authors in the LMS.
- 2.5 Should borrowed elements go over a permitted threshold, students will bear collective responsibility.
- 2.6 Checks for borrowed materials and uploads to the LMS of individual works shall be carried out as per the current Guidelines for Writing Term Papers and Theses for Bachelor's and Master's students.

### **3. Procedures for defending group works**

- 3.1 Defence carried out by all students who made contributions to the group thesis shall be held on a single appointed day before one board.
- 3.2 Group members must prepare a single presentation and agree between themselves in advance in regards to who will cover every slide. Every contributor shall present at least 1 (one) slide. It is normally expected that each student will report on the research that they have personally conducted.

- 3.3 The style of slides may vary from section to section, but all slides must be included in a single file. Files with .pdf and .pptx extensions are recommended.
- 3.4 The total duration of presentations of all group members may not exceed: 15 minutes for Bachelor's students \* number of students, and 20 minutes for Master's students \* number of students, respectively. In turn, the number of alternating speakers is not limited, which means that a student who presented several slides and has given the floor to another student may later present further slides. The board has the right to pose questions to any group member, both with respect to the slides presented by that student or any section in the work/presentation.
- 3.5 The board shall allocate marks to each member of the group. Group members may therefore receive different marks.
- 3.6 Appeals must be filed by all group members.