

TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV

FACULTY OF ECONOMICS

Department of Economic Theory, Macro- and Microeconomics

GUIDELINES ON  
writing and defense of term paper in the course  
«Macroeconomic Policy»

for Bachelor Degree Students  
of Educational and Professional Program  
«ECONOMICS»



KYIV–2022

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Recommended for publication by the Academic Council of the Faculty of Economics of Taras Shevchenko National University of Kyiv  
(Minutes No 9 dated February 15, 2022)

**Guidelines on writing and defense of term paper in the course «Macroeconomic Policy» for Bachelor Degree Students of Educational and Professional Program «Economics» ; authors Bazhenova O., Krasota O. Kyiv : 2022. 25 p.**

Considered and approved at the meeting of the Department of Economic Theory, Macro- and Microeconomics of Taras Shevchenko National University of Kyiv, Minutes No 6 dated December 28, 2021.

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## 1. INTRODUCTION

Students' term paper is an integral part of the process of training of bachelors in the framework of the academic discipline «Macroeconomics Policy» in the educational and professional program "Economics" of Bachelor degree in the field of knowledge 05 "Social and Behavioral Sciences", specialty 051 "Economics".

These guidelines for students' term paper determine the procedure for writing and content for third-year students majoring in 051 "Economics" of the educational and professional program "Economics" of Taras Shevchenko National University of Kyiv.

The guidelines indicate the purpose and content of this paper, its tasks, the procedure for passing and guiding students by the academic staff, the procedure for preparing and submitting a term paper, its assessment criteria.

## 2. TERMS

Students' term paper is a compulsory part of the process of training of bachelors in the framework of the academic discipline «Macroeconomics Policy» in the educational and professional program "Economics" of Bachelor degree in the field of knowledge 05 "Social and Behavioral Sciences", specialty 051 "Economics".

It is aimed at involving higher education students into independent analytical work on macroeconomic policy analysis.

The purpose of the term paper is to systematize the theoretical knowledge on macroeconomic policy acquired by students during the course «Macroeconomics Policy». Students acquire skills of independent analytical work in economics that leads to the development of their ability to search, process and analyze information from different sources, to think abstractly, to analyze and to synthesize etc.

The guidelines regulate the organizational and methodological support of term paper writing and defense in the framework of the academic discipline «Macroeconomics Policy» by "Bachelor" degree students', who are trained in the educational and professional program "Economics" at the Faculty of Economics of Taras Shevchenko National University of Kyiv. These guidelines are based on the following laws and regulations:

- Law of Ukraine on «Higher Education» No 1556-VII dated July 1, 2014
- Charter of Taras Shevchenko National University of Kyiv
- Regulations on the organization of the educational process at Taras Shevchenko National University of Kyiv (Rector's Order No 716-32 dated August 31, 2018)
- Code of Ethics of the University Community, adopted at the conference of the staff of Taras Shevchenko National University of Kyiv (Minutes No 2 December 27, 2017)

- Standard of higher education of Ukraine, first (bachelor's) level, field of knowledge 05 "Social and Behavioral Sciences", specialty 051 "Economics", approved and put into effect by the Order of the Ministry of Education and Science of Ukraine dated November 13, 2018 No 1244
- Educational and professional program "Economics" (higher education level: first; for the degree: bachelor; specialty 051 Economics; fields of knowledge 05 Social and Behavioral Sciences).

At the defense of the term paper, the ability to correctly apply analytical and statistical methods in macroeconomic policy analysis is tested, namely:

- To understand the principles of macroeconomics, peculiarities of functioning of macroeconomic systems.
- Explain macroeconomic models from the point of view of fundamental principles and knowledge based on an understanding of the main directions of macroeconomic development.
- Apply the acquired theoretical knowledge to solve practical problems and meaningfully interpret the obtained results.
- Demonstrate basic creative and critical thinking skills in research and professional communication.
- Be able to use data, provide arguments, critically evaluate and form conclusions from scientific and analytical texts on macroeconomics.
- Use information and communication technologies to solve social and economic problems, prepare and present analytical reports.

In the term paper, on the basis of the research carried out by its author and the sources used, the solution of a theoretical problem or an applied task on macroeconomic policy is logically presented.

The solutions proposed by the author, in terms of form and content, should be clearly stated, argued and correlated with previously known scientific and practical developments.

There can be no academic plagiarism, falsification, or plagiarism in the course work.

The term paper is presented for defense in printed form. During the defense of the term paper, requirements are made for the purity of language, logic and style of presentation of the author's thoughts.

Term paper involves the acquisition of the following *general competencies* by higher education students:

GC 3. The ability to think abstractly, to analyze and to synthesize.

GC 8. The ability to search, process and analyze information from different sources.

Moreover, the term paper also provides for the acquisition of the following *special (professional) competencies* by higher education students:

SC 5. Understanding the features of the modern world and national economy, their institutional structure, substantiation of directions of social, economic and foreign economic policy;

SC 11. The ability to substantiate economic decisions on the basis of understanding the regularities of economic systems and processes and using modern methodological tools;

SC 12. The ability to independently identify problems of economic nature while analyzing specific situations, suggest means to solve them.

Term paper allows as well to achieve the following *learning outcomes*:

LO 9. To realize the main features of the modern world and national economy, the institutional structure, directions of social, economic and foreign economic policy of the state.

LO 11. To be able to analyze the processes of government authorities and market regulation of socio-economic and labor relations.

LO 13. To identify sources and understand the methodology of determination and methods for obtaining socio-economic data, collect and analyze the necessary information, calculate economic and social indicators.

LO 22. Demonstrate flexibility and adaptability in new situations, in working with new objects and under uncertain conditions.

The term paper must be an independent work in which certain scientific propositions are formulated and substantiated based on the research carried out by the student, the totality of which can be classified as a theoretical and applied justification of a problem that has significant managerial, social, economic, legal or other significance.

When preparing a term paper, the student must demonstrate the ability to use the theoretical knowledge and skills acquired during the course of study to solve a macroeconomic problem, analysis of references; generalization of materials and application of modern research methods in solving macroeconomic problems, justified use of national and international experience, statistical and graphic material.

The term paper must meet the following basic requirements:

- be prepared by each student individually;
- be aimed at solving specific macroeconomic problems with an understanding of the direction of implementation of theoretical developments;

- contain information on the practical application of the results obtained in the research process;
- demonstrate the student's ability to concisely, logically and reasonably present the material;
- teach in a modern literary language using a scientific style and generally accepted economic terminology;
- meet the requirements for the paper report;
- contain a reference to the author and the source from which borrowed material or individual results were used.

The topic of the term paper is chosen by the author from the list approved at the meeting of the Department of Economic Theory, Macro- and Microeconomics and agreed with the academic supervisor.

When checking the term paper, the supervisor points out errors and inaccuracies, explains what they are, recommends rational ways to eliminate them, clarifies or corrects unclear wording, notes stylistic errors. The prepared term paper is submitted to the supervisor, who prepares written feedback.

The course work with the review of the supervisor is sent to the commission for the defense of the course work.

### **3. THE STRUCTURE AND REQUIREMENTS FOR THE TERM PAPER**

The term paper should be designed in a fairly arbitrary form, most relevant to the topic and features of the research object. However, in case of possible differences, the term paper is designed according to the general scheme.

The structure of the term paper submitted for defense should include:

- 1) introduction;
- 2) a list of conventional designations (if necessary);
- 3) the main part;

- 4) conclusions;
- 5) references;
- 6) annexes.

The main part of the work should have titles that correspond to the specific development and be logically related.

The first page of the term paper is the title page (see **Annex A**), which is not numbered, but is counted in the general list of pages. The Table of Contents indicates the names of sections, subsections and pages on which they are located (see **Annex B**). A list of conventions, symbols, units, abbreviations and terms is provided after the table of contents if necessary. The introduction begins on the next page. The introduction reveals the essence and state of the problem (task) and its significance, the grounds and initial data for the development of the topic, justification of the need to conduct research.

The main part of the term paper consists of sections and subsections. The sections of the main part contain the formulation of the researched problem, determination of its place in macro economic theory, analysis of points of view on the problem and practical recommendations for its solution proposed by various authors, putting forward the author's personal position. In this part, it is necessary to reflect the results of the author's independent analysis of references, statistical materials, information from the Internet to give a creative assessment of the economic phenomenon or process being researched. All materials that are not very important for understanding the solution of the scientific task should be placed in the appendices.

The content of the sections of the main part should exactly correspond to the topic of the term paper and fully reveal it. The student must demonstrate the ability to present the material in a concise, logical and reasoned manner.

The term paper must be printed using a computer on one side of a A4 sheet (210x297 mm). The recommended volume (excluding appendices and references is 20-30 pages.

The text of the term paper is printed, leaving margins of the following sizes: on the left - 30 mm, on the right - 10 mm, on top - 20 mm, on the bottom - 20 mm. The font of the text should be Times New Roman, its size should be equal to 14 pt, the line spacing should be 1.5, paragraphs should be indented by 10 mm. The print font should be clear, aligned in width, with the same density of the text. It is allowed to print work with color graphics.

In large tables and figures, it is allowed to use a font of at least 10 pt. The example of tables and figures are provided in **Annexes C and D**.

The headings of the structural parts of the work are printed in capital letters symmetrically to the text. Headings of subsections - in small letters (except for the first capital letter) without paragraph indentation.

Headings of subsections are printed in small letters (except for the first capital letter) with a paragraph indentation indented to match the text, a period is placed at the end of such a heading.

Each structural part of the work begins with a new page.

The numbering of pages, sections, subsections, figures, tables, formulas is done with Arabic numerals without the number sign and without a period at the end of the title.

The first page of the term paper is the cover page, which is included in the general numbering of the pages of the paper, but its number is not assigned. On the title page of the work, student must indicate the name of the university, faculty, department and educational program of the student, the title of the topic, the surname, first name of the author, the surname and initials of the supervisor, his/her scientific degree, academic title (see **Annex A**). Next, the content of the work is printed, formed according to the sequence of headings of all structural sections and the

corresponding page numbers. Page numbering should be carried out from the title page to the last page of the work (including illustrations and appendices) without repetitions and gaps in the upper right corner of the page, starting from the content page of the work, on which the number "2" is placed.

References are drawn up according to the international style of citation APA (**Annex E**).

#### 4. **ACADEMIC INTEGRITY**

Academic integrity is one of the basic ethical principles that members of the university community should be guided by. Before writing the term paper, the student should familiarize himself with the principles of academic integrity and the ethics of academic relationships.

In the Law of Ukraine "On Education" (article 42) academic integrity is defined as a set of ethical principles and rules defined by law, which should be guided by the participants of the educational process during learning, teaching and carrying out scientific/creative activities in order to ensure trust in the results of training and/or scientific/ creative achievements.

In the process of writing a term paper, students must adhere to the following principles of academic integrity:

- independently collect and process the material, without involving third parties;
- comply with the legislation on copyright and related rights;
- make references to sources of information in the case of using ideas, developments, statements, information;
- follow the rules of citation in the work;
- to provide reliable information about the results of one's own research activities, used research methods and sources of information.

Violation of academic integrity while writing a term paper is:

- academic plagiarism – partial or full publication of scientific results obtained by other persons as the results of

- one's own research and/or reproduction of published texts by other authors without indicating authorship;
- fabrication – fabrication of data or facts used in scientific research;
  - falsification – deliberate change or modification of already available data related to scientific research;
  - write-off – performance of written works with the involvement of external sources of information other than those permitted for use, in particular during the evaluation of learning outcomes;
  - deception – provision of knowingly false information regarding one's own scientific and research activities; forms of cheating are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and plagiarism;
  - bribery – providing (receiving) by a participant in the educational process or offering to provide (receiving) funds, property, services, benefits or any other benefits of a material or non-material nature in order to obtain an undue advantage in the educational process;
  - biased evaluation – deliberate overestimation or underestimation of the learning outcomes of education seekers and etc.

The term paper review procedure aims at preventing the violations of academic integrity and promoting compliance with the requirements of scientific ethics, detection and prevention of academic plagiarism.

Before submitting the term paper to the supervisor for review, the student must check the text for uniqueness and absence of academic plagiarism.

Confirmation of the uniqueness of the term paper and the absence of academic plagiarism is carried out by the student personally by making a corresponding note on the cover page of the term paper.

In the case of detection of plagiarism based on the results of computer verification, the academic supervisor conducts their further analysis in order to establish the fact of the presence or absence of academic plagiarism.

If the text of the term paper contains a low degree of uniqueness, the work is returned to the student for revision. After finalization, the course work is re-checked.

In case of using of borrowed material (text, tables, calculations, graphs, etc.) without reference to the author and source, the term paper is withdrawn from consideration without right to repeat defense.

Students may be involved in various types of academic responsibility for violation of academic integrity:

- repeated assessment (test, exam, etc.);
- repeated passing of the relevant educational component of the Educational Program;
- deductions from the University;
- deprivation of academic scholarship;
- deprivation of tuition benefits granted by the University;
- other additional and/or detailed types of academic responsibility of the educational recipients for specific violations of academic integrity are determined by special laws and a separate Regulation of the University, which is approved by the Academic Council of the University and agreed with the bodies of self-government of the educational recipients.

## **5. ASSESSMENT**

*The assessment* of term paper is carried out based on the defense of the paper. It is carried out in front of a board which

includes the representatives both of the department of economic theory, macro- and microeconomics and department of economic cybernetics.

During the defense, the procedure for implementation and design of term papers is assessed. Based on the results of the interview with students about the term paper, a grade is given.

The assessment is carried out taking into account the deadlines of submission of the term paper, its quality, the performance of research, and the results of the defense of the term paper.

In case of non-submission of the term paper, the student (up to the decision of the board) is given additional time to re-defense the term paper.

The assessment of the term paper consists of the sum of points awarded by the board on the basis of consideration of the content of the term paper and oral defense of the main provisions of the term paper.

The assessment of the term paper is set both on a 100-point scale and a national scale.

Transfer of assessment points to the national scale is carried out based on the scheme:

Excellent	90-100
Good	75-89
Satisfactory	60-74
Fail	0-59

## 6. REFERENCES

1. On Higher Education : The Law of Ukraine dated July 1, 2014 No 1556-VII. Retrieved from: <https://zakon.rada.gov.ua/laws/show/1556-18#Text>
2. Code of Ethics of the University Community, adopted at the Conference of the staff of Taras Shevchenko National University of Kyiv (minutes No 2 dated December 27, 2017). Retrieved from: <http://www.univ.kiev.ua/pdfs/official/ethical-code/Ethical-code-of-the-university-community.pdf>.
3. Educational and professional program "Economics" (higher education level: first; to obtain an educational degree: bachelor; specialty 051 Economics; fields of knowledge 05 Social and Behavioral Sciences). Retrieved from [http://econom.univ.kiev.ua/wp-content/uploads/2018/06/%D0%9E%D0%BF%D0%B8%D1%81\\_%D0%9E%D0%9F%D0%9F.pdf](http://econom.univ.kiev.ua/wp-content/uploads/2018/06/%D0%9E%D0%BF%D0%B8%D1%81_%D0%9E%D0%9F%D0%9F.pdf).
4. Regulations on the organization of the educational process at Taras Shevchenko National University of Kyiv, approved by the order of the Rector No 716-32 dated August 31, 2018. Retrieved from <http://www.univ.kiev.ua/pdfs/official/Organization-of-the-educational-process.pdf>.
5. Regulations on the system of detection and prevention of academic plagiarism at Taras Shevchenko National University of Kyiv, introduced by the order of the Rector No 197-32 dated March 10, 2020 // <http://www.univ.kiev.ua/pdfs/official/Detection-and-prevention-of-academic-plagiarism-in-University.pdf>.
6. On approval of the list of priority sectors of the economy [Electronic resource]: order of the Cabinet of Ministers of Ukraine No 843-r dated August 14, 2013. Retrieved from: <http://www.tourism.gov.ua/ua/legislation/resolution/26611/>.
7. On approval of the Regulation on the organization of the educational process in higher educational institutions [Electronic

resource]: order of the Ministry of Education and Science of Ukraine No 161 dated June 2, 1993. Retrieved from: <http://zakon0.rada.gov.ua/laws/show/z0173-93>.

8. Standard of higher education of Ukraine, first (bachelor's) level, field of knowledge 05 "Social and Behavioral Sciences", specialty: 051 "Economics", approved and put into effect by order of the Ministry of Education and Science of Ukraine dated November 13, 2018 No 1244.

9. Charter of Taras Shevchenko National University of Kyiv (new edition). Approved by the conference of the staff of Taras Shevchenko National University of Kyiv, Minutes No 2 dated November 08, 2016. [Electronic resource]. Retrieved from: <http://knu.ua/pdfs/statut/statut-22-02-17.pdf>. Approved by the Order of the Ministry of Education and Science of Ukraine No 280 dated February 22, 2017

## **7.ANNEXES**

**Sample of Course Work's Cover Page**

TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV

FACULTY OF ECONOMICS

Department of Economic Theory, Macro- and Microeconomics

**COURSEWORK**

on the academic discipline «Macroeconomic Policy»

on the topic:

**TITLE**

**Completed by:**

3d year student of Bachelor Degree  
Specialty 051 «Economics»  
Educational and professional program  
«Economics»

\_\_\_\_\_  
(student's first name, last name )

**Supervisor:**

\_\_\_\_\_  
(academic degree, academic title, first name, last  
name of supervisor)

I certify that in this coursework there are no borrowings from the works  
of other authors without appropriate references \_\_\_\_\_  
(student's signature)

**KYIV– 20\_\_**

**Example of contents**

**CONTENTS**

	pages
<b>INTRODUCTION</b> .....	
<b>PART 1. TITLE</b> .....	
1.1. Title .....	
1.2. Title .....	
<b>PART 2. TITLE</b> .....	
2.1. Title .....	
2.2. Title .....	
<b>CONCLUSIONS</b> .....	
<b>REFERENCES</b> .....	
<b>ANNEX</b> .....	

**Example of table design**

Table 1.2

**Heading of the table**

	Column heading		Column heading	
	Subheading	Subheading	Subheading	Subheading
Line heading				
Line heading				

Source: [18, 19].

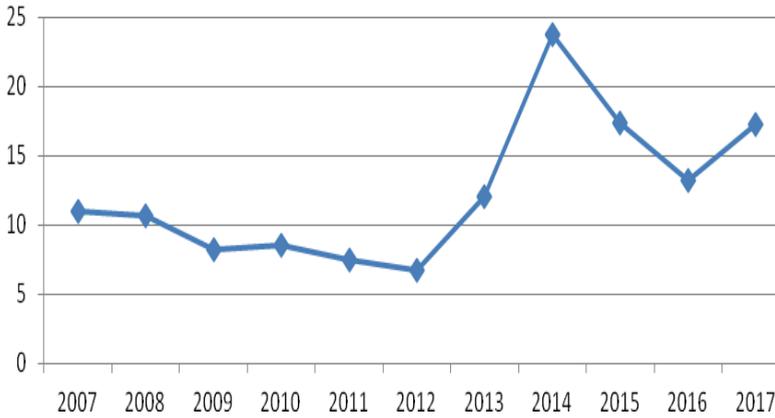
*or*

Source: developed by the author

*or*

Source: developed by the author based on [5, c. 10; 12, c. 46].

**Example of the figure design**



**Figure 3.2. The discount rate of the National Bank of Ukraine (%)**  
Source: [18, 19].

## Example of REFERENCES

Type	Example of references design
<i>1. Books</i>	Surname, N. (year), <i>Book title in italics</i> , version (number) of the publication, name of the publisher, city, country.
<b>Example:</b>	
<i>A book by one author</i>	Backer, J. (1988), <i>Effective management</i> , 2nd ed, Pan Books, London, UK.
<i>A book by two or three authors</i>	Backer, J. and Cramer, C. (1988), <i>Effective management</i> , Pan Books, London, UK.
	Backer, J. Gilmore, A. and Cramer, C. (1988), <i>Effective management</i> , Pan Books, London, UK.
<b>2. Articles in printed periodicals</b>	Surname, N. (year), "Title of the article in English quotation marks", <i>Title of the publication</i> , vol. journal number, no. issue number (if any), pp. article page numbers.
<b>Example:</b>	
<b>One Author</b>	Backer, J. (2011), "Essential categories and factors of using labor resources potential of the population", <i>Economic Theory</i> , vol. 1, pp. 41–45.
<b>Two or three authors</b>	Backer, J. Gilmore, A. and Cramer, C. (2011), "Essential categories and factors of using labor resources potential of the population", <i>Economic Theory</i> , no. 1, pp. 41–45.

<b>3. Proceedings of conferences</b>	Surname, N. (year), "Title of the article (report) in quotation marks", <i>Title of the conference in italics</i> , Conference organizer, city, country, date, page numbers.
	<p style="text-align: center;"><b>Example:</b></p> Backer, J. (2012), "Managing relationship quality", <i>QUIS5 Quality in Services Conference</i> , University of London, London, pp. 11-14.
<b>4. Electronic resources, laws, regulations</b>	Resource title (year), "Title of the article (material) in quotation marks", available at: full URL, (Accessed date of access to the resource).  The official site of Dnepropetrovsk Regional State Administration (2011), "News of the region", available at: <a href="http://adm.dp.ua/OBLADM/obldp.nsf/archive/3E8?opendocument">http://adm.dp.ua/OBLADM/obldp.nsf/archive/3E8?opendocument</a> (Accessed 4 January 2011).  The Verkhovna Rada of Ukraine (2012), The Law of Ukraine "On publicprivate partnership", available at: <a href="http://zakon4.rada.gov.ua/laws/show/2404-17">http://zakon4.rada.gov.ua/laws/show/2404-17</a> (Accessed 29 August 2013).  Cabinet of Ministers of Ukraine (2012), "Resolution of the Cabinet of Ministers of Ukraine "On approval of the action plan for 2013 to implement the National Strategy for Regional Development 2015"", available at: <a href="http://zakon.rada.gov.ua">http://zakon.rada.gov.ua</a> (Accessed 22 August 2013).

Educational edition

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*Published by the authors' edition*