

## **APPROVED**

Scientific Council of the Educational  
Complex of the Police of the RA on  
11.02.2015 at Meeting N2

Chairman of the Scientific Council of  
the Educational Complex of the Police  
of the RA, lieutenant general of the  
police  
Hovh. Varyan

<< >> \_\_\_\_\_ 2015

### **PROCEDURE ON THE SELECTION, PREPARATION AND DEFENSE OF BACHELOR'S AND MASTER'S THESIS**

#### **1. General provisions**

1. The procedure for the selection, preparation and defense of the master's thesis (hereinafter procedure) defines a the procedures for the selection and preparation of bachelor's thesis by full-time and part-time bachelor student of the academy, vocational police education students of the college and master's thesis of full-time and part-time students of the academy, as well as procedure of the defense and assessment system of bachelor's thesis and master thesis.

2. Bachelor's thesis is a qualification work that is intended to coordinate and strengthen the alumni's knowledge and competences and, as a rule, should have a practical significance to address a specific professional issue (issues).

3. The Master's thesis is a qualification work that certifies the ability of the author to carry out self-designed research with the use of theoretical knowledge and practical skills.

4. Bachelor's thesis and Master's thesis are carried out within the timeframes provided by the curriculum of police vocational education, bachelor's and master's programs, at the hours allocated for research, master's thesis and bachelor's thesis.

#### **2. The selection of the topic for the bachelor's thesis and master's thesis**

5. The selection of the topic of bachelor's thesis is done at the Faculty of Vocational Police Education or the first semester of the last year of bachelor's studies until the 15<sup>th</sup> of September.

6. The selection of the master thesis is done in the first semester of the master's program until the 15<sup>th</sup> of September.

7. The topics of bachelor's thesis and master thesis are selected in the chairs of the academy from the list of topics discussed and proposed in advance at the corresponding chair meeting.

8. In the selection of bachelor's thesis and master thesis the chair may also accept the proposals of police vocational education, bachelor and master's students, if they are justified, correspond to the profession and do not repeat.

9. The selection of the same topic by different vocational police education, bachelor and master's students is forbidden. If more than one vocational police education, bachelor and master's student request for the same topic in police vocational education or bachelor's degree, the preference is given to those who have higher progress. In the case of equal progress, the preference is given to the person who will present the most justified essay on the subject.

10. Topics for bachelor's thesis and master thesis are subject to review in each academic year and do not repeat the topics proposed in the previous academic year.

11. Topics for bachelor's thesis and master's thesis should not be repeated for at least 3 years.

12. For the bachelor's thesis and the master's thesis, a supervisor is appointed by the Chair.

13. The topics of respective bachelor's thesis and master's thesis of bachelor and master's students and the list of their supervisors are presented to the council of the academy for approval.

14. The topics of bachelor's thesis of the students of the School of Vocational Education and the list of assigned supervisors are submitted to the approval of the College Council.

### **3. The structure and design of bachelor's thesis and the master's thesis**

15. The bachelor's thesis and the master's thesis comprise of:

- Cover page,
- Content/List,
- Introduction,
- The main body of the work (chapters, paragraphs),
- Conclusion,
- Bibliography
- Appendixes (if available):

16. In the introduction of the bachelor's thesis, at least it is necessary to present the relevance of the research subject, the purpose of the research, the object and subject of

research, the theoretical basis of the research, the normative basis of the study and the structure of the work.

17. The introduction of the master thesis should include the relevance of the subject matter, the degree of development of the topic, the purpose and objectives of the research, the object and subject of the research, the methodological basis of the research, theoretical basis of the research, the empirical basis of research, the normative basis of research and the thesis structure.

18. The main part of bachelor's thesis and master's thesis is presented in chapters. The chapters, as a rule, consist of paragraphs.

19. The conclusion of bachelor's thesis and master's thesis must be summarized, include an assessment of the current state of the problem and recommendations for the solution.

20. The bachelor's thesis and the master thesis are presented in computer designed form, following the following rules:

1) The **volume** for the bachelor's thesis is 40 to 50 pages and for the master thesis 60 to 80 pages.

The appendixes of the master's thesis and bachelor's thesis are not included in the volume. The page numbering is done at the bottom of the page, in the middle.

The bachelor's thesis and the master's thesis are written only on the cover page of the paper. All written pages are numbered. The cover page is also included in the numbering, but it does not appear on the page. Appendixes are numbered individually, separately from the main text. Each appendix must have a name that reflects its content.

2) The title of bachelor's thesis prepared by the student of the Department of Vocational Education shall be as follows: on the top of the page the following are written in sequence: "THE COLLEGE OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA", "FACULTY OF VOCATIONAL POLICE EDUCATION", "NAME OF CHAIR" "BACHELOR'S THESIS". After the above mentioned information, the name and surname of the author, the police title, the title of the topic, the name and surname of the supervisor, the police title, the academic degree and academic title (Appendix 1) are indicated on the left side of the page.

3) The cover page of bachelor's thesis, prepared by the bachelor student, should be as follows: "THE ACADEMY OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA", "FACULTY OF JURIDICION (or FACULTY OF PART-TIME STUDIES)", "NAME OF THE CHAIR" "BACHELOR'S THESIS". After the mentioned information, the name and surname of the author,

police title, title of the topic, the name and surname of the scientific supervisor, the police title, the academic degree and academic title (Annex 2) are indicated on the left side of the page.

4) The following requirements are presented to the cover page of the Master's thesis: "THE ACADEMY OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA ", "NAME OF CHAIR", "MASTER'S THESIS". After the above mentioned information, the name and surname of the author, the police title, title of the topic, the name and surname of the scientific supervisor, the police title, the academic degree and academic title (Appendix 3) are indicated on the left side of the page.

5) The chapters and paragraphs of the bachelor's thesis and master thesis should be separated in a dark font (**B-bold**). Each chapter should start on the new page.

6) The text of bachelor's thesis and master thesis is prepared in Microsoft Office Word, paper format A4, Unicode font, font size: 12, linear range: 1.5, margins: 3.0 cm, right: 1.5 cm, bottom and top - 2.0 cm. Start the new paragraph at a depth of 1.0 cm.

The text is fully aligned by width.

7) The following are the technical requirements for the citations: font: Unicode, font size: 10, linear range: 1.0.

8) The citations include the following data: (1) full surname, initials of the first name and father's name, 2) full title of the work, 3) the place of printing, 4) the year of publication, 5) the sequential number of the pages where the cited text is, e.g. Poghosyan P. Law: Yerevan, 2014: page 26-27).

9) If a reference is made to a collection of scientific articles or magazines, it has the following appearance: 1) full name of the author's surname, initials of the first name and father's name, 2) full name of the article, 3) title of the collection or magazine, 4) regular and general number, 5) year of publication, 6) regular pages of pages where the cited text is come across (e.g., Poghossian P.P., Issues of Refutation in Criminal Procedure // Legal Issues: No. 13 (79), 2014. Page 26 -27 :):

10) When citing an Internet web-site, the Internet address is mentioned in full. e.g. URL: [https://www.e-gov.am/u\\_files/arc\\_voroshum/Mar9-6\\_1.pdf](https://www.e-gov.am/u_files/arc_voroshum/Mar9-6_1.pdf).

11) The data on used sources are mentioned in the bibliography (book, legal act, website, etc.), including the total number of pages of the book.

12) Regarding the legal acts, the name, the date of adoption of the legal act, the number of the legal act, the regular and general number of the official or departmental bulletin, where it has been printed and the number of the article in which this legal act is posted, e.g. Law of the Republic of Armenia "On Operative Investigations" / 27.10.2007, HO-223-N, RPP 2007.11.28 / 59 (583): Article 1197).

#### **4. Preparation for the defense of bachelor's thesis and master's thesis**

21. The bachelor's thesis and the master's thesis are presented to the chair at least one month before their defense.

22. The Chair is preparing an opinion on bachelor's thesis and master's thesis, which is discussed at the meeting of the chair. The supervisor of the bachelor student's or master's student, as well as the head of the Department of Vocational Police Education also participates in the Chair's meeting.

23. The Chair's opinion contains a justified conclusion on the compliance of the bachelor's thesis or master's thesis with the requirements of the procedure, as well as the conclusion that the bachelor's thesis or the master thesis should be subject to public defense.

24. The author and the supervisor of the bachelor's thesis and master's thesis sign on the cover page.

25. Bachelor's thesis by the student of the Department of Vocational Education is sent to the external review by the Head of the Department of Vocational Police Education of the College.

26. The Bachelor student's bachelor's thesis is sent to the external review by the Head of the Faculty of Law.

27. The master thesis is sent to external review by the head of the Master's Department of the Academy.

28. The bachelor's thesis and master thesis are presented to the secretary of the Defense Committee with the opinion of the chair and external review.

29. The bachelor's thesis or master thesis should be subject to external review by a person with a relevant academic degree in the relevant field.

30. The external review contains the results of a comprehensive study of the research carried out within the scope of the bachelor's thesis or the master thesis, within the framework of which the assessment and conclusions of the research and the results of the research are evaluated.

## **5. The defense of bachelor's and master's thesis**

31. The defense of the bachelor's thesis and the master thesis is done by the final attestation committee. In addition to the members of the committee, the scientific supervisor and the reviewer may also participate. The defense takes place publicly and orally, at an open meeting.

32. Each student is given up to 20 minutes to present the content of the bachelor's thesis and the master thesis.

During the speech, the relevance of the work, the objectives of the research, the brief content of the work should be presented focusing primarily on the conclusions and recommendations.

33. After the presentation of the content of the bachelor's thesis and the master thesis, the secretary of the committee reads the opinion of the chair and, in the case of the absence of the reviewer, the external review, after which the student of the vocational police education faculty or the bachelor or master's student responds to the views and remarks of the Chair and external review, agreeing with them or presenting a justified explanation of his point of view.

34. After answering comments or remarks in the Chair's opinion and external review, members of the committee and audience present at the defense may ask questions to the bachelor or master's student or the student of the vocational police education faculty.

35. The results of the bachelor's thesis done by the student of the Vocational police Education faculty are assessed by "excellent", "good", "satisfactory" and "unsatisfactory" by a 10-point scale.

36. The results of the bachelor's thesis or the master's thesis defense are assessed by "excellent", "good," satisfactory, and "unsatisfactory" on the 20-point scale.

37. For the general qualitative criteria for the assessment of the bachelor's thesis done by the student of the Faculty of Vocational Police Education, the following quantities of assessment units shall be established:

Table 1

Nº	Criteria	Maximum point
1	The quality of the presentation	4
2	The quality of description and the degree of independence	4
3	Relevance (novelty)	2
<b>Total</b>		<b>10</b>

38. For the general qualitative criteria for the assessment of the defense of the bachelor's thesis done by the bachelor student of the Academy, the following quantities of assessment units shall be established:

Table 2

Nº	Criteria	Maximum point
1	The quality of the presentation	6
2	The quality of the description	6
3	The degree of independence	6
4	Relevance (novelty)	2
<b>Total</b>		<b>20</b>

39. For the general qualitative criteria for the assessment of the master thesis the following quantities of the units of assessment are established:

Table 3

Nº	Criteria	Maximum point
1	Relevance (novelty)	6
2	The degree of independence	6
3	The quality of the description	4
4	The quality of the presentation	4
<b>Total</b>		<b>20</b>

40. The results of bachelor's thesis and master thesis defense are announced on the same day within one hour after the conclusion of the minutes of the Final Attestation Committee meeting.

41. All decisions of the Defense Committee of the bachelor's thesis and thesis are recorded by the Secretary in the special record book of the protocol. The protocols shall be signed by the chairperson and members of the Committee who have participated in the meeting.

42. A person who has been absent for the defense of the master thesis may apply to the head of the Educational Complex of the Police of the RA to allow him to take part in the defense of the master thesis, by justifying his/her absence in the report (application).

43. In the case of approval of master student's request by the Head of the Educational Complex of the Police of the RA, the Master's thesis defense takes place during the defense of the other groups of the same course or on the day appointed by the Head of the Educational Complex of the Police of the RA.

44. Getting "unsatisfactory" mark or being absent from the defense in an unjustified manner, a person is not deprived of the right to defend his master thesis.

It is allowed to the person who hasn't defended the thesis to repeat the Master's thesis defense in the next academic year.

45. At the request of re-defending the master's thesis, based on the report (application) addressed to the Head of the Educational Complex of the Police of the RA, the master student is attached to the relevant Chair and receives a new topic for the master's thesis, and the selection, preparation and defense of the master thesis is carried out according to general procedure.



**COLLEGE OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA**

**FACULTY OF VOCATIONAL POLICE EDUCATION**

**CHAIR OF ADMINISTRATIVE LAW AND ADMINISTRATIVE ACTIVITIES OF THE  
POLICE**

**BACHELOR'S THESIS**

**Author: Senior police sergeant, Poghos Poghos Poghosyan**

**Topic: Administrative legal relations**

**Supervisor: PhD in Law, Police lieutenant colonel,**

**G. V. Israyelyan**

**Submitted \_\_\_\_\_ 2015**

**Reviewed \_\_\_\_\_ 2015**

**“Allowed for the defense”**

**Chair holder, PhD in Law,**

**Police lieutenant colonel \_\_\_\_\_ G. Israyelyan**

**Sir/Madam \_\_\_\_\_**

**Defended \_\_\_\_\_ 2015**

**Please, review**

**Grade \_\_\_\_\_**

**Head of the Faculty of vocational**

**Police Education,**

**PhD in Law, Police Colonel**

**Chairman of state attestation**

**Committee \_\_\_\_\_**

**\_\_\_\_\_ G.K. Karapetyan**

**Y E R E V A N 2 0 1 5**

**ACADEMY OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA**

**FACULTY OF LAW**

**CHAIR OF CRIMINAL TRIALS**

**BACHELOR'S THESIS**

**Author: Senior police sergeant, Poghos Poghos Poghosyan**

**Topic: Subjects of the Criminal Trial**

**Supervisor: PhD in Law, Police lieutenant colonel  
A.R. Hovhannisyan**

**Submitted \_\_\_\_\_ 2015**

**Reviewed \_\_\_\_\_ 2015**

**“Allowed for the defense”**

**Chair holder, PhD in Law,  
Police lieutenant colonel \_\_\_\_\_ A. Hovhannisyan**

**Sir/Madam \_\_\_\_\_**

**Defended \_\_\_\_\_ 2015**

**Please, review**

**Grade \_\_\_\_\_**

**Head of the Faculty of vocational  
Police Education, Associate Professor,  
PhD in Law, Police Colonel**

**Chairman of state attestation  
Committee \_\_\_\_\_**

**\_\_\_\_\_ M. H. Muradyan**

**Y E R E V A N 2 0 1 5**

**ACADEMY OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA**

**CHAIR OF CRIMINOLOGY AND CRIMINAL LAW**

**MASTER'S THESIS**

**Author: Police lieutenant, Poghos Poghos Poghosyan**

**Topic: Criminal Liability of the Accomplices**

**Supervisor: PhD in Law, Police Major M. M. Markosyan**

**Submitted \_\_\_\_\_ 2015**

**Reviewed \_\_\_\_\_ 2015**

**“Allowed for the defense”**

**Chair holder, PhD in Law,  
Police Major \_\_\_\_\_ M. Markosyan**

**Sir/Madam \_\_\_\_\_**

**Defended \_\_\_\_\_ 2015**

**Please, review**

**Grade \_\_\_\_\_**

**Head of Master's Department,  
Police Major,  
\_\_\_\_\_ G. G. Grigoryan**

**Chairman of state attestation  
Committee \_\_\_\_\_**

**Y E R E V A N 2 0 1 5**