**Regulations on**

**the presentation of a scientific-research report on the main results of a prepared scientific-research work (dissertation).**

Only aspirants who successfully passed the final state exam and prepared scientific-research thesis are allowed to present their reports.

The scientific report should include some aspects, such as the relevance of the research work, elaboration degree, goals and objectives, scientific novelty, theoretical and practical importance, methodology and methods of scientific research, reliability degree and testing results, results of the research work and further development.

No less than two weeks before the meeting of the committee, a scientific-research report on the main results of a prepared work has to be given to a reviewer and graduating department. Reviewer is a specialist in that field, who has an academic degree and title.

The reviewer provides the aspirants with a written review with a mark (5-point scale). The aspirant has to get introduced with a review and supervisor’s feedback no less than 5 days before the presentation of the scientific-research report. The review and the feedback are handled by a secretary of the committee.

Scientific-research reports have to be uploaded to the online UrFU library (except for the reports, having government secret) and checked on plagiarism.

The procedure of uploading scientific reports to the UrFU library is described in “Regulations on uploading of scientific-research reports to the online UrFU library”, authorized by rector’s order ..dated…

Article 3.3 defines the competence of the graduate on the preparation of scientific-research report before uploading on vkr.urfu.ru ., including:

- preparation of a scientific report according to the unified requirements;

- checking the scientific work for the borrowing through the Anti-Plagiarism system;

- submission of the scientific-research report and following documents to the responsible person in the institute or self-uploading all documents in pdf format on vkr.urfu.ru

- making corrections in a work after comments of normcontroller or vkr.urfu.ru system administrator

Include accompanying documents to the report, confirming the validity of the upload (in pdf format):

- conclusion of the absence of illegal borrowing;

- review of the supervisor;

- reviews;

- license agreement with the author of the scientific report.

Samples of these documents can be found in the Annexes to the Regulations which is on the postgraduate department site.

**Algorithm of preparation and upload of the documents**

**to the system vkr.urfu.ru**

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| Deadlines | Step | Performer |
| No later than 10 calendar days before the day of the report defense | Getting results of the borrowing through the Anti-Plagiarism system | Graduate and supervisor |
| No later than 5 days before the report defense | Layout of the final version of the scientific  report and annotation | Graduate and supervisor |
| No later than 2 days before the defense | Delivering to the responsible person in the institute the following documents for upload:  Scan of scientific report, review, supervisor’s review, anti-plagiarism confirmation, annotation. | Graduate |