

Financial University Bachelor Program Student Course Paper Regulations

1. General Provisions

1.1. The Financial University Bachelor Program Student Course Paper Regulations (hereinafter - Regulations) establish the order and procedure for the course project (course paper) preparation and defense, and the requirements set for their structuring and formatting in the Financial University and its Branches.

1.2. The Regulations are developed in accordance with Federal Law No. 273-FZ On Education in the Russian Federation of 29 December 2012, Regulations of Educational Activity within Higher Education (Bachelor, Specialist, Master) Programs approved by Order No. 301 of the Ministry of Education and Science of the Russian Federation of 5 April 2017, federal state higher education standards (FSHES), Financial University higher education standards (FUHES), the Financial University Charter, and the Financial University by-laws.

1.3. Course final paper can be prepared as a course project or course paper in a course (hereinafter referred to as a course project (course paper)) and is one of the types of student work performed independently (for the most part). The number of course projects (course papers), the list of courses (modules) within which the students should prepare course projects (course papers), and the preparation schedule are determined by the educational program curriculum (hereinafter referred to as the curriculum). Specific information about the format required (course project/course paper) is also included in the curriculum. The curriculum may include interdisciplinary course projects (course papers) that are prepared as part of several courses and require data taken from various areas to be integrated. Course projects can be prepared by students majoring in different subjects. The curricula of programs taught in the offsite mode, in contrast to the interdisciplinary course projects (course papers) included in the curricula of programs taught in the face-to-face and onsite/offsite modes, may include course projects (course papers) in one course. A course project (course paper) in the course (courses) included in the curriculum is prepared within the period set for taking the course. In the course description, 24 hours should be allocated for the work performance from the total number of hours allocated for the independent work. A course project (course paper) is prepared at the final stage of the course. If the course project (course paper) is interdisciplinary, and the courses are taken during different periods, the course project (course paper) is prepared at the final stage of the course that is the last one to be taken.

1.4. The course project includes research work related to the solution of a practical (including business, research, calculation) problem, based on a systemic analysis of the selected object and subject, issue (situation), calculations and their analysis, issuing of specific proposals, building of models that can be used in practice. A course project is prepared as part on an individual student assignment, based, as a rule, on a specific example (data taken from an organization, area, industry, project or other object). The course project, in addition to the text, calculations and analytical parts, usually includes a visual component that consists of figures, diagrams, tables, simulations. Course paper is a research connected

with analysis and summarizing of the theoretical and empirical material related to a topical issue in the relevant course (courses).

1.5. The course project (course paper) is prepared in order to acquire the analytical, research, project work and data use skills that help do the following:

- Search for and use the relevant information (including reference, regulatory and legal information), gather data using modern information technology that is needed when resolving issues in a professional environment;
- Choose data processing tools that are relevant for the problem to be solved, using modern mathematical and statistical tools and software;
- Examine the calculation results using modern data interpretation methods and substantiate the conclusions;
- Critically examine, summarize and systematize information, use a systemic approach to resolve the problems;
- Make informed economic decisions in various areas.

1.6. The course project (course paper) is written and defended in the Russian language. If a course (educational program) is taught entirely in a foreign language, the course project (course paper) is written and defended in the foreign language.

1.7. The course project (course paper) can become a part (section, chapter) of the Thesis.

1.8. The department (teaching department), on the basis of the Regulations, develops methodological recommendations for the preparation, presentation and defense of the course project (course paper) for the course project (course paper) academic advisors and students.

2. Course Project (Course Paper) Topic Approval

2.1. The list of examples of course projects (course papers) in the course (module) descriptions should be in line with the goals, objectives, content of the course and the program concentration (bachelor program concentration), the department (teaching department) instructors' research work topics, the degree of the research area development, experience gained in the community work and industrial operations, contribute to the required competencies acquisition by the students.

2.2. The topics of course projects (course papers) are developed and annually updated by the department (teaching department) for the courses which require preparation of the course project (course paper) as per the curriculum. One topic can be assigned to the course project with different individual student assignments. Individual student assignments should solve specific practice-oriented problems. It is appropriate for the students to agree the topics of course projects with the employers' representatives.

2.3. Course project (course paper) topics to choose from are available for the students. Each student has the right to choose one topic from the list developed by the department (teaching department) or invent a topic of his/her own, which is subject to agreement and relevance checking. In order to make certain aspects of the planned course project (course paper) highlighted, it is allowed to change the wording developed by the department (teaching department). The student is informed of the resolution to reject the topic (changed topic) proposed by the student before the publication of the course project (course paper) topics approval order.

2.4. A course project (course paper) on one topic can be prepared by a student team composed of not more than three people, unless provided otherwise by the goal and objectives of the course project (course paper). In this case, the academic advisor of the course project (course paper) determines each student's contribution into the work at the planning stage and takes each student's contribution into account when assessing the course project (course paper).

2.5. The list of examples of course projects (course papers) and methodological recommendations for the preparation of the course project (course paper) are brought to the attention of students not later than within one week of the beginning of the semester as a post on the page of the department (teaching department) on the Financial University official website. At the first lecture of the course, the instructor should inform students about the course project (course paper) prescribed by the curriculum, the period and procedure for choosing the paper topic, and the place where the information on a list of topics of course projects (course papers) and their preparation and defense deadline is posted.

2.6. Allocation of topics of course projects (course papers) to students (in student groups) is based on a student's application submitted as a hard or soft copy (if the student has a personal account) in accordance with Appendix 1 to the Regulations within not more than three weeks of the beginning of the semester in which the course project (course paper) is to be completed. If the student, in the absence of good reasons, has not chosen the topic of the course project (course paper) within the period prescribed by this paragraph, the department (teaching department) allocates the topic for the student, and the student is deprived of the right to change it or change the wording of it. Information on course project (course paper) topic allocation to students (in student groups) can be presented as a table.

Table

Course project (course paper) topic allocation and approval for students
of student group____ Faculty_____

(name)

in department (teaching department) _____

(name)

Student's full name	Course project (course paper) topic)	Academic advisor's full name, academic degree and title	Student's signature

2.7. Based on the students' applications, the department (teaching department) prepares a draft order on supervisor appointment and course project (course papers) topic allocation to students. It is not allowed for the students of one student group to have the same course project (course paper) topic. It is possible in the case of a co-authored course paper or a course project, with different students having a different individual student assignment.

2.8. It is possible to change the topic or change the wording of the topic of the course project (course paper) approved by the order not later than one month before the deadline for defending the course project (course paper) if a student files a personal application agreed with the academic advisor to the head of the department (head of the teaching department). If the decision of the head of the department (head of the teaching department) is positive, a draft order is prepared to change or change the wording of the topic of the course project (course paper). A relevant order is issued to formalize the course project (course paper) topic change or a change of the wording of the topic. In exceptional cases, it is possible to change the course project (course paper) academic advisor. The decision to change is made by the head of the department (head of the teaching department) and is formalized in a manner that is similar to the one that is used when changing the topic.

3. Course Project (Course Paper) Supervision

3.1. Course project (course paper) academic advisor is selected from the teaching staff (TS) of the department (teaching department).

3.2. The key academic advisor's goals are to do the following:

- Assist the student in drawing up the course project (course paper) plan, identifying the object and subject of research;
- Advise the student on the selection of literature, information and facts;
- Consult the student on the course project (course paper) content and progress;
- Continuously monitor the progress of the course project (course paper) preparation and its posting in the Financial University virtual learning environment (VLE);
- Examine and assess the material posted by the student, prepare and post the course project (course paper) review report in the VLE, with the grade indicated;
- Check the Antiplagiat.VUZ system report for borrowings in the course project (course paper), and do additional checking (if necessary).
- Be present when the course project (course paper) is defended by the student and put the final grade into the academic transcript.

3.3. The course project (course paper) academic advisor's review report is analyzed at the department (teaching department) meeting and posted on the relevant department page on the Financial University web site. The course project (course paper) academic advisor's review report should contain assessment criteria, the marking scale and grades (indicating the maximal grade that can be earned in accordance with this criterion), preliminary assessment, time and place of defense and other data. The course project (course paper) assessment criteria should include the assessment of the paper preparation process (plan, list of references (sources used), compliance with the academic calendar and deadlines), the completeness and logic of the topic examination, the analysis of the material and the conclusions made, paper formatting and other entries. The course project (course paper) assessment criteria can also include the assessment of the research relevance and the proposals made aimed at resolving a specific practical problem. The course project (course paper) academic advisor's review report template is included into Annex 2.

3.4. The course project (course paper) supervising work of the academic advisor is included into the TS workload and is calculated in accordance with the approved standards included into the Financial University by-laws.

4. Course Project (Course Paper) Preparation, Structure and Content

4.1. The course project (course paper) should include the following:

- Introduction, with the substantiation of the research relevance, the goal and objectives of the project, object and subject of research, assessment of the research practical value;
- The main part, which can be presented as an explanatory note and graphic materials or include the following components:
 - A theoretical part describing the theoretical basis of the issue explored, practical problem, etc., research methodology, research background;
 - An analytical part that includes calculations;
 - A conclusion where there is a solution to the practical problem described in the introduction, specific proposals are made that have a practical value;
 - A list of references (sources used) as a hard or soft copy and a list of Internet resources used;
- Annexes.

The total course project (course paper) volume should not be less than 25 pages.

4.2. A course project in the field of IT should include:

- An explanatory note;
- Additional materials (guides).

4.2.1. The explanatory note should include:

- Introduction, with the substantiation of the research topic relevance, the goal and objectives of the project;
- A description that should include:
 - Substantiation of the choice of the problem solving algorithm from the list of available algorithms or a unique (own) algorithm;
 - Description of the problem solving algorithm;
 - A user manual;
 - A conclusion, including conclusions and recommendations for the possible use of the work materials;
- A list of references (sources used) as a hard or soft copy and a list of Internet resources used;
- Annexes.

4.2.2. The Additional materials (guides) of the course project should include diagrams, figures, etc., that describe the content and conclusions of the course project.

The total volume of the course project (course paper) in the field of IT should not be less than 10 pages.

4.3. The student should approve the course project structure (course paper plan) not later than within 10 calendar days from the date of the topic approval.

4.4. The course paper should include the following:

- Introduction, with the substantiation of the research relevance and research topic relevance, the goal and objectives of the paper, object and subject of research, a short description of the sources used;
- The main part, which, as a rule, includes 2 or 3 chapters:

- A conclusion, including conclusions and recommendations for the possible use of the work materials;
- A list of references (legal materials, sources used) as a hard or soft copy and a list of Internet resources used;
- Annexes.

The total course paper volume, excluding the Annexes, should not be less than 25 pages, and, including the Annexes, should be, as a rule, 30 to 39 pages.

4.5. A course project (course paper) formatted in accordance with the requirements (Annex 3 to the Regulations), is posted by students in the VLE as a soft copy (in *.docx or *.rtf format) not later than two weeks before the deadline set by the department (teaching department) for the defense of a course project (course paper).

4.6. When a course project (course paper) is uploaded to the VLE, it is automatically checked by the Antiplagiat.VUZ system, and a report is generated based on the check results, which is available for examination by both the student and the academic advisor. If necessary, the academic advisor has the right to check the work for borrowings independently. If more than 20% of borrowings are identified in the course project (course paper), the academic advisor checks the report based on the check results and makes a final resolution as to volume of legal borrowings in the text and, if necessary, the text is returned to the student for rectification. If the student does not meet the academic advisor's requirements, does not rectify the course project (course paper) and does not post it, and more than 20% of borrowings are re-identified in the text, the academic advisor grades the student's work with an Unsatisfactory grade and no defense procedure is conducted.

4.7. The academic advisor checks the course project (course paper) for errors, and, if necessary, and if there is time for the rectification, sends it to the student for rectification by posting it in the VLE, including the comment and does not put the Defense Permitted status on it. When a student uploads the final version of the work or posts the course project (course paper) at a date that does not allow the academic advisor to check the work and send the comment for the rectification to be made, the academic advisor checks the course project (course paper) and decides whether it is possible to permit the course project (course paper) defense, makes a review, posts it in the VLE not later than three days before the planned defense date, and, if the requirements for the borrowings are met, puts the Defense Permitted status on it.

4.8. If the academic advisor puts the Defense Not Permitted status on the course project (course paper), the academic advisor informs the student and the head of the department (teaching department) of the reasons for giving the Defense Not Permitted status and puts a new date of defense into the academic calendar. If the Defense Not Permitted status is obtained twice, the department (teaching department) establishes a commission for checking the work and arranging the course project (course paper) defense procedure.

4.9. Course projects (course papers) are not subject to mandatory review.

5. Course Project (Course Paper) Defense

5.1. The final obligatory stage of the student's work on the course project (course paper) is the paper defense. The course project results assessment (hereinafter referred to as the course work (course project) defense) is part of the students' formative assessment and

arranged in accordance with the Financial University by-law, the Financial University Bachelor and Master Program Student Academic Performance Monitoring and Formative Assessment Regulations.

5.2. The course work (course project) defense is arranged before the examination in the relevant course on the date determined by the department (teaching department).

The student should show up for the course work (course project) defense on the time and date determined by the academic advisor. The defense procedure may be conducted in an offline or online mode. The result of the student's course project (course paper) defense is assessed according to the marking and rating system based on the grades determined by the academic advisor after checking the course project (course paper) and its defense.

5.3. The students who have not prepared the course project (course paper), have not showed up for the defense without a good reason or have obtained the Unsatisfactory grade after the defense are considered to be the students who have to take re-sit examinations and should prepare the course project (course paper) during the period of re-sitting the outstanding examinations. If the course project (course paper) is defended for the second time, it is allowed to change the topic and rephrase the topic in accordance with paragraph 2.8 of the Regulations.

6. Course Project (Course Paper) Preparation and Defense in Distance Technology-based Programs

6.1. The interaction of course project (course paper) academic advisors with students of distance technology-based programs is arranged both via the Financial University VLE, and through e-mail, online consultations, includes choosing a topic, filling out an e-application, agreeing on a work plan, receiving a course project (course paper) preparation assignment, arranging group and individual consulting sessions on the preparation, preparing the work and posting it, receiving comment and the Defense Permitted status.

6.2. Course projects (course papers) of students of distance technology-based programs can be defended both in the traditional way, with the students showing up at the Financial University (if the distance learning technologies are partially used), or in the online format. In the case of a course project (course paper) defense based on the use of distance learning technologies, the defense date and time is determined by the department (teaching department) whose staff sends a link to the webinar to the course project (course paper) academic advisors and students not later than 7 days before the defined defense date. The student is obliged to become connected to the webinar at the time prescribed using the link received from the department (teaching department). At the same time, the Financial University and the student should take all necessary measures to clearly determine the student's identity and ensure protection of the transmitted data from the unauthorized access. Other teaching staff of the department (teaching department), employees of the Dean's Office (Institute), and employers' representatives (if necessary) should be able to become connected to the course project (course paper) defense procedure.

7. Course Project (Course Paper) Defense for the Disabled People and People with Disabilities

7.1. The teaching process is arranged for the disabled people and people with disabilities in accordance with the relevant Financial University by-laws.

7.2. When organizing the course project (course paper) defense procedure (oral/written defense, distance technology-based defense) for the disabled students and students with disabilities (hereinafter - students with disabilities), the psychophysical development and individual characteristics are taken into account.

7.3. When the course project (course paper) defense procedure is arranged, the disabled students and students with disabilities have a right to use the technical devices they need. Lighting system with at least 300 lux illumination is provided for the visually impaired people, if needed, the students obtain a magnifying device, they are allowed to use their own magnifying devices; for the students with hearing impairment and severe hearing impairment, sound amplifying equipment for collective use is made available, or if necessary, students are provided with sound amplifying equipment for individual use or the services of a sign language interpreter are rendered to them.

7.4. Upon the disabled student's or student's with disabilities written application, the presence of an assistant selected among the Financial University employees or among the outsourced personnel who can provide the necessary technical assistance to the students and takes into account their individual characteristics (assisting with taking a seat, moving around, reading and formatting the assignment, communicating with the members of the examination board) is ensured.

7.5. If necessary, the period allocated for the answer preparation during the course project (course paper) defense procedure may be increased for the students with disabilities.

8. Course Project (Course Paper) Storage

8.1. Course projects (course papers) are stored as soft copies in the *.pdf format in the VLE in accordance with the terms prescribed in the file register.

8.2. The department (teaching department) may recommend that the authors of the best course projects (course papers) become participants of the student research work competitions or the authors' works be published.

8.3. Course projects (course papers) can become a part of the students' portfolio and are available during one month after the date of the defense on the students' personal page in the VLE.

N.I. Sergeieva

Deputy Vice-Rector for Academic Affairs

Head

Educational Program Methodological Support Office

Форма заявления о закреплении темы курсового проекта (курсовой работы)
Course Project (Course Paper) Topic Allocation and Approval Application
To Head of Department/ Teaching Department Руководителю
Департамента/Заведующему кафедрой

(name наименование)

(full name фамилия, инициалы)

от студента(-ки) student ____ year курса, student group учебной группы № _____
Faculty Факультета _____

(name наименование)

(full name фамилия, инициалы)

Contact information Контактные данные:

Mob. Тел. мобильный:

e-mail

Application ЗАЯВЛЕНИЕ

I hereby request that the following Course Project (Course Paper) topic be allocated
to me Прошу закрепить за мной тему курсового проекта (курсовой работы)

« _____ »
_____»

« __ » _____ 202__ г. signature подпись

(full name фамилия, инициалы)

Template of Academic Advisor's Course Paper Review Report Форма отзыва
руководителя на курсовой проект (курсовую работу)

Federal State-Funded Educational Institution of Higher Education "Financial University under the Government of the Russian Federation (Financial University)
Федеральное государственное образовательное учреждение высшего образования
**«ФИНАНСОВЫЙ УНИВЕРСИТЕТ ПРИ ПРАВИТЕЛЬСТВЕ
РОССИЙСКОЙ ФЕДЕРАЦИИ»**
(Финансовый университет)
Department of Taxes and Tax Administration Департамент налогов и налогового
администрирования

**Academic Advisor's Course Paper Review Report ОТЗЫВ НА КУРСОВОЙ ПРОЕКТ
(КУРСОВУЮ РАБОТУ)**

Of Student Студента _____ student group учебной группы _____

Topic Тема: _____

Academic Advisor Руководитель: _____

(academic title, degree, job title, surname, name initials степень, звание, должность,
фамилия, инициалы.)

Criterion	Indicators that allow earning the maximal number of grades	Maximal grade ¹	Actually obtained grade
1	2	3	4
1.Preparation stage of the course paper (course project)		15	
Choice of topic, selecting the list of references, making a plan in the period prescribed	The plan should be endorsed in time, be logical and appropriately describe the concept behind the topic, goals and objectives of the project (paper). Course paper should consist of an introduction, two chapters, a conclusion, a list of references and Annexes. The course project should include an explanatory note, an analytical component and calculations.	15	
2. General characteristics of the course paper (course project)		25	

¹ The grades are for reference only. The academic advisor has a right to grade the student's work in a different way to ensure objective assessment where the degree to which the student is competent is determined.

The degree to which all the aspects of the topic were examined	All aspects of the topic of the course paper (course project) should be fully examined, the goal, objectives and all elements of the topic should be examined in detail.	15	
Logical plan composition and the logical presentation of the key issues	All issues should be examined in a logical way, consistently and be intertwined	10	
3. Availability of the elements of the scientific analysis		22	
Knowledge of and reflection in the work of the latest amendments made to law and the law application	The course paper (course project) should be prepared, while taking into account the latest amendments made to law and the innovations that are associated with the practices that relate to the topic examined	10	
Presence of issues that are considered controversial	The course paper (course project) should reflect the author's knowledge of various views of the issue in question	6	
Author's view that is supported by arguments	The course paper (course project) should include the author's view of the issue, with the arguments described	6	
4. Course paper (course project) formatting and timely progress in paper preparation		18	
Good formatting	The course paper (course project) should be formatted in strict compliance with the formatting requirements	6	
Streamlined formatting	The course paper (course project) list of references, quotations, etc. should be formatted correctly.	6	
Timely preparation	The course paper (course project) should be submitted on time.	6	
Compliance with the anti-plagiarism requirements	Share of original author's work	Author's work - ___ % Quotations - ___ %	
5. Advisor's notes and formative/provisional assessment		80	
Notes (that relate to the paper text)	<p style="text-align: center;">Cf. Notes on page _____</p> <p style="text-align: center;">General remarks:</p>		
Assessment of the work done			
Time and place of defense	<p style="text-align: center;">202__</p> <p>At: _____</p>		

6. Stage of the defense and answers to additional questions		20	
Questions that should be prepared to be asked during the defense process	Answering questions that are mentioned in the general remarks and the notes that relate to the paper text		
Additional questions asked during the defense procedure			
7. Grade for the defense	86-100 – Excellent 70-85 – Good 51-69 – Satisfactory 50 or less – Unsatisfactory		
Academic advisor's signature and date	_____ 202__	_____	

Course Project (Course Paper) Formatting Requirements

The course project (course paper) title page includes the name of the University, Department (teaching Department), student group, the topic, the surname and initials of the name of the author and the academic advisor, the year when the work is done.

The course project (course paper) second page includes the table of contents.

The course project (course paper) formatting should be made in accordance with the general rules of Research Report, Structure and Rules of Formatting GOST 7.32-2017, with amendments of 12 September 2018.

The references in the research work are formatted in accordance with the Russian national and international GOSTs (standards):

- GOST R 7.0.100-2018 System of Standards for Information, Librarianship and Publishing. Bibliographic Records. Bibliographic Description. General Requirements and Formatting Rules (approved by Order No. 1050-st of 3 December 2018 of the Federal Agency for Technical Regulation and Metrology);

- GOST 7.80-2000 System of Standards for Information, Librarianship and Publishing. Bibliographic Records. Title. General Requirements and Formatting Rules (approved by Decree No. 253-st of 6 October 2000 of the State Committee for Standardization and Metrology of the Russian Federation);

- GOST 7.82-2001 System of Standards for Information, Librarianship and Publishing. Bibliographic Records. Bibliographic Description of E-Resources (approved by Decree No. 369-st of 4 September 2001 of the State Committee for Standardization and Metrology of the Russian Federation);

- GOST P 7.0.12-2011 System of Standards for Information, Librarianship and Publishing. Bibliographic Records. Abbreviation in the Russian Language. General Requirements and Rules (approved by Order No. 813-st of 13 December 2011 of the Federal Agency for Technical Regulation and Metrology);

- GOST 7.11-2004 System of Standards for Information, Librarianship and Publishing. Bibliographic Records. Abbreviation of Words and Word Combinations in the Foreign European Languages (approved by the Interstate Council for Standardization, Metrology and Certification (minutes No. 24 of 5 December 2003)).

When using a textual quotation from some material, quotation is used to confirm an important thought or a significant statement. In case of quotation, a link to the source is required from where the quotation is taken, formatted in accordance with the national standard of the Russian Federation GOST R 7.0.5-2008 System of Standards for Information, Librarianship and Publishing. Bibliographic Reference. General Requirements and Formatting Rules. (approved by Order No. 95-st of 28 April 2008 of the Federal Agency for Technical Regulation and Metrology).

The course project (course paper) is formatted using paper size: A4 (one side of each sheet), should include approximately 1,800 characters on each page, spaces and punctuation marks included. Tables and illustrations can be formatted using paper size that is not larger than A3. The text formatting requirements: spacing: 1.5; font: Times New Roman; font size: 14, font size in tables: 12, font size in footnotes: 10. You cannot underline words and

use italics. The pages with text on them should have margins: top and bottom: at least 20 mm; left: not less than 30 mm; right: not less than 10 mm; headers and footers: header: 2; footer: 1.25. The names of the elements, incl. INTRODUCTION, CONCLUSION, LIST OF REFERENCES (SOURCES USED) AND INTERNET RESOURCES, ANNEX that are the headings are printed in capital letters, and the titles of paragraphs (subheadings) are printed in small letters (except for the first capital letter). Headings and subheadings are printed using medium type when using the printer for printing the text of the written work. Headings, subheadings, and footnotes (that consist of several lines) are printed single-spaced. The indent should be 1.25 cm (the same throughout the text). Sections are numbered in Arabic numerals, for instance:

Example. 1. Concept and types of transactions

1.1. The concept of a transaction

Chapters are divided into paragraphs and numbered in Arabic numerals, for instance:

Example. Chapter 1. Concept and types of transactions

1.1. The concept of a transaction

Paragraphs (sections) should be sequentially numbered throughout each chapter (section), and chapters (sections), throughout the entire text.

If a chapter contains only one paragraph (which is undesirable), it is not necessary to number it.

Page numbering

The course project (course paper) pages should be numbered in Arabic numerals, they should be sequentially numbered throughout the entire text. The page number should be in the center, at the bottom of the page, no dot, starting from the second page.

The title page is included in the page-numbering scheme, but the page is not numbered.

If the work contains illustrations and tables on a separate page, they are included in the page-numbering scheme.

Each chapter of the work should begin on a new page.

Paragraphs should not begin on a new page.

Illustrations and tables

If the work contains diagrams, tables, graphs, charts, photos, they should be placed immediately after the text in which they are mentioned for the first time, or on the next page. Illustrations should be sequentially numbered in Arabic numerals throughout the text, that is 1, 2, 3, etc., or within each chapter 1.1, 1.2, etc. If there is a table in the text, its short and accurate name should be placed above the table without an indent. The table, like the figure, should be placed immediately after the text in which it is mentioned for the first time, or on the next page. Tables in the text should be sequentially numbered in Arabic numerals throughout the text or throughout the chapter (2.1, etc.). If the table is placed in an Annex, it is numbered separately in Arabic numerals, with the word Annex added in front of the number, that is, for example, Annex 1. If the table has a heading, a capital letter is used, and a dot at the end is not used. You can break a table and move part of it to another page only if you cannot put it on one page because of its size. In this case, the heading of the table and Table continued heading are put on another page.

Table formatting example:

Table 2.1

Remuneration expenses

Job title	Number	Salary, rubles
1	2	3
Director-General	1	55,000
Managing Director	1	40,000
Accountant	1	25,000
Total:		

Quotations, references and footnotes

In the course project (course paper), references in the form of footnotes, which are placed at the bottom of the page where the text is located, for example, a quotation, are used. In order to do this, a number or an asterisk is placed at the end of the text (of the quotation), indicating the ordinal number of the footnote on this page. For example,

‘The pumping of money into the world economy intensified in 1999 when the US Administration lifted restrictions placed on banks, venture capital, pension and other funds related to engaging in investments, issuing mortgage-backed securities, operating on currency exchanges and stock markets, and other high-risk, but profitable speculative operations. The poorly controlled growth of the money supply has led to the US Federal Reserve totally ceasing to control the money supply general index in 2006¹’.

¹. Bushuev V.V. Financial crises and oil market volatility // World crisis and global prospects for the energy markets: (materials of the joint meeting of the Academic Councils of the Institute of World Economy and International Relations of the Russian Academy of Sciences and the Institute of Energy and Finance Foundation on May 22, 2009) / comp. and ed. By S. V. Chebanov. M.: IMEMO RAN, 2009. P. 67.

The numbering of footnotes can be sequential throughout the text of the work.

References to chapters, figures, tables should begin with a small letter, for example, see fig. 2.5., the results are shown in table 3.1....

Quoting

When quoting, the following rules should be observed:

- The quotation marks are used for the quotation, and the quote is given in the grammatical form in which it is given in the source, with the author's spelling preserved;

- The quotation should be complete, with no arbitrary quoted fragment shortening, no distortion of the meaning is allowed. Omission of words, sentences, paragraphs when quoting is allowed if it does not entail a distortion of the entire fragment; suspension points are used to mark the omission;
- If a quote is included in the text, the first word begins with a small letter;
- If a quote stands out from the text, it is written with an indent on the left, and each quote should have a link to the source.

List of references (sources used) and Internet resources

It is necessary to place a list of references (sources used) and Internet resources after the conclusion, starting from a new page. The list of references (sources used) should contain detailed and sufficient information on each source used. The data could be different and depend on the type of the source. In any case, the basis for the formatting of the list of sources used is the bibliographic description of the sources in accordance with the above GOSTs.

Samples of bibliographic descriptions of documents in the lists of references

1. Description of a book by one author

Никифорова Н. А. Комплексный экономический анализ: учеб. для напр. бакалавриата «Экономика» и «Менеджмент» / Н. А. Никифорова; Финуниверситет. — Москва: Кнорус, 2021. — 439 с. — (Бакалавриат).

Шитов В.Н. История финансов России: учеб. пособие для студентов вузов, обуч. по спец. «Финансы и кредит», напр. «Экономика» (квалиф. (степень) «бакалавр») / В.Н. Шитов. — 3-е изд., стер. — Москва: Кнорус, 2020. — 156 с. — (Бакалавриат).

2. Description of the book by 2 or 3 authors

Перская В.В. Интеграция в условиях многополярности. Эволюция теории и практики реализации = Integration processes amid multipolarity. Evolution of theory and practice of implementation: монография / Перская В.В., Эскиндаров М.А. — Москва: Экономика, 2016. — 383 с.

Валишин Е.Н. Теория и практика управления человеческими ресурсами: учеб. пособие / Е.Н. Валишин, И.А. Иванова, В.Н. Пуляева; Финуниверситет. — Москва: Русайнс, 2020. — 127 с.

Rose P.S. Bank Management & Financial Services / P. S. Rose, S. Hudgins. — 8-th ed. — Boston : Mc Graw Hill, 2010. — 734 p.

3. Description of the book by 4 authors

История России: учебник / А.С. Орлов, В.А. Георгиев, Н.Г. Георгиева, Т. А. Сивохина; МГУ им. М. В. Ломоносова. — 4-е изд., перераб. и доп. — Москва: Проспект, 2020. — 528 с.

IELTS Foundation: Student's Book. CEF Levels B1-B2 / Andrew Preshous, Rachael Roberts, Joanna Preshous, Joanne Gakonga. — 2-nd ed. — Oxford: Macmillan Publishers Limited, 2014. — 176 с. — (Macmillan Exams).

4. Description of the book by 5 or more authors

Современная архитектура финансов в России: монография / М.А. Эскиндаров, В.В. Масленников, М.А. Абрамова [и др.]; под ред. М.А. Эскиндарова, В.В. Масленникова; Финуниверситет. — Москва: Когито-Центр, 2020. — 487 с.

Сто лет развития. 1919-2019 / авт.-сост.: Я.А. Пляйс, С.Л. Анохина, Т.А. Мирошникова [и др.]; под общ. ред. М.А. Эскиндарова; Финансовый ун-т при Правительстве Российской Федерации. — Москва: Международные отношения, 2019. — 696 с.

5. Description of collections of works

Сборник научных статей V Международной научной конференции «Институциональная экономика: развитие, преподавание, приложения», 15 ноября 2017 г. — Москва: ГУУ, 2017. — 382 с.

Сборник избранных статей молодых ученых / Ин-т экономики РАН; под ред. И.А. Болдырева, М.Ю. Головнина, Р.С. Гринберга. — Москва: Экономика, 2010. — 288 с. — (Библиотека Новой экономической ассоциации /ред. кол. серии: В.М. Полтерович, М.А. Эскиндаров, Б.М. Смитиенко [и др.]).

6. Description of newspaper, journal articles, articles taken from collections of works

Четвериков В.М. Особенности и интенсивность распространения COVID-19 в странах большой экономики // Вопросы статистики. — 2020. — № 6. — С. 86-104.

Баталова А. Пусть в финансовую элиту. Более 400 школьников стали победителями и призерами олимпиады «Миссия выполняма!» / Баталова А., Дуэль А. // Российская газета. — 2020. — 5 марта. — № 48. — С. 10.

Рыкова И.Н. Оценка кредитоспособности компаний нефтегазовой отрасли в современных условиях развития банковской деятельности / И. Н. Рыкова, Д. Ю. Табуров, А. В. Борисова // Банковское дело. — 2019. — № 12. — С. 41-50.

Пивоварова М. А. Кластерные инициативы: общее и особенное / М. А. Пивоварова // Кластерные инициативы в формировании прогрессивной структуры национальной экономики : сб. науч. тр. 2-й Международной науч.-практич. конф. (17-18 марта 2016 г.). Т.1 / Юго-Западный гос. ун-т; отв. ред. А.А. Горохов. — Курск, 2016. — С. 173-177.

Morozko N.I. (Морозко Н.И.) Business management strategy based on value-oriented concepts / Morozko N. I. (Морозко Н.И.), Didenko V. Y. (Диденко В.Ю.) // The Strategies of Modern Science Development: Proceedings of the X International scientific-practical conference (North Charleston, USA, 12-13 April 2016). — USA, North Charleston, 2016. — P. 79-81.

7. Description of legal documents, laws

Бюджетный кодекс Российской Федерации: по состоянию на 20 февраля 2019 г. : сравнительная таблица изменений. — Москва: Проспект, 2019. — 368 с.

Об общих принципах организации местного самоуправления в Российской Федерации: Федер. закон № 131-ФЗ: [принят Государственной думой 16 сент. 2003 г.:

одобрен Советом Федерации 24 сент. 2003 г.]. – Москва: Проспект; Санкт-Петербург: Кодекс, 2017. – 158 с.

О внесении изменений в Федеральный закон «О специальной оценке условий труда»: Федер. закон от 27 дек. 2019 №451-ФЗ: принят Государственной Думой 17 дек. 2019 г.: одобрен Советом Федерации 23 дек. 2019 г. // Российская газета. — 2019. — 30 дек. — № 295. — С. 14.

Об образовании в Российской Федерации: Федер. закон от 29 дек. 2012 г. № 273-ФЗ: [принят Государственной Думой 21 дек. 2012 г.: одобрен Советом Федерации 26 дек. 2012 г.] // Собрание законодательства Российской Федерации. – 2012. – 31 дек. – № 53. – Ст. 7598.

ГОСТ Р 57564–2017. Организация и проведение работ по международной стандартизации в Российской Федерации = Organization and implementation of activity on international standardization in Russian Federation: изд. офиц.: утв. и введен в действие Приказом Федерального агентства по технич. регулированию и метрологии от 28 июля 2017 г. № 767-ст : дата введения 2017-12-01 / разработан Всероссийским науч.-исслед. ин-том стандартизации и сертификации в машиностроении (ВНИИНМАШ). – Москва: Стандартинформ, 2017. – V, 44 с.

8. Description of theses, author's abstracts of theses, manuscripts deposited in libraries

Славин Б.Б. Теоретические основы и инструментальная поддержка технологий коллективного интеллекта в управлении организацией: дис. ... д-ра экон. наук; спец. 08.00.13; защищена 17.06.2020; утверждена 23.06.2020 / Б.Б. Славин; Место защиты: Финуниверситет; Работа выполнена: Финуниверситет, Департамент анализа данных. — Москва, 2020. — 342 с. : ил.

Величковский Б. Б. Функциональная организация рабочей памяти: автореф. дисс... докт. психол. наук: спец. 19.00.01 «Общая психология, психология личности, история психологии» / Величковский Б. Б.; Московский гос. ун-т им. М. В. Ломоносова; Место защиты: Ин-т психологии РАН. – Москва, 2017. – 44 с.

Лабынцев Н.Т. Профессионально-общественная аккредитация и независимая оценка квалификаций в области подготовки кадров и осуществления бухгалтерской деятельности / Н.Т. Лабынцев, Е.А. Шароватова; Ростовский гос. экон. ун-т (РИНХ). – Ростов-на-Дону, 2017. – 305 с. – Деп. в ВИНТИ РАН 10.01.2017 № 1-В2017.

9. Description of materials stored on CD-ROMS and other resources of limited access

Эриашвили Н. Д. Банковское право: электрон. учеб. для студентов вузов / Н. Д. Эриашвили. – 8-е изд., перераб. и доп. – Электрон. дан. – Москва: ЮНИТИ-ДАНА, 2011. – 1 электрон. опт. диск (CD-ROM). – Загл. с этикетки диска.

Развитие промышленного производства Сибирского федерального округа: стат. сб. / Федер. служба гос. статистики, Территор. органы Федер. службы гос. статистики. – Электрон. дан. – Омск, 2012. – 1 электрон. опт. диск (CD-ROM). – Загл. с контейнера.

10. Description of resources distributed through the Internet

1. Веснин В.Р. Основы менеджмента: учебник / В. Р. Веснин. — Москва: Проспект, 2016. — 500 с. — ЭБС Проспект. — URL: <http://ezpro.fa.ru:3180/book/23323> (дата обращения: 19.01.2021). — Текст: электронный.
2. Салин В.Н. Банковская статистика : учеб. и практикум для вузов / В.Н. Салин, О.Г. Третьякова. — Москва: Юрайт, 2020. — 215 с. — (Высшее образование). — ЭБС Юрайт. — URL: <https://ezpro.fa.ru:3217/bcode/450266> (дата обращения: 18.01.2021). — Текст: электронный.
3. Adhiry B. K. Crowdfunding: Lessons from Japan's Approach / Bishnu Kumar Adhiry, Kenji Kutsuna, Takaaki Hoda; Kobe University Social Science Research Series. — Singapore : Springer Ltd., 2018. — 110 с. — SpringerLink. — URL: https://link.springer.com/chapter/10.1007/978-981-13-1522-0_7 (дата обращения: 10.12.2020). — Текст электронный.
4. Российская социально-экономическая система: реалии и векторы развития : монография / П. В. Савченко, Р. С. Гринберг, М. А. Абрамова [и др.] ; отв. ред. Р. С. Гринберг, П. В. Савченко. — 3-е изд., перераб. и доп. — 3-е изд. — Москва : ИНФРА-М, 2019. — 598 с. — (Научная мысль). — ЭБС Znanium.com. — URL: <https://new.znanium.com/catalog/product/961584> (дата обращения: 10.12.2020). — Текст: электронный.
5. Дадашев А.З. К вопросу о финансовой самостоятельности муниципальных образований и методах оценки ее уровня / А.З. Дадашев, А.И. Золотько. — Текст: электронный // Финансы и кредит. — 2018. — № 9. — С. 2017-2032. — НЭБ ELibrary. — URL: https://www.elibrary.ru/download/elibrary_35648256_50368935.pdf (дата обращения: 10.12.2020).
6. Конъюнктурный анализ практики внедрения профессиональных стандартов в России в 2018 году / А.А. Цыганов, А.С. Ермолаева, С.В. Бровчак, Е.В. Богданова. — Текст: электронный // Перспективы науки и образования. — 2019. — № 5. — С. 517-528. — ЭБ Финуниверситета. — URL: https://pnojurnal.files.wordpress.com/2019/11/pdf_190537.pdf. — Дата публикации: 31.10.2019.

General requirements for Annexes

Annexes are the supplements to the main text, incl. reference materials, documents, illustrative materials or other materials. Annexes are placed at the end of the text of work, after the list of references, in accordance with the order with which they are mentioned in the text. Each Annex should start on a new page, and have a thematic heading and a general heading Annex No.____. If the Annex is a separate figure or table, it is formatted in accordance with the requirements set for illustrations, tables. Illustrations and tables are numbered within each Annex separately. For example, fig. 3.1 (figure 1 of the third Annex), table 1.1 (table 1 of the first Annex).

Annexes may be issued as a separate brochure. In this case, the title page of the brochure indicates the following: Annex to the course paper, then the title of the work and the name of the author are given.