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MINISTRY OF SCIENCE AND HIGHER EDUCATION
OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
MOSCOW POLYTECHNIC UNIVERSITY"

Faculty of Economics and Management
Department of Management

GUIDELINES FOR IMPLEMENTATION
TERM PAPER
by the discipline
"Startup Management"

Direction of training
38.03.02 – "Management"
Profile: "Business process management"

Qualification (degree) of the graduate
Bachelor

Form of training
Part - time

Moscow 2022

1. Purpose and organization of course work.

Students in the process of studying the discipline “Startup Management” complete coursework in accordance with the curriculum of the training direction 38.03.02 “Management”.

The purpose of the course work is for students to acquire organizational, managerial and financial skills necessary for the integrated management of a startup at its various stages.

Structurally, the course work consists of two parts – theoretical and practical. The theoretical part is devoted to methodological issues of startup management, and the practical part is devoted to the formation and presentation of the idea of your own startup.

Coursework completed with a grade of “good” or “excellent” may subsequently be one of the components of the final qualifying work. Course work must be completed and submitted within the time limits established by the educational process schedule.

Completing coursework involves:

- familiarization with the program of the discipline “Startup Management” and methodological recommendations for completing course work;
- studying the relevant sections of the startup management methodology, studying the recommended educational and specialized literature;
- drawing up a plan for course work;
- coverage of the studied methodology and methods of startup management in the theoretical part of the course work;
- performing the practical part of the coursework using mastered scientific methods;
- preparation of coursework in accordance with established requirements. The choice of the topic of the course work and the assignment option for the practical part is carried out on the basis of table.

The student has the right to independently choose a topic, carried out on specific statistical materials available to the student, and also depending on the profile of his work, professional and scientific interests. The selection of the topic of coursework at the student's discretion is carried out in agreement with the teacher. It is also possible to complete coursework on an individual topic proposed by the student himself. To approve the topic of an elective course work or an individual topic, the student must submit an application to the department with a brief justification for the choice of topic. An application signed by the head of the department or his deputy is permission to complete the course work.

The department teacher, who is the supervisor of the course work, approves the work plan and advises the student on its implementation. At consultations, the student discusses and clarifies the content of the theoretical part of the work, and also submits the practical part for testing. For all questions related to coursework, you should contact the work supervisor.

Completed work within the deadlines established by the academic schedule is submitted for review to the department. The review period is no more than 5–7 days. The reviewer evaluates the quality of the work, the degree of independence in its implementation, the level of literacy in the presentation of the material, notes the positive aspects and disadvantages of the work and determines whether it is allowed to be defended. A review of course work is compiled in writing and evaluates the quality of the work performed in accordance with the Regulations on the point-rating system for assessing students' knowledge.

The reviewed work, which received a positive assessment, is returned to the student for preparation for defense. Based on all the reviewer's comments, the student must make the necessary corrections and additions before defending the course work. If the course work is not approved for defense, then it must be revised in accordance with the supervisor's comments. The reviewer has the right to not allow the work to be defended if it does not meet the requirements for the structure and content of the theoretical or practical parts, was not completed independently, or contains data without reference to their sources. The student submits the repeated coursework for review along with a review of the previous version of the work.

Defense of the course work consists of an oral report of the results of the work and answers to questions related to its content. In the process of defending a course work, the student's level of knowledge and the degree of his independence in performing the work are revealed. If necessary, the defense of the analytical part completed by the student is carried out in the computer room.

Students who receive an unsatisfactory grade in their defense are not allowed to take the exam. In this case, the student must make the necessary changes to the work and better prepare for the re-defense. If the assessment is repeated unsatisfactorily, the student receives another coursework topic from the department to complete.

2. The structure of the course work.

When completing coursework, you must adhere to the following structure:

- title page;
- table of contents;
- introduction;
- theoretical part;
- practical part;
- conclusion;
- list of used literature;
- applications.

The title page is the first page of the course work. A sample title page design is given in the Appendix. The table of contents (volume - one page) gives the names of all sections of the work, indicating the pages from which these sections begin.

All sections of the course work, with the exception of the introduction, conclusion, list of references and appendices, must be numbered. The introduction,

conclusion and list of references are not numbered. The names of sections in the table of contents must exactly match their names in the text.

2.1. Requirements for the structure and content of the theoretical part of the course work.

The theoretical part (volume – 10–12 pages) is aimed at deepening students' knowledge in certain sections of the scientific methodology of start-up management in accordance with the thematic focus of the work.

This section is theoretical in nature. It examines the work of domestic and foreign authors on the theory and practice of the problem (task) of startup management analyzed in the course work and possible directions for their solution, an overview is given regulations and literary sources, their assessment, the student's own position is substantiated.

The chapter serves as a theoretical basis for future generalizations and proposals on the main issue of the topic. The text must contain links to the sources used. This chapter should show what theoretical approaches are available to the problem under consideration, which of them, in the student's opinion, is most acceptable for the organization under study.

In general, the theoretical part should consider:

- the concept and essence of the phenomenon or process being studied;
- a brief historical overview (evolution) of views on the problem under study, a comparative analysis of research in Russia and abroad;
- trends in the development of certain processes;
- managerial, social, organizational, political and technological factors that influence the solution of the problem.

The plan for presenting this part must be drawn up by the student after studying the relevant literature and agreed with the supervisor of the work. It is advisable to divide the theoretical part of the course work into three paragraphs. The content and titles of paragraphs can be determined by the student independently, depending on the specifics of the chosen topic and the availability of practical material.

Only those issues that directly relate to the main content of the topic should be covered, without touching on the problems of other branches of knowledge.

2.2. Requirements for completing and preparing the practical part of the course work.

The practical part of the course work (volume - 15-25 pages - is aimed at students mastering the methodology and techniques for developing their own startup).

It is recommended to carry out the practical part in accordance with the structure given in Section 4.

3. Requirements for the preparation of coursework

When completing your coursework, you must adhere to the following requirements.

1. The volume of course work is 30–35 pages of typewritten text (excluding appendices) on standard A4 sheets, typed on a computer using a word processor, spreadsheet processor or other software.

2. Pages must be numbered and designed taking into account the established requirements: font typeface – Times New Roman, font size – 14, line spacing – one and a half, paragraph indent – 1.25 cm; margin sizes: top and bottom – 2 cm, left – 3, right – 1.5 cm.

3. Each structural part of the work should be started on a new page. There are no periods at the end of the title of a section, chapter, or paragraph.

4. Abbreviations of words and the use of abbreviations, with the exception of generally accepted ones, are not allowed in the work.

5. Statistical data, figures and facts presented in the work must be accompanied by links to relevant sources of information from the list of references used.

6. Each table should have a thematic heading. All tables must have continuous numbering (separate for theoretical, practical and analytical parts).

7. The diagrams and graphs presented in the work must also be numbered and have captions (numbering is continuous within the section).

8. The description of literary sources is carried out in accordance with the standard requirements given in the previous section.

9. When preparing applications, each application must begin on a new sheet with the word “Appendix” indicated in the upper right corner and have a thematic heading, which is located in the center. Applications are numbered with Arabic numerals. The connection of applications with the main text is carried out through links in the text to the corresponding applications.

10. On the last page of the course work, the student must sign and date it.

6. Educational, methodological and information support of the discipline

Main literature:

1. Bobrova, O. S. Fundamentals of small business: textbook and workshop for universities / O. S. Bobrova, S. I. Tsybukov, I. A. Bobrov. — 2nd ed. - Moscow: Yurayt Publishing House, 2023. - 382 p. - (Higher education). — ISBN 978-5-534-13842-9. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/511416
2. Kuptsova, E. V. Business planning: textbook and workshop for universities / E. V. Kuptsova, A. A. Stepanov. - Moscow: Yurayt Publishing House, 2023. - 435 p. - (Higher education). — ISBN 978-5-9916-8377-7. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/511225

Additional literature:

1. Prodanova, N. A. Accounting for small businesses: a textbook for universities / N. A. Prodanova, E. I. Zatsarinnaya; executive editor E.I. Zatsarinnaya. —

3rd ed., revised. and additional - Moscow: Yurayt Publishing House, 2023. - 220 p. - (Higher education). — ISBN 978-5-534-15782-6. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/509694.
2. Spiridonova, E. A. Creating startups: a textbook for universities / E. A. Spiridonova. - Moscow: Yurayt Publishing House, 2022. - 193 p. - (Higher education). — ISBN 978-5-534-14065-1. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/496848

Internet resources

1) http://www.gov.ruServer of government authorities of the Russian Federation.
2) http://www.mos.ruOfficial server of the Moscow Government.
3) http://www.minfin.ruMinistry of Finance of the Russian Federation.
4) http://www.gks.ruFederal State Statistics Service.
5) http://www.rg.ruRussian newspaper.
6) http://www.prime-tass.ruPRIME-TASS Economic Information Agency.
7. http://www.fa.ru/dep/cko/msq/Pages/default.aspx/ International quality standards.
8. http://www.consultant.ru/ SPS Consultant Plus.
9. http://www.garant.ru/ SPS Garant.
7) http://www.rbc.ruRBC (RosBusinessConsulting).
8) http://www.businesspress.ruBusiness press.
9) http://www.ereport.ruWorld economy.
10) http://uisrussia.msu.ruUniversity information system of Russia.
11) http://www.forecast.ruTsMAKP (Center for Macroeconomic Analysis and Short-Term Forecasting).
12) http://www.cfin.ruCorporate management.
13) http://www.fin-izdat.ruPublishing house "Finance and Credit"
14) http://economist.com.ruThe Economist magazine.
15) http://www.vopreco.ruJournal "Economic Issues".
16) http://www.mevriz.ruMagazine "Management in Russia and Abroad"
17) http://systems-analysis.ru/Laboratory of Systems Analysis
18) https://gtmarket.ru/concepts/7111System analysis
19) http://minpromtorg.gov.ru/Ministry of Industry and Trade of the Russian Federation.

Appendix 1 – Sample design of the title page of the course work:

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
"Moscow Polytechnic University"

Faculty of Economics and Management
Department of "Management"

Term paper
by the discipline
"Startup Management"

on the topic of:

"Development of a startup in the field of ..."

Completed (a):
student (ka) of the FEU
groups
Full name
Scientific supervisor:
Ph.D. in Economics Assoc.

Moscow
2022