

## **Algorithm for performing independent student work at the Department of Pharmaceutical Technology and Biotechnology**

Independent work of students includes independent study of individual topics in accordance with the calendar-thematic plan of independent work.

Independent work report form - submitting a paper on the topic in printed form to the teacher.

Each topic of independent work is assessed according to the Pass/Fail system. A test is given if the work is submitted in full, there are no gross thematic errors in it, the key questions of the topic of independent work are not missed, or 1-2 thematic errors are made.

If the work is not submitted, is not submitted in full, the work does not correspond to the topic of independent work, or is submitted in full, but more than 2 serious thematic errors were made in it or one or more key questions of the topic of independent work were missed, then the test is not given and requires revision by the student

The work must be submitted to the teacher for checking in accordance with the calendar and thematic plan. For untimely submission of independent work, the student is assessed fines in accordance with the point-rating system.

Requirements for the abstract.

- Abstract volume: 15-20 pages.
- Paper: format - A4
- Margins: top, bottom – 2 cm; left – 3 cm; right – 1.5 cm.
- Text:
  - font – Times New Roman, size – 14 pt., color – black (auto),
  - spacing - 1.5 in Word editor
  - spacing between paragraphs is not allowed
  - each paragraph begins with a red line, i.e. a paragraph indentation is made (1.25 cm).

The abstract is formatted in the following order: title page, table of contents, introduction, main part, divided into chapters and paragraphs, conclusion, list of references, possible appendices (tables, diagrams, diagrams, illustrations);

- each part of the abstract begins on a new page;
- the list of references is drawn up on a separate sheet in alphabetical order, indicating the name, date, number, publisher;
- table of contents – outline of the abstract, in which each section must correspond to the page number on which it is located;
- introduction – the essence of the problem under study is formulated, the significance and relevance of the chosen topic is determined, the purpose and objectives of the abstract are indicated, and the characteristics of the used regulatory framework and literature are given;

- the main part may consist of two sections: the first analyzes and reveals a separate problem or one of its aspects in accordance with the chosen topic, describes the existing regulatory legal framework, as well as the current practice of public administration, the organization of the state civil service, the second gives proposals with a clearly expressed author's position, logical and substantiated conclusions for improving practice, solving problems of public administration, reforming the state civil service, etc.;

- the conclusion should present brief and clear conclusions arising from the main part. In addition, it is recommended to identify those aspects of the problem that are known to the author, but were not considered by him due to objective reasons;

- the bibliographic list indicates laws, other regulatory legal acts, literature, Internet sources referred to by the author in the text of the abstract, and other documents used in preparing the abstract.