

Appendix
to HSE Directive No. 6.18.1-01/1007-02
dated July 10, 2015

APPROVED
by HSE Academic Council
Minutes No.08
dated November 28, 2014

**Regulations for Term Papers and Theses Prepared by Students of the Bachelor's,
Specialist and Master's Level at the National Research University Higher School of
Economics**

DEFINITIONS AND ABBREVIATIONS

Academic Supervisor of a degree programme (for bachelor's, master's and specialist level programmes) is the HSE academic staff member appointed by the Rector's directive and responsible for development, implementation and quality of the given degree programme.

Academic Council of a degree programme is the agency responsible for academic supervision of the given degree programme. If there is no Academic Council, its duties may be assumed by the Academic Supervisor of the degree programme.

FSC – final state certification

SEB – State Examination Board

Department/school is a structural unit of an HSE faculty or other subdivision delivering bachelor's, master's and specialist level programmes and employing faculty members.

Degree programme is a set of core educational characteristics (volume, scope, expected outcomes), administrative and teaching provisions and assessment methods presented as a curriculum, academic calendar, syllabuses for courses and other components, as well as assessment and teaching materials

HSE ES – educational standards for higher education set forth by HSE

Guidelines (for term paper/thesis preparation) are standards and recommendations for preparation and evaluation of term papers/theses.

Employer is a party to the educational process, an individual or a legal entity incentivized for student training on the given degree programme to subsequently hire its alumni.

Students are individuals studying on bachelors', specialist and master's level programmes.

University, HSE is the federal state autonomous educational institution for higher professional education National Research University Higher School of Economics.

Programme Office is a curriculum support unit or programme coordinator responsible for administrative support of processes related to studying on the given degree programme¹.

Faculty is any University subdivision implementing bachelor's, master's and specialist level programmes (faculty, school, institute).

HE FSES – federal state educational standards of higher education

LMS (Learning Management System) is a platform for online support of the educational process at HSE.

1. GENERAL PROVISIONS

1.1 These regulations define deadlines and recommended procedures for preparation, evaluation, defence and publication of term papers and theses written by students on degree programmes implemented at the University, including its regional campuses.

1.2 Academic councils/academic supervisors of part-time degree programmes should not follow these Regulations when it comes to deadlines for different stages of term paper or thesis preparation, appointment of thesis reviewers, and publication of term papers and theses on the University's corporate portal (website). For part-time programmes, these requirements must be detailed in the Programme Guidelines drawn up in accordance with these Regulations. Full-time programmes may also have different deadlines for different stages of term paper or thesis preparation, if an agreement with external partners in programme implementation prescribes a different programme preparation sequence than the one proposed herein.

1.3 These Regulations do not cover term papers/projects prepared for ongoing assessment on specific courses. Requirements for their preparation and evaluation are detailed in syllabuses for the respective courses.

1.4 Term papers and theses are written and presented in Russian; they may be written in a foreign language, if some or all courses on the programme are also taught in a foreign language.

1.5 The Academic Council/Academic Supervisor of a degree programme or several degree programmes within one faculty must develop Guidelines based on these Regulations, to refine deadlines and procedures for preparation, evaluation, defence and publication of term papers and theses on this degree programme (or a cluster of several programmes).

1.6 There may be separate Guidelines for term papers and for theses.

1.7 The Guidelines must comprise the following information:

- Recommendations for term paper/thesis preparation (including mandatory stages of preparation, possibilities to change the area of research/project upon moving on from term papers to theses, possibility of preparing them individually and/or in groups, etc.);
- Requirements for structure, content and length of a term paper/thesis;
- Requirements for formatting of a term paper/thesis;
- Possible types of term papers/theses;
- Deadlines for different stages of term paper/thesis preparation;
- Term paper/thesis assessment criteria, including general requirements for evaluation of competencies developed in the course of term paper/thesis preparation as prescribed by the relevant HSE ES;

¹ Emails of the heads of programme offices (programme coordinators) are stated on programme webpages on the HSE corporate portal (website).

- Requirements to reviews drawn up by academic supervisors of term papers/theses;
 - Appointment of reviewers and requirements for term paper/thesis reviews written by them;
 - Possibility of writing a term paper/thesis in a foreign language;
 - Special requirements for preparation and evaluation of term papers/ theses written in a foreign language;
 - General requirements for thesis defence put forth to ensure impartial evaluation of competencies prescribed by the relevant HSE ES;
 - Sample and/or template formatting, requests, official memos, etc.
- 1.8 Guidelines must be approved by the Faculty's Academic Council.
- 1.9 These Regulations put forth the deadlines for term paper/thesis submission, and framework for their preparation, evaluation and presentation. Guidelines refine these deadlines and requirements to suit a specific degree programme (cluster of degree programmes).
- 1.10 All students must prepare their term papers/theses in accordance with the Guidelines established on their degree programme.

2. GENERAL REQUIREMENTS FOR A TERM PAPER

- 2.1 A term paper is an independent research project prepared by students as a part of their training.
- 2.2 Term papers are aimed at consolidating knowledge and competencies acquired by students during theoretical and practical classes, fostering the skill of independent research on the selected topic, and developing capabilities for analysis, research, project activities and information processing.
- 2.3 There may be no more than one term paper scheduled on each programme each academic year.
- 2.4 Term papers may be of the following types:
- 2.4.1 Research term paper comprises analysis and consolidation of theoretical and empirical materials aimed at strengthening and showcasing knowledge and skills acquired in the course of the degree programme.
- 2.4.2 Term project is an informed solution of some practical issue based on systems analysis of the selected conceptual background, narrow focus and circumstances.
- 2.4.3 The Programme Guidelines may propose additional types of term papers.
- 2.5 Term papers may be prepared by students individually and in groups.

3. GENERAL REQUIREMENTS FOR A THESIS

- 3.1 A thesis is an independent research project prepared by students. A thesis is a mandatory component of each degree programme, and thesis defence is a mandatory part of the FSC.
- 3.2 Depending on the level of degree programmes, theses are subdivided as follows:
- Bachelor's thesis (undergraduate programmes);
 - Specialist thesis (specialist programmes);
 - Master's thesis or master's project (master's programmes).

3.3 The Academic Council of the degree programme decides in which year of study the topic of the thesis must be chosen², and this decision is fixed in the Guidelines.

3.4 Theses may be prepared in the following modes:

3.4.1 Academic mode – research conducted to gain new insights into the structure, properties and patterns of the phenomenon under examination.

3.4.2 Project mode – in-depth examination (individual or in groups) of a certain practical issue followed by some output (project solution).

3.4.3 The Programme Guidelines may propose additional thesis modes.

4. STAGES OF TERM PAPER AND THESIS PREPARATION

4.1 Proposals for Term Paper and Thesis Topics³

4.1.1 Topics of term papers and theses for students of any degree programme may be proposed by departments, research subdivisions and separate members of HSE academic staff whose research interests match the programme's field of study.

4.1.2 Topics of term papers and theses may also be proposed by employers.

4.1.3 List of topics from a department or a research subdivision may be discussed and approved at the staff meeting of the respective department or research subdivision.

4.1.4 Topic proposals must be structured as follows:

- Provisional topic in Russian and in English⁴;
- Supervisor (full name, position, academic degree, place of employment);
- Individual or group preparation;
- Modes;
- Degree programmes for which this topic is recommended;
- Years of study for which this topic is recommended (in case of term papers).
- *Optional information:* language of the paper (if different from Russian); prerequisites for successful completion of the paper.

4.1.5 The Programme Office collects topic proposals from September 10 to October 01 of each academic year⁵.

4.1.6 Departments, research subdivisions, employer's representatives and separate members of academic staff may submit their topic proposals via a special LMS module⁶ or via email to the head of the Programme Office (Programme Coordinator)⁷.

4.1.7 The Programme Office may refuse any proposals submitted after October 1.

4.1.8 The Programme Office must forward the collected information to the Programme Academic Supervisor⁸ within two business days after October 1.

² If preparation of a thesis takes more than one academic year, teaching load of the thesis supervisor associated with this activity is calculated for one academic year. It may be distributed between several years or assigned to the last academic year of supervision of this thesis, but in total it cannot exceed the limit prescribed by HSE for this type of activity.

³ Appendix 1 presents recommended stages and deadlines for submission and finalization of topics for term papers and theses.

⁴ The topic may be provisional, to be refined jointly by the student and supervisor in the course of text preparation.

⁵ Programme Guidelines may change the dates proposed in Clause 4.1.

⁶ A special LMS module may be used to upload information using a standard template, automatically assign access to certain programme offices and students and insert hyperlinks to personal profiles of academic supervisors of term papers and theses, if they are HSE employees.

⁷ If the Programme Office receives incomplete information, its head may request missing pieces from the respective department, research subdivision, faculty member, researcher or employer's representative.

4.1.9 The Academic Supervisor and Academic Council (if any) must finalize the received information and return it to the Programme Office within five business days.

4.1.10 The Programme Academic Supervisor can exclude proposed topics from the list if they are not relevant to the level or area of the degree programme. Topics cannot be excluded only because they were proposed by an employee of the department or research subdivision not involved in implementation of this programme.

4.1.11 The Programme Office notifies departments, research subdivisions, separate academic staff members or employers which topics were approved and which declined within one business day after the finalization of the list of topics.

4.1.12 Departments, research subdivisions, separate academic staff members and employers whose topics were excluded by the Academic Council may discuss the reasons for such exclusion with the Academic Supervisor within three business days from receiving the notification. Following such discussions, the Academic Supervisor may return some topics on the list.

4.1.13 The Programme Office must publish the following information on the programme website no later than October 15:

- Provisional topics,
- Modes,
- Proposed supervisors (with links to their profiles, if they are HSE employees),
- Language in which the paper is to be written,
- Prerequisites,
- Possibility to work on the paper in a group,
- Deadline for topic selection (the deadline must be stipulated in the Programme Guidelines, and it cannot be later than November 20 of the ongoing academic year),
- Procedures for topic selection, including links to template requests, unless a special LMS module or other information systems are in use,
- Link to the relevant Guidelines.

4.1.14 Information about proposed topics may be published through a special LMS module for term papers and theses. In this case a notification for students must be published on the programme webpage on the HSE corporate portal (website).

4.2 Selection of Term Paper and Thesis Topics by Students and their Discussion with Supervisors

4.2.1 Students choose topics of their term papers and theses following the procedures and deadlines prescribed by the respective Programme Guidelines.

4.2.2 Before choosing or refining the topic, students must discuss it with their potential supervisor. Such discussions may be organized via email or LMS.

4.2.3 If topic discussion goes well, the supervisor must provide the student with a confirmation of supervision. The confirmation must be submitted to the Programme Office in writing, stating the topic in Russian and in English, student's name, contact details (email) and signature of the supervisor. The confirmation must be registered in the special LMS module or via email.

4.2.4 If students do not like any of the topics from the list, they can propose to the Programme Academic Supervisor a topic of their own and/or its possible supervisor.

⁸ Information may be forwarded to the Programme Academic Supervisor via the special LMS module for term papers and theses.

4.2.5 Upon review of a term paper or thesis topic proposed by the student, the Academic Supervisor may approve or decline the topic (followed by a justification), or modify it together with the student.

4.2.6 Once the selection procedure is complete, the Programme Academic Council must officially assign topics and supervisors to the corresponding students within five business days.

4.2.7 A directive on assigning topics and final submission deadlines for term papers and theses must be issued by December 15. The directive is drawn up by the Programme Office in accordance with the *HSE Collection of Standard Directive Templates for Student Affairs*, and signed by the Dean.

4.2.8 Once the directive is issued, the Programme Office provides supervisors with the list of students assigned to them, along with their selected topics. The list may be sent via corporate email or the special LMS module. At the same time, term paper and thesis supervisors must also be notified of the preparation schedule and the Guidelines adopted on the given degree programme.

4.2.9 Term paper/thesis topics may be changed or refined no later than one calendar month before the official deadline for final submission of the term paper/thesis following procedures established on the degree programme. Change of the term paper/thesis topic is enacted by the Dean's directive.

4.2.10 If students fail to choose a term paper/thesis topic by the deadline, they are facing academic failure which must be remedied following procedures and deadlines stipulated in the Russian legislation and University bylaws.

4.3 Stages of Term Paper Preparation

4.3.1 The student and supervisor assigned as per the directive agree on the preparation schedule that may put forth the following milestones⁹:

- 1) **An outline of the term paper is submitted to the supervisor** (as a rule, the outline should reflect the relevance, structure and conceptual framework of the term paper, main sources, and projected outcomes);
- 2) Term paper is first presented at a research seminar;
- 3) **Final draft of the term paper is first submitted to the supervisor**, to be subsequently corrected, if necessary;
- 4) **Finished term paper is submitted to the supervisor;**
- 5) **Term paper is uploaded to LMS, to go through the Antiplagiat (Антиплагиат) system;**
- 6) Term paper is reviewed;
- 7) **Term paper is graded by the supervisor** (and reviewed, if necessary)¹⁰;
- 8) Public defence of the term paper takes place.

4.3.2 The Programme Guidelines may change the milestones (except for mandatory items), reduce or increase their number.

4.3.3 Each student must submit the finished term paper to the supervisor and the Programme Office by the deadline specified in the directive (see Clause 4.2.7).

4.3.4 Mode of final submission (electronically, via LMS, as a paper copy) is stipulated in the Guidelines. If the term paper is submitted as a paper copy, a report from the Antiplagiat system must also be enclosed.

⁹ Items 1), 3), 4), 5), 7) are mandatory, while all others are determined by the Programme Guidelines

¹⁰ Appendix 3 contains a sample grading form to be filled in by the term paper supervisor.

4.3.5 At the final stage, term papers are graded by the supervisor and/or defended, if public defence is prescribed by the Guidelines. Grades for term papers are communicated to students via corporate email or LMS module.

4.3.6 Grades for term papers may be appealed following the same procedures as those described in the *Regulations for Interim and Ongoing Assessment of HSE Students* for examination results.

4.3.7 If confirmed instances of plagiarism are found in the term paper, the student may face disciplinary action in accordance with the *Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE* (Appendix 7 to HSE Internal Regulations).

4.3.8 Students are considered to have failed their term paper if they receive a fail grade. To have this academic failure waived as per the University bylaws, they must make appropriate corrections and revise the text of the term paper as may be necessary; the topic¹¹ of the term paper may also be changed in this case. All changes of term paper topics must be authorised by the Dean's directive.

4.3.9 Students who have failed their term papers must address failure as prescribed in the *Regulations for Interim and Ongoing Assessment of HSE Students*.

4.3.10 Term papers are evaluated against criteria stipulated in the Guidelines.

4.4 Stages of Thesis Preparation

4.4.1 **Preparation of the outline.** At this stage, the student must define the working hypothesis/conceptual framework of the thesis, put forth the issue which the thesis is to address, and devise the core structure of the thesis.

Students may prepare an outline of the thesis in the course of a research seminar or face-to-face discussions with the supervisor (or potential supervisor). Appendix 2 contains a preliminary list of key stages of thesis preparation.

The outline of the thesis is graded by the supervisor as “*Approved*” or “*Declined*”. The grade is entered into the student performance record or into the special LMS module. Declined outlines must be revised and resubmitted to the supervisor (specific deadline for resubmission and grading is determined by the thesis supervisor, but it cannot be later than December 25). The supervisor must notify the Programme Office via email or special LMS module of any students who have failed to submit an outline eligible for approval by the stipulated deadline.

4.4.2 **Submission of a first draft of the thesis.** The first draft of the thesis is submitted to the supervisor for review; the text must then be revised accordingly, if needed. The first draft of the thesis must be submitted as per the preparation schedule provided in the Guidelines. The supervisor must notify the Programme Office via email or special LMS module of any students who have failed to submit the first draft on time.

4.4.3 **Revision and finalization of the thesis.** At this stage, student revises the thesis as may be needed and then submits the final text and abstract to the supervisor for review no later than the date stipulated in the Guidelines. The supervisor must write the review and submit it to the Programme Office within one calendar week from receiving the finished thesis. Appendix 4 provides a review form to be filled in by the supervisor.

¹¹ The Guidelines may also allow changing the term paper supervisor in such cases.

4.4.4 Uploading the thesis to the Antiplagiat system. All students must upload electronic copies (not scans) of their theses to the special LMS module for term papers and theses which will forward them to the Antiplagiat system.¹²

If confirmed instances of plagiarism are found in the thesis, the student may face disciplinary action in accordance with the *Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE* (Appendix 7 to HSE Internal Regulations).

4.4.5 Final submission of the finished thesis to the Programme Office. Paper copy of the finished thesis (number of copies must be stipulated in the Guidelines), the abstract, supervisor's review, and report or registration form from the Antiplagiat system must be submitted to the Programme Office by the deadline stated in the directive (Clause 4.2.7). Appendix 6 contains a sample title page of a thesis.

4.4.6 Review of the thesis.

A reviewer is appointed from among the University's academic staff. A reviewer may also be an employee of another university or of an organization whose professional focus matches the topic of the thesis.

A reviewer is proposed by the Programme Academic Supervisor and appointed by the Dean's directive no later than one month before the scheduled defence. The directive must state the student's full name, thesis topic and information about the reviewer (full name, academic degree, academic title, employer, position).

The reviewer must analyse the main tenets of the thesis under review, and assess if a personal standpoint/project solution is presented, how well research/project methods are applied, how well-grounded conclusions and recommendations are, if means selected to obtain the result are appropriate, if the final output is adequate, and how original and feasible the presented solutions are. The reviewer may also evaluate how well the student has mastered the competencies prescribed in the HSE ES¹³. Appendix 5 contains a sample review form to be filled in by the reviewer.

The Programme Office must forward each thesis for a review within 3 calendar days from its receipt. The reviewer must prepare a review and submit it to the Programme Office at least 4 days before the defence.

The Programme Office must communicate the content of the review to the student at least 3 calendar days before the defence, so that the student has an opportunity to prepare answers to the reviewer's comments.

4.4.7 Defence of a thesis (organization and process) is governed by the *Regulations for the State Final Certification of HSE Students*.

5. SUPERVISION OF TERM PAPERS AND THESES

5.1. Term Paper Supervision

5.1.1. Term paper supervisors appointed by the Dean's directive are responsible for direct supervision of term paper preparation¹⁴.

5.1.2. Term paper supervisors have the following duties:

¹² For some fields of study, such as *Design*, full text of the thesis may be published on the programme's official website (when uploading them to the Antiplagiat system is not possible).

¹³ The Programme Office must inform the reviewer that the programme's website contains the HSE ES for the relevant field of study which provides a list of competencies students are expected to develop on this programme.

¹⁴ Doctoral students may be appointed as supervisors of undergraduate term papers, if permitted by the Guidelines.

- 1) Advise students on shaping the final topic of their term paper, drafting term paper outline and preparation schedule, and selecting scholarly literature and resources;
- 2) Help students choose appropriate research or project methodology;
- 3) Monitor the progress of term paper preparation against the established outline and schedule;
- 4) Notify the Programme Academic Supervisor and Programme Office if students are behind the schedule;
- 5) Provide students with informed recommendations on the content of their term papers;
- 6) Assess quality of term papers along established requirements (in particular, as a review);
- 7) Review and grade term papers; reviews are drawn up as per the established template (Appendix 3 hereto), unless otherwise stipulated in the Guidelines.

5.1.3. Term paper supervisors are entitled to

- 1) Select a suitable mode of interaction with students, in particular, agree on the term paper preparation schedule and the frequency of face-to-face meetings or other communications;
- 2) Request that students prepare and present a brief summary of the received recommendations and further steps in term paper preparation after each face-to-face meeting;
- 3) Request that students pay close attention to the received recommendations and come to meetings well-prepared;
- 4) Take into account compliance with the preparation schedule when grading student term papers.

5.1.4. For term papers that are practice-oriented/research projects, a co-supervisor may also be appointed. A co-supervisor may be an employee of an external organization from among the key employers for the given degree programme, or an employee of another educational institution (for joint degree programmes). Requirements for co-supervisors must be specified in the Guidelines, if applicable.

5.1.5. HSE academic staff or employees of external organizations whose professional activities and/or academic interests are connected to the term paper topic may be appointed as advisors to students preparing their term papers.

5.1.6. Appointment of a co-supervisor or advisor is initiated by the term paper supervisor, approved by the Programme Academic Supervisor and enacted by the Dean's directive. The advisor's activities are governed at the Faculty level.

5.1.7. Change of term paper supervisors or appointment of co-supervisors and advisors is enacted by the Dean's directive no later than 1 month before the deadline for final submission of the term paper, as defined in the curriculum.

5.2. Thesis Supervision

5.2.1. Thesis supervisors appointed by the Dean's directive are responsible for direct supervision of thesis preparation.

5.2.2. Thesis supervisors are appointed from among the University employees holding an academic degree (doctor of sciences, PhD, candidate of sciences¹⁵), or

¹⁵ Doctoral students and faculty members without an academic degree may also be appointed thesis supervisors, if permitted by the Guidelines.

professionals with at least 3 years of experience, including part-time employees of the University.

5.2.3. Thesis supervisors may also be employees of external organizations with at least 3 years of professional experience in the given field or executive experience and/or with an academic degree to certify their professional competencies in the industry or field of study to which the thesis is devoted, provided that the student works on this thesis predominantly at such supervisor's place of employment.

5.2.4. For students whose supervisors are not employed at the University, monitors must be appointed from among the University staff. Monitors oversee the thesis preparation and check if the content and formatting of the thesis meets the established requirements.

5.2.5. HSE academic staff or employees of external organizations whose professional activities and/or academic interests are connected to the thesis topic may be appointed as advisors to students preparing their theses. Advisors are supposed to provide consultations to students; they hold an advisory vote on thesis development.

5.2.6. For interdisciplinary theses, up to two advisors may be appointed.

5.2.7. Advisors must

- Advise students on selecting appropriate research or project methodology, scholarly literature and resources;
- Advise students on the content of their theses.

5.2.8. Appointment of the advisor(s) is initiated by the thesis supervisor (subject to the Dean's consent) and authorised by the Programme Academic Supervisor, following a written request drawn up by the student and signed by the supervisor.

5.2.9. Change of thesis supervisors or appointment of monitors and advisors is initiated by the Programme Academic Supervisor and enacted by the Dean's directive.

5.2.10. Control over the progress and quality of thesis preparation for the defence is assumed by the thesis supervisor and/or monitor, and by the Programme Office on deadlines for submission of all the necessary documents and completion of all the stages of thesis preparation.

5.2.11. A thesis supervisor may be changed no later than 2 months before the defence.

5.2.12. Thesis supervisors have the following duties:

- 1) Advise students on shaping the final topic of their thesis, drafting thesis outline, and preparation schedule, drawing up a first draft, and selecting scholarly literature and resources;
- 2) Help students choose appropriate research or project methodology; collaborate with students to define provisional stages of the topic exploration;
- 3) Monitor the progress and quality of thesis preparation against the outline and the preparation schedule;
- 4) Notify the Programme Office if students are behind the schedule;
- 5) Advise students on the content of their theses;
- 6) Assess quality of theses along established requirements (in particular, as a review);
- 7) Review thesis information that students intend to publish on the HSE corporate portal (website) and other public online platforms.

5.2.13. Thesis supervisors are entitled to

- 1) Select a suitable mode of interaction with students, in particular, agree on the thesis preparation schedule and the frequency of face-to-face meetings or other communications;

- 2) Request that students prepare and present a brief summary of the received recommendations and further steps in thesis preparation after each face-to-face meeting;
- 3) Request that students pay close attention to the received recommendations and come to meetings well-prepared;
- 4) Take into account compliance with the preparation schedule and deadlines for submission of the first draft and final draft when grading student theses;
- 5) Take part in the SEB proceedings at the defence.

5.2.14. If the thesis supervisor is not employed at the University, monitors appointed from among the University staff must assume the following duties:

- Regularly check the progress of thesis preparation against the outline and the preparation schedule (jointly with the thesis supervisor);
- Notify the Programme Office if students are behind the schedule.

6. STORAGE AND PUBLICATION OF TERM PAPERS AND THESES

6.1. The Programme Office keeps term papers for two years after students leave the University. The storage medium (electronically in LMS, in paper copies) is determined by the degree programme.

6.2. Publication of term papers on the University's portal for public access is governed by the Programme Guidelines.

6.3. Defended theses must be submitted to the Programme Office in paper copies or any other physical medium (for instance, projects prepared by students whose field of study is *Design*). The Programme Office stores them for 5 years and then transfers them to the University archives (accompanied by the corresponding certificate) for storage and subsequent destruction.

6.4. Abstracts and full texts of theses may be published on the portal for public access as stipulated in the HSE bylaws.

Appendix 1
to Regulations for Term Papers and Theses
Prepared by Students of the Bachelor's, Specialist
and Master's Level at HSE

**Stages and Deadlines for Selection and Finalization of Term Paper and Thesis Topics
(for full-time degree programmes delivered under an academic calendar divided into
semesters and/or four modules)**

No	Stage	Responsible party	Deadlines
1.	Collection of proposed topics for term papers/theses, entry of data on proposed topics and supervisors into LMS, and its publication on the programme's website	Departments and research subdivisions/ Programme Office	From September 10 to October 01 of the ongoing academic year. Information must be transferred to the Programme Academic Supervisor within 2 business days after October 01
2.	Review of proposed topics by the programme management	Academic Supervisor and Academic Council/ Programme Office	Within 5 business days after receiving the data from the Programme Office; after review, the data is passed back to the Programme Office
3.	Notifying departments and research subdivisions of approved term paper/thesis topics	Programme Office	Within 1 business day from the Programme Office receiving the Academic Council's resolution on the list of propose topics
4.	Further discussions on term paper/thesis topics, finalization of the list of topics to be offered to students	Departments and research subdivisions / Academic Supervisor / Programme Office	Departments and research subdivisions may discuss reasons for exclusion of their topics within 3 business days after receiving the notification from the Programme Office. Following such discussions, the Academic Supervisor may return some topics on the list.
5.	Publication of data on topics and supervisors, the Guidelines and deadlines on the programme's website	Programme Office / Programme Coordinator	No later than October 15 of the ongoing academic year
6.	Topic proposals by students	Students/ Departments/ Academic Supervisor	No later than November 10 of the ongoing academic year
7.	Review of topics proposed by students	Students/ Academic Supervisor / Academic	Decision on whether to approve topics proposed by students must

		Council	be taken no later than November 15 of the ongoing academic year
8.	Selection of term paper/thesis topics by students	Students	No later than November 20 of the ongoing academic year
9.	Assigning term paper/thesis topics by a directive, and notifying the supervisors	Academic Council/ Programme Office / Academic Supervisor /Dean	The Academic Council must assign topics and supervisors within 5 business days after their selection (i.e. after November 20) The directive is issued no later than December 15 of the ongoing academic year
10.	Changing or revising term paper/thesis topics (and their authorization by the Dean's directive)	Students/ Programme Office / Academic Supervisor /Dean	No later than one calendar month before the official deadline for final submission of the term paper/thesis to the Programme Office

Appendix 2
to Regulations for Term Papers and Theses
Prepared by Students of the Bachelor's, Specialist
and Master's Level at HSE

Key Stages of Thesis Preparation
(for full-time degree programmes delivered under an academic calendar
divided into semesters and/or four modules)

No	Stage	Parties involved	Deadlines
1.	Preparation of the outline of the thesis , and its review by the supervisor	Student/ Supervisor	Deadlines are stipulated in the Guidelines ¹⁶ , in accordance with the preparation schedule
2.	Resubmission of the thesis outline (if the first one was not approved by the supervisor)	Student/ Supervisor	No later than December 25 of the ongoing academic year
3.	Submission of the first draft of the thesis	Student/ Supervisor / Programme Office	Deadlines are stipulated in the Guidelines, in accordance with the preparation schedule, no later than one calendar month before the scheduled defence
4.	Revision and finalization of the thesis (including submission of the final text and abstract to the supervisor)	Student/ Supervisor	No later than the date stipulated in the Guidelines, in accordance with the preparation schedule
5.	Supervisor's review of the thesis	Supervisor/ Programme Office	Within one calendar week after receiving the finished thesis
6.	Uploading the thesis to the Antiplagiat system (via special LMS module).	Student	No later than the date stipulated in the Guidelines, in accordance with the preparation schedule
7.	Final submission of the finished thesis to the Programme Office	Student/ Programme Office	Within the period stipulated in the directive on assigning thesis topics
8.	Review of the thesis: appointment of the reviewer initiated by the Academic Supervisor and enacted by the Dean's directive	Dean/ Academic Supervisor /Reviewer	The directive is signed by the Dean no later than one month before the scheduled defence

¹⁶ The Guidelines (for term paper/thesis preparation) are standards and recommendations for preparation and assessment of term papers/theses. For further information see clauses 1.5-1.7 of the Regulations.

9.	Review of the thesis: forwarding the thesis to the reviewer	Programme Office/ Reviewer	The Programme Office forwards the thesis for review no later than three calendar days after its receipt
10.	Review of the thesis: submission of the review	Reviewer/ Programme Office	No later than 4 days before the defence
11.	Review of the thesis: notifying the student of the review's content	Programme Office / Student	No later than 3 days before the defence
12.	Defence	Student/ Supervisor/ Academic Supervisor/ Dean	Deadlines are determined by the curriculum and SFC schedule in accordance with the <i>Regulations for the State Final Certification of HSE Students</i>

Appendix 3
to Regulations for Term Papers and Theses
Prepared by Students of the Bachelor's, Specialist
and Master's Level at HSE

Template grading form to be filled in by the term paper supervisor

Grading Form for Term Papers¹⁷

Student	_____
	student's full name
	Year of study: _____, level of study ¹⁸ : _____ Degree programme: _____ Faculty: _____
Title of the term paper	Topic: _____ _____ _____
Supervisor (full name)	

Grading instructions

Evaluate the term paper against each criterion* on a 10-point grading scale. To explain the rationale behind the overall grade, leave your comments in the designated field.

* Criteria are defined in the Guidelines

Comments

¹⁷ The form is filled in when there is no public defense of the term paper.

¹⁸ Bachelor's, specialist or master's level

Appendix 4
to Regulations for Term Papers and Theses
Prepared by Students of the Bachelor's, Specialist
and Master's Level at HSE

Template for supervisor review¹⁹ of the term paper/thesis

**Federal state autonomous educational institution for higher professional education
National Research University Higher School of Economics**

faculty/institute

department/school

Supervisor review of the term paper/thesis

Prepared by the student _____, full name

Year _____, level of study²⁰: _____

Degree programme: _____

Faculty: _____

Topic: _____

No	Evaluation criteria*	Grade
1.		
2.		
3.		
4.		
	GRADE²¹ for the term paper/ ENDORSED GRADE for the thesis	

* Criteria are defined in the Guidelines.

Comments:

¹⁹ Reviews are drawn up only for those term papers that are subject to public defense.

²⁰ Bachelor's, specialist or master's level

²¹ Final grade for the term paper is entered into the student performance record

Supervisor
academic degree, title
department/school
(place of employment)_____ /signature/_____ last name and initials

Date

Appendix 5
to Regulations for Term Papers and Theses
Prepared by Students of the Bachelor's, Specialist
and Master's Level at HSE

*Template for review of the thesis to be drawn up by the
designated reviewer*

**Federal state autonomous educational institution for higher professional education
National Research University Higher School of Economics**

faculty/institute

department/school

Review

of the bachelor's/specialist/master's thesis/ master's project

prepared by the student _____ ,
full name

Year _____ , degree programme: _____

Faculty: _____

Topic: _____

*Insert your review:
[Criteria are defined in the Guidelines]*

Supervisor
academic degree, title
department/school
(place of employment)
_____/signature/_____last name and initials

Date

Appendix 6
to Regulations for Term Papers and Theses
Prepared by Students of the Bachelor's, Specialist
and Master's Level at HSE

Sample title page of a thesis

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION
FOR HIGHER PROFESSIONAL EDUCATION
NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

Faculty _____

Student's full name²²

THESIS TOPIC

BACHELOR'S/ SPECIALIST/ MASTER'S THESIS/ MASTER'S PROJECT

Field of study: _____

Degree programme: _____

Reviewer
Professor...

Last name and initials

Supervisor
Professor...

Last name and initials
Advisor
Professor...

Last name and initials

Moscow, 201_

²² If the thesis was prepared by a group, list all students involved