Master in Comparative Social Research
Course guidelines

1. General info on the coursework

1.1. Coursework is a compulsory part of The International Master in Comparative Social Research.

1.2. The study plan is designed so that the coursework submission falls on Module 2 during the 2nd year of study. The coursework has a value of 6 ECTS. According to the HSE regulations the coursework supervisor from HSE gives a grade for successful coursework completion.

2. Topic and supervisor choice

2.1 One HSE staff member supervises student's coursework. The student must be the primary author of the coursework, although the work may be completed together with a co-author (who is neither another CSR student nor the student's advisor).

2.2 The students should submit a printed and filled in Coursework Topic and Supervisor application form (Appendix 1)[1] to the program manager on the last week of Module 3 of the 1st year of study. The form should indicate the coursework title in Russian and English and be signed by the supervisor.

2.3 Upon the approval of the chosen topic by the academic council of the Master's program, the program manager issues an order on the topic and supervisor for each student. The Academic council may recommend that the student make changes to the topic. The order is prepared by the first day of Module 4 of the current school year.

2.4 The student may file a claim for topic or supervisor change (Appendix 2 and 3) no later than one month before the end of Module 2 – the date the final text of the coursework is to be submitted.

2.5 Both the student and the supervisor should sign the application form. The student can provide a scanned copy of the form to the manager in case he or she is participating in the student mobility at the time the form is to be submitted.

3. Coursework supervision and student interaction

3.1. The student and the supervisor agree on the time schedule for coursework completion. According to HSE regulations the main elements are:

- Coursework project presentation (which describes the relevance and structure of the work plan, a list of the main references for this work, expected result);

- Preliminary presentation of the work at the research seminar /optional/ - may be performed as a presentation at a scientific seminar at the internship organisation;

- Submission of a first draft and feedback on the coursework;

- Final text submission of the coursework to the supervisor;

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[1] Please consult your program manager on how to fill in the course application form.

- "Anti-plagiat" (or relevant English-language anti-plagiarism software) text check-up;

- Coursework review by the external referee (optional);

- Feedback and grading from the coursework supervisor;

- Coursework defence (optional).

4. Coursework content and structure

The coursework for the CSR Master's program must meet the following characteristics:

4.1   General requirements
- The coursework is completed in English.
- It must be a publishable article in the advanced draft or 'ready for submission' stage, or it may already be submitted to a journal. Those coursework already submitted to the targeted journal and representing publishable quality in the eyes of the advisor will be granted a bonus grade. A letter or email from the journal's editor or manager must document this.
- It must be targeted toward a specific English-language peer-reviewed journal. This journal must be named beneath the title of the work.

4.2.   Coursework contents
- The coursework may be co-authored with a colleague (but not one of the academic supervisors), but the student must be the first and primary author, both formally and in substance.
- The content of the article may be theoretical or empirical. It should be ideally closely related to the student's MA thesis theme.
- The article must be at least 8000 words or conform to the targeted journal's word requirements.
- The article must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources).
- The article must include substantial original content of the student, either empirically, theoretically, or both (which is the same standard required to be published in the first instance).
- Before submission, the article should be thoroughly proof read by a native English speaker, for instance, from the HSE's Academic Writing centre.

4.3.   Coursework structure
 The structure should conform, in style and format, to that of the targeted journal.

5. Grading, re-examination and appeal

5.1.   The student must submit the hard copy and electronic file of the completed coursework to the coursework supervisor and the Master's program manager. The report from the "Anti-plagiat" or other relevant anti-plagiarism software should be attached.

5.2.   The coursework supervisor assesses the final version of the coursework on a ten-point scale. To receive credits for the coursework, students should be awarded a grade of at least 4 on a ten-point scale.

5.3.   The final grade is based on 7 criteria:

a) Publishability of the article in the targeted English-language peer-reviewed journal;

b) Adequacy of coursework topic and the contents of the research;

c) Fulfilment of goals and objectives of the research project;

d) Originality and novelty of the coursework;

e) Adherence to professional ethics and citation standards;

f) Level of student's personal contribution into the topic development;

g) Coursework formatting.

5.4   In addition to the grade the supervisor also gives detailed feedback according to the approved form (Appendix 4).

5.5.   In the case where the coursework is graded less than 4 on a ten-point scale the student will not get ECTS's awarded. The student is expected to resubmit the coursework in the next module. The coursework topic can be modified upon consultation of the coursework supervisor and program academic supervisor. The student may resubmit the coursework only once.

5.6.   The student may contest the grades for the coursework following the general appeal procedures. The student may file an appeal to the academic supervisor of the program within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.

6.   Coursework storage

The Study Office of the Master's program stores copies of coursework for 2 years (either in the form of hard copies or electronic files)

7. Formatting of the Coursework

Coursework formatting should conform precisely to that of the targeted journal. The following *general recommendations* are superseded by the targeted journal's requirements.

Text format
1.   Headings of sections
   • Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes.
   • Times New Roman 16, bold, aligned left, not numbered.
   • Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1, 2, etc.).
2.   Headings of sub-chapters and sub-sub-chapters
   • Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).
3.   Paragraphs
   • Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.
4.   Block quotations
   • Times New Roman 11, single-spaced, justified, each line indented left.
5.   Footnotes
   • Times New Roman 11, single-spaced, aligned left, no first line indentation.

6. Page numbers
   - All the pages of the file should be counted and listed.
7. Margins
   - Left, right – 3 cm.
   - Bottom, top – 2,01cm.
8. Bibliography
   - Entries should be categorized and alphabetized.
   - Times New Roman 14, aligned left, single-spaced with spacing between each entry and the next one.
   - No first line indentation, no numbering, no bullet points.
9. Page numbering
   - Page numbers start from the Table of Contents (page 2) and end with the Bibliography.
   - Appear at the bottom of the page, centered.
10. Page break between sections
   - Page break between sections, e.g. between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations, list of tables, list of figures and Introduction, between the Introduction and the Main Body, between the Main body and the Conclusion, between the Conclusion and the Bibliography, between the Bibliography and the Appendixes or Annexes (if included).
   - Page break at the end of each chapter (i.e. start each chapter on a new page) is required.

Citations/ References
1. APA (American Psychological Association) citation regulations apply (http://www.apastyle.org/manual/index.aspx).
2. Citations in Text – one author
   3. Citations in Text – two authors
   - In-text citations are placed within sentences and paragraphs.
   - All last names occur in the text.
   - Names are connected with "&" (Muller & Smith, 2014).
   - Names of the authors or the date might be part of the statement, in this case only missing information is given in parentheses.
4. Citations in Text – more than 2 authors
   - In-text citations are placed within sentences and paragraphs.
   - All last names occur in the text when reference is made first.
   - Name of the author or the date might be part of the statement, in this case only missing information is given in parentheses.
   - In subsequent citations the first author's name occurs followed by "et al."
5. Internet references
   - The same rules apply as for printed references.
   - Online references have to show the correct and full link and to be accompanied by the statement "last accessed" including date of accessing the reference.
6. Reference List
   - Bibliography includes only references cited in the text.
   - All references cited must be included in the bibliography.
   - References should in alphabetical order by authors' last names.

Appendices

Академическому руководителю основной
образовательной Программы магистратуры
«Сравнительные социальные исследования»
по направлению «Социология»/
To the Academic Supervisor of Master in
Comparative Social Research

_____

от *студента курса группы/from student, year of
study and group number*

_____

*ФИО/name surname*_____

_____

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему курсовой работы/ I submit for your approval the topic of
my coursework
Тема на русском языке/ topic in Russian: _____
_____
_____
_____
_____
Тема на английском языке/Topic in English:
*(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all words except for articles
and prepositions*)
_____
_____
_____

и назначить научного руководителя/ Supervisor_____
_____
                              (уч. степень, звание, Ф.И.О./degree and title, name)
департамента/of the department_____
_____

Согласие научного руководителя/Signature of the Supervisor
_____
                                        (подпись/signature)

        Date   Подпись студента/Signature of the student

Академическому руководителю основной
образовательной Программы магистратуры
«Сравнительные социальные исследования»
по направлению «Социология»/
To the Academic Supervisor of Master in
Comparative Social Research

_____

от *студента курса группы/from student, year of
study and group number*

_____

*ФИО/name surname*_____

_____

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему курсовой работы/ I submit for your approval the updated topic of my coursework

Тема на русском языке/ topic in Russian: _____

_____

_____

_____

_____

Тема на английском языке/Topic in English:

(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all words except for articles and prepositions)

_____

_____

_____

Согласие научного руководителя/Signature of the Supervisor

_____

(подпись/signature)

Date   Подпись студента/Signature of the student

Академическому руководителю основной образовательной Программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/
To the Academic Supervisor of Master in Comparative Social Research

_____

от *студента курса группы/from student, year of study and group number*

_____

*ФИО/name surname*_____

_____

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу изменить ранее назначенного научного руководителя курсовой работы на/ I would like to submit a request for Coursework supervisor change
_____.

Согласие научного руководителя/Signature of the Supervisor
_____
(подпись/signature)

Date   Подпись студента/Signature of the student

Научный руководитель/Supervisor	Научный руководитель/Supervisor
_____	_____
(Подпись/Signature)	*(Подпись/Signature)*
_____	_____
(ФИО/Name)	*(ФИО/Name)*
_____	_____
(Дата/Date)	*(Дата/Date)*

Национальный исследовательский университет – Высшая школа экономики
National Research University Higher School of Economics

_____
факультет/отделение/подразделение/ Faculty/ Department

Отзыв научного руководителя на курсовую работу/Coursework Supervisor Feedback

Студента(ки)/Students_____ ,
<div align="center">Фамилия, имя, отчество/Name</div>

_____ курса/year of study, факультета/faculty_____
на тему/topic: «_____
_____ »

№ п/п	Критерии оценки	Grading criteria	Grade (ten-point scale)
1.	Соответствие работы требования для публикации в рецензируемом англоязычном журнале	Publishability of the article in the targeted English-language peer-reviewed journal	
2.	Соответствие содержания курсовой работы утвержденной теме	Adequacy of Coursework topic and the contents of the research	
3.	Выполнение поставленных целей и задач исследования	Fulfillment of goals and objectives of the research project;	
4.	Оригинальность и новизна исследования	Originality and novelty of the Coursework	
5.	Соответствие текста профессиональным стандартам (профессиональная этика и цитирование)	Adherence to professional ethics and citation standards	
6.	Самостоятельность при работе над курсовой работой	Level of student's personal contribution into the topic development;	
7.	Оформление работы	Coursework formatting.	
8.	ИТОГОВАЯ ОЦЕНКА[2**] по курсовой работе выставляемая в зачетную книжку студента и экзаменационно-зачетную ведомость	FINAL GARDE: Calculated as average, included into final marksheet	

Комментарии к оценкам/Additional comments:
_____
_____

_____
Научный руководитель/Coursework supervisor
ученая степень, звание/Titel position
 кафедра (место работы)/ Department_____
/подпись/signature/_____И.О. Фамилия/Name Surname

Дата/ Date

_____

[2**] Итоговая оценка выставляется как средняя арифметическая оценок по пяти критериям оценки курсовой работы/final grade is calculated as the arithmetic average