

National Research University Higher School of Economics
Institute for Statistical Studies and Economics of Knowledge

**REQUIREMENTS FOR
COURSE WORK/ MASTER THESIS**

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I. General Information

The following general requirements to Course Work and Master Thesis apply.

- General NRU HSE rules for Course Work and Master Thesis apply
- The working period for Course Work and Master Thesis is six months starting from the date the topics are announced.
- Student receives a working title that has been authorized by the supervisor and the second supervisor/consultant on the first day of working period. Students are free to modify the final title in agreement with their supervisor and second supervisor/consultant. Changes require approval by the academic director
- Topics of Course Work and Master Thesis are finally approved by Academic Director following NRU HSE standards and rules by programme Academic Council.
- Students have to submit a written application, with the final title approved by their supervisor and second supervisor/consultant, to the study office by the prescribed date. The Course Work/Master Thesis title may be subject to modification no later than one month prior course work submission.
- Electronic version of Course Work / Master Thesis has to be uploaded in LMS for antiplagiarism checking at the latest on the day of submission announced. The electronic version submitted has to include the signed declaration in lieu of oath in PDF format.
- Students have to submit 2 printed copies of the Course Work/Master thesis to the supervisor.
- Length of course work should be about 40 pages, Master Thesis about 60 pages.
- Repetition of failed Course Work is allowed once.
- Repetition of a failed written Master Thesis is allowed twice. If the written thesis fails on the second attempt, it cannot be repeated and the student is not considered to have fulfilled the requirements for obtaining the degree.
- Repetition of Course Work/Master Thesis requires a new topic approved by the supervisor and the academic director.
- Successfully completed written Course Works are stored in the Study Office for 2 years in the form of hard copies or electronic files (successfully completed written Master Theses – for 5 years). Written Master Theses are published at HSE portal according to general HSE regulations.

II. Stages of completion

- The programme office publishes names of supervisors appointed for Course Work and Master Thesis during module 1 of the relevant year of study.
- Supervisors publish topics for Course Work during module 1 in the first year of study, Master Thesis topics are published during module 1 in the 2nd year of study.
- Topics published always include the name of the supervisor for the respective Course Work or Master Thesis topic.
- Students may apply for a given topic to the supervisor named.
- Students may propose own topics to supervisors appointed by the programme.
- Supervisors decide about acceptance of students' application for a topic.
- Supervisors decide about acceptance of topics proposed by students.
- Students can express a preference for a selected supervisor but the final decision for acceptance of Course Work' or Master Thesis' supervision remains with the supervisor.
- Intensity of supervision and form of consultations between supervisor and student are subject to agreement between supervisor and student.
- Dates for appointment and publication of the names of supervisors, Course Work and Master Thesis topics and for submission of Course Work and Master Thesis are announced in module 1 each academic year.

III. General Format

Course Work and Master Thesis need to meet the following formal standards. A separate standard template for Course Work and Master Thesis is provided.

1. The main text

- Times New Roman 12, 1.5 spacing.

2. Headings of sections

- Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendixes.
- Times New Roman 16, bold, aligned left, not numbered.
- Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1,2, etc.).

3. Headings of sub-chapters and sub-sub-chapters

- Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).

4. Paragraphs

- Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.

5. Block quotations

- Times New Roman 12, single-spaced, justified, each line indented left.

6. Footnotes

- Times New Roman 11, single-spaced, aligned left, no first line indentation.

7. Page numbers

- All the pages of the file should be counted and listed.

8. Margins

- Left, right – 3cm.
- Bottom, top – 2,01cm.

9. References

- Entries should be 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.

10. 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.

11. 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.

IV. Citations / References

- APA (American Psychological Association) citation regulations apply (<http://www.apastyle.org/manual/index.aspx>).

1. Citations in Text – one author

- In-text citations are placed within sentences and paragraphs.
- Last name of the author and the year of publication are inserted in the text at the appropriate point. (Smith, 2015)
- Name of the author or the date might be part of the statement, in this case only missing information is given in parentheses. Smith (2015)

2. 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.

3. 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.
- If the citation has more than 3 authors the name of the first author appears in the citation, the other author names are replaced by ‘et al’
- 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.” Smith et al. (2015)

4. 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.

5. References

- All references must be cited in the text.
- All references cited must be included in the bibliography.

- References should be listed in alphabetical order by the last name of the first author.

V. Structure of Course work / Master Thesis

1. Summary

- 1-2 pages summary of the work.

2. Introduction

- Includes literature review and research questions/hypothesis.
- Introduces the structure of the paper, brief outline of each chapter showing the logic flow of the work.

3. Methodology and Approach

- Describes methodologies applied to answer research questions / test hypothesis.
- Approach shows the sequence of methodologies applied.

4. Findings

- Presents findings of the work, mainly descriptive.

5. Discussion and Conclusion

- Discusses findings of the work.
- Outlines limitations of work.
- Elaborates future research need.

6. References

7. Declaration in lieu of oath

Note, that Course Work/ Master Thesis should be submitted in one single file.

VI. Assessment of Course Work / Master Thesis

1. Assessment of written paper

- Course Work and Master Thesis are always assessed by 2 reviewers. The first reviewer is the supervisor, the second reviewer is appointed by the Programme Examination and Quality Assurance Council.
- Second reviewer needs to hold PhD or similar degree or evidence of outstanding qualification in a relevant scientific field.
- Both reviewers assess the Course Work/Master Thesis independently. Final grade for Course Work/Master Thesis is decided by mutual consent of both reviewers. In case reviewers do not agree upon the assessment grade, a third independent reviewer is appointed. Third reviewer's assessment is final.
- Reviewers prepare one joint written review of Course Work/Master Thesis.
- Students are informed about final grade by supervisor.

2. Defense Procedure

- Admission to Defense requires assessment of written Course Work or Master Thesis with at least “pass” (4 grades)
- Defense is always public.
- Defense consists of an aural presentation of written work by student followed by questions and answers by the audience and reviewers.
- Student presentation of course work should take 15 – 20 minutes. Student presentation of Master Thesis should take 20-25 minutes.
- Course Work defense is assessed by both reviewers.
- Course Work defense is an integral part of Research Seminar held in module 4, 1st study year.
- Master Thesis defense is assessed by a committee which includes supervisor, reviewer and other qualified experts nominated by the Examination and Quality Assessment Council.
- Course Work/Master Thesis and oral defense are graded separately. The final grade is calculated according to the formula written in Appendix.
- The assessment criteria for both written paper and oral defense are listed in Appendix.
- During preparation of the Master Thesis, students are obliged to attend the weekly Research Seminar.
- Master Thesis defense is scheduled at the end of module 4, 2nd year of study.

VII. Appendix

- **Assessment criteria / sheet**
- **Criteria for review writing**
- **Competences and skills developed by graduates**