Guidelines for Term Papers
Prepared by Students of the HSE Master’s Programme in Advanced Urban Design

DEFINITIONS AND ABBREVIATIONS

The Academic Supervisor of the degree programme is a HSE academic staff member appointed as per the Rector’s directive and responsible for the development, implementation and quality of the programme;

The Academic Council of a degree programme is the body responsible for academic supervision of the programme with respect to the consideration and evaluation of topics for Term Papers theses;

GSU is Vysokovsky Graduate School of Urbanism;

FSC refers to Final State Certification;

SEB is the State Examination Board;

A degree programme is a set of core educational characteristics (e.g., volume, scope, expected outcomes, etc.), administrative and teaching provisions, and assessment methods presented as a curriculum, an academic calendar, syllabuses for courses, and other components, as well as relevant evaluation and teaching materials;

HSE ES – educational standards for higher education, as set forth by HSE;

Guidelines (for term paper preparation) are standards and recommendations for preparation and assessment of Term Papers;

An Employer is a party to the educational process, an individual or a legal entity incentivized for student training as part of a given degree programme in order to subsequently hire its alumni;

Students are individuals studying in Master’s level programmes;

The University or HSE refers to National Research University Higher School of Economics;

The Programme Office is a curriculum support unit or programme coordinator responsible for administrative support of processes related to study within a given degree programme;

HE FSES – Federal State Standards of Higher Education;

LMS (Learning Management System) is a platform for the provision of online support in regards to educational process at HSE.
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1 General Provisions

1.1 These Guidelines for Term Papers Prepared by Students of the Master’s Programme in “Advanced Urban Design” (hereafter, the “Guidelines”) have been developed on the basis of Paragraph 1.5 of the Regulations for Term Papers Prepared by Students at the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics, approved by HSE Directive No. 6.18.1-01/1007-02, dated July 10, 2015.

1.2 These Guidelines use the terms and abbreviations defined in Regulations for Term Papers Prepared by Students at the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics, approved by HSE Directive No. 6.18.1-01/1007-02, dated July 10, 2015, including specific terms and abbreviations as adjusted for these Guidelines.

1.3 These Guidelines have been put together for students majoring in Urban Development (07.04.04) in the Master’s Programme “Advanced Urban Design” (hereafter, the “Programme”) at Vysokovsky Graduate School of Urbanism (hereafter, “GSU”).

1.4 These Guidelines spell out the deadlines and recommended procedures for the preparation, evaluation, presentation and publication of Term Papers written by students.

1.5 Upon the approval of the GSU Dean, the functions and duties of the Academic Supervisor of the programme, as set forth by these Guidelines, may be executed by the GSU Deputy Dean or the Academic Council of the programme.
2 Requirements for Term Papers Formats

2.1 A term paper is an independent research project prepared by a student as a part of his/her education and instruction. All students must prepare and defend a term paper as part of their FSC.

2.2 Term papers are aimed at consolidating knowledge and competencies acquired by students during theoretical and practical classes, fostering independent research skills on a selected topic, and developing capabilities for analysis, research, project work and processing of information.

2.3 Students prepare term papers during their first year of study.

2.4 Term Papers are prepared as research papers comprised of analysis and consolidation of theoretical and empirical materials aimed at strengthening and showcasing knowledge and skills acquired in the course of the degree programme, as well as in order to generate new knowledge about the structure, characteristics and principles of a particular study subject.

2.5 A term paper is an individual research paper prepared by a student in a text format and includes a completed research study.

2.6 Students prepare Term Papers pursuant to the requirements for execution, formatting and presentation of Term Papers (see pp. 13-14 hereof).

2.7 Terms papers are to be prepared in English.

2.8 Term Papers are subject to review and public presentation before an examination committee.

2.9 HSE faculty and representatives of other institutions may review student Term Paperstheses.

2.10 Students must upload their Term Papers to the LMS system (hereafter, “LMS”), as well as go through the “Anti-plagiat” system. Term Papers are checked for plagiarism pursuant to the Procedures for Using the “Anti-plagiat” System at National Research University Higher School of Economics (pursuant to HSE Directive No. 31.1-04/295, dated April 06, 2010), Paragraphs 3.1-3.7. If confirmed instances of plagiarism are found in a term paper, a student may face disciplinary action in accordance with the Procedures for Applying Disciplinary Measures for Violations of Academic Standards for Student Papers at HSE (Appendix 7 to HSE’s Internal Regulations).
2.11 After finishing term papers, students may change their field of research and supervisor when they proceed to work on their theses. However, it is strongly recommended to see the project as continuation of the term paper.

2.12 If a student decides to pursue the same field of research, the topic may be based on his/her term paper as a research source (through citations and references). However, the must not fully or partially incorporate the text of the student’s term paper.

3 Proposals for Term Papers Topics
3.1 A list of term paper and topics shall be based on proposals from HSE faculty, as well as staff members of other subdivisions at the University.
3.2 Term paper and topics may be proposed by representatives of external organizations.
3.3 The Programme Office collects information on proposed topics for Term Papers theses, and publishes a list of them on the programme website.
3.4 The Academic Council for Research Topics (hereinafter – “Academic Council”) is established as per the GSU Dean’s directive in order to evaluate proposed and selected topics for Term Papers theses.
3.5 The Academic Council shall consider proposals with respect to:
   • the relevance of the proposed topics to the contents and concept of the Master’s programme;
   • students’ opportunities to develop and employ the competencies as stipulated by HSE ES in Urban Planning (271000.68).
3.6 Based on the results of a review of the proposed topics, the Academic Council may recommend that potential supervisors of Term Papers should make adjustments and clarifications in regards to the wording of particular topics.
3.7 In the event of any disputes with respect to the choice of fields of study and the wording of topics, potential term paper supervisors must clarify the relevance of a field of study and/or the wording of a given topic, as required by p. 3.5 hereof.
3.8 Upon consideration of the proposed topics, as well as with due consideration of the opinions of potential supervisors regarding Term Papers theses, the Academic Council retains the right to refuse topics that do not meet the requirements of p. 3.5 hereof.
3.9 The Academic Council meets regularly in order to consider new topics for Term Papers theses, as well as continue their dialogue with potential supervisors and students up to the moment when the GSU Dean’s approval is granted.
3.10 Students are entitled to choose one of the topics available, propose their own version to their potential supervisor, or come up with a topic at their own initiative.
3.11 Topics proposed and adjusted by students at their own initiative must also be approved at regular meetings of the Academic Council.

3.12 The Programme Office shall summarize information on proposed and adjusted topics at all stages when selecting a topic for a term paper.

4 Stages of Term Paper Preparation

4.1 The process for term paper preparation includes the following required stages:
   – a student chooses a topic for his/her term paper (including a preliminary study of literature on relevant topics of the term paper and a feasibility study);
   – the student familiarizes his/herself with recommendations and requirements for preparing and formatting a term paper;
   – the student prepares a work schedule jointly with his/her supervisor pursuant to template form in Annex 1;
   – the student develops a programme for research work and receives the supervisor’s approval;
   – the student submits a synopsis of the paper to his/her supervisor;
   – the student receives the supervisor’s approval of the paper synopsis;
   – the synopsis of a paper is initially presented for Academic Council;
   – collection, systematization, study and analysis of available sources, statistical data and research literature on the subject of the student’s research;
   – relevant chapters are prepared in accordance with the milestones set forth in the student’s schedule of work;
   – the term paper draft is presented at a research seminar;
   – a final draft of the term paper is first submitted to the supervisor, to be subsequently corrected, if necessary;
   – the term paper is uploaded to LMS, and is subject to review via the “Anti-plagiat” system;
   – a final version of the paper is submitted to the supervisor and a reviewer;
   – a final version of the paper is submitted to the Programme Office electronically and in hard copy;
   – the paper is evaluated and reviewed by the supervisor;
   – the term paper is reviewed;
   – a public presentation of a term paper is conducted.

4.2 A student must prepare a schedule of work on his/her term paper jointly with the supervisor, pursuant to the template form in Annex 1.

The following details are specified in the schedule:
   – full names of the student and term paper supervisor, as well as advisors on the term paper (if any);
   – topic of the term paper;
   – milestones (main parts of the term paper) and relevant deadlines, when the student must submit the results to his/her supervisor.
The work schedule shall be signed by the student and his/her supervisor and subsequently approved by the Programme’s Academic Supervisor.

The student supervisor shall monitor the execution of the work schedule, recommend necessary materials, provide consultations on the contents of the term paper, and organize meetings with knowledgeable specialists on any individual matters relating to the student’s term paper.

5 Deadlines for Different Stages of Term Paper Preparation

5.1 Monitoring of the progress and quality of preparations for subsequent presentation shall be assumed by the supervisor (and/or the supervisor’s assistant, pursuant to p. 6.4 hereof) and/or a monitor (see. p. 6.7 hereof), as well as by the Programme Office with respect to the deadlines for submission of all necessary documents and completion of all stages of preparation.

52 Stages and Deadlines for Selection and Finalization of Term Paper Topics

<table>
<thead>
<tr>
<th>No.</th>
<th>Stage</th>
<th>Responsible party</th>
<th>Deadlines</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Collection of proposed topics for Term Papertheses, entry of data on proposed topics and supervisors into the LMS, and its subsequent publication on the programme’s website</td>
<td>Programme Office</td>
<td>From October 1 to December 10 of the ongoing academic year</td>
</tr>
<tr>
<td>2.</td>
<td>Publication of provisional topics of Term Papers on the programme’s website</td>
<td>Programme Office</td>
<td>No later than December 05 of the ongoing academic year</td>
</tr>
<tr>
<td>3.</td>
<td>Topic proposals and adjustments/changes suggested by a review of topics proposed by students</td>
<td>Students/ Academic Supervisor of the Programme/ Academic Council</td>
<td>No later than December 10 of the ongoing academic year</td>
</tr>
<tr>
<td>4.</td>
<td>Selection of term paper topics by students and submission of applications approved by the</td>
<td>Student</td>
<td>No later than December 15 of the ongoing academic year</td>
</tr>
<tr>
<td>5.</td>
<td>Review of proposed topics of terms papers/ by the Academic Council, as well as administration of topic selection and the approval procedure</td>
<td>Academic Supervisor of the Programme/ Programme Office/ Academic Council</td>
<td>No later than December 20 of the ongoing academic year</td>
</tr>
<tr>
<td>6.</td>
<td>Assigning term paper topics by directive, and notifying supervisors</td>
<td>Programme Office / Academic Supervisor /GSU Dean</td>
<td>The directive shall be issued no later than December 25 of the ongoing academic year</td>
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<td>No.</td>
<td>Stage</td>
<td>Responsible party</td>
<td>Deadlines</td>
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<td>7.</td>
<td>Changing or revising term paper topics, based on a student’s application, and authorization as per the GSU Dean’s directive</td>
<td>Students (first and second year Master’s students)/ Academic Supervisor of the Programme/ GSU Dean, Programme Office</td>
<td>No later than one (1) calendar month before the official deadline for final submission of the final version of the term paper to the Programme Office</td>
</tr>
<tr>
<td>8.</td>
<td>Changing the supervisor of the term paper based on the student’s application, and authorization as per the GSU Dean’s directive</td>
<td>Students (first year Master’s students)/ Academic Supervisor of the Programme/ GSU Dean/ Programme Office</td>
<td>No later than one (1) calendar month before the official deadline for final submission of the final version of the term paper to the Programme Office</td>
</tr>
<tr>
<td>9.</td>
<td>Changing the supervisor of the term paper based on the student’s application, and authorization as per the GSU Dean’s directive</td>
<td>Students (second year Master’s students)/ Academic Supervisor of the Programme/ GSU Dean/ Programme Office</td>
<td>No later than one (1) calendar month before the official deadline for final submission of the final version of the term paper to the Programme Office</td>
</tr>
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53 Main Stages and Deadlines for Term Paper Preparation and Presentation

<table>
<thead>
<tr>
<th>No.</th>
<th>Stage</th>
<th>Responsible party</th>
<th>Deadlines</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Approving the draft (synopsis)</td>
<td>Student / Supervisor</td>
<td>No later than March 15 of the ongoing academic year</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Preliminary presentation</td>
<td>Student / Supervisor</td>
<td>Pursuant to the research seminar programme</td>
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<tr>
<td>No.</td>
<td>Stage</td>
<td>Responsible party</td>
<td>Deadlines</td>
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<td>3.</td>
<td>Appointment of a reviewer initiated by the Academic Supervisor and</td>
<td>Dean/ Academic Supervisor /Reviewer</td>
<td>This directive shall be signed by the GSU Dean no later than 30 days before the scheduled presentation</td>
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<td></td>
<td>enacted as per the GSU Dean’s directive</td>
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<td></td>
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<tr>
<td>4.</td>
<td>Submission of the first draft</td>
<td>Student/ Supervisor / Programme Office</td>
<td>Pursuant to the approved schedule, but no later than 30 days to the appointed date of the presentation</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Checking the paper through the “Anti-plagiat” system</td>
<td>Student</td>
<td>The directive shall be signed by the GSU Dean no later than 14 days before the scheduled presentation</td>
<td>If any cases of plagiarism are detected, the <a href="https://example.com">Procedures for Applying Disciplinary Measures for Violation of Academic Standards for Student Papers at National Research University Higher School of Economics</a>, as attached to the <a href="https://example.com">Internal Regulations of the University</a> shall be applicable.</td>
</tr>
<tr>
<td>6.</td>
<td>Submission of the final version of the paper to the supervisor (including electronic versions)</td>
<td>Student</td>
<td>The directive shall be signed by the GSU Dean no later than 14 days before the scheduled presentation</td>
<td>If a student fails to submit a term paper by the set deadline, he/she shall face academic failure and will not be admitted to the presentation process.</td>
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<td>No.</td>
<td>Stage</td>
<td>Responsible party</td>
<td>Deadlines</td>
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<td>7.</td>
<td>Supervisor’s review</td>
<td>Supervisor</td>
<td>No later than fourteen (14) days before the scheduled presentation</td>
<td></td>
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<tr>
<td>8.</td>
<td>Submission of the paper to the Programme Office (one bound hard copy, with an annotation and the supervisor’s review, and a certificate or registration sheet from the “Anti-plagiat” system («Антиплагиат»). Submission dates are to be specified in the log.)</td>
<td>Student</td>
<td>The submission must be done no later 14 days till the Final defe</td>
<td>If a student fails to submit a term paper by the deadline, he/she will thereby face academic failure and not be admitted to the presentation process</td>
</tr>
<tr>
<td>9.</td>
<td>Forwarding the to the reviewer</td>
<td>Programme Office/Reviewer</td>
<td>The Programme Office must forward each for review within ten (10) calendar days from its receipt</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Submission of the review</td>
<td>Reviewer/Programme Office</td>
<td>No later than six (6) calendar days before the presentation</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Notifying the student regarding the review’s content</td>
<td>Programme Office / Student</td>
<td>No later than five (5) days before the presentation</td>
<td></td>
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<tr>
<td>No.</td>
<td>Stage</td>
<td>Responsible party</td>
<td>Deadlines</td>
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<td>12</td>
<td>Public presentation</td>
<td>Student/ Supervisor/ Academic Supervisor/ GSU Dean</td>
<td>Deadlines are established as per the directive of GSU Dean, <strong>but no later than July 30 of the ongoing academic year</strong></td>
<td>If a student is absent from the presentation for a valid reason, he/she will be given an opportunity to defend their paper on another day, within the period established for presentation of papers.</td>
</tr>
</tbody>
</table>

5.4 Main Stages and Deadlines for Preparation and Public presentation (Defence)

<table>
<thead>
<tr>
<th>No.</th>
<th>Stage</th>
<th>Responsible party</th>
<th>Deadlines</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Approving a draft paper (synopsis)</td>
<td>Student / Supervisor</td>
<td>No later than December 25 of the ongoing academic year</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Preliminary public presentation</td>
<td>Student / Academic Supervisor</td>
<td>Approved by the GSU Dean</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Appointment of a reviewer initiated by the Academic Supervisor and enacted as per the Dean’s directive</td>
<td>GSU Dean/ Academic Supervisor /Reviewer</td>
<td>A directive shall be signed by the Dean no later than 30 days before the scheduled presentation</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Submission of the first draft of the</td>
<td>Student/ Supervisor / Programme Office</td>
<td>Pursuant to the approved schedule, but no later than 30 days to the appointed date for the presentation</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Stage</td>
<td>Responsible party</td>
<td>Deadlines</td>
<td>Notes</td>
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<tr>
<td>5.</td>
<td>Checking the paper in the “Anti-plagiat” system («Антиплагиат»)</td>
<td>Student</td>
<td>No later than 15 days before the scheduled presentation</td>
<td>If any cases of plagiarism are detected, the <a href="https://example.com">Procedures for Applying Disciplinary Measures for Violation of Academic Standards for Student Papers at National Research University Higher School of Economics</a> as attached to the <a href="https://example.com">Internal Regulations of the University</a> shall be applicable</td>
</tr>
<tr>
<td>6.</td>
<td>Providing the final version of the student’s to the supervisor (e.g., via e-mail)</td>
<td>Student</td>
<td>No later than 15 days before the scheduled presentation</td>
<td>If a student fails to submit a by the deadline, he/she shall not be admitted to the FSC and is subject to dismissal</td>
</tr>
<tr>
<td>7.</td>
<td>Supervisor’s review</td>
<td>Supervisor</td>
<td>No later than 9 days before the scheduled presentation</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Submission of the paper to the Programme Office (one bound hard copy, with an annotation and the supervisor’s review, and a certificate or registration sheet from the “Anti-plagiat” system («Антиплагиат»). Submission deadlines are specified in the log.)</td>
<td>Student</td>
<td>Approved by the directive of the GSU Dean along with the approval of topics of papers by December 15</td>
<td>If a student fails to submit a term paper by the deadline, he/she shall face academic failure and not be admitted to presentation</td>
</tr>
<tr>
<td>No.</td>
<td>Stage</td>
<td>Responsible party</td>
<td>Deadlines</td>
<td>Notes:</td>
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<tr>
<td>9.</td>
<td>Forwarding the programme to a reviewer</td>
<td>Programme Office/Reviewer</td>
<td>The Programme Office must forward each for a review within 3 calendar days from its receipt</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Submission of the review</td>
<td>Reviewer/Programme Office</td>
<td>No later than 6 days before the presentation</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Notifying the student of the review's content</td>
<td>Programme Office / Student</td>
<td>No later than 5 days before the presentation</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Submission of the paper to the SEB along with reviews provided by the supervisor and the reviewer</td>
<td>Programme Office / SEB</td>
<td>No later than 2 days before the presentation</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Public presentation (defence)</td>
<td>Student/Supervisor/Academic Supervisor/ GSU Dean</td>
<td>Deadlines are determined by the curriculum and FSC schedule, pursuant to the Regulations for Final State Certification of Students of Higher Education Programmes at the Bachelor’s, Specialist and Master’s Level at HSE, but no later than June 30 of the ongoing academic year</td>
<td>If the student is absent from the presentation for a valid reason, he/she will have an opportunity to defend the paper on another day, within the period established for presentation of papers ☞</td>
</tr>
</tbody>
</table>
6 Term Paper Supervision

61 A supervisor appointed by the GSU Dean’s directive shall be responsible for overseeing a student’s term paper.

62 Term paper supervisors are normally appointed from among HSE staff holding an academic degree (doctor of sciences, PhD, and/or candidate of sciences), or professionals with at least three (3) years of experience, including part-time employees of the University.

63 The supervisor may supervise up to three (3) Term Papers up to three (3) during the academic year.

64 Upon the approval of the Academic Supervisor of the Programme, individual supervisors may oversee a larger number of Term Paperstheses, provided that an assistant is appointed in order to render support to the supervisor and provide consultations to students.

65 Term paper supervisors must perform the following duties:

- advising students on how to shape a final topic for their term paper, drafting term paper outlines, and preparation schedules, drawing up a synopsis and initial draft, and selecting appropriate scholarly literature and resources;
- helping students choose an appropriate research or project methodology; collaborating with students to define the provisional stages for the topic’s exploration and development;
- monitoring the progress and quality of term paper preparation against a student’s outline and preparation schedule;
- notifying the Programme Office if students are behind schedule;
- advising students on the content of their Term Paperstheses;
- assessing the quality of Term Papers as per established requirements (in particular, providing a review);
- confirming term paper information that students intend to publish on HSE’s corporate portal (website) and other public online platforms.

66 Term paper supervisors are entitled to:

- select a suitable mode of interaction with students (e.g., agreeing on a term paper preparation schedule, the frequency of face-to-face meetings or other communications, etc.);
- request that students prepare and present brief summaries of received recommendations and further steps for preparation after each face-to-face meeting;
- request that students pay close attention to received recommendations and attend meetings well-prepared;
- take into account compliance with the preparation schedule and deadlines for submission of a first draft and final draft when grading student’s Term Paperstheses;
- take part in committee proceedings at term papers’ presentations;
- take part in SEB proceedings at presentations (defences).

67 If a term paper supervisor is not employed at HSE, monitors appointed from among the University’s staff must assume the following duties:

- regularly checking the progress of term paper preparation against a student’s outline and preparation schedule (jointly with the term paper supervisor);
- notifying the Programme Office if students are behind schedule.

68 For interdisciplinary papers, up to two (2) advisors may be appointed.

69 Advisors must:

- advise students on selecting appropriate research or project methodology, scholarly
6.10 Appointment of an advisor(s) shall be initiated by the supervisor and authorized by the Programme’s Academic Supervisor, following a written request drawn up by the student and signed by his/her supervisor.

6.11 Change of term paper supervisors or appointment of monitors and advisors shall be initiated by the Programme’s Academic Supervisor and enacted as per a directive of the GSU Dean.

6.12 A student may submit a substantiated request to change their supervisor to the Academic Supervisor of the Programme within one (1) calendar month to the deadline for submission of the final version of his/her term paper and no later than in two (2) calendar months - for submission of his/her . In turn, the Academic Supervisor of the Programme may reject the student’s request to change the supervisor, with an explanation provided.

6.13 The supervisor may submit a substantiated request stating his/her refusal to supervise a student’s term paper , addressed to the Academic Supervisor of the Programme no later than in one (1) calendar month to the deadline for submission of the final version of a term paper, and no later than in two (2) calendar months - for submission of a .

6.14 In the event of any conflict or dispute, if a request for changing a supervisor/refusal to supervise a term paper is not granted, this particular issue shall be settled by the GSU Dean.

7 Administration of Term Paper Preparation

7.1 Iterative monitoring and administration of term paper preparation shall be conducted by Academic supervisor through preliminary synopsis presentations, as well as preliminary presentations of term papers.

7.2 The deadlines and requirements for a draft presentation (defence), as well as the schedule for a term paper’s preliminary presentation, shall be fixed in the current guidelines.

7.3 Preliminary presentation procedure:
- student’s presentation (up to 10 minutes);
- questions and answers;
- discussion, comments provided by the supervisor, supervisor’s assistant, advisor (s), monitor, and/or a reviewer (if such persons are appointed and attend the preliminary defence);
- further recommendations.

7.4 It is advisable to organize a presentation of a draft paper (synopsis) and a preliminary presentation of a term paper in the presence of the student’s supervisor, assistant, monitor or advisor, if any, as well as a reviewer (if a reviewer has been already appointed).
8 Term Paper Assessment Criteria

8.1 The contents of a term paper must correspond to the Programme’s key focus areas. In their term paper, students must demonstrate general cultural and professional competencies acquired while taking part in the Programme, pursuant to the list of competencies defined in the Educational Standards of National Research University Higher School of Economics in the Field of Study 07.04.04. Urban Planning: Master’s degree.

8.2 The grade for a term paper shall be based on the following elements:
- grade, recommended by a supervisor and reflected in his/her review;
- grade, recommended by a reviewer and reflected in his/her review;
- grade, given by the committee as a collective grade based on the results of the student’s presentation.

8.3 A supervisor and reviewer(s) shall evaluate a paper on a 10-point grading scale on the basis of the following criteria:

8.3.1 the correlation of the term paper’s contents with the chosen topic and subject matter of the Master’s Programme in “Advanced Urban Design”, as well as the relevance of the acquired competencies to the requirements of the HSE ES in the Field of Study 07.04.04. Urban Planning;

8.3.2 relevance of the problem/matter being researched;

8.3.3 acquaintance with scientific/academic research methods (e.g., adequate use of methodological tools and relevance of goals vis-a-vis the results generated);

8.3.4 quality, novelty and relevance of the sources presented in the paper, and grounds for their use; outreach of academic publications on the research subject; relevance of the sources to the particular problem, hypothesis, and objective of the given research;

8.3.5 interconnection between the data/information presented in the text and the established research objectives; reliability and novelty of the results; ability to work independently;

8.3.6 presentation of the student’s own opinion; sustainability of conclusions and recommendations; relevance of conclusions to the research objectives;

8.3.7 practical applicability of the research results;

8.3.8 form and rationale of the paper, as well as its structure, clarity, accuracy and adequate formatting, pursuant to requirements specified in the Recommendations for Term Paper Preparation, Formatting and Public Presentation (Defence) (paragraph 14 hereof).

8.4 The final evaluation by the supervisor and reviewer shall be determined as an arithmetic mean of grades, provided by individual criteria.

8.5 The supervisor and reviewer(s) must provide a rationale for their grades in their reviews. Reviews also must specify the strengths and weaknesses of a given term paper, as well as its other important characteristics.
A review may include questions that the student must answer at his/her presentation (defence).

Forms for reviews provided by supervisors and reviewers are presented in Ошибка! Источник ссылки не найден, and Annex, respectively.

The committee shall evaluate a term paper on a 10-point grading scale, on the basis of the student’s presentation, annotation and text of the paper itself, and answers to questions given, as well as the review and grade provided by the supervisor.

The committee shall discuss and evaluates the paper, giving due consideration to the grades and comments provided by the supervisor and reviewer(s). As such, the supervisor and reviewer(s) may take part in the committee’s discussions of the paper. Based on the results of this discussion, a grade for the presentation of the student’s paper shall be assigned.

If there is no consensus regarding the grade for the presentation of the student’s paper, each committee member must offer their own grade. The final grade given in this case shall be calculated as the arithmetic mean of the grades provided by the members.

The final grade shall be determined on the basis of the following formula:

\[
\text{final grade} = 0.7 \times \text{[grade provided by the committee for the student’s defence/presentation]} + 0.15 \times \text{[supervisor’s grade]} + 0.15 \times \text{[grade provided by the reviewer, or average grade given by reviewers]}
\]

Students shall be responsible for solutions, conclusions, accuracy of calculations and the presentation of their Term Paper theses. In turn, supervisors shall be responsible for informing students of any gaps in their papers before the final version is presented at a public presentation (defence).

Appointment of Reviewers and Requirements for Term Paper Reviews Written by Such Persons

Candidates to the position of reviewer of a given term paper shall be proposed by the Academic Supervisor of the Programme and the individual supervisor of the paper. Reviewers may be faculty members or researchers at HSE or any other institutions of higher education and research centres, as well as recognized experts and researchers. Reviewers shall be appointed by a directive issued by the GSU Dean.

Reviewers must analyse the main tenets of the term paper under review, and assess if a personal standpoint/project solution has been presented, how well the research/project methods were applied, how well-grounded the conclusions and recommendations are, if the means selected to obtain the results are appropriate, if the final output/result is adequate, and how original and feasible the presented solutions are. Furthermore, reviewers may evaluate how well students have mastered the competencies prescribed in the HSE ES in the Field of Study 07.04.04. Urban Planning.

The format for review to be drawn up by reviewers is provided in Annex.
10 General Requirements for Term Paper Presentation (Defence)

10.1 A negative review presented by a supervisor and/or reviewer does not prevent a student from presenting his/her term paper for public presentation (defence).

10.2 As per the decision of the Academic Supervisor, a term paper public presentation (defence) may be audio- and/or video-recorded.

10.3 The following documents shall be provided by a student for his/her public presentation (defence):
   - a printed version of the term paper with the supervisor’s signature on the front page;
   - annotation;
   - a review, signed by the supervisor;
   - a certificate or registration sheet from the “Anti-plagiat” system (Антиплагиат).

10.4 Public presentation (defence) of a term paper

10.4.1 Procedure for term paper public presentation (defence):
   - a student’s presentation of his/her term paper (up to 20 minutes – for a , and up to 15 minutes – for a term paper);
   - questions posed to the student (up to 5 minutes);
   - supervisor’s presentation (up to 5 minutes)
   - presentation(s) of a reviewer(s) (up to 4 minutes, each);
   - presentations of the supervisor’ assistants, advisors and monitors (up to 1 minute, each);
   - remarks, comments and discussion of the term paper (up to 5 minutes);
   - student’s closing remarks and answers to comments provided by the supervisor and reviewer (up to 3 minutes).

10.4.2 A student must freely give a presentation of his/her report. He/she may use written notes on the main points of the report as a plan for the presentation. However, reading an entire presentation from notes is unacceptable. Students may also use computer presentations, graphs, tables and other materials, illustrating the main points of their report.

10.5 Special features of term paper public presentation (defence):

10.5.1 Term papers prepared by Master’s students enrolled in the programme are subject to public presentation before the committee.

10.5.2 A committee (committees) shall be established by the Academic Supervisor of the Programme from the staff and faculty of the GSU, and teachers from other HSE subdivisions, as well as employees of other organizations, whose professional activities and/or academic interests are within the field of the term paper topic. The committee must include at least three (3) persons.

10.5.3 Members of committees for the various fields of the Programme shall be appointed so as to ensure interdisciplinary representation.

10.6 Special features of public presentation (defence)

10.6.1 A term paper public presentation and the FSC arrangement shall be regulated by the Regulations for FSC of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics.
11 Term Paper Retakes

11.1 Term paper retakes

11.1.1 Students are considered to have failed their term paper if they have received a fail grade or were not admitted to a term paper public presentation (defence). In order to have an academic failure waived as per HSE’s bylaws, the student must make appropriate corrections and revise the text of the term paper as deemed necessary. Furthermore, the topic of the term paper may also be changed in such cases. All changes to term paper topics must be authorized by the GSU Dean’s directive.

11.1.2 Students with failed term papers must address such failure as prescribed in the Regulations for Interim and Ongoing Assessment of HSE Students.

11.2 Retakes

11.2.1 Students, who were not admitted to a public presentation (defence), shall be subject to dismissal from HSE for failure at the FSC stage.

11.2.2 If a student’s FSC failure was due to a valid reason (e.g., illness, with a medical confirmation provided to the programme office on the recovery date; as well as other exceptional circumstances, with documentary evidence provided), he/she may retake the FSC within three (3) months, but no later than four (4) months, after the submission of an application, without dismissal from the University.

11.2.3 If a student has failed the FSC for no valid reason, including an unsatisfactory grade for the FSC, he/she will be dismissed from HSE. An academic record may be issued at the student’s request. In this case, after resuming studies at the University, the student shall be entitled to take the FSC again within a year after the first attempt, but no later than within two (2) years.

12 Storage and Publication of Term Papers Theses

12.1 Defended term papers must be submitted to the Programme Office. In turn, the Programme Office shall store them for two (2) years after students complete their studies. All papers are stored in electronic form in LMS.

12.2 As per the recommendation of the Academic Supervisor of the Programme and following the student’s consent, full text of a term paper may be published on the HSE corporate portal for public access.

12.3 Defended must be submitted to the Programme Office in hard copy or any other physical medium (e.g., projects prepared by students whose field of study is Design). The Programme Office shall store them for five (5) years and then transfer them to the HSE archives (accompanied by the corresponding certificate) for storage and subsequent destruction.

12.4 Abstracts and full texts of may be published on the HSE corporate portal (website) for public access as stipulated in the University’s bylaws.

13 Requirements for Formatting Term Papers Theses

General Rules for Formatting Term Papers Theses

The mandatory general rules for formatting Term Papers shall be applicable to the entire text of a given term paper.

It is advisable to commence the Introduction, individual sections and paragraphs inside a chapter, conclusion, bibliography and annex, from a new page.

Elements of a given paper must feature a coherent numbering system.

Titles of sections and paragraphs must be concise and correspond to their contents. No periods shall be put at the end of a section or paragraph title. If the titles of sections and paragraphs consist of two (2) sentences, they must be separated by a period.

The following parameters are applicable for Term Papertheses:

- font – Times New Roman;
- font size – 12;
Formatting of the text

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 12, 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. 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.

8. Page numbering
   - Page numbers start from the Table of Contents (page 2) and end with the Bibliography.

9. 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.

Other requirements for formatting of contents, illustrations, footnotes, references, formulas and equations, enumerations, attachments and formatting of tables in Term Papers are in line with the applicable rules of GOST 7.32-2001 for the Research Project Report. Structure and Formatting Rules, and thus apply to all research papers. They are also mandatory for all students preparing Term Papers theses.

All sources of literature, information, illustrations and any other quoted or interpreted materials must contain references. Bibliographic references shall be provided pursuant to the requirements of GOST P 7.0.5–2008 of the System of Standards on Information, Librarianship and Publishing. Bibliographic Reference. General Rules and Requirements.

14 Recommendations for Term Paper Preparation, Formatting and Public presentation (Defence)

These recommendations for the preparation of Term Papertheses, as well as their formatting and public presentation (defence), are applicable to all student papers.

Term Papers are prepared by students individually, using contemporary urban research methods, and shall be devoted to relevant research problems in urban studies. Furthermore, Term Papers represent a completed research paper with results correlating to the topic, goals and objectives formulated by a given author. In a term paper, a student must demonstrate his/her theoretical, methodological and empirical skills acquired during the period of study in the Advanced Urban Design (hereafter, “AUD”) programme, as well as demonstrate abilities in self-study and creative work.

A term paper may be based on a student’s previous papers, prepared during his/her studies, as well as other materials and secondary data, developed by said student. However, it cannot be used as part of a future . A may be based on a student’s term paper as an academic source. However, it cannot include the full or partial text of the student’s term paper.

The size of a paper is measured in units. Thus, one unit is equivalent to 40 000 characters (aprox. 5 000 words), including punctuation marks, figures and spaces. (approx. 31,8 pages). It includes bibliography but excludes annexes.

Recommended term paper size –1 – 1,5 units of 40,000 characters; Recommend size– 1,5 - 2 units of 40,000 characters.

Section I. PREPARATION OF TERM PAPERS
Selecting a topic for a term paper, and its preparation and progress monitoring

A given topic of a term paper is a formulated research problem, including the object and subject matter of a research project, representing the contents of the term paper.

A term paper topic must satisfy the following requirements:

– academic and practical relevance;
– be based on theoretical and methodological knowledge, acquired in the course of studies in the AUD programme;
– be based on available literature, research materials and required secondary data;
– present an opportunity for a student to conduct theoretical and empirical research.
Contents and Structure of Term Papers

The structure of Term Papers must include the following elements:

- front page;
- contents;
- tables and illustrations;
- a list of abbreviations;
- introduction;
- a main part consisting of an undefined number of sections, depending on the topic, range of applied methods, and other factors;
- conclusion;
- bibliography;
- annexes.

The individual characteristics of a term paper’s structure (e.g., subdivision of its main part into chapters/sections/paragraphs) shall depend on the topic, goals and objectives of the research project, as well as the sequence of work.

Term Paper Front Page

The title page of a term paper is formatted pursuant to requirements of Annex 2 and Annex 3, respectively.

Term Paper Contents

Contents shall include the titles of the main parts of a term paper and the individual numbers of pages: introduction, the titles of chapters and paragraphs/sections inside the chapter (if any), conclusion, bibliography and annexes (if any).

Tables and Illustrations

Lists of illustrations and tables must be presented after the contents and contain the titles and page numbers for all illustrations and tables in the paper and attachments thereto. Illustrations and tables must be numbered separately. As such, page numbering may either be continuous or linked to individual sections and chapters of the given paper (e.g., “Picture 4.2.1” – Picture No. 1, in Subsection 2 of Chapter 4, etc.).

List of Abbreviations

Abbreviations used in a paper. Abbreviated terms or concepts must be presented with a definition when used for the first time in the text of the paper.

Term Paper Introduction

The following components must be disclosed in a paper’s introduction:

Relevance of the term paper topic, thus providing an explanation of the academic and practical relevance of a student’s research focus (i.e., the problem that is being studied in the framework of this research, its relevance for academic and practical activities in urban studies, and the actual relevance of knowledge regarding this problem). The characteristics defining a topic’s relevance must include key facts, without delving into a broader overview of literature available on this topic;
**Extent of previous research on the topic**, in order to provide information on any materials available in academic literature on the problem under consideration (e.g., monographs, collections, and articles), with the names of authors and titles of papers in footnotes. Therefore, a literature analysis can help the student reach a conclusion regarding the degree of previous research on the different components of the term paper ’ topic and thereby determine and select the relevant goals and objectives of the current research;

**Formulating the goal of the term paper**, thus clarifying the topic of the research and formulating its final result;

**Formulating the objectives of a term paper**, in regards to their consistent implementation so as to achieve the goal of the term paper;

*Although it is not mandatory for the paper written in English, it is also possible to include the description of:

  *Research object*, thereby representing the formulated topic of the term paper;

  *Research subject matter*, thus representing a part of the formulated topic of the term paper;

**Theoretical (conceptual) foundations of the research**, given as titles of theories or authors, whose concepts are used or referenced in the term paper during the research process;

**Empirical foundation of the research**, including: names of secondary empirical data sources, information on the principal methods for data collection and analysis, used in the research;

**Formulating academic novelty of the term paper**, elaborating the characteristics of research results, considered to be new by the author, as they are now unavailable in academic literature (e.g., this may include new theoretical approaches to analysis of the given research problem, new methodological techniques for empirical studies, or quantitative and qualitative empirical results that have not been previously published);

**Formulating practical relevance of the topic of a term paper**, whereby problems in urban planning are enumerated, upon which this term paper is focused;

**Paper structure**, describing the chapters and sections, as well as briefly specifying the objectives for each section.

**Main Body of a Term Paper**

It is **advisable** (but not mandatory) to present the main body of a term paper in two or several sections, in order to establish a logical structure for the paper.

The main body of a paper focused on fundamental studies could be structured as follows. The first section could be dedicated to a theoretical overview of the theme/phenomenon/problem of the research; the second section should focus on the hypo relating to its connection with the theme/problem of the research; the third section should disclose the approach employed to the methodology of the empirical research; fourth section shall disclose the results of the author’s empirical research.

A theoretical (conceptual) study should provide the grounds for the theoretical approach to the analysis of the phenomenon/problem under consideration, along with a definition of the applicable conceptual framework used for describing the phenomena under study. The selection of different approaches, presentation of the student’s own point of view on the conceptual description of the analysed phenomena and use of various concepts must be substantiated.

The presentation must also provide a logical reasoning and be delivered in an argumentative style. Furthermore, students should avoid using a referential style. The theoretical part of a term paper should only include an analysis of those theories and sources, which are key
in highlighting the author’s objectives and applicable to the research.

**Term Paper Conclusion**

A conclusion must include:

- all principal research results, provided in chapters or sections (e.g., theoretical, methodological and empirical);
- descriptions of the practical importance of the results generated in the course of empirical studies (as opposed to the practical importance of the topic of research provided in the introduction). “Practical importance”, in this case, refers to descriptions of the steps, documents or projects that may be developed on the basis of the generated empirical research results, and which are focused on practical solutions to the problem under study; it can also be presented in a form of a brief for a potential project.
- perspective areas for further research of the given problem, which were not covered in the term paper, but deserve more detailed and in-depth consideration.

**Bibliography**

A paper’s bibliography must specify its main scientific sources (e.g., monographs, collections, articles, etc.), including information that is relevant for understanding and further development of the analysed phenomena (e.g., theoretical, methodological and empirical), which was used by the author during the paper’s preparation (there are references thereto in the text of this paper). All sources of statistical and other data should also be presented in the bibliography (even if references thereto are provided in the paper’s narrative).

**Annexes**

If necessary, all materials used during the research process and development work, and not included in the main body of the term paper, but may provide more comprehensive and detailed understanding of the theoretical, methodological and empirical foundation of the research and relevance of the generated results, are shall be presented in the paper’s Annexes. Therefore, the following information should be presented in the annex: documents, techniques/methods, tables, diagrams, graphs, description of programmes and practical steps, etc. The aforementioned details are not included in the chapters, paragraphs and sections of a term paper owing to their redundancy.

**SECTION II. NARRATIVE STYLE OF TERM PAPERSTHESES**

The text of a given term paper must be clear and concise, as well as correspond to the given titles of its chapters (sections) and paragraphs, and respond to the goals and objectives initially formulated by the author. Academic and special terminology from those fields of study that are tackled by the term paper must be used in the text of the paper.

The author must strictly stick to an academic style. Journalistic jargon, clichés, and slang, as well as terms and phrases that are not commonly used in the academic literature and diminutive suffixes, should be avoided as much as possible.

Furthermore, elements of elevated style, populism, political slogans, accusations and emotional evaluations, are unacceptable in research papers. Research papers may not incorporate instructions to the legislative and executive authorities. Such phrases as “would like to”, “if it were”, or “would be desirable”, etc., must be avoided.

Authors must employ an academic style, free from extra exultation or emotion. As such, readers must be able to focus on the main points of the problem being examined.

The following elements are unacceptable in the text of a research paper:

- using different scientific terms for one and the same concept, even if they have close
meanings (i.e., an author must choose one term and explain his/her reasons for this choice);

- using abbreviated forms of words, except for abbreviations stipulated by English orthographical rules, as well as special standards in different scientific and research field. Authors must stick to common terminology, definitions, abbreviations and symbols. Excessive clichés must be avoided. Uniform terms and definitions shall be consistently used in the course of a given term paper, as well as in a list of abbreviations and the paper’s contents.

If a company’s name or the title of a document is mentioned in a term paper, as well as on the front page and in the contents, for the first time, the full name or title must be provided, in case such names or titles have an abbreviated form. If abbreviations are used further on in the text, an abbreviation must be placed in paren after it is mentioned for the first time.

For example, this can be presented as follows: “… land use and development rules (hereafter, “LUDR”).

Abbreviated terms shall be included in the paper’s list of abbreviations.

SECTION III. PRESENTATION/DEFENCE PREPARATIONS AND PRESENTATION/DEFENCE OF TERM PAPER/THESSES

The final grade presented by the examination committee for a student’s paper highly depends on his/her oral presentation. The presentation of a term paper must take up to 15/20 minutes, as well as be clear and to the point.

In order to give committee members an opportunity to evaluate the student’s ability to independently solve academic and practical tasks in regards to urban planning, his/her presentation should be delivered as per the following plan:

- term paper topic;
- relevance of term paper topic;
- goals and objectives of term paper;
- scientific novelty of term paper;
- principal results of term paper;
- practical relevance of research results;
- key areas for further research.

The student may support his/her report with a presentation, illustrating the results of their work and research (in PowerPoint, Keynote, Pages or any other programme of choice). A presentation of the term paper results must also include clear information on the following points:

- topic of the term paper;
- relevance of the term paper topic;
- goals and objectives of the student’s research;
- the subject and object of the student’s research;
- research results (in the form of diagrams and tables, if any);
- scientific novelty of the research results;
- practical relevance of the research results;

In addition to his/her presentation, the student may provide handout materials to the committee members, as this might help them to get a better idea of the different points discussed during the term paper public presentation (defence).
### Annex 1

Approved by
Academic Supervisor of the AUD Programme
V.E. Stadnikov

RECOMMENDED SCHEDULE OF TERM PAPER PREPARATION

**Student**

**Supervisor**

**Topic of Term Paper**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Deadline</th>
<th>Completion</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Collection of materials and analysis of recommended literature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Introduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Section 1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4. Section 2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5. Developing research techniques</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6. Data collection</td>
<td></td>
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<tr>
<td>7. Data analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Section 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Paper formatting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Editing the final version</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Downloading paper to LMS and submitting a hard copy to the Programme Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Supervisor’s review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Reviewer's review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Preparing materials for public presentation (defence)</td>
<td></td>
<td></td>
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</tbody>
</table>

**Supervisor**

Name, signature

**Student**

Name, signature
Annex 2

NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS

Vysokovsky Graduate School of Urbanism
Author’s full name

TOPIC OF MASTER’S TERM PAPER

in the field of study: Urban Development (07.04.04)
academic programme: Advanced Urban Design

Reviewer
Doctor, Professor
Name, initials

Supervisor
Doctor, Professor
Name, initials

Advisor
Doctor, Professor
Name, initials

Moscow
201___
# Annex 3

**National Research University Higher School of Economics**  
**Vysokovsky Graduate School of Urbanism**  
**Supervisor’s Review of Term Paper**

Full name of student  
a ___ year student ___ enrolled in the Master’s Programme in Advanced Urban Design

**Topic:**

<table>
<thead>
<tr>
<th>No</th>
<th>Evaluation criteria</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The term paper’s contents corresponds with the chosen topic and subject matter of the Master’s Programme in Advanced Urban Design, and the acquired competencies are in line with the requirements spelled out in HSE ES in (07.04.04.) Urban Planning.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Relevance of the research problem/subject</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Acquaintance with scientific research methods; Adequate use of methodological tools and relevance of goals with respect to the achieved results.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Quality, novelty and relevance of sources presented in the paper, as well as grounds for their use; Outreach of scientific publications in regards to the research subject; Correlation of sources to the problem, hypothesis and research objective;</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Interconnection between the data presented in the paper’s text and objectives of the research; Reliability and novelty of the results; Student’s ability to work independently.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Presentation of student’s own opinion; Sustainability of conclusions and recommendations; Relevance of conclusions to research objectives.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Practical applicability of research results.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Form and rationale of the paper, its structure, clarity, accuracy and format of work, pursuant to the requirements specified in the Recommendations for Term Paper Preparation, Formatting and Public presentation (Defence</td>
<td></td>
</tr>
</tbody>
</table>

**Recommended grade (arithmetic mean based on the aforementioned criteria):**

**Comments and further assessment remarks (up to 600 words):**

Supervisor  
academic degree, title, academic unit/school (place of employment)  
________________________/signature/________________________ name and initials Date:
Annex 4

National Research University Higher School of Economics
Vysokovsky Graduate School of Urbanism
Review of Term Paper

Full name of student
a ___ year student ___ enrolled in the Master’s Programme in Advanced Urban Design

Topic:

<table>
<thead>
<tr>
<th>No</th>
<th>Evaluation criteria</th>
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</tr>
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</tr>
<tr>
<td>2</td>
<td>Relevance of the research problem/subject</td>
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<td>3</td>
<td>Acquaintance with scientific research methods; Adequate use of methodological tools and relevance of goals with respect to the achieved results.</td>
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| 4  | Quality, novelty and relevance of sources presented in the paper, as well as grounds for their use;
Outreach of scientific publications in regards to the research subject;
Correlation of sources to the problem, hypothesis and research objective; |       |
| 5  | Interconnection between the data presented in the paper’s text and objectives of the research;
Reliability and novelty of the results;
Student’s ability to work independently.                                                                                                                                   |       |
| 6  | Presentation of student’s own opinion; Sustainability of conclusions and recommendations;
Relevance of conclusions to research objectives.                                                                                                                                 |       |
| 7  | Practical applicability of research results.                                                                                                                                                                           |       |
| 8  | Form and rationale of the paper, its structure, clarity, accuracy and format of work, pursuant to the requirements specified in the Recommendations for Term Paper Preparation, Formatting and Public presentation (Defence |       |

Recommended grade (arithmetic mean based on the aforementioned criteria)

Comments and further assessment remarks (up to 600 words):

Reviewer’s academic degree, title, academic unit/school (place of employment)
_________________________ /signature/_________________________ name and initials Date: