

Guidelines for Final Projects/ Theses Papers

Prepared by Students of the HSE Master's Programme 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 and theses;

A Thesis is a final graduation research paper;

A Project is a final graduation research-based design project;

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 the final project/thesis preparation) are standards and recommendations for preparation and assessment of final projects/theses;

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 the 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 the Final Projects/Theses 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 and Theses 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](#). These Guidelines use the terms and abbreviations defined in the this document, including specific terms and abbreviations as adjusted for these Guidelines.
- 1.2 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”).
- 1.3 These Guidelines spell out the deadlines and recommended procedures for the preparation, evaluation, presentation and publication of final project/theses.
- 1.4 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 the Final Project/Thesis Formats

- 2.1 Master's Programme Advanced Urban Design allows for two formats of diploma work: the Final Project or the Final Thesis. Every student must prepare and defend a Final Project or a Thesis as part of their FSC.
- 2.2 Students prepare Master's Final Projects or Theses during their second year of study.
- 2.3 Students are allowed to make a choice between a Final Project or a Final Thesis. The Academic Supervisor of the Master's programme should endorse this choice.
- 2.4 Final Projects or Theses are to be prepared in English.
- 2.5 Final Projects or Theses are subject to review and public presentation before an examination committee.
- 2.6 HSE faculty and representatives of other institutions may review student Final Projects or Theses.
- 2.7 Students must upload their Final Projects or Theses to the LMS system (hereafter, "LMS"), as well as go through the "Anti-plagiat" system <https://www.hse.ru/en/studyspravka/plagiat>. Final Projects or Theses 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 Project/Thesis, 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](#)).
- 2.8 Final Theses 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.

A Final Thesis is an individual research paper prepared by a student in a text format; it includes a completed research study.

Students prepare Final Theses pursuant to the requirements for execution, formatting and presentation of Final Theses (see pp. 13-17 hereof).
- 2.9 Final Projects are prepared as conceptual schemes for urban development based on research and propose new patterns or a strategy or a convention for the construction of an object or a new system (physical as well as metaphysical) in contemporary environment.
- 2.10 A Final Project is comprised of the following parts: 1. Project Brief that includes a problem statement and Research/Project objectives and is presented in a text format; 2. Research study in a text format with illustrations and diagrams; and 3. Project proposal that should include explanatory texts, diagrams, spatial schemes, and other visual materials explaining the concept and future impact of the Project. For the Final presentation (Defence) students are also obliged to design and print two A1 panels to be mounted for public viewing (see pp. 20-21 hereof).

A Final Project is an individual Project or a collective Project executed by not more than two students. Decision, allowing students to work collectively, should be confirmed by the Academic Supervisor and the Project Supervisor.
- 2.11 After finishing term papers in their first year of studies, students may change their field of research/project and supervisor when they proceed to work on their Final Project or Thesis. However, it is strongly recommended to see the Final Project or Thesis as continuation of the term paper.
- 2.12 If a student decides to pursue the same field of research, the Final Project or Thesis may be based on his/her term paper as a research source (through citations and references). However, the Final Project or Thesis must not **fully or partially incorporate the text** of the student's term paper. First year term paper may be referenced in the Final Project or Thesis in the same way as any other source.

3 Proposals for Final Projects/ Theses Topics

- 3.1 A list of topics shall be based on proposals from the HSE faculty, as well as staff members of other subdivisions at the University.
- 3.2 Final Projects and Theses topics may be proposed by representatives of external organizations.
- 3.3 The Programme Office collects information on proposed topics 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 Final Projects and 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 Final Projects/Theses 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 Final Project/Thesis 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 and 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 Final Projects and 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/thesis.

4 Stages of the Final Project/ Thesis Preparation

- 4.1 The process for the Final project/Thesis preparation includes the following required stages:
 - a student chooses a topic for his/her Final Project/Thesis (including a preliminary study of literature on relevant topics of the Final Project/Thesis and a feasibility study);
 - the student familiarizes his/herself with recommendations and requirements for preparing and formatting a Final Project/Thesis;
 - 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 Thesis or a compact description of the Project to his/her supervisor;
 - the student receives the supervisor’s approval of the Thesis synopsis or of the description of

the project;

- the Thesis synopsis/ Project description 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; for the Project the Brief is prepared;
- the Thesis draft is presented at a research seminar; the Project draft is presented at the project workshop;
- a final draft of the Final Project/Thesis is first submitted to the supervisor, to be subsequently corrected, if necessary;
- the Final Project/Thesis is uploaded to LMS, and is subject to review via the “Anti-plagiat” system:
- a last version of the Final Project/Thesis is submitted to the supervisor and a reviewer;
- a last version of the Final Project/Thesis is submitted to the Programme Office electronically and in hard copy;
- the Final Project/Thesis is evaluated and reviewed by the supervisor;
- the Final Project/Thesis is reviewed by an external critic;
- a public presentation of a Final Project/Thesis is conducted in presence of the SEB.

4.2 A student must prepare a schedule of work on his/her Final Project/Thesis 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 Final Project/Thesis supervisor, as well as advisors on the Final Project/Thesis (if any);
- topic of the Final Project/Thesis;
- milestones (main parts of the Final Project/Thesis) and relevant deadlines, when the student must submit the results to his/her supervisor.

4.3 The work schedule shall be signed by the student and his/her supervisor and subsequently approved by the Programme’s Academic Supervisor.

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

5 Deadlines for Different Stages of Final Project/Thesis Preparation

5.1 Monitoring of the progress and quality of the Final Project/Thesis 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 thesis preparation.

5.2 Stages and Deadlines for Selection and Finalization of the Project/Thesis Topics

No.	Stages	Responsible party	Deadlines
1.	Collection of proposed topics for the Final Projects/Theses, entry of data on proposed topics and supervisors into the LMS	Programme Office	October 10 of the ongoing academic year
2.	Publication of provisional topics of Final Projects/Theses on the programme's website	Programme Office	No later than October 20 of the ongoing academic year
3.	Topic proposals and adjustments/changes suggested by a review of topics proposed by students	Students/ Academic Supervisor of the Programme/ Academic Council	No later than November 10 of the ongoing academic year
4.	Selection of the Final Projects/Theses topics by students and submission of applications approved by the supervisor	Student	No later than November 20 of the ongoing academic year
5.	Review of proposed topics by the Academic Council, as well as administration of topic selection and the approval procedure	Academic Supervisor of the Programme/ Programme Office/ Academic Council	No later than December 01 of the ongoing academic year
6.	Assigning the Final Projects/Theses topics by directive, and notifying supervisors	Programme Office / Academic Supervisor /GSU Dean	The directive shall be issued no later than December 15 of the ongoing academic year
7.	Changing or revising Final Project/ Thesis topic, based on a student's application, and authorization as per the GSU Dean's directive	Students / Academic Supervisor of the Programme/ GSU Dean, Programme Office	No later than one (1) calendar month before the official deadline for final submission of the final version of the term paper/thesis to the Programme Office

No.	Stage	Responsible party	Deadlines
8.	Changing the supervisor of the Final Project/Thesis based on the student's application, and authorization as per the GSU Dean's directive	Students / Academic Supervisor of the Programme/ GSU Dean/ Programme Office	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
9.	Changing the supervisor of the Final Project/Thesis, based on the student's application, and authorization as per the GSU Dean's directive	Students (second year Master's students)/ Academic Supervisor of the Programme/ GSU Dean/ Programme Office	No later than one (1) calendar month before the official deadline for final submission of the final version of the thesis to the Programme Office

5.3 Main Stages and Deadlines for Final Projects/Theses Preparation and Presentation (Dates are indicated as per the Academic Year 2017/2018)

Date	Phase	Responsibility	Comments
October 10	Collection of proposed topics for Project/ Thesis from supervisors	Academic Supervisor of the Programme	
November 01	Students discuss the topics or propose their own	Student/ Academic Supervisor of the Programme	
November 20	Project/Thesis topics (full title) are selected by students, approved by their Supervisors and submitted to Programme Office – fill out the form on the Google Drive	Student	
November 25	Submit an official Application Project/ Thesis topics form signed by the Supervisor to Programme Office	Student	via email

December 01	Review of proposed topics by the Academic Council and approval	Academic Supervisor of the Programme	
December 15	Assigning Project/Thesis topics and supervisors by directive	Programme Office /GSU Dean	
February 15	Submission of the Project description/Thesis Synopsis and a Work Plan	Student / Supervisor	Min. 1000 words Font 11; Times NR; 1,5 lines interval
March 26	Preliminary presentation of the Project/Thesis	Student, GSU	
April 28	Midterm Presentation of the Project/Thesis. Research and Brief Parts are complete.	Student, GSU	
April 30 (35 days till the Final presentation)	External Reviewers are confirmed and assigned by directive	Academic director/ Supervisor / Student/ GSU office	
April 30	Last day for application submission for Topic or Supervisor changing signed by the new Supervisor to Programme Office	Student/ Supervisor	The new topic and supervisor should be approved by Academic Supervisor before this deadline
May 10 (30 days till the Final presentation)	Assigning changing for topics and supervisors by directive	GSU Office	
May 10 (30 days till the Final presentation)	Submission of the first Project/Thesis draft	Student/ Supervisor / GSU Office	
May 26 (13 days till the Final presentation)	Complete Project/Thesis is submitted to the Supervisor	Student / GSU Office	If the work is not submitted on time, the student will not be allowed to present at the Final Presentation; the new date will be defined for him/her next year

May 29 (10 days till the Final presentation)	Students upload their Projects/Papers to LMS system	Student	If plagiarism is detected university will take administrative actions according to the HSE Rules and Regulations
May 30 (9 days till the Final presentation)	“Anti-plagiarism” check via Turnitin System	GSU Office	
May 31 (8 days till the Final presentation)	Supervisor's review is submitted to the GSU office	Supervisor	
June 1 (7 days till the Final presentation)	Submission of the Printed project/ Thesis + abstract + Supervisor's review + QR-code confirmation from LMS with «Anti-plagiarism» information	Student	If the work is not submitted on time, the student will not be allowed to present at the Final Presentation ; the new date will be defined for him/her in the second year of the Programme
June 1 (7 days till the Final presentation)	Project/ Thesis should be sent to an External Reviewer	Student	Programme manager should be copied in all correspondence with an External Reviewer
June 5 (3 days till the Final presentation)	Written feedback from an External Reviewer is sent to the GSU office	External Reviewer	
June 6 (2 days till the Final presentation)	Student receives feed-back from an External Reviewer	GSU Office	
June 8	Final Presentation - Defense	Academic director of the Programme	Thesis Supervisor should be present in person or via Skype

5.4 Main Stages and Deadlines for Final Project/ Thesis Preparation and Public presentation (Defence)

No.	Project / Thesis	Responsible party	Deadlines	Notes:
1.	Approving of Project description and a work plan	Student / Supervisor	February	
2.	Preliminary presentation	Student / Academic Supervisor	Approved by the GSU Dean	
3.	Appointment of a reviewer initiated by the Academic Supervisor and enacted as per the Dean's directive	GSU Dean/ Academic Supervisor /Reviewer	A directive shall be signed by the Dean no later than 30 days before the scheduled presentation	
4.	Submission of the first draft of the Project/ Thesis	Student/ Supervisor / Programme Office	Pursuant to the approved schedule, but no later than 30 days to the appointed date for the presentation	
5.	Providing the final version of the student's Project /Thesis to the supervisor (e.g., via e-mail)	Student	No later than 13 days before the scheduled presentation	If a student fails to submit a thesis by the deadline, he/she shall not be admitted to the FSC and is subject to dismissal
6.	Checking the paper in the "Anti-plagiat" system («Антиплагиат»)	Student	No later than 9 days before the scheduled presentation	If any cases of plagiarism are detected, the Procedures for Applying Disciplinary Measures for Violation of Academic Standards for Student Papers at National Research University Higher School of

				Economics, as attached to the Internal Regulations of the University shall be applicable
7.	Supervisor's review	Supervisor	No later than 8 days before the scheduled presentation	
8.	Submission of the Project 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 Submission deadlines are specified in the log.	Student	No later than 7 days before the presentation	If a student fails to submit a Final Project/Thesis by the deadline, he/she shall face academic failure and not be admitted to presentation
9.	Forwarding the Project/Thesis to a reviewer	Programme Office/ Reviewer	The Programme Office must forward each thesis for a review within 3 calendar days from its receipt	
10.	Submission of the review	Reviewer/ Programme Office	No later than 2 days before the presentation	
11.	Notifying the student of the review's content	Programme Office / Student	No later than 5 days before the presentation	
12.	Submission of the Project/Thesis to the SEB along with reviews provided by the supervisor and the reviewer	Programme Office / SEB	No later than 2 days before the presentation	

13.	Public presentation (defence)	Student/ Supervisor/ Academic Supervisor/ GSU Dean	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 20 of the ongoing academic year	If the student is absent from the presentation for a valid reason, he/she will have an opportunity to defend the Project/Thesis on another day, within the period established for presentation of Project/Thesis
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6 Final Project/ /Thesis Supervision

6.1 A supervisor appointed by the GSU Dean's directive shall be responsible for overseeing a student's Final Project/Thesis.

6.2 Final Project/Thesis 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.

6.3 The supervisor may supervise up to three (3) Final Projects/ Theses during the academic year.

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

6.5 Final Project/Thesis supervisors must perform the following duties:

- advising students on how to shape a final topic for their Final Project/Thesis, drafting Final Project/Thesis outlines, and preparation schedules, drawing up a Project description/ Thesis 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 exploration and development; (Annex 1)
- monitoring the progress and quality of Final Project/Thesis 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 Final Project/Thesis;
- assessing the quality of Final Project/Thesis as per established requirements (in particular, providing a review);
- confirming Final Project/Thesis information that students intend to publish on HSE's corporate portal (website) and other public online platforms.

6.6 Final Project/Thesis supervisors are entitled to:

- select a suitable mode of interaction with students (e.g., agreeing on a Final Project/Thesis 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 Final Project/Thesis 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 students' Final Project/Thesis;
- take part in committee proceedings at Final Project/Thesis presentations;
- take part in SEB proceedings at Final Project/Thesis presentations (defences).

6.6 If a Final Project/Thesis supervisor is not employed at HSE, monitors appointed from among the University's staff must assume the following duties:

- regularly checking the progress of Final Project/Thesis preparation against a student's outline and preparation schedule (jointly with the Final Project/Thesis supervisor);
- notifying the Programme Office if students are behind schedule.

6.7 For interdisciplinary Final Project/Thesis, up to two (2) advisors may be appointed.

6.8 Advisors must:

- advise students on selecting appropriate research or project methodology, scholarly literature and resources;
- advise students on the content of their Final Project/Thesis.

6.9 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.

6.9.1 Change of Final Project/Thesis 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.

6.9.2 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 Final Project/Thesis. In turn, the Academic Supervisor of the Programme may reject the student's request to change the supervisor, with an explanation provided.

6.9.3 The supervisor may submit a substantiated request stating his/her refusal to supervise a student's Final Project/Thesis, 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 Final Project/Thesis.

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

7 Administration of Final Project/Thesis Preparation

7.1 Iterative monitoring and administration of Final Project/Thesis preparation shall be conducted by Academic supervisor through preliminary synopsis presentations, as well as preliminary presentations of Final Project/Thesis.

7.2 The deadlines and requirements for a draft Final Project/Thesis presentation (defence), as well as the schedule for a Final Project/Thesis preliminary presentation, are described 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 Project proposal/draft Thesis (synopsis) and a preliminary presentation of a Final Project/Thesis 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 Final Project/Thesis Assessment Criteria

8.1 The contents of the Final Project/Thesis must correspond to the Programme’s key focus areas. In their Final Projects/Theses, 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 Final Project/Thesis 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 Final Thesis on a 10-point grading scale on the basis of the following criteria:

- 8.3.1 the correlation of the Final Thesis’ 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 Final Project/Thesis Preparation, Formatting and Public presentation \(Defence\)](#) (paragraph 14 hereof).

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

- 8.4.1 the correlation of the Final Project’ 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](#);

Part 1. Project Brief.

- 8.4.2 clarity and relevance of a problem or an opportunity stated in the Project Brief;
- 8.4.3 novelty of the Project Brief and originality of the chosen approach;
- 8.4.4 scale of action: does the Brief call for a one-off solution for a particular territory or give an opportunity to create a prototype, a a system or a network on a larger scale?

Part 1. Research.

- 8.4.5 relevance of the problem/matter being researched; level of response to the Project Brief;
- 8.4.6 acquaintance with scientific/academic research methods (e.g., adequate use of methodological tools and relevance of goals vis-a-vis the results generated);
- 8.4.7 quality, novelty and relevance of the sources presented in the Research part, and grounds for their use; relevance of the sources to the particular problem, hypothesis and objective of the given research;
- 8.4.8 interconnection between the data/information presented in the text and the established research objectives; reliability and novelty of the results; ability to work independently;
- 8.4.9 presentation of the student's own opinion; sustainability of conclusions and recommendations; relevance of conclusions to the research objectives and to the Project Brief;
- 8.4.10 ability to conduct research as a basis for further projective exploration and concept development;

Part 3. Project Proposal.

- 8.4.11 quality and novelty of the proposed design solution;
 - 8.4.12 quality and accuracy of the visual materials: maps, infographics, plans, sections, collages, renders, etc.;
 - 8.4.13 adequacy of response to the Project Brief and logical interconnection with the Research Part of the Project;
 - 8.4.14 ability to design systematically and in a holistic manner, activating competencies and expertise from various fields;
 - 8.4.15 consistency of the Project narrative and argumentation;
 - 8.4.16 practical applicability of the Project proposal;
- 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 Final Project/Thesis, as well as its other important characteristics;
- 8.6 A review may include questions that the student must answer at his/her presentation (defence).
- 8.7 Forms for reviews provided by supervisors and reviewers are presented in [Annex 3/3A](#) and [Annex 4/4A](#), respectively.
- 8.8 The committee shall evaluate a Final Project/Thesis on a 10-point grading scale, on the basis of the student's presentation, annotation and Final Project/Thesis itself, and answers to questions given, as well as the review and grade provided by the supervisor.
- 8.9 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 Final Project/Thesis. Based on the results of this discussion, a grade for the presentation of the student's paper shall be assigned.
- 8.10 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.

- 8.11 The final grade shall be determined on the basis of the consensus between the committee members with a recommendation of a supervisor and an external reviewer taken into account.
- 8.12 In case of collective projects executed by two students, the grade can be the same for both authors or can reflect the proportion and quality of individual input as per recommendation of the Project Supervisor and the Academic director of the Programme.
- 8.13 **Students shall be responsible** for solutions, conclusions, accuracy of calculations and the presentation of their Final Project/Thesis. 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).

9 Appointment of Reviewers and Requirements for Final Project/Thesis Reviews Written by Such Persons

- 9.1 Candidates to the position of reviewer of a given Final Project/Thesis shall be proposed by the Academic Supervisor of the Programme and the individual supervisor of the Final Project/Thesis. 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.
- 9.2 Reviewers must analyse the main tenets of the Final Project/Thesis 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 (design) 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](#).
- 9.3 The format for review to be drawn up by reviewers is provided in [Annex 4/4A](#).

10 General Requirements for Final Project/Thesis (Defence)

- 10.1 A negative review presented by a supervisor and/or reviewer does not prevent a student from presenting his/her Final Project/Thesis for public presentation (defence).
- 10.2 As per the decision of the Academic Supervisor, a Final Project/Thesis 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 Final Project/Thesis 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 Final Project/Thesis
- 10.4.1 Procedure for the Final Project/Thesis public presentation (defence):
- a student’s presentation of his/her Final Project/Thesis (up to 20 minutes) with slides;
 - 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 Final Project/Thesis (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 Final Project/Thesis. He/she may use written notes on the main points of the Final Project/Thesis 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 Final Project/Thesis.
- 10.5 Special features of Final Project/Thesis public presentation (defence):
- 10.5.1 Final Project/Thesis 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 thesis public presentation (defence)
- 10.6.1 A Final Project/Thesis 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 Final Project/Thesis Retakes

- 11.1 Final Project/Thesis
- 11.1.1 Students are considered to have failed their Final Project/Thesis if they have received a fail grade or were not admitted to a Final Project/Thesis 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 Final Project/Thesis as deemed necessary. Furthermore, the topic of the term paper may also be changed in such cases. All changes to Final Project/Thesis topics must be authorized by the GSU Dean’s directive.
- 11.1.2 Students with failed Final Project/Thesis must address such failure as prescribed in the

Regulations for Interim and Ongoing Assessment of HSE Students.

11.2 Final Project/Thesis retakes

- 11.2.1 Students, who were not admitted to a Final Project/Thesis 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 Final Projects/Theses

- 12.1 Defended Final Project/Thesis 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 Final Project/Thesis may be published on the HSE corporate portal for public access.
- 12.3 Defended theses 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 theses may be published on the HSE corporate portal (website) for public access as stipulated in the University's bylaws.

13 Requirements for Formatting and Size of Final Projects/ Theses

13.1 Formatting and Size of Final Theses

The mandatory general rules for formatting of the Final Theses shall be applicable to the entire text of a given thesis.

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 Final Theses:

- font – Times New Roman;
- font size – 11;
- interline spacing – 1.5;
- paragraph break – 12.5 mm;
- fields: upper – 20 mm; bottom – 20 mm; left – 25 mm; right – 15 mm;
- header space: upper – 10 mm; bottom – 10 mm.

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.
 - • Appear at the bottom of the page, centered.
- 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.

All sources of literature, information, illustrations and any other quoted or interpreted materials must contain references. Bibliographic references and bibliography lists shall be provided pursuant to the requirements of APA 6 ([American Psychological Association, 6th edition](#)).

Example:

Source in the text: (Oliveira, 2013)

In bibliography: Oliveira, V. (2013). Morpho: a methodology for assessing urban form. Urban Morphology, 17(1), 21–33.

The size of a paper is measured in units. Thus, one unit is equivalent to 40 000 characters (approx. 20 000 words), including punctuation marks, figures and spaces. It includes bibliography but excludes annexes.

Recommended thesis size– 1 - 2,5 units of 40,000 characters.

13.2 General Rules for Formatting and Sizes of Final Projects

As three parts of the Final Project are different in purpose and formats, different formatting rules should be applied to each of the parts.

Part 1. Project Brief

In general, the formatting of Part 1 follows the rules for Formatting of the Final Thesis. Part 1 is presented in the text format and could include *1 illustration and 1 diagram* with captions.

The following parameters are applicable:

- font – Arial;
- font size – 11 for the main text; 10 - for captions;
- interline spacing –1.5;
- paragraph break – 12.5 mm;
- fields: upper – 20 mm; bottom – 20 mm; left – 25 mm; right – 15 mm;
- header space: upper – 10 mm: bottom – 10 mm.

The size of Part 1 is measured in characters, including punctuation marks, figures and spaces. Recommended size for Part 1 is 5 000 characters (app. 2 A4 pages, 1 spread).

Part 1. Project Research.

In general, the formatting of Part 2 follows the rules for Formatting of the Final Theses. This Part is presented in a text format and could include some illustrations, diagrams, and maps with captions.

It is advisable to commence the Introduction, individual sections, 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:

- font – Arial;
- font size – 11;
- interline spacing –1.5;
- paragraph break – 12.5 mm;
- fields: upper – 20 mm; bottom – 20 mm; left – 25 mm; right – 15 mm;
- header space: upper – 10 mm: bottom – 10 mm.

All sources of literature, information, illustrations and any other quoted or interpreted materials must contain references. Bibliographic references and bibliography lists shall be provided pursuant to the requirements of APA 6 (American Psychological Association, 6th edition)

Source in the text:

(Oliveira, 2013)

In bibliography:

Oliveira, V. (2013). Morpho: a methodology for assessing urban form. *Urban Morphology*, 17(1), 21–33.

The size of Part 2 is measured in characters, including punctuation marks, figures and spaces. It includes bibliography but excludes annexes.

Recommended size for Part 1 is 25 000 -30 000 characters (app. 10-12 pages; 5-6 A4 spreads).

Part 3. Project Proposal

The size of Part 3 is measured in spreads (2 A4 pages). Recommended size for Part 3 is not less than 5 spreads that can contain illustrations, maps, diagrams, photographs, renders, etc.

Project Panels.

For the Final presentation of the Project, students are also obliged to print two A1 panels, on which they show all three parts of the Projects. Brief and Research should be presented on Panel 1 and the Project Proposal - on Panel 2. Both Panels should be mounted on the wall one day prior to the Defence for the purview of the general public and the SEB. The Panels are not part of the Package to be submitted to the Programme Office and to the LMS, but they are an integral part of the Final Project. The standard layout for the Panels is provided by the Programme Office after the midterm review and is mandatory for all Projects.

14 Recommendations for the Final Projects/Theses Preparation, Formatting and Public presentation (Defence)

These recommendations for the preparation of Final projects/Theses, as well as their formatting and public presentation (defence), are applicable to all student Final Projects/Theses.

Final Projects/Theses are prepared by students individually (or in case of collective Projects in teams of two), using contemporary urban research methods, and shall be devoted to relevant problems in urban studies and urban design. Furthermore, Final Projects/Theses represent a project or a completed research paper with results correlating to the topic, goals and objectives formulated by a given author.

In a Final Project/Thesis, a student must demonstrate his/her theoretical, methodological, empirical and design 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.

Section I. PREPARATION OF FINAL PROJECTS/THESES

Selecting a topic for the Final Project/Thesis, and its preparation and progress monitoring

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

A Final Project/Thesis 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.
- present an opportunity for a relevant project proposal

Contents and Structure of the Final Project

The structure of the Final Project must include the following elements:

- Front page;

- Table of contents;
- Annotation
- A list of abbreviations;
- Project Brief, a short introductory text stating the objectives and deliverables of the Project;
- Project Research, consisting of a undefined number of sections, depending on the topic, range of applied methods, and other factors;
- Project Proposal, consisting of an undefined number of section and presenting the main design scheme that responds to the Brief and is research-based;
- Bibliography;
- Annexes (if any)

Final Project Front Page

The title page of a Final Project is formatted pursuant to requirements of [Annex 2](#), respectively.

Final Project Table of Contents

Contents shall include the titles of the main parts of a Final Project and the individual numbers of pages: Brief, Research part with the titles of chapters and paragraphs/sections inside the chapter (if any), Project Proposal bibliography and annexes (if any).

Project Brief

Project Brief is an assignment that is based either on an external brief provided by an interested client or an organisation/institution or on student's own problematization and a case for change. The Brief should clearly state a problem that a project can solve or an opportunity that a project can explore and exploit.

It should also define the territory and context of the project (e.g. an area, a city, a district, etc.) and state the objectives and deliverables for both the Research part and the Project Proposal.

Project Brief is a written document of about 5000 characters that can include the following subchapters: problem or opportunity statement; definition of the territory; parties involved; project objectives and requirements; research objectives; and project deliverables.

Project Research

As the Final Project should be research-based, the important part of the Project is the Research study that responds to the objectives stated in the Brief and forms a basis for the Project Proposal. Research is presented in the text format with illustrations and diagrams. In structure, logic and language it follows the general requirements for the term paper (see the document Guidelines for the Term paper), although it does not need to adhere strictly to the exact same composition of chapters. However, for this part it is mandatory to formulate the research question (s), explain the methodology, present the research finds in a clear and articulate form, and end with the conclusions and recommendations for the Project Proposal.

Project Proposal

This part should present an integrated design scheme with fact-based rationale. The Proposal is expected to be based on critical and design thinking and respond adequately to the Project Brief. The elements of the Proposal depend on the design approach and the scale of operation and can include a manifesto, a prototype for future projects, a system, a development plan, a programme of events, a description of a platform, a manifesto, a set of recommendations, (new) standards, rules and regulation, a design of the physical object(s), a scheme for spatial organisation, description of a (new) software,

budget calculations, and a communication strategy. Project Proposal is expected to be holistic and supported by expertise of a wide range of professionals.

This part of the Final Project should be rich in original visual information, such as graphs, photos, renders, collages, etc., produced by the student him/herself. All visual references and imported images should be attributed in both the written report and the Final Project panels as follows: full name of the author, name of the project, year when the image was taken or produced, source.

Bibliography

A Final Project'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 Research Part's narrative).

Contents and Structure of the Final Thesis

The structure of the Final Thesis must include the following elements:

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

The individual characteristics of the Final Thesis' 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.

Final Thesis Front Page

The title page of a Final thesis is formatted pursuant to requirements of [Annex 2](#), respectively.

Final Thesis Table of Contents

Contents shall include the titles of the main parts of a term paper/thesis 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.

Final Thesis Introduction

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

Relevance of the Final Thesis 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 the relevance of the topic 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/thesis' topic and thereby determine and select the relevant goals and objectives of the current research;

Formulating the goal of the Final Thesis, thus clarifying the topic of the research and formulating its final result;

Formulating the objectives of the Final Thesis, in regards to their consistent implementation so as to achieve the goal of the term paper/thesis;

*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 *Final Thesis*;

Research subject matter, thus representing a part of the formulated topic of the *Final Thesis*;

Theoretical (conceptual) foundations of the research, given as titles of theories or authors, whose concepts are used or referenced in the term paper/thesis 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 Final Thesis, 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 Final Thesis, whereby problems in urban planning are enumerated, upon which this Final Thesis is focused;

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

Main Body of the Final Thesis

It is **advisable** (but not mandatory) to present the main body of *Final Thesis* 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 hypotheses 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/thesis should only include an analysis of those theories and sources, which are key in highlighting the author's objectives and applicable to the research.

Final Thesis' 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/thesis, 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/thesis, 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/thesis owing to their redundancy.

SECTION II. NARRATIVE STYLE OF FINAL PROJECTS//THESES

The text of a given Final Project/Thesis 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 Final Project/Thesis must be used in the text.

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 the Final Project/Thesis.

Authors must employ an academic style, free from extra exaltation 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 Final Project/Thesis:

- 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 Final Project/Thesis, 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 Final Project/Thesis, 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 parentheses 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 Final Project/Thesis list of abbreviations.

SECTION III. PRESENTATION/DEFENCE PREPARATIONS AND PRESENTATION/DEFENCE OF FINAL PROJECTS/THESES

The final grade presented by the examination committee for a student's final work highly depends on his/her oral presentation. The presentation of a Final Project/Thesis 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:

- Final Project/Thesis topic;
- relevance of term Final Project/Thesis;
- goals and objectives of Final Project/Thesis;
- scientific or/and design novelty of Final Project/Thesis;
- principal results of Final Project/Thesis;
- practical relevance of Final Project/Thesis;
- key areas for further research or projective explorations.

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).

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 Final Project/Thesis public presentation (defence). In case of the Final Project, printed A1 panels are to be provided along with the printed document and oral presentation. (see paragraph 13.2)

Annex 1

RECOMMENDED SCHEDULE FOR THE FINAL THESIS DEVELOPMENT

/schedule for the Final Project development is to be defined by the student with an academic supervisor/

Academic Supervisor of the AUD Programme

A.I. Smirnova

_____, 20__

Student

Supervisor

Topic of the Final Thesis

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

Supervisor
Name, signature
Date

Student
Name, signature
Date

NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS

Vysokovsky Graduate School of Urbanism
Author's full name

**TOPIC OF THE FINAL PROJECT/ THESIS
MASTER'S DEGREE**

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____

**National Research University Higher School of Economics
Vysokovsky Graduate School of Urbanism
Supervisor's Review of the Final Thesis**

Full name of student

a ___ year student ___ enrolled in the Master's Programme in Advanced Urban Design

Topic:

No	Evaluation criteria*	Grade
1	The Final thesis' 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 .	
2	Relevance of the research problem/subject	
3	Acquaintance with scientific research methods; Adequate use of methodological tools and relevance of goals with respect to the achieved results.	
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 Final Projects/Theses Preparation, Formatting and Public presentation (Defence)	
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:

**National Research University Higher School of Economics
Vysokovsky Graduate School of Urbanism
Supervisor's Review of the Final Project**

Full name of student

a ___ year student ___ enrolled in the Master's Programme in Advanced Urban Design

Topic:

No	Evaluation criteria*	Grade
1	The Final Project 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 .	
2	1. Project Brief. 1. clarity and relevance of a problem or an opportunity stated in the Project Brief; 2. novelty of the Project Brief and originality of the chosen approach; 3. scale of action: does the Brief call for a one-off solution for a particular territory or give an opportunity to create a prototype, a system or a network on a larger scale?	
3	2. Project Research 1. relevance of the problem/matter being researched; level of response to the Project Brief; 2. acquaintance with scientific/academic research methods (e.g., adequate use of methodological tools and relevance of goals vis-a-vis the results generated); 3. quality, novelty and relevance of the sources presented in the Research part, and grounds for their use; relevance of the sources to the particular problem, hypothesis and objective of the given research; 4. interconnection between the data/information presented in the text and the established research objectives; reliability and novelty of the results; ability to work independently; 5. presentation of the student's own opinion; sustainability of conclusions and recommendations; relevance of conclusions to the research objectives and to the Project Brief; 6. ability to conduct research as a basis for further projective exploration and concept development;	
4	3. Project proposal 1. quality and novelty of the proposed design solution; 2. quality and accuracy of the visual materials: maps, infographics, plans, sections, collages, renders, etc.; 3. adequacy of response to the Project Brief and logical interconnection with the Research Part of the Project; 4. ability to design systematically and in a holistic manner, activating competencies and expertise from various fields; 5. consistency of the Project narrative and argumentation; 6. practical applicability of the Project proposal;	
5	Form and rationale of the Project, its structure, clarity, accuracy and format of work, pursuant to the requirements specified in the Recommendations for Final Projects/Theses Preparation, Formatting and Public presentation (Defence)	
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:

**National Research University Higher School of Economics
Vysokovsky Graduate School of Urbanism
External Review of the Final Thesis**

Full name of student _____

a ___ year student ___ enrolled in the Master's Programme in Advanced Urban Design

Topic: _____

No	Evaluation criteria*	Grade
1	The Final Thesis' 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 .	
2	Relevance of the research problem/subject	
3	Acquaintance with scientific research methods; Adequate use of methodological tools and relevance of goals with respect to the achieved results.	
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 Final Projects/Theses 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:

**National Research University Higher School of Economics
Vysokovsky Graduate School of Urbanism
External Review of the Final Project**

Full name of student

a ___ year student ___ enrolled in the Master's Programme in Advanced Urban Design

Topic:

No	Evaluation criteria*	Grade
1	The Final Project 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 .	
2	1. Project Brief. 1. clarity and relevance of a problem or an opportunity stated in the Project Brief; 2. novelty of the Project Brief and originality of the chosen approach; 3. scale of action: does the Brief call for a one-off solution for a particular territory or give an opportunity to create a prototype, a system or a network on a larger scale?	
3	2. Project Research 1. relevance of the problem/matter being researched; level of response to the Project Brief; 2. acquaintance with scientific/academic research methods (e.g., adequate use of methodological tools and relevance of goals vis-a-vis the results generated); 3. quality, novelty and relevance of the sources presented in the Research part, and grounds for their use; relevance of the sources to the particular problem, hypothesis and objective of the given research; 4. interconnection between the data/information presented in the text and the established research objectives; reliability and novelty of the results; ability to work independently; 5. presentation of the student's own opinion; sustainability of conclusions and recommendations; relevance of conclusions to the research objectives and to the Project Brief; 6. ability to conduct research as a basis for further projective exploration and concept development;	
4	3. Project proposal 1. quality and novelty of the proposed design solution; 2. quality and accuracy of the visual materials: maps, infographics, plans, sections, collages, renders, etc.; 3. adequacy of response to the Project Brief and logical interconnection with the Research Part of the Project; 4. ability to design systematically and in a holistic manner, activating competencies and expertise from various fields; 5. consistency of the Project narrative and argumentation; 6. practical applicability of the Project proposal;	
5	Form and rationale of the Project, its structure, clarity, accuracy and format of work, pursuant to the requirements specified in the Recommendations for Final Projects/Theses 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: