APPROVED by

the Academic Council

of the faculty of Social Sciences

Protocol #17(43) from 18.09.2018

**Requirements Guide**

**for the Term Paper and the Master’s Thesis preparation**

**of the master programme «Applied Statistics with Network Analysis»**

**National Research University Higher School of Economics**

**1. GENERAL REQUIREMENTS FOR TERM PAPER**

**1.1.** Term Paper is a part of master student’s learning activity and is a research or project form of study.

**1.2.** Working on Term Paper helps to deepen the student’s knowledge and skills that he/she receives during lectures and seminars; it also develops skills set for analytical, research, project activities, and information literacy skills.

**1.3.** Term Papers can be prepared in the following forms:

**1.3.1.** Research Term Paper consists of the analysis and consolidation of theoretical and empiric materials designed to solidify knowledge and skills obtained during studying at the Master’s Programme.

**1.3.2.** Course Project — well-grounded solution of a real-life problem (that is practical) which is based on system analysis of the chosen problem (situation).

**2. GENERAL REQUIREMENTS FOR THE MASTER’S THESIS**

**2.1.** Master Thesis is the mandatory element of the Master’s Programme. It is a format of the research or project. The Master’s Thesis defense is a mandatory part of the State Final Examination. The Master’s Thesis should be completed in a form of Master’s Thesis or master’s project.

**2.2.** Students choose the topic of the Master’s Thesis during the second year of study. Students can continue working on the topic they had chosen during the first year with the permission of the Academic Manager of the Programme, and the student’s scientific supervisor.

**2.3.** The formats of Thesis are:

**2.3.1.** Academic Thesis — that is the research made for the purposes of gaining new knowledge of the structure, features and regularities of the chosen topic. The Academic Thesis can be done in the case format.

**2.3.2.** Research Project Thesis — that is the solution of an applied problem with some product (project solution) as the outcome of the thesis.

**3. PREPARATION STAGES OF THE TERM PAPER AND THE MASTER THESIS**

**3.1. The stages of the Term Paper preparation**

**3.1.1.** The schedule of the Term Paper completion is coordinated by the student with the scientific supervisor officially appointed by the order, and stipulates the following dates:

|  |  |  |
| --- | --- | --- |
| **Stage** | **Requirements** | **Deadline** |
| The choice of the focal area of the Term Paper |  | 1st October |
| The approval of the preliminary topic of the Term Paper |  | 12th November |
| First draft of the Term Paper is provided to the supervisor by the student | The first draft should contain: the relevance of the topic (timeliness); the structure; research design, bibliography, expected results | 1st December |
| Predefence of the Term Paper on the research seminar | Oral presentation; the .pptx presented to the supervisor. Students should coordinate their presentation at least a week in advance | untill 1st March |
| The final draft presented to the scientific supervisor | Final corrections are added if necessary | 1st April |
| The final text of Term Paper is presented to the supervisor |  | 10 June |
| The text is uploaded to the LMS system in order to be checked for the plagiarism. |  | 10 June |
| The Term Paper is review |  | Untill 17th June |
| The supervisor has evaluated the Term Paper, and has written the review of the paper. |  |  |

**3.1.2.** Student has to submit the final version of the Term Paper to the supervisor and to the Study Office of their Programme within the time specified.

**3.1.3.** The review of the Term Paper is finished after the mark of the supervisor and the official review. The final mark is provided by the supervisor.

**3.1.4.** The Term Paper is rated upon the criteria set by this Protocol §8.2.

**3.2 Stages of the Master’s Thesis preparation**

**3.2.1.** **Preparing the Master’s Thesis project.** On this stage, the student must formulate a working hypothesis / idea, identify the problem to be solved in the Master’s Thesis, and propose the structure of the Master’s Thesis.

The student might prepare the Master’s Thesis project during the research seminars, as well as during individual meetings with their (potential) scientific advisor.

**3.2.2.** **Presentation of the first version of the Master’s Thesis.** The text of the first version of the Master’s Thesis must be given to the scientific advisor for review, the text may be then refined as needed. Presentation of the first version of the Master’s Thesis must happen no later than April 1st. If the first version of the text is not presented, the scientific advisor must inform the Study office of the student’s program either via e-mail or a special module in the LMS system. It is recommended for students to consult their scientific advisor at least once a month.

**3.2.3. Refining the Master’s Thesis, preparing the final version of the Master’s Thesis.** On this stage the student can correct and refine the text of their thesis if needed. On the completion of this stage (no later than May 25th), the student must present the final version as well as its abstract to the scientific advisor for review. The scientific advisor must hand in their review of the thesis to the Study office of the student’s program no later than a week after formally receiving the final version of the Master’s Thesis.

**3.2.4. Uploading the Master’s Thesis to the plagiarism detection system.** The students must upload the final version of the Master’s Thesis in an electronic (not scanned) format to a special “thesis support” module in the LMS, after which the Master’s Thesis is automatically sent to the plagiarism detection system.

**3.2.5. Presentation of the final version of the Master’s Thesis to the Study office.** The student must present the final version of their Master’s Thesis to the Study office of the master’s programme on paper (2 copies), with the abstract, the review from their scientific advisor, and the report from the plagiarism detection system no later than a date specified by a directive. (see §4.2.7).

**3.2.6.** **Peer review of the Master’s Thesis.** The reviewer could be chosen among the NRU HSE professors and researchers who do not take part in the implementation of the student’s master’s programme. A person from another higher education institution, or a representative of a commercial organization specializing in professions close to the topic of the Master’s Thesis also allowed to be appointed as a reviewer.

**3.2.7.** The reviewer must conduct an analysis of the main points of the reviewed Master’s Thesis, presence of the student’s point of view / design solution, scientific research / design skills, the soundness of the findings and recommendations, adequacy of the means used to achieve the result, credibility of the findings / usability of the of the designed products and solutions, their novelty and practical importance. The reviewer may assess the level of development of the author’s core skills specified by the educational standard of the NRU HSE. The Master’s Thesis is graded using the criteria set by this Protocol §8.4.

The study office sends the thesis for review no later than three weeks after receiving the Master’s Thesis. The reviewer writes the review and hands it in to the representative of the Study office no later than 4 days before the thesis defense.

**3.2.8.** **The Master’s Thesis defense** procedure is regulated by the Provision on State certification of graduates of the NRU HSE.

**4. SUPERVISING THE TERM PAPER AND THE MASTER’S THESIS**

**4.1. Supervising the Term Paper**

**4.1.1** The Term Paper is supervised by a supervisor, appointed on a directive from the Dean of the faculty.

**4.1.2.** In case the Term Paper is a real practical / research project, a co-supervisor may be appointed. The co-supervisor may be an employee of a third-party organization (from the key employers for a given program), or an employee of another educational institution (in case of a joint program). The key criteria for the co-supervisor selection are their professional (analytical, statistical, consulting etc.) experience, high level of understating of the research methods required to conduct the research in question.

**4.1.3.** Consultants (from the NRU HSE professors and researchers, or employees from third-party organizations, whose professional / academic interests are similar to the topic of the Term Paper) may be appointed in order to provide consulting support.

**4.1.4.** The appointment of a co-supervisor or a consultant happens on a proposal by the academic supervisor of the program (after a presentation by the Term Paper supervisor) by the means of a faculty’s Dean directive. The work of the consultants is regulated by the faculty.

**4.1.5.** Changing the supervisor, appointment of co-supervisors and consultants of the Term Paper happens on the faculty’s Dean directive no later than 1 month before the date of the presentation of the final version of the Term Paper, which is set by the study plan.

**4.2. Supervising the Master’s Thesis**

**4.2.1.** The Master’s Thesis is supervised by a supervisor, appointed on a directive from the Dean of the faculty.

**4.2.2.** Primarily, the NRU HSE employees with a doctoral degree, as well as practitioners with no less than 3 years of experience (including those employed at the NRU HSE as their second job), are appointed as supervisors.

**4.2.3.** Employees of third-party organizations (with no less than 3 years of experience) can also be supervisors, if the main body of work related to the preparation of the Master’s Thesis happens at their workplace.

**4.2.4.** For students supervised by supervisors who are not employees of the NRU HSE, a handler must be appointed from the employees of the NRU HSE implementing the program. Handlers control the progress of work related to the Master’s Thesis and its conformance to the rules regarding its content and formalization.

**4.2.5.** Consultants (from the NRU HSE professors and researchers, or employees from third-party organizations, whose professional / academic interests are similar to the topic of the Master’s Thesis) may be appointed in order to provide consulting support. Consultants have a voice when planning the Master’s Thesis, they must provide consulting support to the student.

**4.2.6.** For interdisciplinary works, up to 2 consultants may be appointed.

**4.2.7.** Changing the supervisor can happen no later than 3 months before the date of the presentation of the first version of the Master’s Thesis. Consultants and co-supervisors may be appointed at a later date, if needed.

**5. REQUIREMENTS FOR STRUCTURE, CONTENT, VOLUME AND EXECUTION OF THE TERM PAPER AND THE MASTER’S THESIS**

**5.1. General requirements for the Term Paper and the Master’s Thesis**

**5.1.1.** Term paper and Master’s Thesis represent a written report on the scientific research and must have an appropriate standard structure, i.e. consist of several interrelated parts of the text:

* **Title** page with the full name of the Laboratory and the NRU HSE, topic of the research with the names and signatures of the author and supervisor, the date of the official presentation of the work.
* **Table of Contents.**
* **Introduction.**
* **Theoretical part** - an analytical review of the scientific literature, the analysis of the conceptual framework, the analysis of theoretical and practical problem.
* **Empirical part** - a description of data collection and processing methods.
* **Conclusion** - summary about the significance of the work, beyond the limits of the studied or convertible object.
* **References.**
* **Applications.**
  + 1. **Introduction of Term Paper and Master’s Thesis** should give a general notion of the work and help the reader to understand the common idea of the scientific research. It must contain the following sections:
* relevance of research;
* scientific problem solved by the researcher;
* object and subject of study;
* purpose and hypothesis of the study;
* research objectives;
* research methods and techniques;
* empirical base of research;
* scientific novelty and practical significance of the research;
* text structure.

**5.1.3**. **The theoretical part** of the Term Paper and Master’s Thesis is an independent theoretical study of the student on selected issues. It should contain a complete review of the current state of the problems studied in Russian and foreign science. The theoretical part should have an internal structure that reflects the logic of the research. It may consist of one or several chapters. The number, volume and location of sections are determined by the logic of the presentation of the material. All listed sections should have their own number and meaningful title and be reflected in the table of contents. Each paragraph should end with a brief resume, summarizing the review in terms of its relevance to the overall objective of the study.

**5.1.4.** **The empirical part** is a report about the program of empirical research, methodology and procedure for collecting empirical data and their analysis. The standard structure may contain the following sections:

* an empirical research program, including a description of methods, procedures, research samples;
* description of the results;
* the discussion of the results;
* findings.

The empirical part can also be a description and analysis of a statistical consulting case (case) carried out by the researcher himself or of another project implemented for practical analytical purposes.

The number, order and meaningful names of paragraphs should reflect the essence and logic of the study. Also, in the empirical part should contain tables and figures, clearly showing the results of the study.

**5.1.5.** **The conclusion** should contain a general assessment of the results of the work done, its theoretical and empirical parts. It should describe the extent to which each of the tasks specified in the introduction is solved; it is concluded whether the hypothesis put forward in the introduction is confirmed. Also, in the conclusion clearly formulated the main conclusions of the research. Based on the results of the research, specific practical recommendations are formulated for specific specialists. It also identifies the limitations and shortcomings of the study performed, outlines the prospects for further development of the problem.

**5.1.6.** **References** should contain a bibliographic description of all sources cited in the work, made in accordance with GOST R7.05-2008.

**5.1.7.** **Applications** should contain stimulus material, keys and instructions for interpreting the methods used in the study, primary empirical data, as well as, if necessary, large tables, figures and other illustrative material that the author considers necessary to present in the work, but which when placed in the text overly clutter it and impede perception.

1. **REQUIREMENTS TO THE CONTENT OF THE TERM PAPER AND THE MASTER’S THESIS**

The Term Paper and the Master’s Thesis can be of two main types: project and research.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Term Paper or Master’s Thesis** | **Purpose of Term Paper or Master’s Thesis** | **What determines the type of work** | **The main elements of the structure** |
| Research | Getting new knowledge | Research question | Annotation  Introduction  Literature review  Methodology of research  Results  Conclusions and  discussion  Bibliography  Applications |
| Research as case study | Understanding the new experience, unique  practices, the mechanism of the "black box"" | Understanding the new experience, unique  practices, the mechanism of the "black box"" | Annotation  Introduction  Literature review  Methodology of research  Results  Conclusions and  discussion  Bibliography  Applications |
| Project | Developing a new intellectual product | Project idea | Annotation  Introduction  Literature review  Methodology of research  Results  Conclusions and  discussion  Bibliography  Applications |

**6.1. Term Paper requirements**

**6.1.1. Term Paper of a research type**

A Term Paper of a research type is a report on the self-planned and conducted by the student scientific research, including the results obtained and their interpretation, conclusions that would allow to expand the knowledge of the studied problems and possible ways to solve them. The motive for writing research paper can be an ambition to detect and fill gaps in existing scientific knowledge. The direction of this type of work is given by research questions and hypotheses, which are formulated on the basis of explanatory theories. Accordingly, the purpose of the Term Paper is to find answers to the questions posed, to confirm or to reject the formulated hypotheses.

The following basic requirements are imposed on research-type Term Papers (besides the general requirements listed above):

* the study, starting with the formulation of questions and hypotheses, should be based on theories recognized in the studied area and take into account the results of the most significant published studies; accordingly, the Term Paper should demonstrate the author’s knowledge and understanding of the scientific context of the work;
* the formulation of research questions and hypotheses must possess novelty, i.e. do not reproduce the already published works of other researchers;
* achieving the goals of the Term Paper should be related to the author’s own original research – designing the research methodology, planning research activities, collecting, processing and analyzing data, interpreting the results;
* the proposed research plan should not only meet the objectives set in the work, but also be realistic in terms of the possibilities to carry out the planned research;
* conclusions and recommendations on the further research directions and / or their practical use should be made on the basis of a critical analysis of the results obtained and the results of other scientific papers published on this topic;
* the text of the Term Paper should be logically structured and written in plain language for presentation not only to the supervisor and reviewer, but also to the entire professional community; and be appropriate for open access;
* the Term Paper should be supplemented with presentation materials for the defense and submission of applications for scientific conferences.

The result of research work, and this is welcome, may be a scientific publication prepared as part of work on an approved topic during the student’s studying at the master's program. Previously published scientific papers or works not related to the study at the master's program cannot be taken as the result of Term Paper.

* + 1. **Term paper of a research type in the form of a case**

The Term Paper of a research type in the form of a case is a report on the self-planned and conducted by the student research performed in the strategy of the case-study. This strategy, in contrast to a sample study or experiment, implies an in-depth study of the phenomenon of interest in its context. The case-study is aimed at explaining the reasons for the emergence and existence of the phenomenon, at researching the decisions that led to its occurrence (why they were taken, how they were implemented, what results they brought). For the rest, the Term Paper of this type is similar to the traditional research work: it must be obtained and interpreted the results of the student’s own research, made critical analysis and conclusions, allowing to expand the knowledge of events and phenomena of scientific and practical interest.

The motive for writing a work in a case-study strategy may be a desire to explain the emergence of a phenomenon that does not fit into existing theories, or a desire to explain how a scientifically established pattern is realized at the level of the object being studied, considered today as a “black box”. The direction of the case-study, as well as other studies, is given by the theory and research questions. However, in the case of a case-study research questions are formulated in terms of “how” and “why.” The purpose of the Term Paper is to find answers to the questions posed.

The following basic requirements are imposed on Term Papers in the form of a case (besides the general requirements listed above):

* the case-study object should be of interest to the professional community;
* the study should be included in the context of theories recognized in the studied area and the most significant published studies; accordingly, the Term Paper should demonstrate the author’s knowledge and understanding of this context;
* achieving the goals of the Term Paper should be related to the author conducting his own original research – designing the research methodology, planning research activity, collecting, processing and analyzing data, interpreting the results;
* special attention should be paid to the issues of ethical and authorized use of the information obtained in the study, including official authorization from the organizations on the basis of which the study was conducted;
* the proposed research plan should not only meet the objectives set in the work, but also be realistic in terms of the possibilities to carry out the planned research;
* conclusions should be made and recommendations for their practical use should be given on the basis of a critical analysis of the results obtained;
* the text of the Term Paper should be logically structured and written in plain language for presentation not only to the supervisor and reviewer, but also to the entire professional community; and be appropriate for open access;
* the Term Paper should be supplemented with presentation materials for the defense and submission of applications for scientific conferences.

Publication of Term Paper results in Russian and international journals is welcomed. In this case, it is allowed to prepare the text of the Term Paper in accordance with the format of the potential publication. It should be borne in mind that previously published scientific works or works not related to the study in the master's program cannot be accepted as a result of the Term Paper. The content and structure of the Term Paper in the form of case-study are similar to the content and structure of the research Term Paper (see previous section).

**6.1.3 The Term Paper of the project type**

Project Term Paper is a report about project development that allows you to create an intelligent product/ technology, and developed product itself. The direct result of the project (intellectual product) can be a complete data analysis for a corporate customer, methodological statistical development, etc. The difference between the project and research Term Paper is that the project Term Paper is focused on the application of theory to practice and the creation of the corresponding product, while the research Term Paper is aimed at obtaining new data, finding answers to research questions and increasing the knowledge.

The motive for writing project work may be the desire to develop realistically or potentially sought-after intellectual product. The direction of this work type is set by the search for project ideas and the choice of the best (or optimal for some parameters) managerial alternative to the project implementation. Accordingly, the purpose of the Term Paper is to find the project idea, the calculated embodiment of which will be the best (or optimal) version of the project, and in the development on its basis of the final intellectual product.

The following basic requirements are imposed on works of the project type (except for the general requirements listed above):

* the project should be based on the project idea chosen among alternatives, situation without alternatives is not allowed;
* the choice of a project idea from alternatives is made on the basis of their evaluation in according to clearly stated and valid criteria;
* search for project ideas should be based on published scientific work (theoretical, applied, research), including forecast, performed and published by recognized research organizations;
* the design of an intelligent product should be based on pre-project studies, including search, rationale and selection project idea, collection and analysis of information necessary to justify the parameters of intellectual product, analysis of costs, benefits and risks of its use;
* developed intellectual product, as a result of design, should be part of the Term Paper and presented in a separate section;
* in the Term Paper should be proposed criteria and methods for evaluating the effectiveness of product risk management measures;
* the text of the Term Paper should be logically structured and written in understandable language based on the presentation not only to the supervisor and the reviewer, but also in open access to the entire professional community;
* The Term Paper should be supplemented with presentation materials for the diploma defense and submission of applications for scientific conferences.

The preparation of the proposal of the developed product, as part of the Term Paper, in the format necessary for presentation to interested organizations and funds is welcomed. Previously developed projects that are not related to the Master’s programme cannot be accepted as a result of the Term Paper.

* 1. **Master’s Thesis content requirements**

The Master’s Thesis is an independent research or practical work done by a student, which contains a new solution to a problem that has both theoretical and practical importance in any field where the use of new methods of analysis allows finding fundamentally new solutions to problems or outlines the author’s scientific reasonable development of data handling techniques that provide solutions to important applied problems.

The requirements for the content of the Master’s Thesis include all the requirements described in relation to the content of the Term Paper. In addition, the Master’s Thesis is distinguished by a deeper theoretical study of the problem, a more thoroughly developed program of empirical research, a depth analysis of the data obtained and a higher level of generalization in the conclusions. Also in the Master’s Thesis should contain either the rationale and results of applying an integrated approach to data analysis, or more carefully developed, compared with the Term Paper, practical recommendations on the development of new methods.

The Master’s Thesis can be meaningfully related to the coursework, being its logical continuation and development.

* + 1. **Master’s Thesis of a research type**

A Master’s Thesis of a research type is a report on the self-planned and conducted by the student scientific research, including the results obtained and their interpretation, conclusions that would allow to expand the knowledge of the studied problems and possible ways to solve them. The motive for writing research paper can be an ambition to detect and fill gaps in existing scientific knowledge. The direction of this type of work is given by research questions and hypotheses, which are formulated on the basis of explanatory theories. Accordingly, the purpose of the Master’s Thesis is to find answers to the questions posed, to confirm or to reject the formulated hypotheses.

The following basic requirements are imposed on research-type Master’s Thesis (besides the general requirements listed above):

* the study, starting with the formulation of questions and hypotheses, should be based on theories recognized in the studied area and take into account the results of the most significant published studies; accordingly, the Master’s Thesis should demonstrate the author’s knowledge and understanding of the scientific context of the work;
* the formulation of research questions and hypotheses must possess novelty, i.e. do not reproduce the already published works of other researchers;
* achieving the goals of the Master’s Thesis should be related to the author’s own original research – designing the research methodology, planning research activities, collecting, processing and analyzing data, interpreting the results;
* the proposed research plan should not only meet the objectives set in the work, but also be realistic in terms of the possibilities to carry out the planned research;
* conclusions and recommendations on the further research directions and / or their practical use should be made on the basis of a critical analysis of the results obtained and the results of other scientific papers published on this topic;
* the text of the Master’s Thesis should be logically structured and written in plain language for presentation not only to the supervisor and reviewer, but also to the entire professional community; and be appropriate for open access;
* the Master’s Thesis should be supplemented with presentation materials for the defense and submission of applications for scientific conferences.

The result of research work, and this is welcome, may be a scientific publication prepared as part of work on an approved topic during the student’s studying at the master's program. Previously published scientific papers or works not related to the study at the master's program cannot be taken as the result of Master’s Thesis.

* + 1. **Master’s Thesis of a research type in the form of a case**

The Master’s Thesis of a research type in the form of a case is a report on the self-planned and conducted by the student research performed in the strategy of the case-study. This strategy, in contrast to a sample study or experiment, implies an in-depth study of the phenomenon of interest in its context. The case-study is aimed at explaining the reasons for the emergence and existence of the phenomenon, at researching the decisions that led to its occurrence (why they were taken, how they were implemented, what results they brought). For the rest, the Master’s Thesis of this type is similar to the traditional research work: it must be obtained and interpreted the results of the student’s own research, made critical analysis and conclusions, allowing to expand the knowledge of events and phenomena of scientific and practical interest.

The motive for writing a work in a case-study strategy may be a desire to explain the emergence of a phenomenon that does not fit into existing theories, or a desire to explain how a scientifically established pattern is realized at the level of the object being studied, considered today as a “black box”. The direction of the case-study, as well as other studies, is given by the theory and research questions. However, in the case of a case-study research questions are formulated in terms of “how” and “why.” The purpose of the Master’s Thesis is to find answers to the questions posed.

The following basic requirements are imposed on Master’s Thesiss in the form of a case (besides the general requirements listed above):

* the case-study object should be of interest to the professional community;
* the study should be included in the context of theories recognized in the studied area and the most significant published studies; accordingly, the Master’s Thesis should demonstrate the author’s knowledge and understanding of this context;
* achieving the goals of the Master’s Thesis should be related to the author conducting his own original research – designing the research methodology, planning research activity, collecting, processing and analyzing data, interpreting the results;
* special attention should be paid to the issues of ethical and authorized use of the information obtained in the study, including official authorization from the organizations on the basis of which the study was conducted;
* the proposed research plan should not only meet the objectives set in the work, but also be realistic in terms of the possibilities to carry out the planned research;
* conclusions should be made and recommendations for their practical use should be given on the basis of a critical analysis of the results obtained;
* the text of the Master’s Thesis should be logically structured and written in plain language for presentation not only to the supervisor and reviewer, but also to the entire professional community; and be appropriate for open access;
* the Master’s Thesis should be supplemented with presentation materials for the defense and submission of applications for scientific conferences.

Publication of Master’s Thesis results in Russian and international journals is welcomed. In this case, it is allowed to prepare the text of the Master’s Thesis in accordance with the format of the potential publication. It should be borne in mind that previously published scientific works or works not related to the study in the master's program cannot be accepted as a result of the Master’s Thesis. The content and structure of the Master’s Thesis in the form of case-study are similar to the content and structure of the research Master’s Thesis (see previous section).

**6.2.3 The Master’s Thesis of the project type**

Project Master’s Thesis is a report about project development that allows you to create an intelligent product/ technology, and developed product itself. The direct result of the project (intellectual product) can be a complete data analysis for a corporate customer, methodological statistical development, etc. The difference between the project and research Master’s Thesis is that the project Master’s Thesis is focused on the application of theory to practice and the creation of the corresponding product, while the research Master’s Thesis is aimed at obtaining new data, finding answers to research questions and increasing the knowledge.

The motive for writing project work may be the desire to develop realistically or potentially sought-after intellectual product. The direction of this work type is set by the search for project ideas and the choice of the best (or optimal for some parameters) managerial alternative to the project implementation. Accordingly, the purpose of the Master’s Thesis is to find the project idea, the calculated embodiment of which will be the best (or optimal) version of the project, and in the development on its basis of the final intellectual product.

The following basic requirements are imposed on works of the project type (except for the general requirements listed above):

* the project should be based on the project idea chosen among alternatives, situation without alternatives is not allowed;
* the choice of a project idea from alternatives is made on the basis of their evaluation in according to clearly stated and valid criteria;
* search for project ideas should be based on published scientific work (theoretical, applied, research), including forecast, performed and published by recognized research organizations;
* the design of an intelligent product should be based on pre-project studies, including search, rationale and selection project idea, collection and analysis of information necessary to justify the parameters of intellectual product, analysis of costs, benefits and risks of its use;
* developed intellectual product, as a result of design, should be part of the Master’s Thesis and presented in a separate section;
* in the Master’s Thesis should be proposed criteria and methods for evaluating the effectiveness of product risk management measures;
* the text of the Master’s Thesis should be logically structured and written in understandable language based on the presentation not only to the supervisor and the reviewer, but also in open access to the entire professional community;
* The Master’s Thesis should be supplemented with presentation materials for the diploma defense and submission of applications for scientific conferences.

The preparation of the proposal of the developed product, as part of the Master’s Thesis, in the format necessary for presentation to interested organizations and funds is welcomed. Previously developed projects that are not related to the Master’s programme cannot be accepted as a result of the Master’s Thesis.

**7. Requirements for volume and formatting of the Term Paper and the Master’s Thesis**

**7.1.** The texts of the Term Paper and the Master’s Thesis are written reports on the results of completed research or implemented new practical tasks and achievements using the methods of applied statistics. Accordingly, their implementation must comply with the formatting requirements for the paperwork of this type of scientific work.

The text is printed on a standard sheet of A4 paper. Fields: left margin - 25 mm, right - 15 mm, upper and lower - 20 mm. Font: Times New Roman, size 14, line spacing - 1.5. Paragraph indent 1.25, without extended paragraph spacing. Changing the font and its formatting is allowed only to focus on certain terms, the most significant concepts, headings.

Pages of the written work (including figures and appendixes) should have continuous numbering. The first page is a title page on which the page number is not affixed. The title page is drawn up according to the established sample (see Appendix 1).

The second page contains a table of contents, designed in accordance with the standards of scientific works. All research paper items highlighted in the text should be numbered and reflected in the table of contents. Table of contents should contain the page numbers of all sections.

Each of the main structural parts of the work begins with a new page.

Tables and figures are made in accordance with GOST 7.32-2001.

In-text references are made in the form of the author's last name and, separated by a comma, the year of publication, enclosed in square brackets. In the case of direct quotation, after the year of publication, the number(s) of the page(s) is indicated through a dot.

References are placed at the end of the work, after the Conclusion. It should contain a bibliographic description of all sources cited in the work, made in accordance with GOST R7.05-2008. Sources not used in the text of the research paper are not included in the list of references.

Appendixes are placed after the list of references. Each appendix starts with a new page with the word “Appendix” in the upper right corner, its sequence number and subject title. The numbering of the pages on which the appendixes are placed continues the numbering of the entire work.

Hard copies of the Term Paper and the Master’s Thesis provided for thesis defence should be stitched.

**7.2.** The volume of the Term Paper should be from 30 to 50 pages (excluding appendixes). References should include at least 40 sources, including in foreign languages. The basis of the list of references should be publications in scientific periodicals over the last 3-5 years.

**7.3.** The volume of the Master's Thesis should be from 60 to 75 pages (excluding appendixes). References should include at least 70 sources, including in foreign languages. The basis of the list of references should be publications in scientific periodicals over the last 3-5 years.

**7.4** Work is performed in **English language**.

**8. CRITERIA FOR EVALUATION OF THE TERM PAPERS AND THE MASTER’S THESIS**

**8.1.** During the preparation and defence of the Term Paper the student must demonstrate possession of the following competencies:

• formulate and solve research goals and objectives;

• choose methods and research methods appropriate to the assigned tasks, if necessary, modify the existing ones and develop new ones based on the objectives of the specific research;

• carry out a quantitative and qualitative analysis of the obtained empirical data, their applied interpretation, and formulate conclusions;

• conduct bibliographic search and analysis with the involvement of modern information technologies;

• effectively present the results of the conducted work in the form of reports, abstracts, articles, presentations;

• draw up reports on completed scientific studies in accordance with existing requirements with the assistance of modern editing and printing tools.

**8.2.** When evaluating a Term Paper, scientific supervisors, reviewers and members of the Term Papers defence commission are guided by the following criteria:

* Compliance with the content of Term Paper and approved topic.
* Relevance, scientific novelty and practical significance of the course work.
* Achievement of goals and objectives.
* Volume of the analysed material (theoretical and empirical), completeness and depth of analysis.
* Correctness of the empirical research design (choice of methods and techniques for data collection and processing, research design, analysis and description procedures)
* Correctness, completeness and depth of interpretation of the research results.
* Compliance with the findings and the study results, the depth and validity of the findings.
* Significance of the practical recommendations, their relationship with the results of the study.
* Compliance with the Term Paper design and requirements.
* Compliance with the ethical standards of scientific research.

**8.3.** During the preparation and defense of the thesis, the student should demonstrate following competencies:

* independently identify the scientific nature of the problems in their professional field;
* independently formulate and test scientific hypotheses;
* formulate and resolve research goals and objectives;
* choose methods, appropriate to the identified goal, modify the existing ones, if necessary and develop new ones based on the objectives of the specific research;
* conduct quantitative and qualitative analysis of the obtained empirical data, provide its interpretation, formulate conclusions;
* conduct bibliographic search and analysis with the involvement of modern information technologies;
* efficiently represent the results of the research in the form of reports, articles, presentations;
* prepare reports on completed scientific research in accordance with existing requirements applying modern editing and printing tools;
* develop, test and implement the results of the research in practice of statistical consulting and other fields of applied statistics.

**8.4**. Evaluation process of Master students’ thesis by scientific supervisors, reviewers and members of thesis defense commission is guided by the following criteria:

* Compliance of the research content with the approved topic.
* Relevance, scientific novelty and practical significance of the research.
* Implementation of research goals and objectives.
* The volume of the analyzed material (theoretical and empirical), completeness and depth of analysis.
* The correctness of empirical research design (choice of methods and techniques for data collection and processing, analysis and description procedures)
* The correctness, completeness and depth of interpretation of research results.
* Compliance of research conclusions with obtained results.
* The importance of practical recommendations, their compliance with the results of the study.
* Compliance with the design requirements.
* Compliance with the ethical standards of scientific research.
* The introduction of scientific developments in the field of applied statistics.

In the course of the thesis defense, the following criteria are additionally evaluated:

* + Skills for effective presentation of research results;
  + Scientific discussion skills;
  + The degree of possession of the study material by the student.
  + Availability of publications on the results of the research.

***Appendix № 1***

***Master Thesis Cover Page Sample***

FEDERAL STATE AUTONOMOUS EDUCATIONAL

INSTITUTION FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name, surname

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature

**Master thesis**

**MASTER THESIS TOPIC**

Field of study 01.04.02 Applied Mathematics and Computer Science

Master’s programme “Applied Statistics with Network Analysis”

International laboratory for Applied Network Research

|  |  |
| --- | --- |
| Reviewer  Candidate of Sciences (Phd)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reviewer’s signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reviewer’s full name | Scientific Supervisor  Assistant professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor’s full name |

Moscow 20\_\_\_

***Appendix № 2a***

|  |  |  |  |
| --- | --- | --- | --- |
| **The list and terms for the stages of selection and approval of topics of the Term Paper for the year 2018/2019** | | | |
| **№** | **Preparation stage** | **Responsible for the stage of preparation of the course work** | **Terms** |
|  | **Publication on the program's website of information on proposed topics, scientific supervisors and terms** | Academic Council / Study office of the program | **September 15** |
|  | **Initiative proposal of research topics by students** | Students / Departments/ Academic Supervisor | **October 15** |
|  | **Discussion of initiative proposal of research topics** | Students / Academic Supervisor / Academic Council | **October 29** |
|  | **Choice of the Term Paper topic by the student**  (application signed by the student and the scientific supervisor is provided to the study office) | Students / Scientific Supervisor/ Program Academic Supervisor / Study Office | **November 12** |
|  | **Presentation by the student to the scientific supervisor the first draft of the Term Paper** | Students / Scientific Supervisor | **December 1** |
|  | **Approval of the course work by the formal order** (issued as an order of the academic supervisor) | Program Academic Supervisor / Study Office | **December14** |
|  | **Preliminary presentation of the Term Paper** (as a part of the research seminar) | Students / Scientific Supervisor | **March 1** |
|  | **Presentation of the draft of the Term Paper to scientific supervisor** | Students / Scientific Supervisor | **April 1** |
|  | **Changing the scientific supervisor** (if necessary) | Students / Scientific Supervisor/ Program Academic Supervisor / Study Office | **April 10** |
|  | **Change / clarification of the Term Paper topic** (the topic approved by the order of the academic supervisor) | Students / Scientific Supervisor/ Program Academic Supervisor/ Study Office | **May 13** |
|  | **Thesis download to the “Antiplagiarism” system through LMS system** | Students | **June 10** |
|  | **Providing the final version of the Term Paper to the scientific supervisor**  (with Antiplagiarism system output) | Students / Scientific Supervisor | **June 10** |
|  | **Term Paper review by scientific supervisor** | Students / Scientific Supervisor | **June 17** |
|  | **Term Paper grading by the scientific supervisor** | Scientific Supervisor | **June 17** |
|  | **Providing the final version of the Term Paper and complimentary documents to the Study office:**  1. Printed version of the Term Paper (with binding);  2. Review of the scientific supervisor (original);  3. Registration sheet from the Antiplagiarism system which indicates the percentage of borrowings with the abstract in Russian and in English (with the student’s signature). | Students / Study Office | **June 17-24** |

***Appendix № 2b***

|  |  |  |  |
| --- | --- | --- | --- |
| **The approximate list and deadlines for the stages of selection and coordination of the Master's Thesis 2018/2019 of the year** | | | |
| **№** | **Preparation stage** | **Responsible**  **for the final qualifying work preparation phase** | **Deadline** |
|  | **Publication on the site**  for students of information about the proposed topics, managers and deadlines | Academic Council  / Office of the program | **September 15th** |
|  | **Suggestion of the topics by students** | Students/ Departments / Academic Supervisor of the program | **October 15th** |
|  | **Discussion of the topics suggested by students** | Students/ Departments / Academic Supervisor of the program | **October 29th** |
|  | **Student selection of a final Master's Thesis theme**(application with the signature of the scientific supervisor should be provided to the program's office) | Students / Scientific supervisor / Academic Supervisor of the program / Program's office | **1st of November** |
|  | **Fixating of Master's Thesis theme by order** (issued by order of the academic supervisor) | Program's office / Academic Supervisor of the program | **December 3th** |
|  | **Representation of the Master's Thesis structure** (structure and a plan should be represented to scientific supervisor ) | Student/ Scientific supervisor | **December 15th** |
|  | **Representation of the first version of Master's Thesis** (first version should be represented to scientific supervisor) | Student/ Scientific supervisor | **1st of February** |
|  | **Conducting inter-cathedral defense of the first version of the Master's Thesis** (by decision of Academic Supervisor of the program) | Academic Supervisor of the program / department / Student | **February 20th** |
|  | **Change of Scientific supervisor** (if necessary) | Students/ Scientific supervisor /  Program's office | **March 30th** |
|  | **Presentation of the Master's Thesis project** (project should be represented to scientific supervisor) | Student/ Scientific supervisor | **April 1th** |
|  | **Resubmission of the Master's Thesis project** (in case of not approval by scientific supervisor ) | Student/ Scientific supervisor | **April 12th** |
|  | **Conducting cathedral** (or second inter-cathedral) **pre-defence of the Master's Thesis** (by decision of academic supervisor of the program; change of the theme if necessary) | Academic Supervisor/ department / Student | **April 19th** |
|  | **Appointment of reviewers** (by order of academic supervisor) | Academic Supervisor / Program's office / Dean of the Faculty | **April 30th** |
|  | **Change / clarification of Master's Thesis theme** (with fixating of a Master's Thesis theme by order of the academic supervisor) | Student / Program's office / Academic Supervisor | **April 30th** |
|  | **Uploading final Master's Thesis in anti-plagiarism system through LMS** | Student | **May 18th** |
|  | **Providing final version of the Master's Thesis to scientific supervisor** (work should be provided to scientific supervisor with results of a test for plagiarism) | Student/ Scientific supervisor | **May 18th** |
|  | **Providing final version of the** **Master's Thesis to reviewer** (work should be provided to reviewer with results of a test for plagiarism) | Student / Reviewer | **May 18th** |
|  | **Reviewing of the Master's Thesis** | Student/ Scientific supervisor | **May 25th** |
|  | **Evaluation by the scientific supervisor of the Master's Thesis** | Scientific supervisor | **May 25th** |
|  | **Providing final version of the Master's Thesis in Program's office:**  1. Discarded works in printed form (2 copies.);  2. Review of the scientific supervisor (original and copy);  3. Review of the reviewer (original and copy);  4. Registration sheet from the system "Antiplagiat" indicating the percentage of borrowing with an annotation in Russian and English (2 copies signed by the student) | Student /  Program's office | **7 days before the expected date of thesis defence** |
|  | **Transmission of the Master's Thesis to State Examination Commission** with reviews of the scientific supervisor and reviewer | Program's office / State Examination Commission | **2 days before the expected date of thesis defence** |
|  | **Defending of the Master's Thesis**  not less than 20 minutes | Student/ State Examination Commission | **June 3-12** |

***Appendix № 3***

|  |
| --- |
| for Regulations for Term Papers and Theses Prepared by Students of the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics  ***Example of a form for term paper / thesis evaluation sheet by an academic supervisor*** |

**Term paper / Thesis evaluation sheet by academic supervisor[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Full name of a student | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_ year, academic level[[2]](#footnote-2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Educational programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Topic of the term Paper / Thesis | Topic: «\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_» |
|  |  |
| Academic supervisor (Full name) |  |

*Guidelines for grading.*

Please rate the term paper on each of the criteria \* by the ten-point scale. Use the free space for comments that you think are necessary to justify a general grade for term paper.

\* Criteria are determined by the Regulations.

*Comments*

***Appendix № 4***

|  |
| --- |
| for Regulations for Term Papers and Theses Prepared by Students of the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics  ***Example of a form for academic supervisor review[[3]](#footnote-3)on term paper/thesis*** |

## Federal State Autonomous Educational Institution for the Higher Education «National Research University «Higher School of Economics»»

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

department/intuition

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Review of academic supervisor on term paper/thesis

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

Full name

\_\_\_\_\_\_\_ year, academic level[[4]](#footnote-4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: «\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_»

|  |  |  |
| --- | --- | --- |
| № | **Criteria of evaluation\*** | **Academic supervisor grade** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
|  | Grade **for the term paper/** Recommended grade for **thesis** |  |

\* Criteria are determined by the Regulations.

Comments to the grades:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic supervisor

Academic title,

Department

\_\_\_\_\_ /signature/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full name

Date

***Appendix № 5***

|  |
| --- |
| for Regulations for Term Papers and Theses Prepared by Students of the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics  ***Example of reviewer’s feedback form on term paper/ thesis*** |

**Federal State Autonomous Educational Institution for the Higher Education «National Research University «Higher School of Economics»»**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

department/institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review**

for the term paper / the bachelor’s thesis / specialist’s thesis / master's thesis / master's project

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

Full name

\_\_\_\_\_\_\_ year, educational programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

topic: «\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_»

*Please, describe:*

*[The list of criteria is determined by the Regulations.]*

Reviewer

academic title,

department

\_\_\_\_\_\_\_ /signature/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full name.

Date

1. The form is filled in case there is no procedure for public defense of the term paper. [↑](#footnote-ref-1)
2. Bachelor, Specialist, Master [↑](#footnote-ref-2)
3. Review for term paper is issued only during the public procedure for the defense of term paper. [↑](#footnote-ref-3)
4. Bachelor’s, Specialist, Master’s [↑](#footnote-ref-4)