Additional requirements for the academic degree applicant’s dissertation and resume structure and design who submit documents to the NRU HSE Public Administration dissertation council

1. Dissertation Requirements

1.1. The dissertation is a scientific study. The dissertation should contain scientifically substantiated provisions that the author defends: in particular, rigorous methodology formulation, substantiation of scientific significance and the development of the research problem(s) , including the formulation, if necessary, of working hypotheses (research questions) that have a theoretical and / or applied value for the problem subject area.

1.2. The findings and results formulated in the dissertation should be author’s personal contribution to the subject area development within the theory and practice framework of state and municipal government (in accordance with the Public Administration passport speciality of), distinguished by originality and novelty.

1.3. The author submits the dissertation in Russian or in English (at the wish of the author) to the HSE dissertation council in order to defend dissertation in the field of state and municipal (public) administration (hereinafter the Council).

1.4. The dissertation consists of a title page with the name of the research topic, table of contents, introduction, main content, divided into chapters, conclusion, reference list. At the discretion of the author, appendices, a list of abbreviations and conventions, a glossary of terms and definitions can be included in the dissertation.

1.5. In the case of a dissertation being presented as a set of publications, it is required, along with their full text, to indicate the relevant imprint, attach journal title pages and tables of contents in which these articles were published (it is possible to provide copies of publications and relevant output data only in the absence of originals owned bythe author).

1.6. The recommended manuscript sizea without appendicies is from 5 to 7 author's sheets (1 author's sheet is equal to 40,000 characters with spaces) for a candidate's dissertation and from 6 to 12 copyright sheets for a doctoral one.

1.7. The text of the dissertation and references to the literature should be prepared either in accordance with the current GOST standard of the Russian Federation (GOST R 7.0.11-2011, GOST 2.105-95), or in one of the formats Chicago, American Psychological Association (APA), Vancouver.

1.8. The title page of the dissertation must be issued in accordance with Annex 1.

1.9. The dissertations that have passed the examination in the Antiplagiat system (https://www.antiplagiat.ru) are accepted for consideration. The relevant opinion according to the established form will be submitted to the Council.

1. The Resume Requirements

2.1 The dissertation summary is a rundown of the main findings of the study, written in Russian and English. The English version should correspond to the Russian in content and structure.

2.2 The dissertation summary volume in Russian should be 0.5-1 author's sheets for candidate's dissertation and 1-1.5 author's sheet for doctoral dissertation.

2.3 The summary outlines the main findings of the dissertation. The summary consists of a title page with the title of the thesis, an introduction, the main findings and conclusions to be defended, with points of novelty of the work, a list of publications by the author on the topic of the research indicating the inclusion of the publication in the lists: list of journals which publications are taken into account when HSE academic allowances are assigned, SCOPUS and Web of Science, indicating quartile at the time of publication of the article according to the relevant science area.

2.4 The title page of the summary must be issued in accordance with Appendix 2.

2.5 The introduction should contain the rationale for the theoretical and / or practical importance of choosing a topic (the author’s motivation), problem statement (formulation of working hypotheses for applied research, problem formulation (s) of research for theoretical research), explanation of the developed problem (literature review), research methods, analysis and source data collection methods, source data description (if available).

2.6 The summary content summarizes the logic of the research and its’ findings, justifies its’ novelty.