

Russian Studies MA

Term Paper / Master's Thesis guidelines

Master's Thesis is an individual research work of a Student conducted under the general supervision of a Supervisor during the second year of studies. **Term Paper** is a master's Student research conducted during the first year of studies and optimally is the first stage of Master's Thesis research preparation. The working language of Term Paper and Master's Theses is English. The procedures related to Term Paper and Master's Thesis are regulated by HSE normative acts (can be found in Russian on HSE web-portal).

Supervisor is a as an individual tutor and consultant of a Student's Term Paper or Master's Thesis research. **Academic Supervisor** is the head of the Master's Programme.

Contents

1. Technical Requirements (Formatting).....	3
1.1. Components of Term Paper/Master's Thesis	3
1.2. Term Paper/Master's Thesis Formatting	3
1.3. Additional Requirements	3
2. Stages of Term Paper and Master's Thesis Development.....	4
2.1. Topic Formulation for Term Paper/Master's Thesis	4
2.2. Term Paper/Master's Thesis Initial Presentation (synopsis)	4
2.3. Term Paper/Master's Thesis Outline.....	4
2.4. First Draft	5
2.5. Final Draft	5
3. Supervisor and Consultant.....	6
4. Pre-defense	7
5. External Reviewer for Master's Thesis	8
6. Term Paper and Master's Theses Defense	8
6.1. Submitting Materials for Defense.....	9
Term Paper Defense Documents	9
Master's Thesis Defense Documents	9
6.2. Specific Term Papers Defense Procedures.....	9
6.3. Specific Master's Thesis Defense Procedures.....	10
6.4. Master's Theses and Term Paper Evaluation Criteria	10
7. Turnitin Report: Excessive Borrowing and Plagiarism.....	11
Appendix 1. Application for the Approval of the Topic	12
Appendix 2. Application for the Topic Change	13
Appendix 3. Supervisor's Review Template.....	14
Appendix 4. External Review Template.....	15
Appendix 5. Cover Page Sample.....	16
Appendix 6. Application for the Supervisor Change	17

1. Technical Requirements (Formatting)

1.1. Components of Term Paper/Master's Thesis

The components of Term Paper and Master's Thesis are:

1. Cover Page
2. Table of Contents
3. List of Abbreviations (if included)
4. Introduction
5. Main Body (components: chapters, sub-chapters, etc.)
6. Conclusion
7. Bibliography
8. Appendices and Annexes (if included)

Term Papers and Master's Theses should be submitted in one single file.

1.2. Term Paper/Master's Thesis Formatting

COVER PAGE

Sample provided in Appendix 5

Number of pages: The cover is not to be numbered, but it is counted (i.e. the next page is number 2).

Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, Bibliography, Appendices, and Annexes): Times New Roman 16, bold, aligned, numbered.

TABLE OF CONTENTS

It should be done automatically, by using appropriate Word option. It should contain: List of Abbreviations (if included), Introduction, Chapters, Sub-chapters, Sub-sub-chapters (if applicable), Conclusion, Bibliography, and Appendices and/or Annexes (if included). It should include the page number for each section.

LIST OF ABBREVIATIONS (if applicable)

Text: Times New Roman 14, spacing 1.5, aligned left.

INTRODUCTION, MAIN BODY & CONCLUSION

Text: Times New Roman 14, spacing 1.5, justified, first line of each paragraph indented

Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1.1,1.2, etc.)

Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1.1, 1.1.2, etc.)

Footnotes: Times New Roman 11, single-spaced

BIBLIOGRAPHY

The entries should be categorized and alphabetized. You can sort the entries in different categories, such as: Books, Essay, Newspaper Articles, Interviews, etc.

Text: Times New Roman 14, aligned left

1.3. Additional Requirements

Length:

- Term Papers: approximately 35-40 pages, with all the formatting requirements outlined above.
- Master's Thesis: approximately 65-80 pages, with all the formatting requirements outlined above.

Referencing style: Chicago Style (<https://www.chicagomanualofstyle.org/>).

Student could use «Citation Machine» (<http://www.citationmachine.net/chicago>) for convenience.

Page margins: Normal/Default

Foreign words and terms: isolated words and phrases in a foreign language (or in Latin) should be italicized if they are likely to be unfamiliar to readers

Page numbering: The page numbers should start from the Table of Contents (page 2) and end with the Bibliography. This is done by clicking on the option *Different first page* when inserting the numbers.

2. Stages of Term Paper and Master's Thesis Development

2.1. Topic Formulation for Term Paper/Master's Thesis

The key principles which should be applied to the formulation of the topics of Term Papers and Master's Theses are as follows:

- Title should demonstrate problem-oriented and analytical (not descriptive) nature of the work;
- From the wording of the title it should be clear what research problem Student try to tackle.

Student may submit an application for the topic change (Appendix 2) not later than the end of April for the Term Paper and the end of March for the Master's thesis.

2.2. Term Paper/Master's Thesis Initial Presentation (synopsis)

This is a structured presentation of a research issue, which the Student of a Master's Program is going to research during the Term Paper / Master's Thesis.

Structure of synopsis in general corresponds to the structure of the Introduction to the Master's Thesis or any other qualifying research work and should include the following elements:

1. Title page with the topic of research.
2. Analysis of research problem (related to the topic on the title page); relevance and importance of the research problem/topic; the need for conducting the research.
3. Literature review on the proposed research problem: should include literature and sources of different types. The aim of this part is to analyze the scope of existing research of the problem.
4. Research Design:
 - Explicit statement of research problem, which briefly summarizes discussion from above.
 - Research question, which states the particular intriguing aspect of the problem the research is supposed to deal with (one question usually).
 - Research goal/aim is formulated as an achievable result (one goal usually), not as a process, and points towards an important aim for the political research or policy analysis.
 - Research tasks which are needed for achieving the goal/aim of research (two or three major tasks usually).
 - Theoretical basis and methodological approaches of the research. Do not simply list the approaches, show how they will help to fulfill your research tasks and achieve its goal/aim.
 - Research methods and sources of data/information.
5. Theoretical contribution of your research (i.e. novelty of the research): what are limitations of previous research on the problem and how your research will contribute to filling the gaps?
6. Term Paper/Master's Thesis structure: Brief overview of the future text structure (of the main parts).

Additional elements:

- If applicable, give an overview of the information sources: their limitations, bias, scope.
- If applicable, specify the choice of time period and geographical scope of the research.
- If applicable, outline theoretical and practical value of the work; major conclusions for the Thesis defense; specify the choice of cases for analysis.

2.3. Term Paper/Master's Thesis Outline

Your Outline should contain the following elements:

- **TITLE/TOPIC:** Provide a provisional Title.
- **INTRODUCTION:** Include the elements of the introduction listed below:
 - Research Problem and Question
 - Research goal and tasks
 - Theoretical basis and methodology
 - Methods of data collection and analysis, variables and hypotheses (if needed)
 - Novelty of the Research
 - Structure
- **MAIN BODY:** Devise a provisional structure of the main body (chapters and sub-chapters). As for the chapters, be sure to include the overall aim of each chapter, i.e. what part of your argument it deals with, how it will contribute to the overall argument. Additionally, provide information on which authors/ theories the chapters will be based. As regards the sub-chapters, it will be really helpful if you include notes about the main focus of sub-chapters, as again this will guide you further on. However, at the stage of outline, this is not necessary and only recommended.
- **BIBLIOGRAPHY:** Provide a list of the literature used; it does not necessarily need to be technically perfect at this stage, just list the authors and works you have used so far, and plan to use.

2.4. First Draft

Your First Draft, which is an expanded and detailed version of your Outline, should include the following elements:

- **TITLE:** The Title should be connected to the focus of the paper, thus giving information on the theme as well as paper's subject(s) to be developed. Example: The Impact of the Doctrine of Cultural Relativism on the Canadian Legal System.
- **INTRODUCTION:** see description of the synopsis structure.
- **MAIN BODY:** The role of the First Draft is to give clear vision of how the paper's argument will be developed; what kind of role the different elements of the main paper will have towards the overall paper's thesis; what the theoretical foundation of the paper will be; how different sources and arguments will be interpreted and analyzed throughout the paper. All parts of the paper have to be logically linked at this stage, or in other words, it should be clear that there is a logical connection among different steps of argumentation. Main body should contain:
 - Chapters: Present the sub-arguments of each chapter of your paper and/or present the role of each chapter to the overall paper argument; present the authors and literature on the basis of which you will develop the chapter's sub-arguments.
 - Sub-chapters: Present the sub-sub-arguments of each sub-chapter and/or present the role of each sub-chapter towards the chapter's argument to which it belongs; present the authors and literature on the basis of which you will develop the sub-chapter's sub-sub-arguments.
 - Paragraphs: Try to form the text in paragraphs, with clear structure, i.e. topic sentence, introduction, main body and conclusion. Be sure to submit the first draft with not only ideas, but also with a sound formulation of your thoughts and investigation.
- **CONCLUSION:** The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.
- **BIBLIOGRAPHY:** Provide a list of the literature you plan to use in the footnotes and the research. Please reference your sources according to the requirements (see the Chicago Manual of Style). Also, order alphabetically according to the author's last name, and distinguish between Primary Sources and Secondary Sources. This will save you time at the end of the paper, so that you will not have to do the bibliography page from scratch.

2.5. Final Draft

Your Final Draft should be a very advanced version of your Term Paper/Master's Thesis, which should include all the elements that will appear in your Final Paper. These elements are:

- **COVER PAGE:** Fill in the Sample Cover Page (Appendix 5) and include it into your paper.
- **TABLE OF CONTENTS:** Insert the Table of Contents (use the Microsoft Word function).

- **INTRODUCTION:** see description of the synopsis structure.
- **MAIN BODY:** At this stage, all the parts of your Main Body (chapters, sub-chapters) should be quite well developed. Please note that each chapter should contain an introductory paragraph before you introduce the sub-chapters.
- **CONCLUSION:** The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.
- **BIBLIOGRAPHY:** All the sources that you used in your research (even sources you did not quote but consulted during your research) should be listed here. Please distinguish between Primary and Secondary Sources, and make sure that every single bibliographic entry is formatted according to the requirements (see the Chicago Manual of Style).

2.6. Approximate schedule of Working on Term Papers and Master’s Thesis

What	1st year – Term Paper	2nd year – Master’s Thesis
Application for Term Paper / Master’s Thesis submission to the Programme manager (with signature of Supervisor, see Appendix 1)	Before November 30	Before November 30
Synopsis presentation	December To be discussed on the Research Seminar	December To be discussed on the Research Seminar
Outline of Term Paper/ Master’s Thesis	Beginning of February To be discussed with Supervisor of the paper	Beginning of February To be discussed with Supervisor of the paper
First draft of Term Paper/ Master’s Thesis	March To be discussed with Supervisor of the paper	March To be discussed with Supervisor of the paper
Final draft of Term Paper/ Master’s Thesis	Beginning of April To be discussed with Supervisor of the paper	Beginning of April To be discussed with Supervisor of the paper
Preliminary defense of Term Paper/ Master’s Thesis	April To be discussed on the Research Seminar	April To be discussed on the Research Seminar
Finalized Term Paper / Master’s Thesis submission to LMS	Beginning of June (Programme manager will inform you about the deadline)	End of May (Programme manager will inform you about the deadline)
Defense documents submission to the Programme Office	Defense day in the beginning of June (Programme manager will inform you about the date)	End of May (Programme manager will inform you about the deadline)
Defense of Term Paper / Master’s Thesis	First half of June	First half of June

3. Supervisor and Consultant

Supervisor is to be chosen by a Student on the basis of research priorities of a Student and professor’s specialization. A Student needs to submit the application with the proposed topic and the signature approving the topic selection by the Supervisor (See Appendix 1).

Student may submit an application for the Supervisor change (See Appendix 6) not later than the end of March for both Term Paper and Master’s thesis.

If necessary, a Consultant can be assigned to Term Paper or Master's Thesis in addition to a Supervisor. Consultant's name is stated in the Term Paper / Master's Thesis Application and thus is the result of consensus between of the Supervisor and the Student. Consultant provides advice to the Student in the choice of research methods, in the selection of literature and factual material, and gives expert advice on the content of the thesis.

Supervisor provides support to Student's research, including:

- Provides advice to the Student in determining the final research topic, in selecting literature and factual material, in preparing Research Proposal and Outline;
- Assists in the choice of research methodology and methods;
- Carries out systematic monitoring of the Student's research progress and compliance with the schedule;
- Gives expert advice on the content of Thesis;
- Assesses the quality of Student's performance in accordance with the Term Paper/ Master's Thesis research requirements
- The Supervisor provides recommendation for promoting the Master's Thesis to the Defense and grades it;
- Provides the expert judgement on the presence of plagiarism or borrowing in the Student's text on the basis of Turnitin Report.

Supervisors provide individual consultations to Students. Students provide all materials in accordance with the individual schedule.

Supervisor may reject his appointment on the basis of:

- Student's lack of response to the e-mail letters at least 3 times;
- regular failure to comply to Supervisor's instructions for work with Term Paper and Thesis;
- Student's absenteeism.

Supervisor addresses a statement with description of the situation and recommendations of solution to the Master's Program Academic Supervisor.

Academic Supervisor may recommend new Supervisor to the Student if the arguments for such a change are significant and relevant. The change of Supervisor is followed by the revision or the change of the topic, which is the responsibility of the Student and fulfilled by submitting the form (see Appendix 2) signed by the new Supervisor to the Program Manager.

4. Pre-defense

The Pre-defense is held on a face-to-face basis when a Student presents the results on the Research Seminar.

Students may request to undergo the pre-defense via Skype only if:

- There is an emergency proved by an official document (medical certificate etc.)
- A Student was previously allowed to conduct an extended internship/mobility outside of Moscow

In exceptional cases Commission members or Supervisors may participate in pre-defense via Skype. Supervisors or Consultants are not obliged to be present during the defense.

Term Paper pre-defense **approximate time breakdown:**

- 10 min – Student's presentation. It is recommended to prepare one Power Point presentation with slides devoted to Term Paper/Master's Thesis research.
- 15 min – questions/answers session and feedback

Master's Thesis pre-defense **approximate time breakdown:**

- 15 min – Student's presentation.
- 15 min – questions/answers session and feedback

During the **Term Paper/Master's Thesis presentation** Student is supposed to provide thorough, focused, and concise overview of the research and its results. Be sure to cover the key aspects of the research design and its logic and arguments. For recommended structure see description of Research Proposal structure and the grading description below.

Evaluation of the Term Paper/Master's Thesis research results by the Pre-defense Commission is collective and based on the Commission expertise and discussion of the research. The advantages and disadvantages of the research are indicated. The recommendations on strengthening the research are provided. The grades for the defenses are determined by the Commission on the consensus basis after the concluding consultations at the end of the defenses.

The grading criteria for Term Paper/Master's Thesis Pre-defense include (but are not limited) the following:

1. How adequately the topic of the research is formulated and covered in the research.
2. How adequately the research problem is formulated; its relevance and theoretical/practical importance.
3. Student's knowledge of theoretical and practical background of the topic (based on quality of literature review and bibliography).
4. How adequately the Research Design is formulated and implemented: research problem, research question, research goal/aim, research tasks, theoretical basis and methodological approaches of the research, research methods and sources of data/information.
5. How adequately the theoretical contribution of the research is formulated.
6. How adequate is the structure of the work.

5. External Reviewer for Master's Thesis

Master's Theses are subject to mandatory external review by independent second readers, who are mainly experts in the field of research from other parts of the HSE, and external organizations. Second readers for each Thesis are to be proposed by the Programme's Academic Supervisor.

The review (See Appendix 4) should be a critical analysis of the content and the main provisions of the research under review, assess the relevance of the chosen topic, independence of approach to its disclosure (of having their own point of view of the author), the ability to use modern methods of collecting and processing information, the extent of the validity of the findings and recommendations, the reliability of the results obtained, their novelty and practical significance. Disadvantages of the work are also pointed out together with the positive aspects. In conclusion, the reviewer gives a description of the general level of the Master's Thesis and evaluates it on 10-points scale. Review volume should be one to three typewritten pages.

No external review or special second reading is required for Term Paper. This function is carried out by the Term Paper Defense Commission members, who provide substantial review and recommendations.

6. Term Paper and Master's Theses Defense

The Defense is held on a face-to-face basis when a Student presents the results of the Term Paper / Master's Thesis research in front of the Commission (in case of Term Paper) or State Commission (in case of Master's Thesis). This is an open event, which may be attended by anyone interested in the research topic or the Defense procedure. Thus **it is recommended to the 1st year students to attend at some of the 2nd year students' Defenses.**

This event is guided by HSE regulations, which means special arrangements: total video recording, special procedures, and strict time control.

The individual Defense schedule is determined by the Program Manager. The Manager may but is not obliged to consider Students' requests for preferred Defense time.

Skype defense is possible only for Students which have no opportunity to come to Moscow for the Defense. In exceptional cases Commission members, Supervisors, or External Reviewers may participate in defense via Skype. Supervisors or External Reviewers are not obliged to be present during the Defense.

6.1. Submitting Materials for Defense

Term Paper Defense Documents

Term Paper Defense documents include:

1. The final text of the Term Paper, which is to be uploaded to LMS (lms.hse.ru)
2. Defense documents are to be submitted to the Commission on the Defense day, including:
 - One printed and bound copy of the Term Paper – it must be identical to the LMS submission!
 - One printed copy of a signed Supervisor's review (*only if the Supervisor is not going to be present at the Defense*) – the original review may be provided to the Student in scanned format, but it must be a signed one.
 - One printed copy of the Turnitin report from LMS

Master's Thesis Defense Documents

Master's Thesis Defense documents include:

1. The final text of the Master's Thesis, which is to be uploaded to LMS (lms.hse.ru)
2. Defense documents submitted to the Programme manager, including:
 - a. One printed and bound copy of the Master's Thesis – It must be identical to the LMS submission!!
 - b. One printed copy of the Supervisor's review – the original review provided to the Student by the Supervisor may be in scanned format, but it must contain the signature of the Supervisor
 - c. One printed copy of the Second Reader's review – the original review may be in scanned format, but it must contain the signature of the Second Reader
 - d. One printed copy of the Turnitin report from LMS

Students submit the Term Papers / Master's Theses and other documents for Defense via LMS. If a Student fails to submit the documents on time there will be no admission to the Defense. This will result either in the Defense grade penalties (in case of reasonable delay) or academic backlog for the 1st year Students and expulsion for the 2nd year Students.

In case of illness the Students may be granted extended deadline upon the medical certificate presentation. Any other emergencies should be proven by a relevant document. More technical details can be announced closer to the date.

6.2. Specific Term Papers Defense Procedures

Term Paper Defense approximate time breakdown:

- 15 min – Student's presentation of Term Paper research.
- 10 min – questions/answers session, comments by Supervisor and Commission members.

Term Paper Defense Evaluation. Term Papers are graded by the Commission members. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of the Commission members; and only the final grade is publicly announced. The evaluation is influenced by:

- Research presentation,
- Student's answers to questions of the Commission members,
- Text quality of Term Paper,
- Evaluation of research by Supervisor,

- Independent judgement of the Commission members.

6.3. Specific Master's Thesis Defense Procedures

Master's Thesis Defense Admission. A Student gets admission to the defense in the case of:

1. Successful completion of the theoretical (courses from the Individual Study Plan) and practical (internship) part of studies.
2. Submission of the Master's Thesis text and accompanying documents according to the Master's Thesis package to LMS and the Study Office by the established deadlines.
3. Absence of plagiarism in the text.

If one of the requirements is not met, the Study Office initiates the formal procedure for withdrawing admission to the Defense and further expulsion.

Master's Thesis Defense approximate time breakdown:

- Each student is guaranteed to have 20 min for the presentation of the Master's research;
- 15 min – questions from Commission members and answers of Student;
- 10 min – External review and Supervisor's review announcement (if applicable), feedback from Commission members, and concluding remarks by Student.

Master's Thesis Defense is video recorded. If a Student has a complaint about the compliance to the procedures set by the HSE regulation (not the Master's Program regulation, i.e. this text), then the official **Appeal** procedure based on video recording and other evidences may be used. However, the Appeal deals only with procedural failures (e.g. less than officially established 20 minutes provided for Student's presentation, etc.) and does not lead to the revision of the grading per se.

Master's Thesis Defense Evaluation. Master's Theses are graded by the State Commission members. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of the Commission members; and only the final grade is publicly announced. The evaluation is based on the criteria listed in Paragraph 7.4 and is influenced by:

- Research presentation,
- Student's answers to questions of the Commission members,
- Text quality of Master's Thesis,
- Reviews by Supervisor and External Reviewer,
- Independent judgement of the Commission members.

6.4. Master's Theses and Term Paper Evaluation Criteria

Master's Thesis and Term Paper are generally evaluated according to the criteria or evaluation fields listed below. The requirements for Master's Thesis are stricter and there is more flexibility for Term Paper depending on the topic and the prospects of Master's Thesis research.

Research design. The Thesis provides a sufficiently comprehensive study of the topic. The Student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy. He/she has provided systematic reasoning for the choices made, based on an identification of the objective, the core problem and the relevant solution parameters on the one hand and on the theory and/or empirical considerations on the other hand.

Literature Review/Theoretical Framework. The Student shows familiarity with, and understanding of, the relevant literature. The Student is capable of compiling representative scientific and professional sources (including recent scientific papers) which are relevant to the assignment and of assessing their importance in relation to his/her objective. He/she shows an ability to conduct a critical study and in-depth analysis of the relevant sections of the selected sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop his/her own ideas for the conceptualization and operationalization of the research question. He/she has incorporated recent developments in the field relevant to his/her research/design.

Structure of chapters and sections & Coherence and quality of argument. The Student's argument is structured, logical, to the point and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question. Arguments are substantial and coherent. Structure of chapters and paragraphs is clear and subsequent. The quality of English and general presentation are of a standard for publication.

Independence/Originality. The Student demonstrates an independent and creative approach to the research. Novelty of research results is achieved: new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.

Discussion and Development of Empirical Material. Proper discussion and development of empirical material is demonstrated. The techniques adopted are appropriate to the subject and are properly applied. The results are suitably set out, and accompanied by adequate exposition. The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions. Proficiency is shown in using both quantitative and qualitative methods of collecting, processing and analyzing information. Students should use both quantitative and qualitative methods of data collection and analysis in the research if possible.

7. Turnitin Report: Excessive Borrowing and Plagiarism

Turnitin anti-plagiarism report is the mandatory requirement for admission to defense of Term Papers and Master's Theses. Turnitin report, prepared by the Program Manager after the text of Term Paper/ Master's Thesis is uploaded to LMS, initiates a special procedure:

- 1) The Supervisor is provided with a copy of Turnitin report for all the relevant Students by the Program Manager .
- 2) The Supervisor reviews the Turnitin report. If the 20% threshold of borrowing is not exceeded, the Supervisor's review is done in the regular manner, unless there are signs of plagiarism.
- 3) If the 20% borrowing threshold is exceeded, then the Supervisor reviews the Turnitin report together with the Term Paper/Master's Thesis text and determines if there are problems of plagiarism and/or excessive borrowing.
- 4) If excessive borrowing (i.e. lack of independent analytical contribution of a Student to the development of the topic) is detected, the Supervisor reflects and comments on it in the Supervisor's Review. If borrowing is justifiable, then the Supervisor comments on it in the review and provides explanation. The Defense Commission makes a decision on grading taking into account the Supervisor's judgement. Extreme borrowing may be punished by a failure at the Defense.
- 5) If plagiarism in the text is detected and confirmed, the Supervisor reflects and comments on it in the Supervisor's Review and informs the Study Office about the plagiarism. After that the Study Office initiates the formal procedure of the guilty Student's expulsion ([see Annex 2 to Internal Student Regulations at National Research University Higher School of Economics](#)).

Appendices

Appendix 1. Application for the Approval of the Topic

To the Academic Supervisor of the “Russian Studies” Master’s Program

From ____ year student

(full name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить тему моей курсовой работы/ I submit for your approval the topic of my coursework

Тема на английском языке/Topic in English:

(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all words except for articles and prepositions)

Тема на русском языке/ topic in Russian (filled by the Student or by the Supervisor):

Supervisor

(Full name, signature, date)

Student

(Full name, signature, date)

Consultant (optional)

(Full name, signature, date)

Appendix 2. Application for the Topic Change

To the Academic Supervisor of the “Russian Studies” Master’s Program

From ____ year student

(full name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить измененную тему моей курсовой работы/ I submit for your approval the updated topic of my coursework

Тема на английском языке/Topic in English:

(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all words except for articles and prepositions)

Тема на русском языке/ topic in Russian (filled by the Student or by the Supervisor):

Согласие научного руководителя/Signature of the Supervisor

(подпись/signature)

Date

(подпись студента/Signature of the Student)

Appendix 3. Supervisor's Review Template

SUPERVISOR'S REVIEW of the Master's Thesis / Term Paper

Supervisor's full name and academic degree

Master's Thesis / Term Paper written by

Topic of the Master's Thesis / Term Paper

Please fill out the form and return the scanned document. Comment on the following (1,5-2 pages):

- Research Design:
- Knowledge of relevant literature and Grasp of theory:
- Structure of chapters and sections & Coherence and quality of argument:
- Originality:
- Discussion and development of empirical material:
- Additional comments:

Suggested grades

Please fill out the following table, grading the work according to the criteria used earlier. Use the 10-point scale (10-8 is excellent; 7-6 is good; 5-4 is satisfactory; 3-1 is fail; 0 is for plagiarism)

Criteria	Grades
Research design. <i>The Student is capable of independently formulating a relevant research problem, research questions, and corresponding strategy for a relatively complex research.</i>	
Knowledge of relevant literature and Grasp of theory. <i>The Student shows familiarity with, and understanding of the relevant literature and has incorporated recent developments in the field into the research; shows an ability to conduct a critical study and in-depth analysis of the relevant sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop own ideas for the conceptualization and operationalization of the research question.</i>	
Structure of chapters and sections & Coherence and quality of argument. <i>Structure of chapters and paragraphs is clear and subsequent. The argument is structured, logical, substantial, coherent, and linguistically correct. The literature references have been incorporated according to a scientific standard used in the field in question. The quality of English and general presentation are of a standard for publication.</i>	
Originality. <i>Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.</i>	
Discussion and development of empirical material. <i>The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.</i>	

Resulting Grade:

Signature & Date:

Appendix 4. External Review Template

EXTERNAL REVIEW of the Master's Thesis

Reviewer's full name and academic degree or organization and position

Master's Thesis written by

Topic of the Master's Thesis

Please fill out the form and return the scanned document. Comment on the following (1,5-2 pages):

- Research Design:
- Knowledge of relevant literature and Grasp of theory:
- Structure of chapters and sections & Coherence and quality of argument:
- Originality:
- Discussion and development of empirical material:
- Additional comments:

Suggested grades

Please fill out the following table, grading the work according to the criteria used earlier. Use the 10-point scale (10-8 is excellent; 7-6 is good; 5-4 is satisfactory; 3-1 is fail; 0 is for plagiarism)

Criteria	Grades
Research design. The Student is capable of independently formulating a relevant research problem, research questions, and corresponding strategy for a relatively complex research.	
Knowledge of relevant literature and Grasp of theory. The Student shows familiarity with, and understanding of the relevant literature and has incorporated recent developments in the field into the research; shows an ability to conduct a critical study and in-depth analysis of the relevant sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop own ideas for the conceptualization and operationalization of the research question.	
Structure of chapters and sections & Coherence and quality of argument. Structure of chapters and paragraphs is clear and subsequent. The argument is structured, logical, substantial, coherent, and linguistically correct. The literature references have been incorporated according to a scientific standard used in the field in question. The quality of English and general presentation are of a standard for publication.	
Originality. Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.	
Discussion and development of empirical material. The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.	

Resulting Grade:

Signature & Date:

Appendix 5. Cover Page Sample

FEDERAL STATE AUTONOMOUS EDUCATIONAL
INSTITUTION FOR HIGHER EDUCATION
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS
Faculty of Social Sciences

Student's name, surname

Student's signature

TERM PAPER / MASTER'S THESIS

Topic Topic Topic

Field of study 41.04.04 Political Science

Master's program 'Russian Studies'

Reviewer

Reviewer's signature

Reviewer's full name

Supervisor

Supervisor's signature

Supervisor's full name

Moscow 20__

Appendix 6. Application for the Supervisor Change

To the Academic Supervisor of the “Russian Studies” Master’s Program

From ____ year student

(full name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу изменить ранее назначенного руководителя курсовой работы на/ I would like to submit a request for Coursework supervisor change

Имя и должность нового руководителя/New Supervisor :

Student

(Full name, signature, date)

Supervisor

(Full name, signature, date)

New Supervisor

(Full name, signature, date)