**GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPERS AT THE HSE FACULTY OF WORLD ECONOMY AND INTERNATIONAL AFFAIRS**

T r a n s l a t e d i n H S E E x p e r t T r a n s l a t i o n C e n t r e

Approved by Resolution

of Faculty Academic Council on December 20, 2018 Minutes No.9

These Guidelines have been developed on the basis of the *Regulations for Term Papers and Theses Prepared by Students of the Bachelor’s, Specialist and Master’s Level at the National Research University Higher School of Economics* approved by the HSE Academic Council, minutes No.08 dated November 28, 2014.

## GENERAL PROVISIONS

* 1. Term papers are independent research projects carried out by students, forming an integral part of the educational process. They are aimed at consolidating knowledge and competencies acquired by students during theoretical and practical classes, fostering the skill of independent research on the selected topic, and developing capabilities for analysis, research, project activities and information processing. Term paper preparation gives students an opportunity to practice such skills as independent collection, review and analysis of scientific data on the selected research topic.
	2. The research area of each term paper must be relevant to the corresponding degree programme.
	3. Term papers are generally written in Russian. The Academic Supervisor of the degree programme (hereafter, the Programme Academic Supervisor) may allow writing a term paper in English, based on a request drawn up by the student and signed by the term paper supervisor.
	4. At the Faculty of World Economy and International Affairs (hereafter, the FWEIA), term papers are prepared by undergraduate students in Year 2 and Year 3 and master’s students in Year 1. Undergraduate students in Year 3 have to defend their term papers. Term papers prepared on master’s programmes may also be defended at the discretion of the Programme Academic Supervisor.

## SELECTION AND APPROVAL OF TERM PAPER TOPICS

* 1. Each year, the FWEIA faculty develops a provisional list of term paper topics or research areas to be subsequently finalized by Academic Council of each FWEIA school.
	2. HSE academic staff members (including those outside the FWEIA) and potential employers may also propose topics and research areas to be added to the list.
	3. Proposals must be structured as follows:
		+ Topic or research area of the term paper;
		+ Term paper supervisor (full name, position, academic degree, place of employment);
		+ Year of study for which the given topic or research area is intended.
	4. FWEIA programme offices collect proposals for term paper topics or research areas from the start of academic year to the third Friday in September.
	5. The provisional list of topics or research areas is then forwarded to the Programme Academic Supervisor within two business days after the collection deadline. The

Programme Academic Supervisor and Academic Council must finalize this list within five business days.

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* 1. The Programme Academic Supervisor and Academic Council can exclude proposed topics or research areas from the list if they are not relevant to the degree programme. Within one business day from the finalization of the list of term paper topics or research areas, the Programme Office notifies departments/schools, research subdivisions or employers which topics were approved and which declined.
	2. Schools, research subdivisions, individual academic staff members and employers whose topics were excluded by the Academic Council may discuss the reasons for such exclusion with the Programme Academic Supervisor within three business days from receiving the notification. Following such discussions, the Programme Academic Supervisor may return some of the topics on the list.
	3. No later than the first Friday in October, the Programme Office must publish the following information on the programme website:
		+ Offered topics or research areas;
		+ Term paper supervisors (with links to their profiles, if they are HSE employees);
		+ Link to these Guidelines.
	4. Students may choose one of the topics from the list or propose a topic of their own.
	5. Students may choose any member of HSE academic staff as their term paper supervisor, subject to this member’s consent. One supervisor employed at FWEIA may supervise up to ten term papers per academic year. However, the Dean may allow some faculty members to supervise more than ten term papers.
	6. Term paper topics are assigned to students upon their personal requests addressed to the Programme Academic Supervisor. Requests must be signed by the respective term paper supervisors and submitted to the Programme Office. An employee of the Programme Office must enter information on the selected topic and term paper supervisor to the digital database in the student’s presence and let the student personally check if the topic is entered correctly and if their supervisor has no more than ten term papers for the given academic year. Term paper topics must be stated in the requests both in Russian and in English. A template request for approval of the term paper topic is provided in Appendix 1.
	7. Requests signed by the respective supervisors must be submitted to the Programme Office no later than the first Friday in November.
	8. The Programme Office is responsible for processing requests and entering information on term paper topics and supervisors to student accounts on the FWEIA portal ([http://www.wehse.ru](http://www.wehse.ru/)).
	9. The list of term paper topics and supervisors must be finalized by the Academic Council by the third Friday in November. Some term paper topics may be declined by the Academic Council if they are not suited to the field of study, purpose of a term paper or the level of complexity. In this case, the Academic Council must also provide a justification for its decision and recommendations on how to adjust the topic.
	10. The Programme Office must notify students and their supervisors if their term paper topic was declined within one business day from such decision. Notifications may be sent via student accounts on the FWEIA portal.
	11. Students may submit a new request for the term paper topic to the Programme Office by the fourth Friday in November. The steps described in clauses 2.15, 2.16 and 2.17 are then repeated. The Academic Council must approve the final list of term paper topics and supervisors no later than the first Friday in December.
	12. Within two weeks from final approval by the Academic Council, the teaching staff

of the Business English course from the Foreign Languages Department must check if term paper topics are translated into English correctly and if not, alter the English translation in coordination with the respective term paper supervisors.

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* 1. If students fail to choose a term paper topic by the deadline, or if their topic is declined by the Academic Council, they are facing academic failure. Such students may select their term paper topic during the extension period – from the start of the Module 3 to the end of the retake period for Modules 1 and 2. If the new topic is selected on time and approved by the Academic Council, academic failure is waived.

## TERM PAPER SUPERVISION

* 1. Term paper supervisors appointed by the Dean’s directive are responsible for direct supervision of term paper preparation.
	2. Term paper supervisors have the following duties:
		+ Advise students on shaping the final topic of their term paper, drafting term paper outline and preparation schedule, and selecting scholarly literature and resources;
		+ Help students choose appropriate research methodology;
		+ Monitor the progress of term paper preparation against the established outline and schedule;
		+ Notify the Programme Academic Supervisor and Programme Office if students are behind the schedule;
		+ Provide students with informed recommendations on the content of their term papers;
	3. Term paper supervisors are entitled to
		+ Select a suitable mode of interaction with students, in particular, agree on the term paper preparation schedule and the frequency of face-to-face meetings or other communications;
		+ Request that students prepare and present a brief summary of the received recommendations and further steps in term paper preparation after each face-to- face meeting;
		+ Request that students pay close attention to the received recommendations and come to meetings well-prepared;
		+ Take into account compliance with the preparation schedule when grading student term papers.
	4. Supervisors assess quality of term papers against fixed requirements. They must fill in a special form (see Appendix 5) where they put their review and grade for the term paper. The review is published through the “Term Paper” system on the FWEIA portal ([http://www.wehse.ru](http://www.wehse.ru/)) or submitted to the Programme Offices within the following deadlines:
		+ Year 3 of undergraduate programmes – no later than 1 day before the scheduled defence date;
		+ Year 2 of undergraduate programmes – no later than the second Friday in June of the current academic year;
		+ Year 1 students of master’s programmes – no later than the second Friday in June of the current academic year.
	5. Supervisors of undergraduate students in Year 3 must grade their research internship no later than the fourth Friday in December, based on the progress in the term paper preparation made in Module 1 and 2.
	6. Term paper supervisors must draw up an official memorandum to notify the Programme Academic Supervisor and the Dean of plagiarism and any other violations of academic

code of ethics committed by students.

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* 1. HSE academic staff or employees of external organizations whose professional activities and/or academic interests are connected to the term paper topic may be appointed as advisors to students preparing their term papers.
	2. Appointment of an advisor may be initiated by the term paper supervisor, Programme Academic Supervisor or Academic Council. Advisors are appointed by the Dean’s directive (in agreement with the term paper supervisor) no later than two months before the deadline for final submission of the term paper, as defined in the curriculum.

## CHANGING TERM PAPER TOPIC AND SUPERVISOR

* 1. Requests to change the term paper topic (Appendix 2) signed by the supervisor and requests to change the term paper supervisor (Appendix 3) signed by both supervisors and addressed to the Programme Academic Supervisor may be submitted to the Programme Office from the second Monday through the last Friday in February.
	2. Changing term paper topics or supervisors must be authorised by the Programme Academic Supervisor and Academic Council no later than the first Friday in March.

## TERM PAPER PREPARATION RESTRICTIONS

* 1. Students must prepare term papers as prescribed by the *Guidelines on Term Paper and Thesis Writing for Students of the Bachelor’s, Specialist and Master’s Level at FWEIA* (approved by the FWEIA Academic Council on April 15, 2010)
	2. Students must comply with the term paper preparation schedule developed and finalized together with their supervisors.
	3. Term papers are not subject to mandatory review.
	4. Failure to complete a term paper by the fixed deadline constitutes academic failure that can be remedied following the procedures established at HSE.

## TERM PAPER SUBMISSION

* 1. Term paper submission deadlines:
		+ Undergraduate students in Year 2 – last Wednesday in April of each academic year;
		+ Undergraduate students in Year 3 – last Thursday in April of each academic year;
		+ Master’s students in Year 1 – last Friday in April of each academic year.
	2. Students must upload a .doc, .docx or .pdf file with the final text of their term paper through their personal profiles on the FWEIA portal ([http://www.wehse.ru](http://www.wehse.ru/)) no later than 23:59 of the day specified in Clause 6.1.
	3. Students must submit a draft of their term paper to their supervisors thirty days before the upload date. Students who fail to do so may receive a fail grade for their term paper from the supervisor.
	4. Failure to complete a term paper by the fixed deadline (as per Clause 6.1 or Clause 7.2) constitutes academic failure that can be remedied in autumn of the subsequent academic year, following the procedures established at HSE.

## EXTENDING SUBMISSION DEADLINES

* 1. Submission deadlines for term papers that are subject to defence as per Clause 1.4 cannot be extended.
	2. If there is a substantiated necessity to extend submission deadline for a term paper that is not subject to defence (individual curriculum, internship, individual

preparation schedule approved by the supervisor, etc.), the student must submit a request for deadline extension (Appendix 4) signed by the term paper supervisor and addressed to the Programme Academic Supervisor no later than the second Friday in April. Requests submitted after that day shall not be considered.

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* 1. If deadline extension is approved, a new deadline must be authorised by the Dean’s directive.

## TERM PAPER REVIEW AND DEFENSE

* 1. Term paper defence (see Clause 1.4) takes place each academic year during the period from the second Thursday in May to the first Thursday in June.
	2. Defence dates and Board composition are stipulated by the Dean’s directive. Defence is held in the presence of the Board of at least three faculty members, research fellows or doctoral students of HSE, including one supervisor of the given term paper. Faculty members from other HSE faculties and subdivisions who wish to participate may be appointed to the Board by the Dean’s directive.
	3. The Programme Office and IT Assistant to the Dean must provide the Board with at least one paper copy of each student’s term paper and of the review written by the term paper supervisor. The Board is provided with the version that had been uploaded through the student account on the FWEIA website.
	4. Each term paper defence is a public event. The Programme Office must publish defence dates on the programme website at least one week in advance.
	5. Results of a term paper defence are reflected in the Board minutes. Chair of the Board is responsible for the Board’s operation and minutes preparation. The Chair is appointed by the Programme Academic Supervisors jointly with the heads of FWEIA schools.
	6. If students miss their term paper defence for a valid reason supported by documentary evidence, they will be allowed to defend their term paper on a different date within the specially designated period.
	7. Missing term paper defence without a valid reason supported by documentary evidence is counted as academic failure.
	8. Students whose supervisor gave their term paper a fail grade shall not be allowed to proceed to the defence. If a fail grade is received at the defence, no repeat defence shall be held during the current academic year.
	9. Each term paper must go through the Antiplagiat (Антиплагиат) system pursuant to the *Procedures for Using Antiplagiat System for Collection and Checks of Academic Papers at HSE*. Term paper supervisors will be notified of the outcome of such checks and must take them into account when grading the term papers. Term paper supervisors grade the version that was uploaded through the student account on the FWEIA website.
	10. If plagiarism is discovered in a term paper, it is handled in accordance with the *Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE* (Appendix 7 to HSE Internal Regulations).

## FINAL GRADES FOR TERM PAPERS

* 1. Final grades for term papers of undergraduate students in Year 2 are those given by their supervisors. For undergraduate students in Year 3, final grades are calculated using the following formula: 0.5\*(grade on a 10-point scale assigned by the term paper supervisor)+0.5\*( grade on a 10-point scale assigned by the Board after defence).
	2. Students are considered to have failed their term paper if they receive a fail grade after the defence or after a review by their supervisor.
	3. Final grades for term papers are entered into student performance records by respective supervisors no later than the fourth Friday in June.

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* 1. After the fourth Friday in June, students may access the grades and reviews of their term papers through the account on the FWEIA website ([http://www.wehse.ru](http://www.wehse.ru/)) or at the Programme Office.
	2. Students who failed their term papers may have the term paper topic changed. In order to do this, they must submit a new request signed by their term paper supervisor and addressed to the Programme Academic Supervisor before the end of the current academic year. All changes of term paper topics must be authorised by the Dean’s directive. If necessary, a new term paper supervisor may also be assigned by the Dean’s directive.

***Appendix 1 Template Request for Approval of Term Paper Topic***

TO:

Academic Supervisor of the Programme

“ ”

 \_

*(full name)*

FROM:

 \_

*(full name)*

 \_

 \_ Year student, group No.

# Request

I hereby request to approve the following topic of my term paper:

 \_

(

 )

(title in English)

for Year , and appoint

as my term paper supervisor.

*(full name, academic degree, position, subdivision)*

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*(Student’s signature)*

“ ” 201

*(Supervisor’s signature)*

“ ” 201

***Appendix 2 Template Request for Change of Term Paper Topic***

T r a n s l a t e d i n H S E E x p e r t T r a n s l a t i o n C e n t r e

TO:

Academic Supervisor of the Programme

“ ”

 \_

*(full name)*

FROM:

 \_

*(full name)*

 \_

 \_ Year student, group No.

# Request

I hereby request to change the topic of my term paper for Year

from

 (

(title in English)

)

to

 (

(title in English)

 \_)

*(Student’s signature)*

“ ” 201

*(Supervisor’s signature)*

“ ” 201

***Appendix 3 Template Request for Change of Term Paper Supervisor***

T r a n s l a t e d i n H S E E x p e r t T r a n s l a t i o n C e n t r e

TO:

Academic Supervisor of the Programme

“ ”

 \_ \_

*(full name)*

FROM:

 \_

*(full name)*

 \_

 \_ Year student, group No.

# Request

I hereby request to change the supervisor of my term paper for Year \_

 (

(title in English)

)

from

*(full name, academic degree, position, subdivision of the current supervisor)*

to

*(full name, academic degree, position, subdivision of the new supervisor)*

*(Student’s signature)*

“ ” 201

|  |  |
| --- | --- |
| *(Current supervisor’s signature)*“ ” 201\_ | *(New supervisor’s signature)*“ ” 201\_ |

***Appendix 4 Template Request for Extension of Submission Deadline***

T r a n s l a t e d i n H S E E x p e r t T r a n s l a t i o n C e n t r e

TO:

Academic Supervisor of the Programme

“ ”

 \_

*(full name)*

FROM:

 \_

*(full name)*

 \_

 \_ Year student, group No.

# Request

I hereby request to extend the submission deadline for my term paper to “ ”

 201 on the grounds of \_

*(specify the grounds)*

*(Student’s signature)*

“ ” 201

*(Supervisor’s signature)*

“ ” 201

***Appendix 5 Supervisor Review Template***

T r a n s l a t e d i n H S E E x p e r t T r a n s l a t i o n C e n t r e

**National Research University Higher School of Economics Faculty of World Economy and International Affairs**

*(school/department)*

**Supervisor Review of the Term Paper**

prepared by ,

*(student’s full name)*

Year undergraduate student of the World Economy Programme. Term paper topic:

“

 ”

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Grade (on a 10-point scale)** |
| **1.** | Structure and logical organization |  |
| **2.** | Suitability of employed research methodology for stated goals and objectives |  |
| **3.** | Autonomy, originality and innovativeness of the term paper |  |
| **4.** | Line of argument adopted to convey main ideas of the term paper |  |
| **5.** | Grammar and formatting |  |
|  | Final grade to be entered into the student performance record *(not necessarily an arithmetic mean of items 1-5)* |  |

Comments:

Term Paper Supervisor

*(signature) (full name, academic degree, position , subdivision)*

“ ” 201