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| |  | | --- | | **Appendix 1**  to Regulations for Term Papers  and Theses prepared by students of  *National Research University*  *Higher School of Economics*  *and London University*  *Parallel Degree Bachelor Programme*  *International Relations* |   **Stages and Deadlines for Selection and Finalization of Term Paper and Thesis Topics**  **(for full-time degree programmes delivered under an academic calendar divided into semesters and/or four modules)** | | | | |
| **No** | **Stage** | **Responsible party** | **Deadlines** |
|  | **Collection of proposed topics** for term papers/theses, entry of data on proposed topics and supervisors into LMS, and its publication on the programme’s website | Departments and research subdivisions/ Programme Office | **From September 10 to October 01** of the ongoing academic year.  Information must be transferred to the Programme Academic Supervisor within 2 business days after October 01 |
|  | **Review of proposed topics** by the programme management | Academic Supervisor and Academic Council/ Programme Office | **Within 5 business days**  after receiving the data from the Programme Office; after review, the data is passed back to the Programme Office |
|  | **Notifying** departments and research subdivisions of approved term paper/thesis topics | Programme Office | **Within 1 business day**  from the Programme Office receiving the Academic Council’s resolution on the list of propose topics |
|  | **Further discussions on term paper/thesis topics, finalization of the list of topics to be offered to students** | Departments and research subdivisions / Academic Supervisor / Programme Office | Departments and research subdivisions may discuss reasons for exclusion of their topics **within 3 business days** after receiving the notification from the Programme Office. Following such discussions, the Academic Supervisor may return some topics on the list. |
|  | **Publication** of data on topics and supervisors, the Guidelines and deadlines on the programme’s website | Programme Office  / Programme Coordinator | **No later than October 15** of the ongoing academic year |
|  | **Topic proposals by students** | Students/ Departments/ Academic Supervisor | **No later than November 10** of the ongoing academic year |
|  | **Review of topics proposed by students** | Students/ Academic Supervisor / Academic Council | Decision on whether to approve topics proposed by students must be taken **no later than November 15** of the ongoing academic year |
|  | **Selection of term paper/thesis topics by students** | Students | **No later than November 20** of the ongoing academic year |
|  | **Assigning term paper/thesis topics by a directive, and notifying the supervisors** | Academic Council/ Programme Office  / Academic Supervisor /Dean | The Academic Council must assign topics and supervisors **within 5 business days** after their selection (i.e. after November 20)  The directive is issued **no later than December 15** of the ongoing academic year |
|  | **Changing or revising term paper/thesis topics** (and their authorization by the Dean’s directive) | Students/ Programme Office  / Academic Supervisor /Dean | No later than one calendar month before the official deadline for final submission of the term paper/thesis to the Programme Office |