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| **Appendix 2**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* |

**Key Stages of Thesis Preparation**

 **(for full-time degree programmes delivered under an academic calendar divided into semesters and/or four modules)**

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| **No** | **Stage** | **Parties involved** | **Deadlines** |
|  | Presentation of the thesis outline (if the first one was not approved by the supervisor)  | Student/ Supervisor | **No later than December** of the ongoing academic year |
|  | Resumption of the thesis outline (if the first one was not approved by the supervisor) | Student/ Supervisor | **No later than February 20** |
|  | **Submission of the first draft of the thesis**  | Student/ Supervisor / Programme Office | **No later than on April 1**  |
|  | **Revision and finalization of the thesis** (including submission of the final text and abstract to the supervisor) | Student/ Supervisor | No later than the date stipulated in the Guidelines, in accordance with the preparation schedule |
|  | Supervisor’s review of the thesis  | Supervisor/ Programme Office | Within one calendar week after receiving the finished thesis |
|  | **Uploading the thesis to the Antiplagiat system** (via special LMS module). | Student | No later than the date stipulated in the Guidelines, in accordance with the preparation schedule |
|  | **Final submission of the finished thesis to the Programme Office** | Student/ Programme Office | **No later than on April 30** |
|  | **Review of the thesis:**appointment of the reviewer initiated by the Academic Supervisor and enacted by the Dean’s directive  | Dean/ Academic Supervisor /Reviewer | No later **one month** before the scheduled defence  |
|  | **Review of the thesis:**forwarding the thesis to the reviewer | Programme Office/ Reviewer | The Programme Office forwards the thesis for review **no later than three calendar days** after its receipt |
|  | **Review of the thesis:**submission of the review | Reviewer/ Programme Office | **No later than 4 days** before the defence |
|  | **Review of the thesis:**notifying the student of the review’s content | Programme Office / Student | **No later than 3 days** before the defence |
|  | **Defence** | Student/ Supervisor/ Academic Supervisor/ Dean | Deadlines are determined by the curriculum and SFC schedule in accordance with the *Regulations for the State Final Certification of HSE Students* |