**Methodological Guidelines for Research Works at the Faculty of Economic Sciences at HSE University**

# GENERAL PROVISIONS

These Methodological Guidelines are developed as per the “Regulations for HSE Student Project Work, Research and Internships”, enacted by directive number No. 6.18.1-01/0509-2, dated September 5, 2019.

The objectives for completing group research projects are to:

* consolidate and integrate the use of skills and knowledge obtained from the study of earlier courses while completing the research project
* develop teamwork skills
* develop design solutions for real-life companies and organizations
* develop competencies related to presenting project results achieved as part of group research.

The results obtained from completing the group research project may serve as the basis of a research article and/or research report for a conference. Other possible uses for the results of the research project include the following:

* the completion of a term paper on the project work material under the supervision of the project manager or his/her colleague(s)
* exemption from the pre-graduation internship (participation in the project may be counted as an internship if it meets the criteria with respect to the competencies reflected in the internship programme)
* preparation of a thesis.

The number of credits for the project shall correspond to the working curriculum of the degree programme which the student is pursuing.

Students may choose a project topic. The project titles and their short descriptions are posted on the degree programme website.

The number of students invited to participate in a project is determined by the project manager based on the expected workload of the assigned tasks. Bachelor’s students from different years of study, as well as Master’s students, may be involved in completing the project at the same time. The project manager determines the number of project team participants based on his/her professional judgement and students’ level of training; each student is then assigned a specific role and a list of tasks to complete.

# PROJECT DESCRIPTION

The project description contains the following information:

*project author:* the person (or group of people) who drafted the project application and formulated the objectives and conditions for participating in the project. The project author may or may not be from among HSE University staff.

*project client:* the person, group of people, or organization (including the University subdivisions) interested in the project results; the client often formulates the criteria for the requested product (result) and participates in its assessment, as well as allocates resources for the project’s completion; the client may also serve as the project author, but these positions do not have to coincide;

*project manager:* the responsible party who supports the implementation of the project, evaluates the contribution of the project participants, and drafts the relevant documentation both during and at the end of the project; the project manager may or may not be from among HSE University staff. The project manager may also serve as its author and/or client;

*a brief characterization of the project idea:* the reasons for which the research on the project topic/issues will be useful and engaging for students;

*project objectives*: a description of the key results the project was designed to obtain;

*project tasks:* a list of the main stages for achieving the project objectives;

*timeframe for completion*: the duration of the project shall be determined by its tasks and approved by the project manager; the number and frequency of consultations with the project manager are specified in the project description but may be slightly adjusted in the course of the project.

*student requirements:* the degree to which student competencies should be developed according to the implemented curriculum must factor into the project work. Nevertheless, project authors have the right to require from the project participants additional knowledge and skills important for completing specific project tasks.

# PROJECT WORK DOCUMENTATION

Students receive project work assignments at the first meeting with the project manager. The project manager implements project assignments, drafts reports, and evaluates the results on the basis of the extent to which the project objectives have been achieved. The project participant must submit a report on the results of the project work to the project manager by the established deadline.

Mandatory project documentation includes the following:

* project application (drafted and submitted by the project author)
* statement of work[[1]](#footnote-1) (prepared in coordination with the project manager, sometimes jointly with project participants), including a mandatory section on the requirements for the project results/product
* project reports (prepared by each project participant; for information on the title page and report structure, see Appendix 1)
* project appraisal sheets of students, completed by the project manager (see Appendix 2).

# EVALUATION OF PROJECT WORK RESULTS

The results of a student’s participation in a project shall be evaluated on a 10-point grading scale. The final grade includes an assessment of the degree to which the student developed the competencies specified in the project application and may also include an assessment of the actual results/product obtained in the course of the project and of the student’s participation in the project. An evaluation of the quality of the teamwork and individual contribution of a project participant may serve as an additional component of the final grade for group projects. Each separate component of the final score is also evaluated on a 10-point scale; the final grade is thus the weighted sum of the components. The formula for calculating the final project grade[[2]](#footnote-2) is determined by the project manager in the statement of work and noted in the project appraisal sheet.

If the final grade on a project included in a student’s individual curriculum and for which the student signed a statement of work is less than 4 points on a 10-point scale, then the student is considered to have failed the assignment; this is factored into the rating of HSE University student knowledge assessments, as well as when making any decisions to which student academic failures may be relevant.

Due to the nature of project activities - namely, the need to complete a specific task by a specific time - in order to remove the academic failure, students, as a rule, are required to complete another project and receive a non-failing grade. However, there may be projects that permit a re-take. The project manager and project client shall determine to which category the proposed project belongs - “retakes allowed” or “retakes not allowed”- when completing the project application.

If a project participant is replaced or expelled from the project group before its completion due to a violation of the standards for completing the work, a lack of interim results, or a refusal to complete the project without valid reasons, then the work of the project dropout shall be assessed as unsatisfactory and zero credits shall be awarded for participation in the project; the student also is considered as having failed the assignment.

*Appendix 1*

National Research University

Higher School of Economics

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of degree programme)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(level of study)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Major/Specialization (if applicable))

**Project**

**REPORT**

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(Project title)

Completed by student from group\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (*full name*)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(signature)*

**Project Manager:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(position, project manager’s full name)*

*\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(grade) (signature)*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(date)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_**

**Recommended Report Structure[[3]](#footnote-3)**

1. Contents
2. General project description:
* author, client, project manager
* type of project (research/applied/service)
* location of project work (name of the organization, structural subdivision/other)
1. Main body:
* description of the process for completing the project assignment
* description of project (product) results
* description of the methods and technology used in the project
* description of your role on the team (*mandatory for group projects*)\*
* description of deviations and difficulties that arose while completing the project\*
1. Conclusion (evaluation of the individual results of the completed project and the competencies developed)
2. Project results (*text, photographs, links and other materials confirming the results obtained*)[[4]](#footnote-4)
3. Appendices (*if necessary*: *presentation for the project’s defence,* *graphics, diagrams, tables, algorithms, illustrations, feedback, etc.*)\*

*Appendix 2*

**Project Appraisal Sheet**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project type)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project completion period)

|  |  |
| --- | --- |
| **Project Manager**:Full namePosition  |  |
| **Project participant[[5]](#footnote-5)**: |  |
| Full name |  |
| Degree programme  |  |
| Group No.  |  |
| Elements of the final grade[[6]](#footnote-6) | Score on a 10-point scale | Comments (if needed)  |
| **О r** – Grade for the project results/product  |  |  |
| **О m –** Grade for the methods and technologies used in the project |  |  |
| **О i –** Grade for the implementation process |  |  |
| **О c –** Grade for the development of planned competencies |  |  |
| **О gr –** Grade for the individual contribution of a participant in a group project |  |  |
| **О team –** Grade for teamwork |  |  |
| **О d** – Grade for the project presentation/defence  |  |  |
| **О peer –** Grade from other participants of the group project(peer assessment) |  |  |
| **О self –** Self-evaluation of the project participant |  |  |
| Formula for calculating the final score (specify the elements and their weights)  |  |
| **Final project grade** |  | Project Manager Signature |
| **Number of credits for the project**  |  |

Date project appraisal sheet was completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Not necessary for service projects. [↑](#footnote-ref-1)
2. The formula is analogous to the calculation of a final grade for courses with due consideration for the changed components; for more information, see “Regulations for Interim and Ongoing Assessment of Students at HSE University”. [↑](#footnote-ref-2)
3. The symbol “\*” denotes points that are optional to include in the report. [↑](#footnote-ref-3)
4. Except in those cases where the results cannot be published for confidentiality reasons or to protect trade secrets. [↑](#footnote-ref-4)
5. For group projects, a project appraisal sheet must be completed for each member of the group. [↑](#footnote-ref-5)
6. Only use the necessary elements. If one of the elements is not used, then a dash is placed in the corresponding line. If necessary, special elements can be added. [↑](#footnote-ref-6)