GUIDELINES FOR THE PREPARATION, ASSESSMENT, DEFENSE AND PUBLICATION
OF TERM PAPERS AND MASTER'S THESES FOR THE MASTER'S PROGRAMME
«SYSTEM AND SOFTWARE ENGINEERING» IN THE FIELD OF
STUDIES 09.04.04 «SOFTWARE ENGINEERING»

1. GENERAL PROVISIONS

1.1. The Guidelines for the preparation, assessment, defense and publication of term papers and Master's theses for the education Programme «System and Software Engineering» in the field of studies 09.04.04 «Software Engineering» (hereinafter referred to as *Guidelines*) are prepared on the basis of and in accordance with the «Provision on the Coursework and Thesis of Students Enrolled in Bachelor's Degree Programs, Specialty Programs and Master's Degree Programs at the Higher School of Economics» (Appendix to the HSE Directive No. 6.18.1-01/1007-02 dated July 10th, 2015; approved by the Academic Council of the HSE, Minutes # 8 dated 11.28.2014),

1.2. The Guidelines lay the grounds for recommended procedure relating to the preparation of Coursework and Thesis, contain requirements for the structure, content, scope, design, formats of the Coursework/Thesis, time limits for different stages of the Coursework/Thesis (project) activity, criteria for assessing the Coursework/Thesis, project defense procedure, guidance for reviewer assignment and requirements for Thesis reviewing,

1.3. Both Coursework (project that is being implemented during the 1st year of studies) report and MS Thesis (Graduation project that is being implemented during the 2nd year of studies) are prepared and presented in English (it is a mandatory requirement for the English-language Programme),

1.4. Compliance with these Guidelines is a must for all students of the Master's degree Programme «System and Software Engineering» (hereinafter referred to as *MDP*) regarding the preparation, defense and publication of the Coursework (report) and Thesis (graduation work).

2. GENERAL REQUIREMENTS FOR THE COURSEWORK (PROJECT)

2.1. Coursework (project) can be carried out in the form of (academic) *research work* or *course project* (applied, product-oriented project) – following Appendix to HSE Directive No. 6.18.1-01/1007-02 dated July 10th, 2015 («Regulations for Term Papers and Theses Prepared by Students… at the NRU HSE»), the naming "Term paper" is used, and it can be of two types, namely, they are *research term paper* and *term project* (see clauses 2.4.1 and 2.4.2 of the aforesaid document). These types fully comply with the names – (academic) research work and course project – used in item 2.1 of the present document, retaining the semantic content of the terms used,

As a rule, *research work* includes, but is not limited to a review and well-founded assessment of previous works (publications) on similar topic(s), thorough analysis of stakeholder requirements as applied to the problem at hand, development and/or detailed description of a mathematical or

other (formal) model and algorithms, theoretical assessment of the complexity of the algorithms under consideration for solving a given problem, formal proof of statements concerning the properties of a model or other structures in use, experimental verification of models adequacy (correctness, completeness, accuracy, etc.), experimental (empirical) analysis of the computational complexity of the proposed solutions, demonstrating the feasibility of the proposed approaches (models, algorithms) in the form of prototype programs, reasoning behind decisions made, etc.

Course project as applied, product-oriented project, encompasses engineering and technology and is aimed primarily at practical application (development of the software or hardware-software system). Generally, such project covers, but is not limited to the justification of the significance of the applied problem, detailed review and comparative analysis of existing solutions, formal description and justification of the proposed solution (general architecture, structure of classes and their relations, etc.), description of the system or technology stack that imperatively implies the justification of the feasibility of selected solutions, comparison of the proposed system (engineered technological solution) with well-known counterparts in terms of functionality, efficiency and usability, demonstration of the developed system, its documentation, etc.,

2.2. Considering the specifics of the field of studies (software engineering) and further employment of the program's graduates, the Coursework can be performed by students in *small groups* (the issue is necessarily discussed with both the Programme's Academic supervisor and supervisor of the project).

3. MAIN STAGES OF PREPARATION OF THE COURSEWORK (PROJECT)

3.1. The terms and conditions that relate to the proposal and approval of the Coursework are determined in accordance with the Regulations,

3.2. The topic of the Coursework is chosen by a student (or, a group of students, see item 2.2) in the first year of his/her studies. A list of offered topics is released not later than October 15th, and by November 20th as the latest, a student must inform the Programme's academic supervisor and the Office of Studies (Programme Office) about the topic chosen, format of the Coursework (see item 2.1) and the full name of project's supervisor (mentor). A student has a right to propose his/her own topic (initiative topic) for a possible discussion with interested would-be supervisor(s). As a general rule for HSE, *"topics may be proposed by departments, research subdivisions and separate members of the HSE academic staff whose research interests <u>match</u> the programme's field of study"*. A written application is made in the name of the Programme's Academic supervisor (Appendix 3),

3.3. Tentatively late November, students defend topics of their Coursework (with obligatory preparation of slides for presentation following pre-defined template) – such work is carried out within the framework of seminars of the 1st semester of the curriculum in agreement with the instructors conducting these seminars. Such 'defense' allows a student to better present the scope and details of the work to be done, to formulate (for further discussion with supervisor) possible questions and to understand the relevance of the stated topic to the content of the future work. Certain details related to the presentation and its content are discussed with students at the Project Seminar (Modules 1 and 2, 1st year),

3.4. Not later than 1 month prior to the deadline for the submission of the final version of the coursework's report (unified date for all students that is announced in advance), a student has a right, following the agreement with project's supervisor (mentor), to change **(a)** project's topic, **(b)** format of the Coursework (see item 2.1), as well as **(c)** project's supervisor (mentor) by submitting a filled in application form signed by a student, former project's supervisor and the new project's supervisor. The application is written in the name of the Programme's Academic supervisor and is handed over to the Office of Studies,

3.5. At the end of the academic year (Module 4, around the second half of June), all works (projects) performed by students are defended in front of the jury, i.e. the assessment for the work performed is not done solely by the project's supervisor (mentor), but by a board (jury) consisting of several people.

3.6. The deadlines for all stages of the Coursework activities are provided in the Appendix 1.

4. SUPERVISION OF THE COURSEWORK (PROJECT)

4.1. As a rule, supervisor of the Coursework (project) is appointed from among faculty members (University as a whole is being considered) and researchers of the HSE. By the agreement with the Programme's Academic supervisor, a third-party employee may be appointed as a supervisor of the coursework (project). In such a case, a project's co-supervisor from among the faculty members is appointed to coordinate all stages of the student's work,

4.2. Obligations and rights of the supervisor are defined in paragraph 5.1 of the Regulations,

4.3. If a report is submitted after the deadline specified in the Appendix 1, the Coursework's supervisor has a right to assess the work with unsatisfactory grade without reviewing it,

4.4. Supervisor provides a filled in review form and assesses the quality of the Coursework, guided by the general criteria specified in the sample of the supervisor's review form. The review must be accompanied by brief comments that characterize the main advantages and disadvantages of the submitted Coursework (see Appendix 3). The filled in review form must be signed by the supervisor (mentor). Both text of the Coursework's report (including supplementary materials, if any) and the supervisor's review form (copy in .pdf format or a as an image) must be uploaded by a student to LMS (*a platform for online support of the educational process at the HSE*; designated folder is used as specified in advance by the Office of Studies/Programme Office).

5. COURSEWORK (PROJECT) CONTENT REQUIREMENTS

5.1. Preparation of a report that describes comprehensively student's activities as a part of the completed coursework is mandatory. As part of the Project Seminar (one of the courses in the 1st year curriculum), students prepare a *Project (Research) Proposal* (end of the Module 2 – beginning of the Module 3), which can be viewed as a basis (in terms of the general structure of the document) for the Coursework Report.

5.2. The following constituents of the Report's (Project) structure can be recommended:
   (a) Title page,
   (b) Abstract and the list of keywords (0.5-1.0 pages) – a brief description of the object of study, the purpose of the work, the method or methodology of the work, the results of the work, conclusion (the approbation of the work that covers publications, presentations at conferences, etc. can be briefly mentioned). Abstract is formed as a single paragraph text. The list of keywords follows the Abstract (a student should try to limit the list to five-seven keywords). A student must choose those keywords that will make others interested in the contents of the study (material covered by the Report). Keywords (phrases) must be separated with a semicolon symbol,
   (c) Table of Contents,
   (d) Introduction (up to 5-6 pages; this limitation is only indicative, as much depends on the type and specificities of the work being done) – it describes the relevance, background and objectives of the work, the subject and methods of research, the novelty and reliability of the results obtained, their theoretical significance and practical value). Personal motivation must be mentioned here as well – the Introduction section must provide a solid base for a reader to understand the background of the Coursework (Project) activity,

(e) Theoretical (Research) section (selection of methods, algorithms, approaches, models aimed at solving specified tasks, their presentation and required explanations),

(f) Results of experiments – description of the experiments conducted (test runs), analysis and evaluation of the results obtained, disadvantages (flaws) revealed, etc. The size and scope of this section depends on the type and specificities of the work,

(g) Substantive conclusion section and prospects for further research on the topic (implication of the research (Project's work)),

(h) Reference list,

(i) Appendices (optional) – they may contain supplementary parts of the work (tables, graphs, results of test runs of program(s), etc.) that are referenced (mentioned), but not covered by the main text).

5.3. The final versions of Coursework (Project) Report and presentation must be uploaded to LMS on (before) a date to be agreed upon by the representatives of Office of Studies (Programme Office). Corresponding information must be brought to the students' attention in advance. The presentation (slides / file in .pdf format) can be uploaded to LMS just *before* or just *after* the day of the work (project) defense,

5.4. The final Coursework (Project) Report must be also uploaded to the Anti-Plagiarism system (*Rus*. 'Antiplagiat') for inspection (audit); usually www.turnitin.com service is used for this purpose – all necessary details of this process are brought to the attention of students by the representatives of the Office of Studies.

6. COURSEWORK (PROJECT) ASSESSMENT

6.1. The grade for the Coursework' (Project) presentation is specified by the board (jury) members – the grade given to a student is a subject to collegial discussion and decision; at this, the evaluation (grade) recommended by the project's supervisor (mentor) and his/her comments are also taken into account. The supervisor's recommended grade and corresponding comments are summarized in the completed (filled in) form – its template is shown in the Appendix 5,

6.2. A student who has got a grade *'unsatisfactory'* (grade 0,1,2 or 3 out of 10) for the Coursework (Project) or who has not submitted a Coursework (Project) Report in time, i.e. before or at the specified deadline (it is set in advance) is considered to have academic failure that must be eliminated following the established manner. A student must consider the advanced comments (remarks) and refine the text of the Coursework report accordingly. However, the topic of the coursework (project) can be changed in accordance with the Order (Directive) by the Dean of the Faculty. The procedure for the reimplementation of the Coursework is regulated by the official document titled "Provision on the Organization of the Interim Attestation and Current Monitoring of Students' Progress at the HSE".

7. REQUIREMENTS FOR PUBLICATION AND STORAGE (DEPOSIT) OF THE COURSEWORK

7.1. Thy present Guidelines do not establish the requirements concerning the mandatory publication of the results of the Coursework (Project) done,

7.2. The Coursework (Project) Supervisor (mentor) and the Programme's Academic supervisor may recommend to publish the coursework's findings and results in the peer-reviewed domestic or international journal (present at the conference), upload the coursework' report to the HSE website and, as a potential option, to other online resource(s),

7.3. Original hardcopy and electronic form (link to it, viz. corresponding report) of each report are kept (remain valid) in the Office of Studies for two years after the completion of the course of studies by a given student.

8. GENERAL REQUIREMENTS FOR THE THESIS (GRADUATION WORK)

8.1. The Thesis (Graduation MS work) project can be carried out by students in the form of *academic* (*pure*) research or in the form of project (*product-oriented*, *applied*) research – refer to clause 3.4 of the present Regulations. It must be emphasized that *academic* research relates to conceptual problem(s) that appear as a result of a lack of understanding of phenomenon(-na), it is carried out in order to improve this understanding, to answer questions raised and to obtain new knowledge about the structure, properties and behavior of the object (phenomenon(-na)) under study. In contrast, *product-oriented* (*applied*) research relates to problem(s) that do have practical consequences, it "concerns itself with the elaboration and application of the known" and is aimed at the product (that is engineered) at the end; see also clause 2.1 of the present Regulations and Section 3 ("General Requirements for a Thesis") of the Appendix to HSE Directive No. 6.18.1-01/1007-02 dated July 10th, 2015 («Regulations for Term Papers and Theses Prepared by Students… at the NRU HSE»),

8.2. The Thesis (Graduation project) can be performed by students in *small groups* – refer to the clause 2.2 for more explanations (reasons for that),

8.3. The Thesis (Graduation project) report must be written in English, no exceptions.

9. STAGES OF THE THESIS PREPARATION

9.1. The main stages of the preparation of the Thesis (Graduation project) are set out in general form in the Appendix 2 of the present Regulations. The list of activities and corresponding deadlines concerning the preparation as well as defense stages of the Thesis (Graduation work) adopted by the Programme are provided in the Appendix 5,

9.2. In the perfect case, the subject of the Thesis is an extension of the Coursework topic (1st year of studies), which can be considered as a pre-project work by a student to be continued in the second year of study (clause 3.3 of the Regulations). By November 20th, the student informs the Academic supervisor of the Programme and the Office of Studies (Programme Office) about the final topic and format (type) of the Thesis. A written statement is made in the name of the Academic supervisor of the Programme (see Appendix 4),

9.3. Not later than 1 month prior to the date of defense, the student has a right, following the agreement with the supervisor (mentor), to change the topic and format of the Thesis – this procedure is accomplished by submitting a written application to the Academic supervisor of the Programme; the application must be signed by the former supervisor (mentor) as well as the new Project's supervisor (mentor),

9.4. The Thesis supervisor (mentor) and the Programme Office (Office of Studies) within the period from December to April of the 2nd academic year provide the student with necessary consulting assistance upon his/her request, including issues related to the Thesis public defense procedure,

9.5. Following general regulations, the student submits the final version of the Thesis to the supervisor (mentor) no later than 3 weeks before the date of defense as announced by the Office of Studies (Programme Office),

9.6. The student submits the final version of the Thesis together with the filled in and signed by the supervisor (mentor) review form as well as the statement issued by the Anti-Plagiarism system (*Rus*. 'Antiplagiat') to the Programme Office (Office of Studies) no later than 10 days before the date of defense,

9.7. Other issues related to the preparation of the Thesis are governed by the HSE Regulations.

10. THESIS' SUPERVISION (MENTORING)

10.1. Matters related to the scientific (research) supervision of the Thesis are governed by the clause 5.2 of the Regulations,

10.2. The (research) supervisor (mentor) of the Thesis is mainly appointed from amongst HSE employees having scientific degree, as well as practitioners (experience company's employees) with a background in the fields of IT or/and software engineering for, at least, 3 (three) years,

10.3. Thesis supervisor (mentor) can also be an employee of the external organization, who meets the requirements of the clause 5.2.3 of the Regulations. For student, whose Thesis supervisor is not an employee of the HSE, a co-supervisor is appointed from amongst HSE employees (follow clause 5.4.2 of the Regulations),

10.4. Duties and rights of the supervisor of the Thesis are defined in clauses 5.1.2 and 5.1.3 of the Coursework (project) and Thesis Regulations,

10.5. After receiving the final version of the Thesis from the student, supervisor (mentor) of the work prepares a review (evaluation of the Thesis received) within 7 calendar days allowed to fully complete this activity. The latter is guided by general criteria specified in the sample review; detailed comments on the Thesis are necessary, since they must present main advantages and disadvantages of the Thesis, theoretical and practical applicability (justifiability) of the Thesis results (Appendix 5, Thesis review form). The supervisor submits the review to the student for upload to the LMS. A copy of the review is sent to the Programme Office (Office of Studies).

10.6. For work submitted after the deadline specified in these Guidelines (Appendix 2), the supervisor has the right to give an unsatisfactory grade without considering the content of the work.

11. CONTENT REQUIREMENTS FOR THE THESIS

11.1. If the Thesis has a research product-oriented format, the technical documentation comes down to the following constituents:
   (a) Problem statement (task)
   (b) Explanatory note
   (c) Manual
   (d) Program(s) and test methods
   (e) Text of the program(s) (to reduce the number of printed pages, can be placed on flash-drive, memory stick, CD, DVD)
   (f) Other accompanying documents, if needed.

11.2. The technical documentation, the program(s) (source code, executable file) and the presentation of the Thesis must be uploaded as a single archive to the LMS in the project "Final Qualification Work" (it is a *provisional title* – normally it is confirmed by the Office of Studies (Programme Office) representatives towards the day of the Thesis defense),

11.3. The Thesis Report must be uploaded to the Anti-Plagiarism system (*Rus.* 'Antiplagiat') as explained by the representatives of the Office of Studies,

11.4. If the Thesis is performed in an academic research format, the Report prepared by student covers
   (a) Title Page (follow Appendix 6 of the document)
   (b) Abstract
   (c) Table of Contents
   (d) List of definitions, terms and abbreviations
   (e) Introduction

(f) The main part (3-5 chapters; follow *Research seminar* (1st year) materials for more information)

(g) Conclusion

(h) List of used sources (references)

(i) Appendicies (including software implementation of certain parts of the work done),

11.5. The Thesis, applications (source codes of the program(s), executable file, etc.) and presentation must be uploaded by a single archive to the LMS in the project "Final Qualification Work" (it is a *provisional title* – normally it is confirmed by the Office of Studies (Programme Office) representatives towards the day of the Thesis defense). Source code, executable file, etc. can be placed on flash-drive, memory stick, CD, DVD,

11.6. The Thesis Report must be uploaded to the Anti-Plagiarism system (*Rus*. 'Antiplagiat') as explained by the representatives of the Office of Studies,

11.7. The Thesis written in English (it is a must requirement for students of the Programme) is uploaded to LMS no later than 1 (one) working day before the deadline specified for downloading the final version of the Thesis to check for plagiarism (www.turnitin.com service is usually used for this purpose). The result of the plagiarism checking is then entered manually by the Manager of the Programme to LMS – once it is done, the student can print the plagiarism check report,

11.8. Potentially, software implementation part of the Thesis (source code, the executable file(s), etc.) can be uploaded to, for example, GitHub or Yandex.Disk with granted open access to jury members, supervisor, co-supervisor (if any), representatives of Programme Office (Office of Studies); corresponding link to folder(s) must be specified in the text of the Thesis Report,

11.9. The Thesis is qualified as being in the status *'fully submitted'*, if the following documents are submitted in their final (not a subject for any further change) versions:

(a) Printed, signed (signatures of the Thesis supervisor, co-supervisor, if any, and the student are the MUST!) and bound final version of the Thesis that was also uploaded to LMS,

(b) Abstract (in English),

(c) Annotation (in English) with the Thesis supervisor, co-supervisor, if any, and the student,

(d) Report concerning plagiarism verification, which also includes the student's consent on publishing a Thesis on the HSE portal (site),

(e) Filled in supervisor's review form with his/her signature.

11.10. In case of exceeding the permissible level of 20% of identified work-related borrowings that are shown as a result of the plagiarism test, the Thesis supervisor no later than 5 working days before the designated date of defense must give explanation regarding the originality of the submitted text and (possible) justified reasons behind the identified percentage of borrowings in student's work.

12. REVIEW OF THE THESIS

12.1. Requirements for Thesis reviewers are defined in clause 4.4.6 of the Regulations. By the April 25th, the Academic supervisor of the Programme approves the list of reviewers of the Thesis from amongst the full-time researchers and teaching staff of the HSE, staff from other departments of the HSE, other higher education institutions, scientific and research organizations (institutions) as well as companies (domestic and foreign) being recognized leaders (experts) in field(s) relevant to the topic of the Thesis,

12.2. The directive (order) concerning the appointment of reviewers is issued under the name of the Dean of the Faculty of Computer Science on the recommendation of the Academic supervisor of the Programme no later than 1 (one) month prior to the scheduled date of Thesis defense,

12.3. The Programme Office (Office of Studies) sends a Thesis for reviewing no later than 3 (three) calendar days after its submission. The reviewer prepares and submits to the Office of Studies a signed review form on the Thesis no later than 2 days before the date of the Thesis defense; the general view of the review form is shown in Appendix 7,

12.4. The Programme Office (Office of Studies) makes student aware of the content of the review no later than 1 (one) calendar day prior to the date of Thesis defense,

13. PUBLIC THESIS DEFENSE REQUIREMENTS

13.1. Thesis written by students of the Programme is a subject for mandatory public (in front of the State Examination Commission) defense. The order and procedure of defense are regulated by the Regulations concerning the State Final Certification of HSE graduates enacted by the Directive of the HSE Rector No. 6.18.1-01/2004-08 dated 04/20/2017,

13.2. The public defense of the Theses takes place in the end of 4th module of the academic year according to the approved schedule,

13.3. For the public defense of the Thesis, the *State Examination Commission* (SEC) is formed in accordance with the established procedure,

13.4. The defense includes the presentation of the author of the Thesis work (up to 20 minutes), questions of the SEC members and student's answers to raised questions, the final student's speech that embraces answers to the comments and remarks of the reviewer and SEC members. The presence of the scientific (research) supervisor of the Thesis and the reviewer at the defense is desirable,

13.5. The grading is based on 10-point scale; the final grade is a rounded (arithmetic rounding takes place) average for all SEC members; the grade is represented on both 10- and 5-point scales,

13.6. The results of the Thesis defense may be declared invalid by the SEC chairperson in case of discovered violation(s) of the State final certification procedure.

14. STUDENT'S RIGHT TO APPEAL ON THE RESULTS OF THE THESIS DEFENSE

14.1. An appeal (application form) may be submitted by a student personally to the Programme Office (Office of Studies) no later than the next business day after the announcement of grades,

14.2. The reason for filling in an appeal can be related only to violation of the prescribed (established) procedure concerning the defense of the Thesis,

14.3. The procedure for consideration of appeals is consistent with the Section 4 of Regulations on the State Supervisory Board of the HSE,

14.4. The decision of the Appeal commission is considered as ultimate one and is not a subject to revision under no circumstances.

15. REQUIREMENTS FOR THE PUBLICATION AND STORAGE OF THE THESIS

15.1. The Programme fully complies with the requirements set forth in HSE at the present time and/or which (requirements) may be established in HSE in the future regarding public accessibility of the Thesis work(s),

15.2. The State Examination Commission (SEC) may recommend the publication of the results of Thesis in academic and technical journals (magazines, reports, etc.), the publication of annotations and full texts of Thesis on the HSE portal and other Internet resources,

15.3. Both *hardcopy* and *softcopy* of the Thesis defended are stored at the Programme Office (Office of Studies) for 5 (five) years after the student's completion of studies, and then they are deposited in the HSE Archive for storage.

STAGES AND DEADLINES FOR SELECTION AND FINALIZATION OF TERM PAPER AND THESIS TOPICS

No	*Stage*	*Responsible Party*	*Deadlines*
1.	**Collection of proposed topics** for term programme's website		From September 10th to October 1st of the ongoing academic year. Information must be handed over to the Programme Academic supervisor **within 2 business days** after October 1st
2.	**Review of the proposed topics** by the Programme's authorities	Academic Supervisor and Academic Council / Programme Office (Office of Studies)	**Within 5 business days** after receiving the information from the Programme Office (Office of Studies); after review, the information is passed back to the Programme Office
3.	**Notifying** departments and research subdivisions of approved term paper/thesis topics	Programme Office	**Within 1 business day** from the Programme Office (Office of Studies) receiving the Academic Council's resolution on the list of the proposed topics
4.	**Further discussions** of 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
5.	**Publication** of data on topics and supervisors, the Guidelines and deadlines on the programme's website	Programme Office / Academic supervisor of the Programme	**No later than October 15th** of the ongoing academic year
6.	**Topic proposals** by students	Students / Departments / Academic supervisor of the Programme	**No later than November 10th** of the ongoing academic year
7.	**Review** of topics proposed by students	Students / Academic Supervisor of the Programme / Academic Council	Decision on whether to approve topics proposed by students must be taken **no later than November 15th** of the ongoing academic year

8.	**Choosing** coursework (term paper) / Thesis topics by students	Students	**No later than November 20th** of the ongoing academic year
9.	Assigning term paper (coursework) / Thesis topics by a **Directive**, and **notifying supervisors** (mentors)	Programme Office (Office of Studies) / Academic Supervisor of the Programme / Academic Council / Dean	The Academic Council must assign topics and supervisors **within 5 business days** after their selection (i.e. after November 20th). The directive is issued **no later than December 15th** of the ongoing academic year
10.	**Changing** or revising term paper **(coursework) / Thesis topics** (and their authorization by the Dean's directive)	Programme Office (Office of Studies) / Academic Supervisor of the Programme / Students / Dean	No later than **1 (one) calendar month** before the official deadline for final submission of the term paper/thesis to the Programme Office (Office of Studies)

Supervisor's review for the coursework / Thesis (project)
MASTER'S PROGRAMME «SYSTEM AND SOFTWARE ENGINEERING»

Full name of the student _____

Year of Studies _____

Faculty _____

Title of the Work:

« _____

_____

_____ »

№	Evaluation criteria	Grade according to supervisor's opinion (out of 10)
1.	Content of the coursework corresponds with the title	
2.	Aims and objectives stated in the coursework have been accomplished	
3.	Originality and novelty of the coursework / Thesis	
4.	Degree of independence of the student during research for coursework	
5.	Formatting and composition of the coursework	
	Final grade[**] for the course work, that appears in the academic transcript of the student	

Comments and remarks:

_____
_____
_____
_____
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_____
_____
_____

Supervisor _____

/signature/ _____

(Full name, Degree, title, department (place of work))

Date _____

[**] The final grade is the average of the five grades according to the evaluation criteria of the coursework

** **"National Research University "High School of Economics"**
** **Faculty of Computer Science**
MASTER'S PROGRAMME «SYSTEM AND SOFTWARE ENGINEERING»

** **COURSEWORK / MASTER'S THESIS (PROJECT)**
topic

<Subject>

** **Student** _____
<Full name>

Supervisor: _____
<degree>, <title>, <full name>

Co-supervisor (consultant):
_____

Moscow <YEAR>