

Structure, contents, and wordage of term papers

1. Term paper is an individually completed work on a stated topic written by the author under the guidance of a supervisor. The term paper should demonstrate the author's ability to work with literature, summarize and analyse factual material employing the theoretical knowledge and practical skills obtained while completing the programme of higher education aimed at the development of general and professional competencies.
2. Term papers have sections dedicated to: the description of the main problem; a review of literature; the outline of the objective and the solutions proposed by the author.
3. Recommended wordage of a year 2 term paper is "1 printing page" (40,000 signs including spaces), year 3 – "1.5 printing pages" (60,000 signs including spaces), excluding statistical appendices. 1 printing page roughly corresponds to 22-23 printed pages in A4 format, font size 12, interline interval 1.5. The wordage may differ, depending on the contents of the work (for example, if the paper is theoretical and contains many formulas). The paper is graded primarily based on its contents. That is, any original work may be awarded the highest grade irrespective of its wordage.
4. Term papers at ICEF are presented in the format of a "research work", which presupposes an analysis and synthesis of theoretical and empirical materials. The performance of analysis and synthesis of materials is intended to further reinforce and display the knowledge and skills obtained while completing the programme of higher education or conducting independent research on the topic chosen.
5. Term papers may be written as a summary of previous research on the topic written by the student with elements of their own analysis and conclusions, or as an independent research (in the form of an academic article).
6. Second and third year bachelor term papers are marked by academic supervisors; there is no public defence. The supervisor assesses the following components on the scale from 1 to 10 (see Annex 6 and 6a):
 - a) Clarity of the topic statement and research problem statement;
 - b) Originality of the research topic, the student's independent work;
 - c) Correctness and completeness of the literature review;
 - d) Quality of theoretical and/or empirical analysis, its correspondence to the methodological requirements;
 - e) Quality of presentation of references, sections, equations, pictures, tables, bibliography;
 - f) The student's work with the supervisor – in particular, the regularity of consultations.

The final grade takes into account grades for separate components but does not have to be the mean grade.

7. When assigning grades to year 2 ICEF bachelor term papers the supervisor uses the following criteria:

- **excellent (10)**: a substantial and comprehensive summary with the presentation of main issues in research literature, including the most up-to date sources; a critical analysis of theoretical and/or empirical models, their substantive and theoretical premises, interpretation of results obtained by the authors, evaluation of their contribution to research literature. This grade can be awarded for substantial and carefully executed original research conducted by students using up-to-date methodology, at the ICEF BSc year 2 level or going beyond it.

- **excellent (9):** a substantial and comprehensive summary with the presentation of main issues in research literature; an exposition of theoretical and/or empirical models, analysis of their substantive and theoretical premises, interpretation of results obtained by the authors, evaluation of their contribution to research development. This grade can be awarded for substantial original research conducted by students using up-to date methodology, at the ICEF BSc year 2 level or going beyond it. The research may not be complete or contain minor omissions.

- **excellent (8):** a comprehensive paper with the presentation of main issues in research literature; an exposition of theoretical and/or empirical models, analysis of key premises, interpretation of results obtained by the authors. This grade can be awarded for original research conducted by students using up-to date methodology, at the ICEF BSc year 2 level or partly going beyond it. The research may contain several omissions.

- **good (7):** a substantial paper on the topic chosen with the presentation of main issues in research literature, but with one of the following elements omitted: a full exposition of theoretical and/or empirical models, review and analysis of their premises; an interpretation of the results obtained by the authors and/or discussions about them in research literature. This grade can also be awarded for an attempt to conduct original research which is generally correct but is not complete and/or contains substantial omissions.

- **good (6):** an paper on the topic chosen, with the presentation of main issues in research literature but with two or more of the following elements omitted: a full exposition of theoretical and/or empirical models, review and analysis of their premises, interpretation of results obtained by the authors and/or discussions about them in research literature. This grade can also be awarded for original research where an appropriate original research objective is set but not achieved.

- **satisfactory (5):** an paper whose content corresponds to the topic chosen but which contains only a fragmentary description of the problems studied in relevant literature, and with one or more of the following elements omitted: theoretical and/or empirical models, their premises, interpretation of the results obtained , discussion of the results in research literature. This grade can also be awarded for an attempt to conduct original research containing a research problem statement and/or signs that research was carried out but with substantial omissions and the main components of research work incomplete.

- **satisfactory (4):** an paper whose content corresponds to the topic chosen but which contains only a fragmentary description of the problems studied in relevant literature, and is void of original assessment and discussion.

- **unsatisfactory (1-2-3):** an paper that does not meet the assessment criteria outlined above.

- **unsatisfactory (0):** an paper containing plagiarism.

8. Additional criteria for year 3 ICEF bachelor term papers:

8.1. In order to get an “excellent” mark, a year 3 student must demonstrate intellectual independence, an ability to critically assess existing literature, and/or skills at working with theoretical/empirical models and databases. As a rule, a good and a complete summary on the topic with elements of own analysis could be graded no higher than “good” (6-7 on the 10-point scale).

8.2. When assigning grades to year 3 ICEF bachelor term papers, the supervisor uses the following criteria:

- **Excellent (10):** a clear statement of the research problem; a substantial and comprehensive review of literature on the topic, including the most up-to date sources, with the description of theoretical and/or empirical models; a review and analysis of the main results presented in this literature; and the identification of a gap in existing literature that can be bridged by the student's own original research and the carrying of such research, using up-to-date methodology at the year 3 ICEF BSc level or beyond.

- **Excellent (9):** a clear statement of the research problem; a substantial and comprehensive review of literature on the topic, including the most up-to date sources, with the description of theoretical and/or empirical models; a review and analysis of the main results presented in this literature; and the identification of a gap in existing literature that can be bridged by the student's own original research and the carrying of such research, using up-to-date methodology at the year 3 ICEF BSc level or beyond. The research may not be complete or contain minor omissions which, however, do not undermine the author's main findings.

- **Excellent (8):** a clear statement of the research problem; a substantial review of literature on the topic, with the description of theoretical and/or empirical models; an analysis of the main findings presented in this literature; elements of original research using methodology at the ICEF BSc year 3 level or beyond. The research may not be complete and/or contain some omissions which, however, do not undermine the author's conclusions.

- **Good (7):** the research area is identified with the following elements present (possibly except for one of them, or if the research contains omissions that cast doubt on the author's conclusions): a review of literature on the topic; a critical analysis of existing approaches; the formulation of hypotheses to be tested; the description of theoretical and/or empirical models, a review and analysis of their premises; the design of an original theoretical model, or the collection and/or an analysis of original empirical data and the interpretation of the findings. The grade "good" (7) can also be awarded for a substantial and complete review of up-to-date literature on the topic chosen, with the presentation of theoretical and/or empirical models, and/or the collection and a primary analysis of original data that permit the identification and/or solution of a substantial research problem.

- **Good (6):** the research area is identified (possibly without a clear problem statement) with the following elements present (except for one or two of them or if the research contains omissions that undermine the author's conclusions): a review of literature on the topic; a critical analysis of existing approaches; the formulation of hypotheses to be tested; the description of theoretical and/or empirical models, a review and analysis of their premises; the design of an original theoretical model, or the collection and/or an analysis of original empirical data and the interpretation of the findings. This grade can also be awarded for a comprehensive review of up-to-date literature on the topic chosen, with the presentation of theoretical and/or empirical models, and/or the collection and a primary analysis of original data that permit an incomplete solution of a substantial research problem.

- **Satisfactory (5):** the term paper is an paper containing the following elements (possibly except for one): the identification of the research area; the description of theoretical and/or empirical models; an attempt to collect and independently analyse empirical data that does not amount to convincing findings but corresponds to the topic and has a potential scientific value. This grade can also be awarded for attempts at an original research containing significant errors that should not be made by a student at the ICEF BSc year 3 level.

- **Satisfactory (4):** the term paper is an paper containing the following elements (possibly except for two or more): the identification of the research area; the description of theoretical and/or empirical models; an attempt to collect and independently analyse empirical data that does not amount to convincing findings.

- **Unsatisfactory (1-2-3):** the term paper does not satisfy the criteria outlined above.

- **Unsatisfactory (0):** the term paper contains plagiarism.

9. Plagiarism check is one of the duties of the supervisor. In cases where plagiarism is identified, appropriate disciplinary measures are imposed in accordance with the Procedures for Application of Disciplinary Measures for Violating Academic Standards for Student Papers at the National Research University Higher School of Economics (Annex 3 to Student Internal Regulations of the National Research University Higher School of Economics).