

Government of the Russian Federation
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higher professional education

National Research University
Higher School of Economics
Faculty of Humanities

Rules regulating the process of submission and defence of
term paper and BA/MA graduation papers
for theoretical and computational linguistics profiles
(qualification: MA)

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Academic Board of MA program
Linguistic Theory and Language Description
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Academic supervisor of the MA program
Linguistic Theory and Language Description
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1. Preliminary information

1.1. This document regulates working on, submitting and defending term papers as well as final MA papers for the MA program Linguistic theory and language description as addenda and specification of the Regulation on term and BA and MA papers for the students of National Research University Higher School of Economics (Main Regulation below).

1.2. Possible models for term and MA papers in the program include:

- conventional academic research papers, i.e. studies aimed at obtaining new knowledge about the structure and properties of and patterns observable in the object of scientific investigation,
- experimental papers,

The rules regulating the form and the content of a paper may be different for different models above.

1.3. The Regulation applies exclusively to single-authored term papers and MA papers. Collaborative (with multiple authorship) MA papers are not allowed. Collaborative term papers may be allowed on a special permission from the academic supervisor of the program. The rules regulating submission, defence and reviewing of collaborative papers are to be determined by the academic supervisor and may depend on the nature of the research project.

2. Term papers and MA papers

2.1. Timeline of term papers

- 1) **topic selection**: the topic is selected according to the Main Regulation; the topic is to be selected not later than November 20 and must be confirmed by an order on December 15 at the latest;
- 2) **submission of the research plan**: the student(s) must submit a plan of the paper not later than February 15; for best consideration submit on January 15; additional deadlines may be established by the research supervisor;

- 3) **submission of a draft paper:** the research supervisor suggests a deadline for the first submission of the draft of the full paper; but not later than three weeks prior to the defence; for best consideration, the paper should be submitted one month prior to the defence;
- 4) **submission of the final version of the paper:** the research supervisor suggests a deadline for the submission of the final version of the paper; but not later than one week prior to the defence; for best consideration, the paper should be submitted ten days prior to the defence;
- 5) **LMS upload:** the paper must be uploaded to LMS to be reviewed by Antiplagiat not later than two days prior to the defence;
- 6) **grading by the research supervisor:** grading by the research supervisor (eventually, also research supervisor's report) has to be completed before the defence;
- 7) **submission to the academic office:** the paper is submitted to the academic office both electronically and in paper;
- 8) **limited open access:** the paper is made available to the staff of School of Linguistics
- 9) **public defence**

The research supervisor may also introduce additional deadlines and checkpoints. In case no additional deadlines are determined, the student follows the default timeline as defined above. All further modifications of the deadlines must be agreed between the research supervisor and the student(s).

The timeline and additional regulations for the term papers submitted in the period of re-examination are determined by the academic supervisor of the program.

2.2. Timeline of MA qualification papers:

- 1) **topic selection:** the topic is selected according to the Main Regulation; the topic is to be selected not later than November 20 and must be confirmed by an order on December 15 at the latest;
- 2) **submission of the research plan:** the student(s) must submit a draft plan of the paper not later than December 15; the final research plan confirmed by the research supervisor must be submitted not later than December 25;
- 3) **submission of a draft paper:** the research supervisor suggests a deadline for the first submission of the draft of the full paper; but not later than 20 days prior to the defence;
- 4) **submission of the final version of the paper:** the research supervisor suggests a deadline for the submission of the final version and the abstract of the paper; but not later than ten days prior to the defence; the research supervisor must submit a report on the paper not later than seven days prior to the defence;
- 5) **reviewing:** the final paper is submitted to the reviewer prior to the data agreed by the reviewer and the research supervisor; the reviewer submits a review to the academic office not later than six days prior to the defence;
- 6) **LMS upload:** the paper must be uploaded to LMS to be reviewed by Antiplagiat on the same day as submitted to the reviewer;

7) **submission to the academic office:** the paper is submitted to the academic office both electronically and in print including an abstract, the research supervisor's report and the Antiplagiat report not later than seven days prior to the defence;

8) **limited open access:** the paper is made available to the staff of School of Linguistics

9) public defense.

The research supervisor may introduce additional deadlines and checkpoints. In case no additional deadlines are determined, the student follows the default timeline as defined above. All further modifications of the deadlines must be agreed between the research supervisor and the student(s).

2.3. Any modification and change in the topic of a term paper or MA paper or changing the research supervisor or the consultant is only possible upon a request submitted to the academic office not later than on month prior the deadline of the submission of the final paper and are confirmed by the faculty dean's order.

2.4. Deviations from the timeline are exceptionally considered and confirmed or disproved by the academic supervisor of the program.

3. Requirements wrt size, structure, content and formatting

3.1. Papers are submitted in print (one copy) and electronically.

3.2. Papers may be submitted in Russian or English. Submitting a paper in another language must be approved by the academic supervisor.

3.2. The recommended size of the paper is established as follows:

- for term papers, including both conventional research papers or experimental studies: 30,000 characters including spaces (which is roughly 15 1,5 spaced pages in Times New Roman 12), excluding the title page, the list of references and appendices;

- for MA graduation papers, including both conventional research papers or experimental studies: 100,000 characters including spaces (which is roughly 50 1,5 spaced pages in Times New Roman 12), excluding the title page, the list of references and appendices;

- shorter papers may be accepted on a special permission from the academic supervisor and are subject to special scrutiny by the committee

3.4. All papers must include a title page, table of contents and a list of references. Further formatting requirements depend on the type of research paper.

3.4.1. Conventional research papers must include an introduction including problem setting and a survey of literature contextualizing the study; conclusion summarizing the results; and sections describing the research itself.

3.4.2. For experimental studies, the student should follow the structure of submissions to experimental journals, such as Journal of Memory and Language, Brain and Language,

Aphasiology and similar. Further specifications must be discussed with the research supervisor.

3.5. A research paper have to provide results of the author's research and cannot be merely a compilation or review of other studies.

3.5.1. The following must be indicated explicitly:

- topic** (case systems of Tungusic; phonetic variation in Burushaski etc.);
- aim** (separation of typologically common and rare features of verbal inflection in Aceh; verification of the hypothesis of relevance of speaker's gender for the use of sibilants etc);
- research methods** (statistical analysis, typological sampling, eye-tracking etc.);
- amount of empirical data**, the way these were obtained (for instance, elicitation from ten consultants, analysis of a corpus of 100,000 tokens) and the sources;
- results**.

3.5.2. A survey of the state of affairs in the research domain aims at showing the novelty of the study. This may include:

- novelty of the topic (Aceh is a pre-contact language of Amazonia, and or its case system has never been looked at before),
- novelty of the aim (Aceh case systems have never been compared with case systems in other languages in the area),
- novelty of methods (Aceh has never been investigated via elicitation),
- novelty of the data (no data on case systems if Aceh was available prior to the study),
- novelty of results (no one has previously shown that the inflection system of Aceh is a kind of case system)

or a combination of the above.

3.6. Formatting may be regulated by additional rules adopted by the program. All deviation is only allowed upon consent from both the research supervisor and the academic supervisor of the program. For experimental studies, the formatting in the main sections of the paper, references in the running text and in the list of references, tables and figures must follow the APA stylesheet (American Psychological Association), 6th Edition. The same applies to the representation of results obtained by statistical methods. Upon consent from the research supervisor the stylesheet may be changed - but be adhered to in a consistent way, including appendices.

4. Defence and grading

4.1. Grading of term papers is carried out by a board of the referees present at the defence. Grading of the MA qualification paper is done by the State Qualification Committee which is formed according to general HSE regulations. In both case, the opinion of the research supervisor is taken into account.

4.2. Defence of the term papers of the first year of MA programs includes a presentation by the author (including a handout or slides) and the student's replies to the questions and issues raised by the board. Grading takes into account the text, opinion of the research supervisor, the presentation and replies to the questions from the board, according to the following formula $0,7 * O_{\text{text}} + 0,3 * O_{\text{defence}}$.

4.3. Defence of the MA qualification paper includes a presentation by the author (including a handout or slides), comments from the research supervisor, from the reviewer (or reading her review aloud), the student's replies to the questions and issues raised by the board and the reviewer. Grading takes into account the text of the paper; the presentation; replies to the issues raised during the defence; and the review as assessed by the committee, with the latter assessment having a weight of 0,3 and the rest with the weight of 0,7: $0,5 * O_{\text{text}} + 0,2 * O_{\text{defence}} + 0,3 * O_{\text{review}}$

4.4. In case the formalities of the defence are not met, the student may appeal during one work day after the defence. No appeal can be filed simply to improve the grade. The appeal committee must consider the appeal within three work days after it has been filed and declare their decision.

4.5. All deviations from this standard are only possible upon confirmation by both the research supervisor and academic supervisor of the program,

5. Storage and publication

5.1. The papers continue at the academic office during two years after graduation as electronic copies. Their storage is regulated by the Main Regulation.

5.2. Term papers may be put into open access by the decision of the Academic Board of the program. If the paper uses a code, raw data and a dataset it is recommended that these are made available at GitHub, BitBucket or a similar open third party repository environment. The link to the relevant repository must be included in the text of the paper.

5.3. In case there are copyright obligations or similar circumstances that make it impossible to the data or the code into public domain, they have to come as electronic attachments to the text of the paper.

6. Skills assessed during term papers and MA/BA qualification papers submission

AS-1	Studying, acquiring new knowledge and skills, including in domains other than the professional domain
AS-2	Distilling ontological essence of the phenomena pertaining to the professional domain
AS-3	Addressing issues in the professional domain based on analysis and synthesis
AS-4	Assessing resource related issues and planning the use of resources in professional activities
AS-5	Information management: retrieval, assessment and the use of information from different sources required to address academic and professional issues (including based on systematic approach)
AS-6	Research activities, including problem setting, defining the object of the investigation and its assessment

PS-1

Basic concepts and categories of modern linguistics

PS-2

Formal representation of linguistic knowledge, analysis and synthesis of linguistic structures, quantitative analysis of linguistic data including computational methods

PS-3

Academic professional writing, including qualification papers, abstracts, slides, articles

PS-4

Academic writing and communication in the first L2 (English)

PS-5

Academic reading and communication in L2

PS-6

Linguistic data collection and curation

PS-7

Linguistic experiment design, description and summary

PS-9

application of areal, typological and genealogical classification in professional domain

PS-10

Presentation of a research project in Russian and in a foreign language (English)

PS-15

Assessment of how a linguistic object matches codified norms of modern standard Russian

PS-16

Linguistic expertise, including social functions of language

PS-17

Organization of a small working group, decision making in management of small working groups.

PS-18

Legal and ethical rules in professional domains

PS-19

Sociocultural differences and inclusiveness in professional domains

PS-20

Conscientious aim taking, professional and personal evolution