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INSTITUTION FOR HIGHER EDUCATION  
NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS

Faculty of Social Sciences  
School of Politics and Governance  
Public Policy Department

**Requirements Guide  
for Term Paper and Master's Thesis Preparation**

Field of study 41.04.04 Political Science  
Master's program 'Political Analysis and Public Policy'

Approved by the Academic Council  
of the Faculty of Social Sciences

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**Master’s Thesis** is an individual research work of a Student conducted under the general supervision of a Supervisor within the research field of the Public Policy Department (PPD) at Higher School of Economics. Master’s Thesis is prepared during the second year of studies. **Term Paper** is a part of master’s Student research conducted during the first year of studies and optimally is the first stage of Master’s Thesis research preparation. The working language of Term Paper and Master’s Theses is English. The procedures related to Term Paper and Master’s Thesis are regulated by HSE normative acts (can be found in Russian on HSE web-portal) and Master’s Program “Political Analysis and Public Policy” normative acts (this text).

**Supervisor** is a member of PPD approved by the Academic Counsel of Master’s Program “Political Analysis and Public Policy” as an individual tutor and consultant of a Student’s Term Paper or Master’s Thesis research. **Academic Director** is the head of the Master’s Program “Political Analysis and Public Policy”. **Program Manager** is the head of the Study Office for the Master’s Program.

## **Contents**

1. Technical Requirements (Formatting).....	3
1.1. Components of Term Paper/Master’s Thesis .....	3
1.2. Term Paper/Master’s Thesis Formatting .....	3
1.3. Additional Requirements .....	4
2. Stages of Term Paper and Master’s Thesis Development.....	4
2.1. Topic Formulation for Term Paper/Master’s Thesis .....	4
2.2. Term Paper/Master’s Thesis Research Proposal (Synopsis) .....	4
2.3. Term Paper/Master’s Thesis Outline .....	5
2.4. First Draft .....	5
2.5. Final Draft .....	6
3. Schedule of Working on Term Papers and Master’s Thesis .....	7
3.1. General schedule of activities is the following: .....	7
3.2. Schedule of Activities between Pre-Defense and Defense.....	8
3.3. Term Paper Defense Documents .....	9
3.4. Master’s Thesis Defense Documents .....	9
4. Supervisor and Consultant.....	9
5. External Reviewer for Master’s Thesis .....	11
6. Pre-defense .....	11
6.1. Submitting Final Draft for Term Paper / Master’s Thesis Pre-defense.....	11
6.2. Submitting Internship Documents for Pre-defense .....	12
6.3. Pre-defense Procedures .....	12
7. Term Paper and Master’s Theses Defense .....	13
7.1. Submitting Materials for Defense.....	14
7.2. Specific Term Paper Defense Procedures .....	14
7.3. Specific Master’s Thesis Defense Procedures.....	14
7.4. Master’s Theses and Term Paper Evaluation Criteria.....	15
8. Turnitin Report: Excessive Borrowing and Plagiarism.....	16
9. Term Paper and Master’s Thesis Preparation and Defense: Competencies for Students.....	16
Appendix 1. Application for the Approval of the Topic .....	18
Appendix 2. Application for the Topic Change .....	19
Appendix 3. Supervisor’s Review Template.....	20
Appendix 4. External Review Template.....	21
Appendix 5. Supervisor’s Report on Student’s Progress .....	22
Appendix 6. Cover Page Sample.....	23

## ***1. Technical Requirements (Formatting)***

### **1.1. Components of Term Paper/Master's Thesis**

The components of Term Paper and Master's Thesis are:

1. Cover Page
2. Table of Contents
3. List of Abbreviations (if included)
4. Introduction
5. Main Body (components: chapters, sub-chapters, etc.)
6. Conclusion
7. Bibliography
8. Appendices and Annexes (if included)

Term Papers and Master's Theses should be submitted in one single file.

### **1.2. Term Paper/Master's Thesis Formatting**

**COVER PAGE** (Sample provided in Appendix 6)

Title: Times New Roman 16, upper case letters, bold, centered, no full stop (.) at the end.

Number of pages: The cover is not to be numbered, but it is counted (i.e. the next page is number 2).

**TABLE OF CONTENTS**

It should be done automatically, by using appropriate Word option. It should contain: List of Abbreviations (if included), Introduction, Chapters, Sub-chapters, Sub-sub-chapters (if applicable), Conclusion, Bibliography, and Appendices and/or Annexes (if included). It should include the page number for each section.

Text: Times New Roman 14, spacing 1.5, justified./space between paragraphs removed/

**LIST OF ABBREVIATIONS**

Text: Times New Roman 14, spacing 1.5, aligned left.

**INTRODUCTION**

Text: Times New Roman 14, spacing 1.5, justified, first line of each paragraph indented

**MAIN BODY**

Text: Times New Roman 14, spacing 1.5, justified, first line of each paragraph indented

Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, Bibliography, Appendices, and Annexes): Times New Roman 16, bold, aligned, not numbered.

Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1,2, etc.)

Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.)

Paragraphs: Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.

Block quotations: Times New Roman 11, single-spaced, justified, each line indented left.

Footnotes: Times New Roman 11, single-spaced, aligned left, no first line indentation.

**CONCLUSION**

Text: Times New Roman 14, spacing 1.5, justified, first line of each paragraph indented.

**BIBLIOGRAPHY**

The entries should be categorized and alphabetized. You can sort the entries in different categories, such as: Books, Essay, Newspaper Articles, Interviews, etc.

Text: Times New Roman 14, aligned left, single-spaced with spacing between each entry and the next one, no first line indentation, no numbering, no bullet points.

### 1.3. Additional Requirements

**Length:**

- Term Papers: approximately 40 pages, with all the formatting requirements outlined above.
- Master's Thesis: approximately 80 pages, with all the formatting requirements outlined above.

**Referencing style:** APA with footnotes and bibliography – see APA Manual<sup>1</sup>

**Page margins:** Normal/Default (top, bottom, right and left: 2.54 cm).

**Foreign words and terms:** isolated words and phrases in a foreign language (or in Latin) should be italicized if they are likely to be unfamiliar to readers

**Page numbering:** The page numbers should start from the Table of Contents (page 2) and end with the Bibliography. They should appear at the bottom of the page, centered. This is done by clicking on the option Different first page when inserting the numbers.

**Page break between sections & chapters:** There should be a page break between each section and the next one, that is, between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations and the Introduction, between the Introduction and the Main Body, between the Main body and the Conclusion, between the Conclusion and the Bibliography, between the Bibliography and the Appendices or Annexes (if included).

There should be a page break at the end of each chapter (i.e. start each chapter on a new page).

## 2. Stages of Term Paper and Master's Thesis Development

### 2.1. Topic Formulation for Term Paper/Master's Thesis

On the basis of the members of Academic Council recommendations, the key principles which should be applied to the formulation of the topics of Term Papers and Master's Theses are as follows:

- From the wording of the title it should be clear what kind of theory and methodological approach is used in the research.
- Title should demonstrate problem-oriented and analytical (not descriptive) nature of the work; there should be contribution of the work into the HSE Public Policy School development.
- From the wording of the title it should be clear what research problem Student try to tackle.
- The topic must be clearly associated with particular time and place.
- The topics cannot be based only on one case of a country or a region, it has to be comparative.

### 2.2. Term Paper/Master's Thesis Research Proposal (Synopsis)

Synopsis (Research Proposal) is a written and structured presentation of a research issue, which the Student of a Master's Program is going to research during the Term Paper / Master's Thesis.

**Structure** of synopsis in general corresponds to the structure of the Introduction to the Master's Thesis or any other qualifying research work and should include the following elements:

1. Title page with the topic of research.
2. Analysis of research problem (related to the topic on the title page); relevance and importance of the research problem/topic; the need for conducting the Master's Thesis research.
3. Literature review on the proposed research problem: should include literature and sources of different types both in Russian and English. For the Term Paper synopsis literature review should include at least 20 sources, for Master's Thesis – at least 40 sources. During the research the number and scope of sources should be expanded to at least 40 and 80 accordingly. The aim of this part is to analyze the scope of existing research of the problem.

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<sup>1</sup> APA Manual – Publication Manual of the American Psychological Association, Sixth Edition. 2010.

4. Research Design:
  - Explicit statement of research problem, which briefly summarizes discussion from above.
  - Research question, which states the particular intriguing aspect of the problem the research is supposed to deal with (one question usually).
  - Research goal/aim is formulated as an achievable result (one goal usually), not as a process, and points towards an important aim for the political research or policy analysis.
  - Research tasks which are needed for achieving the goal/aim of research (two or three major tasks usually).
  - Theoretical basis and methodological approaches of the research. Do not simply list the approaches, show how they will help to fulfill your research tasks and achieve its goal/aim.
  - Research methods and sources of data/information.
5. Theoretical contribution of your research (i.e. novelty of the research): what are limitations of previous research on the problem and how your research will contribute to filling the gaps?
6. Term Paper/Master's Thesis structure: Brief overview of the future text structure (of the main parts).
7. Reference list (Bibliography) formatted according to the standards.

Additional elements:

- If applicable, give an overview of the information sources: their limitations, bias, scope.
- If applicable, specify the choice of time period and geographical scope of the research.
- If applicable, outline theoretical and practical value of the work; major conclusions for the Thesis defense; specify the choice of cases for analysis.

### 2.3. Term Paper/Master's Thesis Outline

Your Outline should contain the following elements:

- **TITLE/TOPIC:** Provide a provisional Title.
- **INTRODUCTION:** Include the elements of the introduction listed below:
  - Research Problem and Question
  - Research goal and tasks
  - Theoretical basis and methodology
  - Methods of data collection and analysis, variables and hypotheses (if needed)
  - Novelty of the Research
  - Structure
- **MAIN BODY:** Devise a provisional structure of the main body (chapters and sub-chapters). As for the chapters, be sure to include the overall aim of each chapter, i.e. what part of your argument it deals with, how it will contribute to the overall argument. Additionally, provide information on which authors/ theories the chapters will be based. As regards the sub-chapters, it will be really helpful if you include notes about the main focus of sub-chapters, as again this will guide you further on. However, at the stage of outline, this is not necessary and only recommended.
- **CONCLUSION:** Summary of all the findings, reinforcing the main argument. At this point you do not need to write it extensively.
- **BIBLIOGRAPHY:** Provide a list of the literature used; it does not necessarily need to be technically perfect at this stage, just list the authors and works you have used so far, and plan to use.

### 2.4. First Draft

Your First Draft, which is an expanded and detailed version of your Outline, should include the following elements:

- **TITLE:** The Title should be connected to the focus of the paper, thus giving information on the theme as well as paper's subject(s) to be developed. Example: The Impact of the Doctrine of Cultural Relativism on the Canadian Legal System.

- **INTRODUCTION:** see description of Research Proposal structure (Paragraph 2.1). For final version of the Term Paper approximately one paragraph per each element should be written, not less. For Master's Thesis it should be approximately two paragraphs per each of the elements listed above.
- **MAIN BODY:** The role of the First Draft is to give clear vision of how the paper's argument will be developed; what kind of role the different elements of the main paper will have towards the overall paper's thesis; what the theoretical foundation of the paper will be; how different sources and arguments will be interpreted and analyzed throughout the paper. All parts of the paper have to be logically linked at this stage, or in other words, it should be clear that there is a logical connection among different steps of argumentation. Main body should contain:
  - **Chapters:** Present the sub-arguments of each chapter of your paper and/or present the role of each chapter to the overall paper argument; present the authors and literature on the basis of which you will develop the chapter's sub-arguments.
  - **Sub-chapters:** Present the sub-sub-arguments of each sub-chapter and/or present the role of each sub-chapter towards the chapter's argument to which it belongs; present the authors and literature on the basis of which you will develop the sub-chapter's sub-sub-arguments.
  - **Paragraphs:** Try to form the text in paragraphs, with clear structure, i.e. topic sentence, introduction, main body and conclusion. Be sure to submit the first draft with not only ideas, but also with a sound formulation of your thoughts and investigation.
- **CONCLUSION:** The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.
- **BIBLIOGRAPHY:** Provide a list of the literature you plan to use in the footnotes and the research. Please reference your sources according to the requirements (see the APA Manual). Also, order alphabetically according to the author's last name, and distinguish between Primary Sources and Secondary Sources. This will save you time at the end of the paper, so that you will not have to do the bibliography page from scratch.

## **2.5. Final Draft**

Your Final Draft should be a very advanced version of your Term Paper/Master's Thesis, which should include all the elements that will appear in your Final Paper. These elements are:

- **COVER PAGE:** Fill in the Sample Cover Page (Appendix 6) and include it into your paper.
- **TABLE OF CONTENTS:** Insert the Table of Contents (use the Microsoft Word function).
- **INTRODUCTION:** see description of Research Proposal structure (Paragraph 2.1).
- **MAIN BODY:** At this stage, all the parts of your Main Body (chapters, sub-chapters) should be quite well developed. Please note that each chapter should contain an introductory paragraph before you introduce the sub-chapters.
- **CONCLUSION:** The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.
- **BIBLIOGRAPHY:** All the sources that you used in your research (even sources you did not quote but consulted during your research) should be listed here. Please distinguish between Primary and Secondary Sources, and make sure that every single bibliographic entry is formatted according to the requirements (see the APA Manual).

### 3. Schedule of Working on Term Papers and Master's Thesis

#### 3.1. General schedule of activities is the following:

Module	What	1st year – Term Paper	2nd year – Master's Thesis
Module 1	<b>Research proposal</b> submission to LMS	October 26	October 26
Module 2	<b>Approval</b> of research topics by Academic Council/Director	November 15	November 15
	<b>Application</b> for Term Paper / Master's Thesis submission to the Study Office (via LMS) ( <b>Appendix 1</b> )	November 22	November 22
	<b>Outline</b> of Term Paper/ Master's Thesis submission to LMS	December 7	December 2
	<b>First draft</b> of Term Paper/ Master's Thesis submission to LMS	December 20	December 20
Module 3	<b>Internship</b> Application submission to the Study Office		January 15
	Internship activities		January 18 – March 14
	<b>Final draft</b> of Term Paper/ Master's Thesis and <b>Internship documents</b> submission to LMS and the Study Office	March 21	March 21 March 24
	<b>Preliminary defense</b> of Term Paper/ Master's Thesis	Research Seminar mid-term exam (March 25 – 31)	Research Seminar exam (March 25 – 31)
Module 4	<b>Finalized</b> Term Paper / Master's Thesis submission to LMS	June 5	May 16
	<b>Preliminary Defense</b> of Term Paper / Master's Thesis	June 15 – 18	June 7 – 11

### 3.2. Schedule of Activities between Pre-Defense and Defense

The plan of a Student, a Supervisor and the Study Office activities between Pre-Defense and Defense is the following:

What	Deadline	Comments
Topic change (if necessary)  <i>Student's responsibility</i>	<b>1st year</b> - Term Paper - by May 4  <b>2nd year</b> - Master's Thesis - by April 10	Check the current topics in the google table (the link to be provided by the Study Office) and if needed submit your topic change application form (See Appendix 1) to the Study Office. (or via LMS)
Appointment of External Reviewer for Master's Thesis  <i>Supervisor's responsibility</i>	<b>2nd year</b> - Master's Thesis - by April 17	Supervisor should find the external reviewer for each paper in supervision. Please try to double check whether your Supervisor finds you a reviewer on time.
Final version of Term Paper / Master's Thesis submission to LMS  <i>Student's responsibility</i>	<b>1st year</b> – Term Paper – in LMS by June 5, 23:59  <b>2nd year</b> – Master's Thesis – in LMS by May 13, 23:59	Uploading the final text to LMS <b>do not forget to indicate the language of your paper correctly and choose English!</b> The Program Manager checks it with Turnitin and inputs the percentage of borrowed text to LMS. When you see the percentage of borrowing in LMS you should download the plagiarism check certificate from LMS and submit in the final package.
Study Office provides the Supervisor with the text of Term Paper / Master's Thesis and Turnitin report	<b>1st year</b> - Term Paper – by June 8  <b>2nd year</b> - Master's Thesis - by May 15	The electronic files will be sent to the Supervisor by the Study Office.
Supervisor provides external reviewer with the text of Master's Thesis	<b>2nd year</b> - Master's Thesis - by May 16	The Supervisor sends the electronic version of the Master's Thesis to the external reviewer. In case the reviewer requests the hard copy it is Student's responsibility to provide it.
Supervisor emails his review and the external review to the Student and the Study Office	<b>2nd year</b> - Master's Thesis - by May 27	Supervisor may ask the Student to pick up the external review and to submit it to the Study Office if it is not digitally available.
Defense documents submission to the Study Office	<b>1st year</b> - Term Paper - by June 8  <b>2nd year</b> - Master's Thesis - by May 25	The sets of the defense documents differ for 1st and 2nd year Students (See Paragraphs 3.3 and 3.4). Via LMS or electronic resources



### 3.3. Term Paper Defense Documents

Term Paper Defense documents include:

1. The final text of the Term Paper, which is to be uploaded to LMS ([lms.hse.ru](https://lms.hse.ru)) according to the Schedules 3.1 and 3.2.
2. Defense documents submitted to the Study Office (according to the Schedules 3.1 and 3.2), including:
  - One printed and bound copy of the Term Paper – it must be identical to the LMS submission!!
  - Two printed copies of the summary (each one stapled separately) – the summary should be within 1800-2500 symbols and should cover main points of your research outcomes and research design.
  - One printed copy of a signed Supervisor’s review (*only if the Supervisor is not going to be present at the Defense*) – the original review may be provided to the Student in scanned format, but it must be a signed one.
  - One printed copy of the Turnitin report from LMS (See Paragraph 8) */Instructions [PA PP text originality report instructions](#) (PDF, 1.14 Mb)/*

### 3.4. Master’s Thesis Defense Documents

Master’s Thesis Defense documents include:

1. The final text of the Master’s Thesis, which is to be uploaded to LMS ([lms.hse.ru](https://lms.hse.ru)) according to the Schedules 3.1 and 3.2.
2. Defense documents submitted to the Study Office (according to the Schedules 3.1 and 3.2), including:
  - a. One printed and bound copy of the Master’s Thesis – It must be identical to the LMS submission!!
  - b. Two printed copies (each one stapled separately) of the EXTENDED ABSTRACT – It should cover main points of your introduction; give understanding of the thesis structure and logic of the argument; and summarize your conclusions and research outcomes. **It should not exceed 20 000 symbols.**
  - c. One printed copy of the Supervisor’s review – the original review provided to the Student by the Supervisor may be in scanned format, but it must contain the signature of the Supervisor
  - d. One printed copy of the Second Reader’s review – the original review provided to the Student by the Supervisor may be in scanned format, but it must contain the signature of the Second Reader
  - e. One printed copy of the Turnitin report from LMS (See Paragraph 8) */Instructions [PA PP text originality report instructions](#) (PDF, 1.14 Mb)/*

## 4. Supervisor and Consultant

Supervisor is a professor of the Public Policy Department and/or Master’s Program “Political Analysis and Public Policy”. List of Supervisors is designated by the Academic Director. Professors who have no courses at the Master’s Program “Political Analysis and Public Policy” cannot supervise.

If necessary, a Consultant can be assigned to Term Paper or Master’s Thesis in addition to a Supervisor. Consultant’s name is stated in the Term Paper / Master’s Thesis Application and thus is the result of consensus between of the Supervisor and the Student, and approved by the Academic Director of the Master’s Programme, who sign the Application. Consultant provides advice to the Student in the choice of research methods, in the selection of literature and factual material, and gives expert advice on the content of the thesis.

Supervisor is either chosen by a Student or appointed by the PPD on the basis of research priorities of a Student and professional specialization of the PPD teachers and professors. A Student needs to submit the application with the proposed topic and the signature approving the topic selection by an academic Supervisor (See Appendix 1) by the proper deadline.

Supervisor provides support to Student's research, including:

- Provides advice to the Student in determining the final research topic, in selecting literature and factual material, in preparing Research Proposal and Outline;
- Assists in the choice of research methodology and methods;
- Carries out systematic monitoring of the Student's research progress and compliance with the schedule and informs the Academic Director and the PPD in the case of non-compliance with the schedule;
- Gives expert advice on the content of Thesis;
- Assesses the quality of Student's performance in accordance with the Term Paper/ Master's Thesis research requirements. In the review (Appendix 3) the Supervisor characterizes the quality of the work, the advantages and the disadvantages of the research, the degree of autonomy and creativity shown by a Student during the research, the degree of compliance with the requirements for the Term Paper/ Master's Thesis research. The Supervisor provides recommendation for promoting the Master's Thesis to the Defense and grades it;
- Provides the expert judgement on the presence of plagiarism or borrowing in the Student's text on the basis of Turnitin Report (See Paragraph 8).

**Supervisors provide individual consultations to Students on at least monthly basis. Minimum once a month Students inform Supervisors on the progress of the work. Students provide all materials in accordance with the schedule for preparing Master's Thesis or Term Paper too.**

**Students prepare minutes (or brief summary) of each individual consultation and provide them to Supervisors by e-mail the next day after the meeting.**

Supervisors report periodically on the progress of the preparation of Term Paper and Master's Thesis (See Appendix 5) and at the meetings of the PPD.

**The change of a Supervisor** is allowed but not after the pre-defense week. The Initiator of the change of a Supervisor may be:

- Supervisor – rejection on the basis of:
  - Student's lack of response to the e-mail letters at least 3 times;
  - regular failure to comply to Supervisor's instructions for work with Term Paper and Thesis;
  - Student's absenteeism.

Supervisor addresses a statement with description of the situation and recommendations of solution to the Master's Program Academic Director.

- Academic Director of the Master's Program – based on the lack of progress on the Term Paper and Master's Thesis, which is reflected in the reports of the Supervisor – by issuing an appropriate memorandum.
- Student – in exceptional cases, due to the lack of support from the Supervisor on the literature review, formulation of research objectives, finding a place of practice, which is fixed in writing, correspondence with the Supervisor – by addressing a statement with detailed motivation and justification of the necessity of the Supervisor replacement to the Master's Program Academic Director.

Academic Director recommends new Supervisor to the Student if the arguments for such a change are significant and relevant. The change of Supervisor is followed by the revision or the change of the topic, which is the responsibility of the Student and fulfilled by submitting the form (see Appendix 2) signed by the new Supervisor to the Program Manager for further approval by the Academic Director. If this procedure is not finalized within 5 working days, a new Supervisor may be appointed by the Academic Director.

## ***5. External Reviewer for Master's Thesis***

Master's Theses are subject to mandatory external review by independent second readers, who are mainly experts in the field of research from other parts of the HSE, and external organizations. The External Reviewer is proposed by the Supervisor and approved by the Academic Council/Director.

The review (See Appendix 4) should be a critical analysis of the content and the main provisions of the research under review, assess the relevance of the chosen topic, independence of approach to its disclosure (of having their own point of view of the author), the ability to use modern methods of collecting and processing information, the extent of the validity of the findings and recommendations, the reliability of the results obtained, their novelty and practical significance. Disadvantages of the work are also pointed out together with the positive aspects. In conclusion, the reviewer gives a description of the general level of the Master's Thesis and evaluates it on 10-points scale. Review volume should be one to three typewritten pages.

No external review or special second reading is required for Term Paper. This function is carried out by the Term Paper Defense Commission members, who provide substantial review and recommendations.

## ***6. Pre-defense***

During the exam week of Module 3 the Students of Master's Program in Political Analysis and Public Policy have the Pre-defense. They are presenting the results of the Internship and undergo the Pre-defense procedure for the final draft of the Term Paper (for 1st year Students) or Master's Thesis (for 2nd year Students).

The Pre-defense is held on a face-to-face basis when a Student presents the results in front of the PPD Commission. The individual time schedule of the Pre-defense is determined by the Program Manager. The Manager may but is not obliged to consider Students' requests on the individual time slots allocation.

Students may request to undergo the pre-defense via Skype only if:

- There is an emergency proved by an official document (medical certificate etc.)
- A Student was previously allowed to conduct an extended internship outside of Moscow (period of internship is indicated in the internship program signed by both the Student and his Supervisor and approved by the PPD)
- A Student is participating in double-degree or academic mobility program and has to be out of Moscow at the moment of pre-defense.

In exceptional cases Commission members or Supervisors may participate in pre-defense via Skype. Supervisors or Consultants are not obliged to be present during the defense.

### **6.1. Submitting Final Draft for Term Paper / Master's Thesis Pre-defense**

Students submit Term Paper / Master's Thesis final drafts for Pre-defense via LMS. Special projects for text submission are created under the corresponding Research Seminar course. LMS submission of the text is mandatory. If a Student fails to submit the text on time the grade at the pre-defense can be penalized, which may result in academic backlog and further difficulties with completing the study plan on time. Students are also supposed to send the digital copy of the Term Paper/Master's Thesis to their Supervisors by email.

In case of illness the Students may be granted extended deadline upon the medical certificate presentation. Any other emergencies should be proven by a relevant document. More technical details can be announced closer to the date.

## 6.2. Submitting Internship Documents for Pre-defense

Internship regulation is in compliance with the general HSE regulations and the **Regulation of the research internship** by the Master's Program "Political Analysis and Public Policy" (available online at <https://www.hse.ru/en/ma/politanaliz/internships>).

Students prepare and collect all necessary Internship documents right after the end of the Internship. **The required internship documents are** (the forms and samples can be found at the web-site):

- Internship Daily Record **with the signature** and optional notes of the Internship Coordinator at the internship organization;
- Review of the intern's work by the Internship Coordinator (at the internship organization) **with the signature and contact information** of the Internship Coordinator;
- Review by the Supervisor (PPD) with a grade on the 10-point scale (awarded on the basis of the Internship Program fulfillment and the review by the Internship Coordinator) **with the signature** of the Supervisor;
- Internship Report (optional, but recommended for simplifying the internship evaluation for the Supervisor);
- Materials (data) collected during the internship – they should be presented in the form defined by the Student's Supervisor and reflected in the Internship Program.

**The algorithm for Internship documents preparation is as follows:**

1. Internship Daily Record is prepared by Student and signed by Internship Coordinator at the internship organization.
2. Review of intern's work by Internship Coordinator (at the internship organization) is requested by Student, prepared and signed by Internship Coordinator.
3. Student provides Internship Daily Record, Review by Internship Coordinator (at the internship organization), Internship Report (if prepared), and other materials (if available) to Supervisor and requests Review by Supervisor (PPD)
4. Review by Supervisor (PPD) is prepared and signed by Supervisor.
5. Student scans and prepares all documents for submission.

**Internship documents must be submitted both to LMS and to the Study Office.** Students submit scanned copies of Internship documents to LMS. Special projects for Internship documents submission are created under the corresponding Research Seminar course.

Unless both the hardcopy and the digital copy of internship documents are submitted on time, a Student is considered to fail submission and the grade she/he receives at the Pre-defense is penalized, which may lead to academic backlog and further difficulties with completion of the study plan.

## 6.3. Pre-defense Procedures

Term Paper pre-defense **approximate time breakdown:**

- 10 min – Student's presentation.
- 5 min – questions/answers session and feedback by the Commission.

Master's Thesis pre-defense **approximate time breakdown:**

- 10 min – Student's presentation. It is recommended to prepare one Power Point presentation with slides devoted to Term Paper/Master's Thesis research and slides devoted to Internship results and data gathered and how it contributes to the Term Paper/Master's Thesis research.
- 5 min – questions/answers session and feedback by the Commission.

During the **Term Paper/Master's Thesis presentation** Student is supposed to provide thorough, focused, and concise overview of the research and its results. Be sure to cover the key aspects of the research design and its logic and arguments. For recommended structure see description of Research Proposal structure (Paragraph 2.1) and the grading description below.

During the **Internship presentation** Student is supposed:

- To present the data and materials gathered during the Internship. Those may include interviews audio-records or transcripts, spreadsheets with data, etc.
- To demonstrate that the Internship results correspond to the expected results and goals indicated in the Internship Program.
- To prove that the Internship results are contributing to Term Paper/Master's Thesis research.

Evaluation of the Term Paper/Master's Thesis research results by the Pre-defense Commission is collective and based on the Commission expertise and discussion of the research. The advantages and disadvantages of the research are indicated. The recommendations on strengthening the research are provided. The grades for the defenses are determined by the Commission on the consensus basis after the concluding consultations at the end of the defenses.

**The grading criteria for Term Paper/Master's Thesis Pre-defense** include (but are not limited) the following:

1. How adequately the topic of the research is formulated and covered in the research.
2. How adequately the research problem is formulated; its relevance and theoretical/practical importance.
3. Student's knowledge of theoretical and practical background of the topic (based on quality of literature review and bibliography).
4. How adequately the Research Design is formulated and implemented: research problem, research question, research goal/aim, research tasks, theoretical basis and methodological approaches of the research, research methods and sources of data/information.
5. How adequately the theoretical contribution of the research is formulated.
6. How adequate is the structure of the work.

**Evaluation of the internship** results by the Pre-defense Commission is based (but not limited) on the following criteria:

- Compliance of the internship aims to the Internship Regulations of the Master's Program;
- Fulfilment of the Internship Program, submitted by the Student before the Internship;
- The review and the grade for the Internship by the Supervisor;
- The review and the grade for the Internship by the Internship Coordinator;
- Content and quality of internship materials submitted by the Student;
- Student's presentation of the internship results during the pre-defense;
- Presented correspondence of the internship results to the Term Paper / Master's Thesis research as far as the internship is intended to support the Students' research as the primary objective.

## ***7. Term Paper and Master's Theses Defense***

The Defense is held on a face-to-face basis when a Student presents the results of the Term Paper / Master's Thesis research in front of the PPD Commission (in case of Term Paper) or State Commission (in case of Master's Thesis). This is an open event, which may be attended by anyone interested in the research topic or the Defense procedure. Thus **it is recommended to the 1<sup>st</sup> year students to attend at least some of the 2<sup>nd</sup> year students' Defenses.**

This event is guided by HSE regulations, which means special arrangements: total video recording, special procedures, and strict time control.

The individual Defense schedule is determined by the Program Manager. The Manager may but is not obliged to consider Students' requests for preferred Defense time.

Skype defense is possible only for double-degree Students if they have no opportunity to come to Moscow for the Defense. In exceptional cases Commission members, Supervisors, or External Reviewers may participate in defense via Skype. Supervisors or External Reviewers are not obliged to be present during the Defense.

## 7.1. Submitting Materials for Defense

Students submit the Term Papers / Master's Theses and other documents for Defense via LMS and in hardcopy to the Study Office according to the schedules 3.1 and 3.2. Both LMS and hardcopy submission of the documents are mandatory. If a Student fails to submit the documents on time there will be no admission to the Defense. This will result either in the Defense grade penalties (in case of reasonable delay) or academic backlog for the 1<sup>st</sup> year Students and expulsion for the 2<sup>nd</sup> year Students.

In case of illness the Students may be granted extended deadline upon the medical certificate presentation. Any other emergencies should be proven by a relevant document. More technical details can be announced closer to the date.

## 7.2. Specific Term Paper Defense Procedures

**Term Paper Defense admission.** To be admitted to the Term Paper Defense a Student needs to comply to the following:

1. Submission of Term Paper text according to the Term Paper package (See Paragraph 3.3) to LMS and the Study Office by the established deadlines (See Paragraphs 3.1, 3.2, and 7.1).
2. Absence of plagiarism in the text (See Paragraph 8).

Failure to submit Term Paper on time results in academic backlog. It may also lead to expulsion if a Student fails three or more courses at the same time. For cases of plagiarism see Paragraph 8.

**Term Paper Defense approximate time breakdown:**

- 10 min – Student's presentation of Term Paper research.
- 5 min – questions/answers session, comments by Supervisor and Commission members.

**Term Paper Defense Evaluation.** Term Papers are graded by the PPD Commission members. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of the Commission members; and only the final grade is publicly announced. The evaluation is based on the criteria listed in Paragraph 7.4 and is influenced by:

- Research presentation,
- Student's answers to questions of the Commission members,
- Text quality of Term Paper,
- Evaluation of research by Supervisor,
- Independent judgement of the Commission members.

## 7.3. Specific Master's Thesis Defense Procedures

**Master's Thesis Defense Admission.** A Student gets admission to the defense in the case of:

1. Successful completion of the theoretical (courses from the Individual Study Plan) and practical (internship) part of studies.
2. Submission of the Master's Thesis text and accompanying documents according to the Master's Thesis package (See Paragraph 3.4) to LMS and the Study Office by the established deadlines (See Paragraphs 3.1, 3.2, and 7.1).
3. Absence of plagiarism in the text (See Paragraph 8).

If one of the requirements is not met, the Study Office initiates the formal procedure for withdrawing admission to the Defense and further expulsion.

**Master's Thesis Defense approximate time breakdown:**

- Each student is guaranteed to have 20 min for the presentation of the Master's research;
- 10 min – questions from Commission members and answers of Student;
- 10 min – External review and Supervisor's review announcement, feedback from Commission members, and concluding remarks by Student.

**Master's Thesis Defense is video recorded.** If a Student has a complaint about the compliance to the procedures set by the HSE regulation (not the Master's Program regulation, i.e. this text), then the official **Appeal** procedure based on video recording and other evidences may be used. However, the Appeal deals only with procedural failures (e.g. less than officially established 20 minutes provided for Student's presentation, etc.) and does not lead to the revision of the grading per se.

**Master's Thesis Defense Evaluation.** Master's Theses are graded by the State Commission members. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of the Commission members; and only the final grade is publicly announced. The evaluation is based on the criteria listed in Paragraph 7.4 and is influenced by:

- Research presentation,
- Student's answers to questions of the Commission members,
- Text quality of Master's Thesis,
- Reviews by Supervisor and External Reviewer,
- Independent judgement of the Commission members.

#### **7.4. Master's Theses and Term Paper Evaluation Criteria**

Master's Thesis and Term Paper are generally evaluated according to the criteria or evaluation fields listed below. The requirements for Master's Thesis are stricter and there is more flexibility for Term Paper depending on the topic and the prospects of Master's Thesis research.

**Research design.** The Thesis provides a sufficiently comprehensive study of the topic. The Student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy. He/she has provided systematic reasoning for the choices made, based on an identification of the objective, the core problem and the relevant solution parameters on the one hand and on the theory and/or empirical considerations on the other hand.

**Literature Review/Theoretical Framework.** The Student shows familiarity with, and understanding of, the relevant literature. The Student is capable of compiling representative scientific and professional sources (including recent scientific papers) which are relevant to the assignment and of assessing their importance in relation to his/her objective. He/she shows an ability to conduct a critical study and in-depth analysis of the relevant sections of the selected sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop his/her own ideas for the conceptualization and operationalization of the research question. He/she has incorporated recent developments in the field relevant to his/her research/design.

**Structure of chapters and sections & Coherence and quality of argument.** The Student's argument is structured, logical, to the point and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question. Arguments are substantial and coherent. Structure of chapters and paragraphs is clear and subsequent. The quality of English and general presentation are of a standard for publication.

**Independence/Originality.** The Student demonstrates an independent and creative approach to the research. Novelty of research results is achieved: new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.

**Discussion and Development of Empirical Material.** Proper discussion and development of empirical material is demonstrated. The techniques adopted are appropriate to the subject and are properly applied. The results are suitably set out, and accompanied by adequate exposition. The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions. Proficiency is shown in using both quantitative and qualitative methods of collecting, processing and analyzing information. Students should use both quantitative and qualitative methods of data collection and analysis in the research if possible.

### ***8. Turnitin Report: Excessive Borrowing and Plagiarism***

Turnitin anti-plagiarism report is the mandatory requirement for admission to defense of Term Papers and Master's Theses. Turnitin report, prepared by the Program Manager after the text of Term Paper/ Master's Thesis is uploaded to LMS, initiates a special procedure:

- 1) The Supervisor is provided a copy of Turnitin report for all the relevant Students by the Program Manager (the Study Office).
- 2) The Supervisor reviews the Turnitin report. If the 20% threshold of borrowing is not exceeded, the Supervisor's review is done in the regular manner, unless there are signs of plagiarism.
- 3) If the 20% borrowing threshold is exceeded, then the Supervisor reviews the Turnitin report together with the Term Paper/Master's Thesis text and determines if there are problems of plagiarism and/or excessive borrowing.
- 4) If excessive borrowing (i.e. lack of independent analytical contribution of a Student to the development of the topic) is detected, the Supervisor reflects and comments on it in the Supervisor's Review. If borrowing is justifiable, then the Supervisor comments on it in the review and provides explanation. The Defense Commission makes a decision on grading taking into account the Supervisor's judgement. Extreme borrowing may be punished by a failure at the Defense.
- 5) If plagiarism in the text is detected and confirmed, the Supervisor reflects and comments on it in the Supervisor's Review and informs the Study Office about the plagiarism. After that the Study Office initiates the formal procedure of the guilty Student's expulsion.

### ***9. Term Paper and Master's Thesis Preparation and Defense: Competencies for Students***

Based on the [Education Standard of HSE on Political Science, master level](#) as a result of Term Paper and Master's Thesis preparation and defense Students will be able to:

- make management decisions, to assess their implications and take responsibility for them;
- analyze, verify, assess the completeness of the information in the course of professional activity, if necessary, fill the missing information and synthesize and work in conditions of uncertainty;
- organize a multilateral (including intercultural) communication and control it;
- organize research and expert-analytical work in a team;
- use the organizational and managerial skills in the design, analysis, expertise, consulting activities;
- freely use English language as a means of business communication;
- communicate effectively, clearly express its position related to the nature of the audience, which this position seems to be referring to age, educational level, the mood of the audience, a situation in which communication takes place;
- carry out self-training generalizing analytical materials (reports, memos, reports, reports, recommendations, etc.) and proposals for decision-makers in the political sphere;
- use depth knowledge of the legal and ethical standards in the assessment of the consequences of their professional activities, the design and implementation of social projects;



- apply knowledge of modern methods of research, interpret research results and professionally represent them in compliance with the rules of professional ethics;
- make a conscious choice of strategies of interpersonal interaction;
- create, describe, and is responsible to monitor the implementation of regulations in the professional activity

# Appendices

## Appendix 1. Application for the Approval of the Topic

Approved by the Academic Council of Master's  
Program "Political Analysis and Public Policy"  
Academic Director of Master's Program

\_\_\_\_\_

\_\_\_\_\_

(signature)

To the Manager of Master's Program "Political  
Analysis and Public Policy"

From Student of \_\_\_\_ year \_\_\_\_\_ group

\_\_\_\_\_

(full name)

Manager of Master's Program

\_\_\_\_\_

(signature)

### Application

I submit for your approval the topic of my Master's Thesis (in English):

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

Topic in Russian (filled by the Student or by the department) :

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

Research Supervisor

\_\_\_\_\_

(Full name, signature, date)

Consultant (optional)

\_\_\_\_\_

(Full name, signature, date)

Student

\_\_\_\_\_

(Full name, signature, date)

Student's contact phone number: \_\_\_\_\_

Student's e-mail: \_\_\_\_\_

## Appendix 2. Application for the Topic Change

Академическому руководителю основной образовательной программы магистратуры «Политический анализ и публичная политика»  
To the Academic Director of Master's in Political Analysis and Public Policy

от студента курса группы/from Student, year of study and group number

ФИО/name surname \_\_\_\_\_

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему курсовой работы/ I submit for your approval the updated topic of my coursework

Тема на русском языке/ topic in Russian: \_\_\_\_\_

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

Тема на английском языке/Topic in English:

*(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all words except for articles and prepositions)*

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

Согласие научного руководителя/Signature of the Supervisor

\_\_\_\_\_  
(подпись/signature)

Date

\_\_\_\_\_  
(подпись студента/Signature of the Student)

### Appendix 3. Supervisor's Review Template

#### SUPERVISOR'S REVIEW of the Master's Thesis / Term Paper

Supervisor's full name and academic degree

Master's Thesis / Term Paper written by

Topic of the Master's Thesis / Term Paper

*Please fill out the form and return the scanned document. Comment on the following (1,5-2 pages):*

- Research Design:
- Knowledge of relevant literature and Grasp of theory:
- Structure of chapters and sections & Coherence and quality of argument:
- Originality:
- Discussion and development of empirical material:
- Additional comments:

#### Suggested grades

*Please fill out the following table, grading the work according to the criteria used earlier. Use the 10-point scale (10-8 is excellent; 7-6 is good; 5-4 is satisfactory; 3-1 is fail; 0 is for plagiarism)*

Criteria	Grades
<b>Research design.</b> <i>The Student is capable of independently formulating a relevant research problem, research questions, and corresponding strategy for a relatively complex research.</i>	
<b>Knowledge of relevant literature and Grasp of theory.</b> <i>The Student shows familiarity with, and understanding of the relevant literature and has incorporated recent developments in the field into the research; shows an ability to conduct a critical study and in-depth analysis of the relevant sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop own ideas for the conceptualization and operationalization of the research question.</i>	
<b>Structure of chapters and sections &amp; Coherence and quality of argument.</b> <i>Structure of chapters and paragraphs is clear and subsequent. The argument is structured, logical, substantial, coherent, and linguistically correct. The literature references have been incorporated according to a scientific standard used in the field in question. The quality of English and general presentation are of a standard for publication.</i>	
<b>Originality.</b> <i>Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.</i>	
<b>Discussion and development of empirical material.</b> <i>The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.</i>	

**Resulting Grade:**

Signature & Date:

## Appendix 4. External Review Template

### EXTERNAL REVIEW of the Master's Thesis

Reviewer's full name and academic degree or organization and position

Master's Thesis written by

Topic of the Master's Thesis

Please fill out the form and return the scanned document. Comment on the following (1,5-2 pages):

- Research Design:
- Knowledge of relevant literature and Grasp of theory:
- Structure of chapters and sections & Coherence and quality of argument:
- Originality:
- Discussion and development of empirical material:
- Additional comments:

#### Suggested grades

Please fill out the following table, grading the work according to the criteria used earlier. Use the 10-point scale (10-8 is excellent; 7-6 is good; 5-4 is satisfactory; 3-1 is fail; 0 is for plagiarism)

Criteria	Grades
<b>Research design.</b> The Student is capable of independently formulating a relevant research problem, research questions, and corresponding strategy for a relatively complex research.	
<b>Knowledge of relevant literature and Grasp of theory.</b> The Student shows familiarity with, and understanding of the relevant literature and has incorporated recent developments in the field into the research; shows an ability to conduct a critical study and in-depth analysis of the relevant sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop own ideas for the conceptualization and operationalization of the research question.	
<b>Structure of chapters and sections &amp; Coherence and quality of argument.</b> Structure of chapters and paragraphs is clear and subsequent. The argument is structured, logical, substantial, coherent, and linguistically correct. The literature references have been incorporated according to a scientific standard used in the field in question. The quality of English and general presentation are of a standard for publication.	
<b>Originality.</b> Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.	
<b>Discussion and development of empirical material.</b> The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.	

Resulting Grade:

Signature & Date:

## Appendix 5. Supervisor's Report on Student's Progress

Supervisor \_\_\_\_\_

Student \_\_\_\_\_

Topic (initially proposed) \_\_\_\_\_

Topic approved by the Department \_\_\_\_\_

Updated topic (if changed, date) \_\_\_\_\_

<b>Report date/ parameters</b>	Oct. 26, 2020 (research proposal draft)	Nov. 28, 2020 (outline)	Dec. 26, 2020 (first draft)	Mar. 20, 200 (final draft)
1. How frequent is communication with Student: face-to-face, by email, phone, etc.? 0 – never 1 – once 2 – several times 3 – each week				
3. How many pages are ready?				
4. Text quality needs: 0 – total rewriting 1 – considerable editing 2 – minor editing 3 – no editing				
5. Readiness for Pre-defense: 0 – zero 1 – questionable 2 – realistic 3 – almost ready	NOT TO BE FILLED	NOT TO BE FILLED	NOT TO BE FILLED	
6. Comments (E.g.: there are some particular problems; it is necessary to change the Supervisor or the topic; etc.)				

**Appendix 6. Cover Page Sample**

FEDERAL STATE AUTONOMOUS EDUCATIONAL  
INSTITUTION FOR HIGHER EDUCATION  
NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS  
Faculty of Social Sciences



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Student's name, surname

**MASTER THESIS**

**Economic Sanctions and Foreign Policy Change: a Comparative Analysis of their  
Effects on the Russian and Iranian Oil and Gas Industries**

Field of study 41.04.04 Political Science  
Master's program 'Political Analysis and Public Policy'  
Department of Public Policy

Reviewer  
Candidate of Sciences (Phd)

Scientific Supervisor  
Assistant professor

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Reviewer's full name

---

Supervisor's full name

Moscow 2020