

Procedure for arranging of project work for Master's programme "Population and Development", field of study 38.04.04 Public Administration, Faculty of Social Sciences, National Research University Higher School of Economics

1.1 These regulations are established in accordance to clause 3.1 of "Regulations for HSE Student Project Work, Research and Internships" (approved by HSE Academic Council, Minutes No. 07, dated June 24, 2016, annex to HSE Directive No. 6.18.1-01/0509-02, dated September 5, 2016).

1.2 This document adds regulations to Procedure for arranging of project work (referred to as PW) for Master's programme 'Population and development' (referred to as Programme) unless expressly managed by the "Regulations for HSE Student Project Work, Research and Internships".

1.3 During admissions to the programme students are acquainted with "Regulations for HSE Student Project Work, Research and Internships" and "Procedure for arranging of project activities for Master's programme 'Population and Development'".

2. Definition of project work (PW). Student project work is organized to implement knowledge and experience achieved by students in the course of their studies, as well as solving problems of practical or theoretical relevance. PW can be organized in the form of teamwork, but no more than 3 students (academic year 2020-2021 for second-year students) or individually (academic year 2020-2021 for first-year students).

For the first-year students the PW is close to the research proposal and regulated by the rules from the "Requirements' Guide"

Organizational forms of PW:

- Institutionalized, i.e. in the form of students project work in research or study groups, project organizations as a team member or research interns;
- Non-institutionalized, i.e. in the form of a broad list of student's independent projects, which must be connected to the professional specifics of the Programme.

2.1 Student PW initiation. PW is a mandatory element of the study plan on first and second years of the Master's programme, PW for the second year should not be identical to the topic of the master's thesis, but it can complement it. There is a large array of topics for the PW. PW is initiated by the Programme, organizations or students can be obligatory or elective. Programme offers students to participate in the PW and provides all necessary information about project parameters for a student to decide whether to participate in certain projects or not. Students can contribute to projects, which are initiated by HSE departments or external establishments. Students can choose projects from the Project Fair or initiate projects individually or collectively. In all of these cases, there should be a mandatory acceptance by the student and approval of the PW plan by the Programme.

Students submit to the Study Office for approval of the following documents (in English):

1. Application form for participation in the project work with an indication of PW's consultant (appendix 1 and 2);
2. PW plan, including (appendix 3):
 - 1) Project name;
 - 2) Project description, no more than 0,5 pages;
 - 3) The length of the project (dates)
 - 4) Expected results
 - 5) The role of the student in the project (for the collective projects additionally the impact of each collective member);
 - 6) The expected accountability form of the student/group for the project (for the collective projects additionally the accountability form for each collective member);

A reasoned decision about the accordance of the PW to professional specifics of the Programme, approval of student participation in the PW and of the PW plan is made by the Academic Supervisor of the Programme or by a dedicated collective and can take a form of:

1. Approve PW plan
2. Approve in case of plan alterations done by the student
3. Approval denied

2.2 PW realization by the student. Responsibility for the fulfillment of the PW plan lies with students. Student or student collective chooses consultant amongst HSE staff or other organizations. The teaching load is set in accordance to student labor load need to fulfill the project (and determined by the curriculum). In case of a collective project consultant load is divided by the number of students. Only professors, which are approved by the Academic Supervisor of the Programme, can be curators. Students can also consult with their respective supervisors or faculty members, but they are not responsible for the organization or management of PW, which were not initiated by them. Consultations can be provided by the experts in the field as well. Students report to their consultant no less than once per month. In case of difficulties, students should ask their consultant about means to solve the problem. In case of force majeure during the fulfilment of PW, a scientific supervisor should inform the Study Office and the Programme about causes and consequences with possible solutions. Alterations could be done by the Programme with student's approval to ensure fulfilment of the PW.

2.3 Defense of the project and grading. Grading is accomplished by the defense of the project by students in front of the evaluation committee, professors of the Programme. Defense is a public event, which is held no later than the end of the examination period in accordance with the curriculum. For the second-year students, the defense should be held no later than the end of study period. Defense consists of the student's presentation, Q&A session and public discussion of the results. The student also provides additional materials for the defense of the project (text and abstract). Grading process is done collectively by the evaluation committee during a closed discussion. The level of fulfillment, project relevance and student's impact are the main criteria for evaluation. Project grade is a key component for the grading of the Project Seminar. For the first year projects are equal to the term-paper preparation and the mark is made by the supervisor.

In case of successful completion of the Project seminar student acquire a satisfactory grade and above as well as previously set in the approved PW programme number of credits. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by the student under the HSE regulations.

2.4 Important deadlines for 2020-21 Academic year

1st year students

Choose until *December 20th*,

Can be modified until the *end of the 3rd Module*,

Mark from the Supervisor within the *4th module examination week*

2nd year students

Choose until *December 15th*,

Can be modified until the *end of the 3rd Module*,

Mark from the Supervisor within the *4th module examination week*

Appendix 1. Application for the approval of topic (group)

To the Academic Supervisor of the Master Programme “Population and Development”

From students of ____ year _____
group _____

(full names)

Application

We submit for your approval the topic of group research project (in English):

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

Project advisor

(Full name, signature, date)

Consultant (optional)

(Full name, signature, date)

Students

(Full names, signatures, date)

Contact phone numbers

E-mails: _____

Project advisor

(Full name, signature, date)

Consultant (optional)

(Full name, signature, date)

Student/s

(Full name, signature, date)

Appendix 3. Research project description

Advisor's mark for the project (for the 1st year only)

RESEARCH ADVISOR'S REVIEW

of the Project paper

by the Advisor (last name, first name) _____

Project title _____

Author (full name): _____

General characteristics

Overall assessment (strengths)

Overall assessment (weaknesses)

Date: _____

Signature: _____