

**THE GOVERNMENT OF THE RUSSIAN FEDERATION  
Federal State Autonomous Educational Institution  
for Higher Education**

**THE NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF  
ECONOMICS  
Faculty of Law**

**Department of International Law**

**REGULATIONS FOR TERM PAPERS AND MASTERS THESES**  
Field of Education **40.04.01. – Jurisprudence**  
Master Program **Law of International Trade, Finance and Economic Integration**  
Level: **Master Degree**

**Authors of Regulations: Polina Malkova, Reseach Fellow ([pmalkova@hse.ru](mailto:pmalkova@hse.ru)), Associate  
Professor Vladislav V. Starzhenetskiy  
([vstarzhenetskiy@hse.ru](mailto:vstarzhenetskiy@hse.ru))**

**Approved** at the Academic Council of  
Master Program session  
Vladislav V. Starzhenetskiy  
Program Academic Supervisor

---

June 25, 2020 (Protocol N 5)

**Moscow, 2020**

## **1. GENERAL PROVISIONS**

1.1. These Regulations for Term Papers and Theses (hereafter, the “Regulations”) have been developed on the basis of the Regulations for Term Papers and Theses Prepared by Students of the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics (Annex to HSE Directive No. 6.18.1-01/1007-02, dated July 10, 2015, approved by the HSE Academic Council, Minutes No. 8 dated November 28, 2014).

1.2. These Regulations define the recommended procedures for the preparation, evaluation, defence and publication of Term Papers (hereafter, “Term Papers”) and theses (hereafter, “theses”) written by students. They include the following requirements:

- The structure, contents, size, composition and formats of Term Papers/theses
- deadlines for the different stages of work on Term Papers/theses
- relevant evaluation criteria
- the requirements for opinions written by academic supervisors of students’ theses
- the procedure for appointing reviewers and the requirements for reviews on Term Papers/theses written by them
- general requirements for defence of Term Papers/theses.

1.3. These Regulations are approved by the Approved by the Academic Council of the HSE Faculty of Law.

1.4. These Regulations are applicable for the preparation, defence and publication of Term Papers/theses written by students of the Master's Program “Law of International Trade, Finance and Economic Integration”.

1.5. Students can accomplish Term Papers and Theses in the form of project work. Project work is a form of student activity aimed at gaining practical experience in solving practical and theoretical issues. The result of such work is formalized in the form of a project solution (report, essay, resolution of a legal dispute, legal document, teaching materials). Projects can be carried out both individually and in groups.

## **2. GENERAL REQUIREMENTS FOR TERM PAPERS**

2.1. A Term Paper is an independent research project prepared by students as part of their training/education. It is an elaboration of a specific research topic during the Master's Programme of Law of International Trade, Finance and Economic Integration. Therefore, in terms of its content and form, the Term Paper should be a research text that outlines theoretical approaches to solving a problem.

2.2. Graduate students write Term Papers in the first year of their study.

2.3. Term Papers are intended to consolidate expertise and competencies acquired by students during theoretical and practical classes, foster skills in independent research on a selected topic and develop their abilities for analysis, research, project activities and

information/data processing. There may be no more than one Term Paper scheduled for each programme every academic year.

2.4. Term Papers may follow one of the following types:

2.4.1. a research Term Paper comprises analysis and consolidation of theoretical and empirical materials aimed at strengthening and showcasing a student's knowledge and skills acquired in the course of a given degree programme;

2.4.2. a term project is an informed solution of a practical issue based on a systemic analysis of a selected conceptual background, with consideration of a narrow focus and circumstances.

2.5. A Term Paper cannot be prepared merely as an overview of literary and other sources on a selected topic or as a compilation of fragments from papers written by other authors or directly borrowed material(s) without reference to its sources (i.e., plagiarism).

2.6. In their Term Papers, students must demonstrate expertise in a chosen subject area, as well as their ability to apply acquired competencies at the required level and investigate the topic independently.

2.7. The following skills must be demonstrated by students during the preparation of their Term Papers:

- ability to clearly formulate the problem considered by the Term Paper;
- ability to provide a comprehensive analysis of the Term Paper's topic on the basis of varying points of view on the subject of research that are available in relevant scholarly literature, along with comparisons and evaluations;
- interpretation and structured presentation of the obtained information;
- accurate citations or descriptions of outcomes produced by other authors;
- demonstration of student's own understanding of the problem;
- description of various ways and techniques for analyzing and solving the given problem;
- excellent writing skills, thereby enabling students to write clearly and logically, in accordance with all established technical requirements for terms papers/theses.

2.8. Although Term Papers are not expected to generate fundamentally new scientific results and innovative globally-oriented proposals, they should not be of purely referential nature: students are encouraged to describe the results of their own research on the given topic of the Term Paper.

2.9. These Regulations do not set forth requirements for mandatory publication of Term Papers.

### **3. GENERAL REQUIREMENTS FOR THESES**

3.1. Master's Thesis is a form of independent research, an important component of a Master's Degree Programme. A thesis defence is a mandatory part of the FSC process at HSE.

3.2. Theses may follow one of the following types:

3.2.1. a research paper – academic mode research conducted in order to gain new insights into the structure, properties and patterns of the particular phenomenon under examination.

3.2.2. a thesis project - informed solution of a practical issue based on a systemic analysis of a selected conceptual background, with consideration of a narrow focus and circumstances.

3.3. Second-year students of the master's program "The Law of International Trade, Finance and Economic Integration" write Master's Thesis.

3.4. Students write a thesis in English.

3.5. A Master's Thesis demonstrates students' abilities to: carry out research work based on their theoretical knowledge and practical skills, analyze a problem in a particular field, state the task and find solutions. A Master's Thesis should foster students' skills of creative study and finding solutions to pressing problems in the field of private international law.

3.6. The main objectives of the implementation and protection of MD are to:

- 1) deepen, systematize and integrate students' theoretical knowledge and practical skills in the area of higher professional education in Law;
- 2) develop students' ability to critically evaluate and generalize theoretical positions;
- 3) develop students' ability to apply acquired skills of solving applied problems in the area of higher professional education in Law;
- 4) stimulate independent analytical skills;
- 5) help students master key methods of academic research;
- 6) evaluate of the preparedness of students for legal practice;
- 7) foster skills of academic public discussion and defence of students' ideas and proposals.

3.7. Research results should have the elements of academic novelty or be potentially applicable in practice. As a whole, the results of the thesis must indicate that the author has acquired skills of analytical, research or scientific and practical work in the chosen field of professional activity.

## **4. TERM PAPER AND THESIS PREPARATION STAGES**

### **4.1. Proposals for term paper/thesis topics**

4.1.1. Topics of term papers and theses for students in any degree programme may be proposed by departments, research subdivisions and separate members of HSE academic staff whose research interests match the programme's field of study.

4.1.2. Topics of term papers and theses may also be proposed by employers.

4.1.3. List of topics from a department or a research subdivision may be discussed and approved at a staff meeting of the respective department or research subdivision.

4.1.4. Topic proposals must be structured as follows:

- a provisional topic in English<sup>1</sup>;
- supervisor (full name, position, academic degree, and place of employment);

---

<sup>1</sup> Topics may be provisional, to be refined jointly by the student and the supervisor in the course of the text's preparation.

- modes;
- degree programmes for which this topic is recommended;
- years of study for which this topic is recommended (in case of term papers).

*Optional information:* prerequisites for successful completion of the paper.

4.1.5. The Programme Office collects topic proposals from September 10 to October 1 of each academic year.

4.1.6. Departments, research subdivisions, employer's representatives and separate members of academic staff may submit their topic proposals via a special LMS (Learning Management System) module<sup>2</sup> or via email to the head of the Programme Office (Programme Coordinator)<sup>3</sup>.

4.1.7. The Programme Office may turn down proposals submitted after October 1.

4.1.8. The Programme Office must forward the collected information to the Programme's Academic Supervisor<sup>4</sup> within two (2) business days after October 1.

4.1.9. The Academic Supervisor and Academic Council (if any) must finalize the received information and return it to the Programme Office within five (5) business days.

4.1.10. The Programme's Academic Supervisor may exclude proposed topics from the list if they are not relevant to the level or area of the degree programme. Topics cannot be excluded only because they were proposed by employee staff member of the department or research subdivision not involved in the implementation of the given programme.

4.1.11. The Programme Office shall notify departments, research subdivisions, individual academic staff members or employers in regards to which those topics that have been approved and which were declined within one (1) business day after the finalization of the list of topics.

4.1.12. Departments, research subdivisions, individual academic staff members and employers whose topics were excluded by the Academic Council may discuss the reasons for such exclusion with the Academic Supervisor within three (3) business days after receipt of a notification. Following such discussions, the Academic Supervisor may return a given topics to the list.

4.1.13. The Programme Office must publish the following information on the programme website no later than October 15:

- provisional topics;
- modes;
- proposed supervisors (with links to their profiles, if they are HSE employees);
- language in which the paper is to be written;
- prerequisites;

---

<sup>2</sup> A special LMS module may be used to upload information using a standard template, automatically assign access to certain programme offices and students, and insert hyperlinks to the personal profiles of academic supervisors of term papers and theses, if they are HSE employees.

<sup>3</sup> If the Programme Office receives incomplete information, its head may request missing pieces from the respective department, research subdivision, faculty member, researcher or employer's representative.

<sup>4</sup> Information may be forwarded to the Programme Academic Supervisor via the special LMS module for term papers and theses.

- deadlines for selecting a topic for term papers/theses by students (by November 20 of the ongoing academic year);
- procedures for topic selection, including links to template requests (unless a special LMS module or other information systems are in use);
- reference to these Regulations.

4.1.14. Information about proposed topics may be published through a special LMS module for term papers and theses. In such cases, a notification for students must be published on the programmewebpage on HSE's corporate portal (website).

## **4.2. Selection of Term Paper and Thesis Topics by Students and Discussion with Supervisors**

4.2.1. Before choosing or refining their selected topic, students must discuss it with a potential supervisor. Such discussions may be organized via email, zoom or the LMS system.

4.2.2. If a topic discussion goes well, the supervisor must then provide the student with his/her confirmation of supervision. This confirmation must be submitted to the Programme Office in writing, stating the topic in English and in Russian (optional), the student's name, contact details (email), and the signature of the supervisor. Furthermore, the confirmation must be registered in the special LMS module or via email.

4.2.3. If students do not like any of the topics from the list, they may propose to the Programme Academic Supervisor a topic of their own and/or a possible supervisor.

4.2.4. Upon review of a term paper or thesis topic proposed by the student, the Academic Supervisor may approve or decline the topic (accompanied with a justification), or modify it in conjunction with the student.

4.2.5. After the selection procedure is completed, and the student has decided on the topic of the term papers/thesis, the Programme academic supervisor (Academic Council) must officially assign the chosen topic and appoint a supervisor to the student within five (5) business days.

4.2.6. A directive on assigning topics and final submission deadlines for term papers and theses must be issued by December 15. This directive shall be drawn up by the Programme Office in accordance with the HSE Collection of Standard Directive Templates for Student Affairs, and subsequently signed by the Dean.

4.2.7. Once the directive is issued, the Programme Office thus provides supervisors with the list of students assigned to them, along with their selected topics. This list may be sent via corporate email or a special LMS module. At the same time, term paper and thesis supervisors must also be notified in regards to the preparation schedule and the Guidelines adopted for the given degree programme.

4.2.8. The topic of a term paper/thesis maybe changed or adjusted following the submission of a student's personal application addressed to the Academic Supervisor of the degree programme, specifying the grounds as to why the request provided. Furthermore, the application must be submitted no later than within one (1) calendar month before the deadlines specified in the directive on the submission of the final version

of the student's term paper/thesis. The application shall be signed by term paper/thesis supervisor. The Academic Supervisor of the Programme may reject the student's application requesting to change the supervisor, with an explanation provided. If the request is granted, the signed application shall be submitted to the Programme Office. All changes in topics of term paper/theses must be authorized as per the Dean's directive.

4.2.9. Students are considered to have an academic failure if they have not selected a topic for their term paper/thesis. Such academic failure must be eliminated in accordance with established procedure and within the prescribed timeframe as set out in Russian legislation and HSE's bylaws.

### **4.3. Recommendations for writing of a Term Paper and a Thesis**

After a preliminary review of literature and the normative base, students are recommended to make a plan of their term paper/thesis. Typically, the paper consists of an **Introduction, two to three chapters for a term paper and two to four chapters for a master's thesis, a Conclusion and a Bibliography**. When drawing up the plan, students should outline the key research questions, determine the issues to be discussed and their order. There are different approaches to different topics, but a good plan is crucial for conveying the main idea of the paper and fully revealing its content. There is no uniform template of such a plan, but usually Chapter One covers theoretical aspects; Chapter Two is an analysis of the normative base, and Chapter Three is an analysis of judicial and arbitration practice. Students should discuss the plan with a supervisor. Students should not postpone the work on term papers/thesis till the last day and should treat this work with due responsibility. Only systematic, well-planned and well-organized work will help to achieve a good final result in a timely manner.

The procedure for preparing the term paper/thesis includes the following steps:

- 1) **Selection of the literature.** There is no uniform source where one can find a complete bibliography on the topic of interest. The emergence of new publications is an ongoing process and should be monitored in catalogs, indices, reviews of libraries and journals. A large amount of useful information can be found in HSE Electronic Library and on Internet websites. While students should consider the advice of their supervisor, they should also demonstrate due independence.
- 2) **The study of selected literature.** This stage includes taking notes, refining the author's main idea and the evidence system, studying the normative base and judicial and arbitration practice and making short annotations of the reviewed sources. Such efforts greatly facilitate further work and reduce unnecessary repeated access to the same sources of information.
- 3) **Writing the text.** Before beginning to write up the text of the paper, one should think through the logic of presentation and the arguments for proving the main idea. This stage ends with a formulation of the main thesis. Students should not just copy or rewrite the literature: they should present it in their own words and demonstrate that they understand the essence of the questions under consideration, have their own point of view and know

how to present it in a way understandable to others. This does not exclude the need to cite the studied doctrinal sources and examples from judicial arbitration practice. Each quote should be appropriately formatted. The presentation should be conducted in a competent language, without stylistic and logical errors.

#### **4.4. Stages for term paper preparation and evaluation criteria**

4.4.1. A student and his/her supervisor assigned as per a directive shall agree on a preparation schedule that may set forth the following milestones:

- 1) **an outline of the term paper is submitted to the supervisor** (as a rule, the outline should reflect the relevance, structure and conceptual framework of the term paper, its main sources, and anticipated outcomes);
- 2) **a preliminary presentation of a term paper** at a research seminar is mandatory for Master's students;
- 3) **a final draft of the term paper** is first submitted to the supervisor, to be subsequently corrected, if necessary;
- 4) **a finished term paper** is submitted to the supervisor;
- 5) **the term paper** is uploaded to LMS, to be then processed through the Antiplagiat (Антиплагиат) system;
- 6) **evaluation** by the term paper supervisor.

4.4.2. Each student must submit their finished term paper to the supervisor and the Programme Office by the deadline specified in the directive.

4.4.3. Completed term papers are to be submitted to the supervisor in hard copy. All students must provide a report generated from the Antiplagiat system in tandem with the submission of their term papers.

4.4.4. The evaluation procedure shall be completed after the supervisor assigns a grade to the term paper. Grades for term papers are communicated to students via corporate email or the LMS module.

4.4.5. Term papers are evaluated on a 10-point (rating) grading scale, based on the following criteria:

- correspondence of the term paper's contents to the chosen topic;
- relevance of the research problem, rationale and well-grounded conclusions provided;
- achievement of the term paper's goals/objectives, the accuracy of the results and conclusions, as well as their relevance to the stated goal and objectives;
- originality and academic novelty of the term paper;
- a student's ability to work independently;
- in-depth analysis and ability to grasp the problems under consideration;
- the accuracy and correctness of the interpretation of the research result;
- competent and consistent presentation of the material;
- term paper format.



4.4.6. Grades for term papers may be appealed following the same procedures as those described in the Regulations for Interim and Ongoing Assessment of HSE Students for their examination results.

4.4.7. If confirmed instances of plagiarism are uncovered in a given term paper, the involved student may face disciplinary action in accordance with the Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE (Annex 7 to HSE's Internal Regulations).

4.4.8. Students are considered to have failed their term paper if they receive a fail grade. In order to have such an academic failure waived as per the University's bylaws, they must make appropriate corrections and revise the text of the term paper as considered necessary. The topic of the term paper may also be changed in this case. The student's supervisor may be changed/replaced on the basis of the former's personal application addressed to the Academic Supervisor of the Programme, with the grounds for such a request provided. The Academic Supervisor of the Programme may reject the student's application requesting to change his/hersupervisor, with an explanation provided. If the request is granted, the signed application shall be submitted to the Programme Office. All changes of term paper/thesis topics must be authorized by the Dean's directive.

4.4.9. Students who have failed their term papers must address such failure as prescribed in the Regulations for Interim and Ongoing Assessment of HSE Students.

## **4.5. Thesis Preparation Stages**

**4.5.1. Preparation of Thesis Outlines.** At this stage, students must define the working hypothesis/conceptual framework of their thesis and put forth the issue which the thesis is to address, as well as design its score structure.

A student may prepare an outline of his/her thesis in the course of a research seminar or face-to-face discussions with the supervisor (or potential supervisor). Annex 2 features a preliminary list of the key stages for thesis preparation.

The outline of the thesis shall be graded by the supervisor as "Approved" or "Declined". This grade is then entered into the student performance record or into the special LMS module. Declined outlines must be revised and resubmitted to supervisors (the specific deadline for resubmission and grading shall be determined by the thesis supervisor, but no later than December 25). The supervisor must notify the Programme Office via email or a special LMS module of any students who have failed to submit an outline eligible for approval by the stipulated deadline.

**4.5.1. Submission of a first thesis draft.** The first draft of a thesis shall be submitted to the supervisor for review; the text must then be revised accordingly if deemed necessary. The first draft of a thesis must be submitted as per the preparation schedule provided in the Guidelines (Annex 2). Moreover, the supervisor must notify the Programme Office via email or a special LMS module for any students who have failed to submit their first draft on time.

**4.5.2. Revision and finalization of theses. Preparation of the final version.** At this stage, a student shall revise his/her thesis as may be necessary and then submit the final text

along with an abstract to the supervisor for review no later than the date stipulated in the Guidelines (Annex 2). The academic supervisor of the thesis must submit a review to the student's Programme Office within one (1) calendar week upon receipt of the final version of the thesis (Annex 4 provides a review form to be filled in by the supervisor).

**4.5.3. Uploading a thesis to the Antiplagiat system.** All students must upload electronic copies (not scans) of their theses to the special LMS module for term papers and theses. The system shall then forward them to the Antiplagiat system.

If confirmed instances of plagiarism are found in the thesis, the student may face disciplinary action in accordance with the Procedures for Applying Disciplinary Measures for Violations of Academic Standards for Student Papers at HSE (Annex 7 to HSE's Internal Regulations).

**4.5.4. Final submission of a finished thesis to the Programme Office.** The final version of a thesis shall be submitted by the student to the Programme Office in hard copy, accompanied by annotations in English, the supervisor's review, a certification or registration slip from the Antiplagiarism system along with an electronic version of the thesis on any modern carrier of information, within the deadlines established by the directive (see p. 4.2.6.). Annex 6 features a sample title page of the thesis.

**4.5.5. Thesis reviews.** Reviewers are appointed from among the University's academic staff. A reviewer may also be an employee of another university or of an organization whose professional focus is in line with the topic of a given thesis.

A reviewer shall be proposed by the Programme Academic Supervisor and appointed as per the Dean's directive no later than one (1) month before the scheduled defence. In addition, the directive must state the student's full name, thesis topic, and information about the reviewer (i.e., full name, academic degree, academic title, employer, and position).

The reviewer must analyze the main tenets of the thesis under review, and assess whether a personal standpoint/project solution has been presented, how well respective research/project methods are applied, how well-grounded the thesis' conclusions and recommendations are, if the means selected to obtain the result are appropriate, if the final output/result/conclusion is adequate, and how original and feasible the presented solutions are. He/she may also evaluate how well the student has mastered the competencies prescribed in the HSE ES<sup>5</sup>. Furthermore, Annex 5 contains a sample review form to be filled in by the reviewer.

The Programme Office must forward each thesis for a review within three (3) calendar days from its receipt. The reviewer must prepare his/her review and submit it to the Programme Office at least four (4) days before the defence.

Furthermore, the Programme Office must communicate the content of the review to the student at least three (3) calendar days before the defence, so that the student has an opportunity to prepare answers to the reviewer's comments.

---

<sup>5</sup> The Programme Office must inform the reviewer that the programme's website contains the HSE ES for the relevant field of study with a list of competencies that students are expected to develop by taking part in this programme.

4.5.6. A **thesis defence** (organization and process) shall be governed by the Regulations for the Final State Certification (FSC) of HSE Students.

#### **4.6. General Requirements for Thesis Defences**

4.6.1. The thesis defence must start with the student's presentation of their thesis. A presentation of a Master's thesis should take up to 30 minutes.

4.6.2. The student must freely make a presentation showing the main contents of the thesis, without reading from any notes. However, students may use computer presentations, graphs, tables and other materials, thereby illustrating main points of their report.

4.6.3. Students defend their theses in English.

4.6.4. After the student's presentation is finished, members of the examination committee ask questions directly or closely related to the topic of the student's thesis. The student may use the text of his/her thesis to answer the questions.

4.6.5. The supervisor shall be required to provide a review of the student's thesis defence.

4.6.6. After the discussion is finished, the student shall provide his/her closing remarks. These closing remarks must give answers to the reviewer's comments.

4.6.7. After the student's closing remarks, the thesis defence procedure shall be deemed completed.

4.6.8. At the thesis defence, the examination committee then evaluates the following universal and professional competencies (UC/PC) thereby acquired by the student:

UC-1 - ability to learn, acquire knowledge and skills, including in areas other than the student's own profession;

UC-2 - ability to identify the scientific/academic essence of the problems in the student's professional area of focus;

UC-3 - ability to solve problems in his/her chosen professional sphere on the basis of methods involving analysis and synthesis;

UC-4 - ability to evaluate the need for resources and plan their utilization in order to rectify professional tasks;

UC-5 - ability to work with information: finding, evaluating and using information from various sources, as required for solving research and professional tasks (e.g., on the basis of a systemic approach);

UC-6 - ability to engage in research activities, including analysis of problems, setting goals and objectives, identifying the object and subject-matter of the research, choosing research mode and methods, as well as evaluating their quality;

PC-1 - ability to apply the acquired skills for written and oral communication in the given national language;

PC-31 - ability to process, analyze and organize data relating to the given research topic, with the correct use of applicable mathematical and instrumental tools;

PC-32 - ability to prepare scientific and technical reports, presentations, and research publications on the outcomes of completed research projects, as well as professional

competencies referred to general professional competencies and such types of professional activities that the Degree Programme and topic of the thesis are focused on.

4.6.9. The decision of the examination committee on the student's final grade shall be based on the following grades:

- the supervisor's grade for the quality of the student's paper and its relevance to thesis requirements, as well as the competencies thereby acquired by the student, including universal and professional competencies as prescribed in the HSE Educational Standards (HSE ES);
- the reviewer's grade given for the thesis in general, taking into account its novelty, practical applicability and the reliability of the conclusions and recommendations drawn by the author based on the research results;
- the grades of the examination committee's members for thesis contents and defence, including the presentation, answers to the reviewer's questions, and comments.

4.6.10. Minutes shall be drawn up on the basis of the thesis defence (Annexes 3a, 3b, 3c to the Regulations on Final State Certification at HSE). The relevant minutes shall be signed by the members of the examination committee, as approved by the (deputy) chairperson of the State Examination Board, then filed in individual folders and delivered to Programme Offices for further storage over a period of five (5) years. Upon expiry of the five-year period, the minutes shall be filed in the archives at the Administration and General Services Office.

4.6.11. The final grade for the thesis defence shall be assigned on a five- and 10-point grading scale and entered in the minutes that are signed by the chairperson and members of the examination committee. If the grade for the thesis defence is unsatisfactory, the student shall be admitted further to the second defence, as pursuant to the Regulations on the Final State Certification at HSE.

## **5. TERM PAPER AND THESIS SUPERVISION**

### **5.1. Term Paper Supervision**

5.1.1. Term paper supervisors appointed as per the Dean's directive are responsible for the direct supervision of term paper preparation.

5.1.2. Term paper supervisors bear the following responsibilities:

- 1) advising students in regards to shaping the final topic of their term paper, drafting the term paper's outline and preparation schedule, and selecting scholarly literature and resources;
- 2) helping students choose the appropriate research or project methodology;
- 3) monitoring the progress of term paper preparation against the established outline and schedule;
- 4) notifying the Programme Academic Supervisor and Programme Office if students are behind schedule;
- 5) advising students on the content of their term papers;
- 6) evaluating term paper quality, pursuant to established criteria;

5.1.3. Term paper supervisors are entitled to:

- 1) select a suitable mode of interaction with students, in particular, agree on the term paper preparation schedule and the frequency of face-to-face meetings and/or other communications;
- 2) request that students prepare and present a brief summary of the received recommendations and further steps in his/her thesis preparation after each face-to-face meeting;
- 3) request that students pay close attention to the received recommendations and attend meetings well-prepared;
- 4) give due consideration to proper compliance with the preparation schedule when grading student term papers.

5.1.4. For term papers that are practice-oriented/research projects, a co-supervisor may also be appointed. A co-supervisor may be an employee of an external organization selected from among the key employers of the given degree programme, or an employee of another educational institution (for joint degree programmes).

5.1.5. HSE's academic staff or employees of external organizations, whose professional activities and/or academic interests are connected to the term paper topic, may be appointed as advisers to students engaged in the preparation of their term papers.

5.1.6. The appointment of a co-supervisor or adviser shall be initiated by the term paper supervisor, as approved by the Programme Academic Supervisor and enacted as per the Dean's directive. The adviser's activities are governed at the Faculty level.

5.1.7. Changes of term paper supervisors or appointment of co-supervisors and advisers shall be enacted by the Dean's directive no later than one (1) month before the deadline for final submission of a term paper, as defined in the curriculum.

## **5.2. Thesis Supervision**

5.2.1. Thesis supervisors appointed as per a Dean's directive are responsible for direct the supervision of thesis preparation (hereafter, the "supervisor").

5.2.2. Thesis supervisors are appointed from among the University's employees holding an academic degree (doctor of sciences, PhD, Candidate of Sciences), or professionals with at least three (3) years of experience, including part-time employees of HSE.

5.2.3. Thesis supervisors may also be employees of external organizations with at least three (3) years of professional experience in the given field or executive experience and/or with an academic degree to certify their professional competencies in the industry or field of study to which the student's thesis is devoted, provided that he/she works on this thesis predominantly at the supervisor's place of employment.

5.2.4. For students whose supervisors are not employed at the University, monitors must be appointed from among HSE's staff. Monitors thus oversee the thesis preparation process and check whether the content and/or formatting of the thesis meets established requirements.

5.2.5. HSE's academic staff or employees of external organizations, whose professional activities and/or academic interests match the thesis topic, may be appointed as advisers to students engaged in thesis preparation. Moreover, advisers should provide consultations to students. Also, they hold an advisory vote on thesis development.

5.2.6. For interdisciplinary papers, up to two (2) advisers may be appointed.

5.2.7. Advisers must:

- advise students on selecting appropriate research or project methodology, as well as scholarly literature and resources;
- advise students on the content of their theses.

5.2.8. Appointment of adviser(s) is initiated by the thesis supervisor (subject to the Dean's consent) and authorized by the Programme Academic Supervisor, following a written request drawn up by the student and signed by his/her supervisor.

5.2.9. Change of thesis supervisors or appointment of monitors and advisers shall be initiated by the Programme Academic Supervisor and enacted as per the Dean's directive.

5.2.10. Monitoring of the progress and quality of thesis preparation for the defence is assumed by the thesis supervisor and/or monitor and by the Programme Office, with respect to the deadlines for submission of all necessary documents and the completion of all stages of thesis preparation.

5.2.11. A thesis supervisor may be changed no later than two (2) months before the defence.

5.2.12. Thesis supervisors have the following duties:

- 1) Advising students on shaping the final topic of their thesis, drafting the thesis outline and preparation schedule, drawing up a first draft, and selecting scholarly literature and resources;
- 2) helping students choose an appropriate research or project methodology; collaborate with students in order to define the provisional stages of topic research;
- 3) monitoring the progress and quality of the student's thesis preparation against the outline and the preparation schedule;
- 4) notifying the Programme Office if students are behind schedule;
- 5) advising students on the content of their theses;
- 6) assessing the quality of term papers/theses along established requirements (e.g., as a review);
- 7) reviewing term paper/thesis information that students intend to publish on HSE's corporate portal (website) and other public online platforms.

5.2.13. Thesis supervisors are entitled to:

- 1) select a suitable mode of interaction with students, in particular, agreeing on the thesis' preparation schedule along with the frequency of face-to-face meetings or other communications;

- 2) request that students prepare and present a brief summary of the received recommendations and further steps in thesis preparation after each face-to-face meeting;
- 3) request that students pay close attention to the received recommendations and attend meetings well-prepared;
- 4) take into account compliance with the preparation schedule and deadlines for submission of the respective first and final drafts when grading student theses;
- 5) take part in SEB proceedings at the thesis defence.

5.2.14. If a thesis supervisor is not employed at the University, monitors appointed from among HSE's staff must assume the following duties:

- regularly checking the progress of thesis preparation against the outline and preparation schedule (in conjunction with the thesis supervisor);
- notifying the Programme Office if students are behind schedule.

## **6. REQUIREMENTS FOR REVIEWS DRAWN UP BY THESIS SUPERVISORS**

A thesis supervisor's review must evaluate the quality of the thesis, identify its positive characteristics and particularly emphasize any drawbacks, evaluate the student's creativity and ability to work independently as demonstrated by him/her in the course of the thesis preparation, as well as their correspondence to the requirements for a thesis of the specified level and universal and professional competencies as acquired by the author of the thesis, as per HSE's Educational Standards.

## **7. REQUIREMENTS FOR THE STRUCTURE, CONTENTS, AND SIZE OF TERM PAPERS/THESES**

### **7.1. Requirements for the Structure, Contents, and Size of Term Papers**

7.1.1. Term papers must:

- provide the grounds for the paper's relevance;
- be relevant in regards to the chosen topic;
- set clear research objectives;
- provide a conclusive description, analyze and summarize known achievements and the facts in the student's chosen area of study;
- be based on contemporary knowledge with respect to the chosen area of focus;
- describe the rationale behind the selected research methods and proposed approach to solving the established task;
- provide a well-grounded, consistent and accurate account of the obtained results and general conclusions;
- disclose the author's personal input in the development of resultant proposals, as well as their own position in regards to the problem under consideration.

Furthermore, term papers prepared by Master's students must:

- include research on the selected problem at the relevant academic level;

- demonstrate the interrelation between the obtained results and recommendations, along with their applicability.

At this level, it is also recommended to highlight the elements of academic novelty in the term paper's results, as well as specify promising areas for further development with respect to the topic in the conclusion.

7.1.2. Recommended term paper size: 50-80 thousand characters, including spaces) or 40-55 pages of computer-typed text.

7.1.3. Recommended term paper structure:

1. front page;
2. contents;
3. introduction;
4. main body (about 2-3 chapters);
5. conclusion;
6. bibliography;
7. annexes (if any).

The front page and contents shall be presented on the first two pages of the paper and template form for a term paper front page is provided in Annex 6 hereto.

7.1.4. The following points shall be covered in the **introduction**:

- general formulation of the topic;
- relevance of the chosen topic and its academic and/or practical importance;
- scientific background on the research topic;
- research goals and objectives;
- description of the author's research strategy and sequence of steps in order to solve research objectives;
- statement of the paper structure (chapters and their short characteristics);
- principal sources of information.

The introduction must be short (up to 1-3 pages) and to the point. It also must clearly state objectives of the term paper (i.e., its goal), what objectives are pursued, what methods are used for this purpose, and what results are anticipated. should not be filled with general phrases. Most importantly, the reader should understand what the work is about and which aims it seeks to achieve.

*The goals and objectives of the research* establish the areas of focus of the student's term paper. The goal of the term paper represents the final result pursued by the student. Furthermore, the goal of the term paper usually correlates with its topic. The goal of a term paper also may describe a new phenomenon, study its characteristics, or identify related patterns, etc. After the goal has been formulated, the student shall formulate the objectives of his/her research. In turn, such research objectives set forth the main stages for attaining the said goal. Formulations of research objectives must take into consideration that descriptions of related solutions must serve as the contents of chapters and paragraphs of the term paper, while their titles should correlate with such objectives.

Within the framework of the term paper, the author must choose an *object of his/her research* and formulate the *subject matter of said research*. In addition, the object of



research shall be understood as a phenomenon (process), which is studied by the author and exists independently of the researcher. The key difference between the subject matter and object of a given research project is that the subject matter of such research constitutes a part of the object of the research. At the same time, the subject matter of research is understood as the relevant characteristics or properties of the object that have importance from a theoretical and/or practical point of view. Each research object may therefore cover several subject matters or issues.

7.1.5. The **main body shall** consist of chapters that may be subdivided into paragraphs. Paragraphs, in turn, may be subdivided into sub-paragraphs. The title of a chapter should not replicate the name of the term paper (otherwise, other chapters become redundant), and the title of a paragraph should not duplicate the title of a chapter. If the chapter is divided into paragraphs, it should contain at least two of them (otherwise, dividing it into paragraphs would be meaningless). In a Term Paper, it is realistic to provide two, maximum three chapters.

The first section of a paper, as a rule, must have a theoretical (analytical) nature and provide an overview of the literature and other sources on the topic of the term paper. Moreover, this section must provide a critical analysis of materials from these sources and determine the range of questions that have not been fully studied. It should also analyze existing research methods, as along with their suitability for solving the objectives of the term paper.

Materials from reference books, monographs, articles and other sources should be summarized by the author in their own words and also illustrated by digital and statistical data, along with references to relevant sources. The term paper's information/database must be complete and sufficient for the presentation of the selected problems/issues.

The next section (or sections) outlines the methods for solving the objectives of the term paper, with the rationale for their possible applicability provided. Furthermore, available and newly proposed methods and algorithms for solving problems shall be considered and evaluated on a comparative basis.

The contents of the practical part of the term paper should be quite specific and be based on scientific research conducted by the author (e.g., in the form of the results of calculations, full-scale and model experiments, data collection and analysis, etc.).

Short conclusions should be provided at the end of each chapter of the term paper.

7.1.7. The results and main conclusions reached by the author of the term paper should be clearly formulated in the **conclusion**. Furthermore, conclusions should be concise and logically follow from the contents of the term paper. The term paper's results should generally prove the solution for the objectives established in the term paper, as well as the accomplishment of the term paper's goals. Students can repeat the main conclusions of respective chapters, but they should also make some generalizations based on the results of the study as a whole.

7.1.8. The **bibliography** includes all the literature to which there are references in the text. Moreover, if the author relied upon any other sources, but had not provided any reference to them, he/she should also include such sources into the bibliography. The bibliography

also includes a list of the normative documents and judicial and arbitral decisions, which are allocated in separate subsections. Therefore, the section “Bibliography” contains subsections: “Literature”, “Normative documents”, “Judicial and arbitration practice”.

7.1.8. **Annexes** are not a mandatory element for term papers. It is advisable to introduce annexes when the author uses a relatively large number of complicated tables, statistical materials, or listings of computer programmes. Such materials are not included in the main body of the term paper because of their redundancy. It is usually sufficient to make reference to such information in the text, as well as cite it in the annex.

7.1.9. The author of the term paper should stick to an academic style and use the terminology commonly accepted in the relevant field, as well as notations, applicable abbreviations, and relevant symbols. The presentation of the material should be consistent, logical and competent, as well as free of any stylistic and logical mistakes. In addition, special attention should be paid to logical transitions between chapters, paragraphs, and questions covered within a paragraph.

## 7.2. Requirements for Thesis Structure, Contents and Size

7.2.1. The following requirements apply as to the contents of a student’s thesis:

- Relevance of the chosen topic;
- a critical analysis of the literature dedicated to the research topic;
- an analysis of the history of the problem under consideration, along with its status in modern theory and practice;
- precise characteristics of the object, subject, purpose, hypothesis and research objectives, as well as description and analysis of the results of the experiment;
- summarized results, substantiated conclusions and practical recommendations;
- the particular scientific/academic novelty and practical relevance of the research.

7.2.2. The front page and table of contents shall take up the first two pages of the thesis.

7.2.3. Recommended thesis size: 140-160 thousand characters, including spaces or 75-85 pages of computer-typed text.

7.2.4. A thesis’ structure usually depends on the contents, but, in general, the following structure is recommended: a front page, table of contents, introduction, chapters of the main body, conclusion, findings, bibliography, and annexes. The contents of chapters of the thesis’ main body must correspond to the topic and explore it in full.

7.2.5. **Introduction.** The introduction covers the following points:

- general formulation of the topic;
- relevance of the chosen topic and its academic and/or practical importance;
- degree of scientific development of the research topic;
- research goals and objectives;
- description of the author’s research strategy and the sequence of steps towards solving the set research objectives;
- declaration of the paper structure (chapters and their short characteristics);

– principal sources of information.

The introduction must be short (up to three pages) and to the point. Furthermore, it must clearly state the objectives of the thesis (its goal), what given objectives are pursued, what methods are used for this purpose, and what results are anticipated.

The *research problem* is the theoretical or practical matter, which is being studied in the framework of the research. The research problem is thereby formulated by a creative effort that requires a singular vision, special knowledge, experience and scientific/academic competence. Moreover, research is usually conducted with aim of rectifying such problem.

The research problem is concisely formulated as research *topic*.

*The criterion of relevance* emphasizes the necessity for studying and solving the stated problem. The criterion of relevance is dynamic and mobile, as well as directly hinges on time and specific circumstances. In its most general form, relevance must be based on the gap between the demand for scientific ideas and practical recommendations (for satisfying relevant needs) and proposals that may be suggested by researchers and practitioners.

An analysis of the *extent of the problem's development* demonstrates how thoroughly it has been elaborated and studied in the relevant field of research and practice.

The *research goal* conceptually anticipates the result to be obtained in the course of the research (according to the researcher's own vision). This goal is considered as achieved if the core idea reflected in the topic has been formulated, substantiated, proved and tested in practice.

The formulation of the given problem entails the selection of the *research object*. Any phenomena that clearly or implicitly feature a contradiction and/or create a problematic situation may be a research object. As a result, the research object must be at the centre of the cognitive process.

The subject matter of research refers to apart or a reflected aspect of the object. The object's properties and characteristics are most relevant from a practical or theoretical point of view. Moreover, specific aspects of the topic must be studied as the subject matter. Research objectives are to be identified with the aim of verifying hypotheses, in accordance with the object, subject matter, and goal of the research.

The *research hypothesis* refers to the scientifically grounded assumptions subject to further theoretical and experimental verification.

*Research objectives* are ways of achieving the goal (e.g., what should be done in order to achieve this goal: study, describe, establish, identify, etc.). If the problem requires a theoretical analysis of relevant literature, one of the objectives may be focused on determining the theoretical grounds of the problem, etc. Objectives must be formulated very carefully, as descriptions of related solutions should constitute the contents of chapters and paragraphs of the study. Furthermore, subsequent evaluations of the effectiveness of the study will depend on the description of solutions.

*Research methods* are ways of allowing students to solve the research objectives and obtain results. Methods that are usually employed include theoretical methods (e.g.,

analysis, synthesis, comparison, generalization, modelling, etc.), empirical methods ensuring the collection of data (e.g., observation, study of products from activities, documentation, surveys, socio-metrical tools, interviewing, methods of independent characteristics, experiments, etc.), and mathematical methods (e.g., processing of quantitative data, ranking, etc.).

The *novelty of research* characterizes new theoretical and practical conclusions, regularities, contents, principles and technologies, which have not been recognized and fixed in research literature to date. The criterion for “novelty” may have both theoretical and practical relevance. The theoretical relevance of research must include the creation of its concept, as well as describes its relevant methods, models, approaches, concepts, principles, etc. In addition, the practical relevance of the research must consist in its practical applicability.

7.2.6. The **main body** of the thesis should represent the main contents of the author’s research.

The history and theory of the problem maybe outlined in the thesis’ first chapter. The first chapter is also traditionally dedicated to the systematization of the relevant research literature and related critical analysis, as well as the author’s substantiated positions in regard to the research problem. Materials of reference books, monographs, articles and other sources should be summarized by the author in his/her own words and must also be illustrated with digital and statistical data, along with references to relevant sources. The thesis’s information base must be complete and sufficient for the presentation of the selected problems.

The next chapter (chapters) usually outlines the essence of the author’s practical research, while also prudently describing the entire duration of the search for evidence as to the correctness of the hypothesis. This part of the paper should answer the question(s) formulated in the topic. Short conclusions should be present at the end of each chapter of the thesis.

The title of a chapter should not replicate the name of the thesis (otherwise, other chapters become redundant), and the title of a paragraph should not duplicate the title of a chapter. If the chapter is divided into paragraphs, it should contain at least two of them (otherwise, dividing it into paragraphs would be meaningless). In a thesis, it is realistic to provide two to four chapters.

7.2.7. **Conclusion.** The results and main conclusions reached by the author of the thesis should be clearly formulated in the conclusion. Conclusions should be concise and logically follow from the thesis’ contents. In general, the obtained results must demonstrate the solution of the thesis’ objectives, confirm the correctness of the stated hypothesis, and ensure the attainment of the thesis objective, as well as the practical relevance of the completed research therein.

7.2.8. The **bibliography** shall be drawn up in accordance with established procedure. As a rule, there should be roughly 40-50 included in the bibliography of a thesis. Moreover, if the author relied upon any other sources, but had not provided any reference to them, he/she should also include such sources into the bibliography. The bibliography also

includes a list of the normative documents and judicial and arbitral decisions, which are allocated in separate subsections. Therefore, the section “Bibliography” contains subsections: “Literature”, “Normative documents”, “Judicial and arbitration practice”.

7.2.9. **Annexes** are not a mandatory element of theses. Nevertheless, it is advisable to introduce annexes when the author relies on a relatively large number of complex tables, statistical materials, or computer programme listings. Such materials should not be included in the main body of the paper owing to their redundancy. It is usually enough to make reference to this information in the text and refer to it in the annex.

7.2.10. The author of the thesis should employ an academic style of presentation and utilize the terminology accepted within the relevant field, as well as notations, applicable abbreviations, and symbols. The presentation of this material should be consistent, logical and competent, free from any stylistic and logical mistakes. Moreover, special attention should be paid to logical transitions between chapters and sections of the thesis.

## **8. TECHNICAL REQUIREMENTS FOR PREPARING TERM PAPERS/THESES**

Texts of term papers/theses must be prepared and written on a computer. It is recommended using Microsoft Word text editor standards. Papers are to be printed out in a one-side printing format and submitted for defence to the relevant department in one (1) copy on white A4 paper (210x297 mm).

The following margin settings are recommended: top – 2.5 cm; bottom – 2 cm; left – 2.5 cm; right – 1.5 cm; and approximately 2,000 symbols per page.

Font – Times New Roman; a limited number of font styles (in bold, italic, underlined) maybe used so as to emphasize certain terms, concepts and statements.

The main body of the text and bibliography: font size – 14; line spacing – 1.15; paragraph indent – 1.25 cm; width alignment/intervals between paragraphs - 0.

The names of sections are printed in capital letters without a dot at the end: font size – 14; line spacing – 1.15; paragraph indent – 0; central alignment. Chapter headings and text must be separated by one (1) empty line.

New chapters should begin with a new page. The same rule applies to other the main parts of term papers/theses (i.e., introduction, conclusion, bibliography, annexes, etc.).

Term papers/theses (including annexes) must feature continuous page numbering. Moreover, the front page shall be the first page, which shall be left unnumbered. Pages are to be numbered in Arabic numerals, which are thusly placed at the bottom of the centre of the page without a dot.

Term papers/theses must be bound.

### ***Quatations***

The text of the quote is enclosed in quotation marks and is given without changes, without arbitrary reduction of the cited fragment (omission of words, sentences or paragraphs is allowed if it does not entail distortion of the entire fragment and is indicated by an ellipsis, which is put in place of the omission) and without distortion of its meaning;

when highlighting any word (s) in a quote, it is necessary to specify this in brackets after such highlighting. For example: (emphasis added.). Each citation must be accompanied by a reference to a source (footnote), the bibliographic description of which is given in accordance with the requirements of bibliographic standards.

### ***Abbreviations***

The following abbreviations are used:

- only the first letter of the word is left (for example: paragraph – “p.”);
- the first two letters of the word are left (for example, a chapter– “ch.”);
- a part of the word is left without an ending and a suffix (for example, a paragraph – “par.”);

In scientific and other texts there are three types of abbreviations:

- Alphabetic abbreviations (for example, IMF, ECB);
- Compound words (for example, the European Commission – EC);
- The generally accepted conditional graphic abbreviations for the initial letters or in parts of words.

Abbreviations used in the text should be reflected in the list of symbols and abbreviations which explains those abbreviations, symbols and terms which are not common knowledge. The symbols and abbreviations used must be explained when they are mentioned for the first time even if the symbol and abbreviation list was provided. For Example: “The European Commission (“EC”) ...”

### ***Formatting rules for tables, figures and graphs***

Tables and figures should have titles and sequential numbering. In particular, the object’s name and number in Arabic numerals should be preceded by the words "Figure" or "Table", respectively. Font size – 12.

Continuous numbering of figures and tables is allowed (Table 1, Table 2, etc.), as well as numbering by chapters, and, in this case, the number shall include the number of a chapter and the sequential number of the object, separated by a dot (Figure 1.1, Figure 2.3, etc.). Titles of pictures must be placed under a picture in the centre of the page, while titles of tables are to be placed above tables, with right-margin alignment. References to all figures (tables) must be given in the text. Figures (tables) must be placed immediately after the text where they are mentioned for the first time, or on the next page. If the figure (table) is borrowed from several sources, a reference to the source of borrowing should be provided under the title.

### ***Guidelines for providing references***

When one quotes other sources in your work, it is necessary to provide the reference to the source of citation. Footnote referencing style is used. The Chicago style is recommended as the most well-known footnote style.

Example of Chicago 17<sup>th</sup> Edition in the text:

“As the global information landscape increasingly facilitates the sharing, re-purposing and dissemination of information, the ways in which students are accustomed to interacting with information resources are also changing”<sup>1</sup>.

As a footnote at the bottom of the page:

<sup>1</sup> Adrian Stagg, Lindy Kimmins, and Nicholas Pavlovski, "Academic Style with Substance," *The Electronic Library* 31, no. 4 (2013). <https://doi.org/10.1108/el-01-2012-0005>. (elements are separated by commas)

If used again, whether immediately or after other citations (note, this is a change from Chicago 16th):

<sup>2</sup> Stagg, Kimmins, and Pavlovski, “Academic style with substance.”

Note this source in the bibliography:

Stagg, Adrian, Lindy Kimmins, and Nicholas Pavlovski. “Academic Style with Substance.” *The Electronic Library* 31, no. 4 (2013): 452-64. <https://doi.org/10.1108/el-01-2012-0005>. (first author’s name inverted, elements are separated by full stops).<sup>6</sup>

### ***Guidelines for compiling bibliographies***

The bibliography must follow the main body of the paper and precede the annexes. The numeration is arranged in Arabic numerals without a dot, and each element of the list begins with a paragraph indent.

The bibliography may include references to literary sources (e.g., monographs and educational materials), periodicals (e.g., articles published in journals and newspapers), legislative and instructional materials, statistical collections, various types of accounting and reporting materials, and pages of websites, as well as other sources, which were used in the course of writing the term paper/thesis. This list must be prepared in the same language as the term paper/thesis. Furthermore, if the author has used and relied on scientific publications or materials in foreign languages, related references should be included in the bibliography in the original language. The arrangement and grouping of sources in the bibliography should be done alphabetically. Sources in foreign languages are listed after all Russian-language sources in the Latin alphabet order.

**Normative documents** are placed at the top of the bibliography. When indicating the normative documents in the bibliography, the full name of the document, the date of its adoption, the date of its last revision, and the official source of publication are indicated. The sequence of normative documents is following:

---

<sup>6</sup> Example taken from: <https://libguides.tcd.ie/c.php?g=667926&p=4737720>

- Constitution of the Russian Federation;
- Federal constitutional laws;
- Federal laws;
- Acts of the President of the Russian Federation;
- Acts of the Government of the Russian Federation;
- Acts of ministries, services, agencies and committees;
- Acts of other state bodies;
- Acts of local governments;
- Acts of the Constitutional Court of the Russian Federation, the Supreme Court of the Russian Federation and the Supreme Arbitration Court of the Russian Federation.

Documents of equal importance should be listed in chronological order by publication date. If the work referred to international or foreign countries' normative documents, they can be placed in separate blocks in the following sequence:

- 1) the legislation of foreign states;
- 2) international treaties;
- 3) international custom;
- 4) regulatory legal acts of international organizations;
- 5) international judicial arbitration practice;
- 6) international documents of recommendatory character.

The bibliography should also provide details **of scientific/academic sources**, including: information about the author/authors of the source, the title of the source (a book, monograph, textbook, article), details of the publication such as: place (city where the publishing house is located), publisher and year of publication, number of pages, and information about illustrations. Titles of publications, number, year, and pages should be indicated for articles published in periodicals. Quotations of electronic publications (links to web pages) must specify not only the web address of the resource on the Internet, but also the date of reference to the quoted resource.

Chicago style is a recommended style for bibliography, for example:

**Case Law:**

*Case of James and others v The United Kingdom*, European Court of Human Rights (Application no. 8793/79), 21 February 1986.

Nuclear Tests Case (*Australia v France*), 1974, ICJ Reports.

*Bayview Irrigation v Mexico*, ICSID Case No. ARB(AF)/05/1, 19 June 19 2007.

*MTD v Chile*, ICSID Case No. ARB/01/7, Award, 25 May 2004.

*Hamilton v Mendez* (1761) 2 Bur. 1214

**Law:**



Convention on the Law Applicable to Contractual Obligations (the Rome Convention of 1980).

[http://europa.eu/legislation\\_summaries/justice\\_freedom\\_security/judicial\\_cooperation\\_in\\_civil\\_matters/133109\\_en.htm](http://europa.eu/legislation_summaries/justice_freedom_security/judicial_cooperation_in_civil_matters/133109_en.htm)

The Universal Copyright Convention, 6 September 1952, [http://portal.unesco.org/en/ev.phpURL\\_ID=15381&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201.html](http://portal.unesco.org/en/ev.phpURL_ID=15381&URL_DO=DO_TOPIC&URL_SECTION=201.html)

The Supreme Court Civil Procedure Act 1932.

### **Books:**

Alvarez, José, *International Organizations as Law Makers*, New York: Oxford University Press, 2005.

Lee, Byung-Hwa. *FDI from Developing Countries: A Vector for Trade and Development*. Paris: Organisation for Economic Co-operation and Development, 2002.

### **Edited volumes:**

Cass, Ronald, "Property Rights Systems And The Rule Of Law," in Enrico Colombatto (Ed.), *The Elgar Companion to the Economics of Property Rights*, Cheltenham: Edward Elgar Pub, 2006.

### **Journal articles:**

Ellinidis, George T. "Foreign Direct Investment in Developing and Newly Liberalized Nations." *Journal of International Law and Practice* 4, no. 2 (Summer 1995): 299– 334.

Mairal, Héctor, "Legitimate Expectations and Informal Administrative Representations," in Stephan Schill (Ed.), *International Investment Law and Comparative Public Law*, New York: Oxford University Press, 2010.

Michelman, Franck, "Property, Utility, and Fairness: Comments on The Ethical Foundations of "Just Compensation" Law," 80 *Harvard Law Review* (1966-1967).

### **Research and working papers:**

Smarzynska, Beata. "Does Foreign Direct Investment Increase the Productivity of Domestic Firms? In Search of Spillovers Through Backward Linkages." Working Paper No. 2923, World Bank Policy Research, 2002.

### **Reports:**

Organization for Economic Co-operation and Development (OECD). "OECD Benchmark Definition of Foreign Direct Investment," in *Glossary of Foreign Direct Investment Terms and Definitions*, 4th ed. Paris: OECD Publishing, 2008), <http://www.oecd.org/dataoecd/56/1/2487495.pdf>

Central Intelligence Agency. "Unemployment, youth ages 15-24: Country Comparison to the World," in *CIA World Factbook* 2012, <https://www.cia.gov/library/publications/the-world-factbook/geos/sa.html>

OECD, “International Investment Law: Understanding Concepts and Tracking Innovations,” OECD: Paris, 2008.

**Theses:**

Arturo Ramos. “Foreign Direct Investment as a Catalyst for Human Capital Accumulation.” Master of Arts in Law and Diplomacy dissertation, Fletcher School of Law and Diplomacy, 2001.

**Dictionaries and Encyclopaedias:**

*Black’s Law Dictionary Deluxe*. 8th ed. Saint Paul, MN: Thompson West, 2004.

***Annexes Format Rules***

An *annex* is an optional part that concludes the paper. Annexes must be presented as a supplement and usually are used for reference, but may also be necessary in order to disclose the given topic in more detail. The contents of annexes may vary. For instance, they may be copies of original documents, extracts of reporting materials, individual provisions of rules and regulations, etc., in the form of a text, tables, diagrams, maps, etc.

Annexes are prepared as attachments to term papers/theses and positioned on the last pages.

Each annex must start from a new page with the word "Annex" placed in the upper right corner, and it shall have a title. If there are several annexes in the paper, they should be numbered, accordingly. Furthermore, annexes must retain continuous numbering of pages. The main body of the text shall be correlated with annexes via links that are used in parentheses (e.g. see Annex 1). Titles of annexes must be detailed in the table of contents.

**9. STORAGE AND PUBLICATION OF TERM PAPERS AND THESES**

9.1. The Programme Office shall keep a term paper in hard copy for two (2) years after its student author leaves the University.

9.2. Publication of term papers on the HSE corporate website (portal) is not mandatory.

9.3. Defended theses must be submitted to the Programme Office in hard copy or any other physical medium, providing for safe-keeping over a period five (5) years. The Programme Office shall store them for five (5) years and then transfer them to the HSE Archives (accompanied by a corresponding certificate) for storage and subsequent destruction.

9.4. Abstracts and full texts of theses may be published on the University’s portal for public access as stipulated in HSE’s bylaws.

**Deadlines for Selection, Approval of Topic, Preparation of Course Paper and Master Thesis for 2020/2021 Study Year Master Program “Law of International Trade, Finance and Economic Integration”**

**Course Papers:**

<b>Stage</b>	<b>Deadline</b>
Preparation of possible topics by Faculty members	From 10 September to 1 October
Approval of the topics by Academic Supervisor of the Program / Academic Council of the Program	From 2 October to 8 October
Publication of the topics on the website of the program	From 9 October to 15 October
Selection of presented or proposal of original topics by students via LMS	From 15 October to 19 November
Approval of the topics, assignment of supervisors of the course papers by Academic Supervisor of the Program / Academic Council of the Program	From 19 November to 23 November
Publication of data on topics and supervisors	Till 14 December
Preparation of the outline of the paper, and its review by the supervisor	Till 20 February
Submission of the first draft of the paper to the supervisor	Till 15 April
Revision and finalization of the paper (including submission of the final text to the supervisor)	Till 15 May
Uploading the thesis to the Antiplagiat system (via special LMS module)	Till 25 May
Changing or revising term paper topics	Till 25 April
Final submission of the paper to the supervisor	From 25 May to 30 May
Grading of the paper	Till 16 June

**Preparation of Thesis**

<b>Stage</b>	<b>Deadline</b>
Preparation of possible topics by Faculty members	From 10 September to 1 October
Approval of the topics by Academic Supervisor of the Program / Academic Council of the Program	From 2 October to 8 October
Publication of the topics on the website of the program	From 9 October to 15 October
Selection of presented or proposal of original topics by students via LMS	From 15 October to 19 November
Approval of the topic, assignment of supervisor of the thesis by Academic Supervisor of the Program / Academic Council of the Program	From 19 November to 23 November
Publication of data on topics and supervisors	Till 14 December
Preparation of the outline of the thesis, and its review by the supervisor	Till 20 February
Submission of the first draft of the paper to the	Till 25 April

supervisor	
Revision and finalization of the paper (including submission of the final text and annotation to the supervisor)	Till 20 May
Uploading the thesis to the Antiplagiat system (via special LMS module)	Till 25 May
Changing or revising thesis topic	Till 25 April
Final submission of the thesis to the Study Office and Supervisor	From 25 May to 1 June
Review and grading of the thesis by Supervisor	From 1 June to 7 June
Grading of the paper by the Supervisor	From 1 June to 7 June
Forwarding the thesis to the Reviewer, grading of the thesis by the Reviewer	From 1 June to 7 June
Review of the thesis: Notifying the student of the review's content	No later than three (3) days before the defence
Defense of the thesis	Deadlines are determined by the curriculum and SFC schedule in accordance with the Regulations for the Final State Certification of HSE Students

## Annex 2

### Topics for term papers and master thesis prepared by students of Master Program Law of International Trade, Finance and Economic Integration

№	Supervisor	Topic
1	<b>Associate Professor V.Starzhenetskiy</b>	Application of the International Economic Law Norms by National Courts
		Jurisdictional Immunities of States: immunity from adjudication
		Jurisdictional Immunities of States: immunity from execution
		International Economic Sanctions and Human Rights
		Impact of Economic Sanctions on Private Business Transactions
		International Protection of Property Rights
		Extraterritorial Application of National Law
		Enforcement of Judgments of International Courts
		New International Standards of the IP Protection (TRIPS+)

2	<b>Professor D.Boklan</b>	International Legal Regime of the Caspian Sea Exploration: History of Formation and Current Development
		Delimitation of the Continental Shelf in Arctic
		Development of the International Legal Regime of the Antarctic
		Structure, Fundamental Principles and Functions of the WTO
		Dispute Settlement System at the WTO
		Regulation of International Trade of Goods in the WTO: GATT, Its Principles and Procedures
		Regulation of International Investment at the WTO: TRIMS
		Principle of Non-discrimination in the WTO
		Principle of the Most Favoured Nation and Its Implementation in the WTO Agreements
		Principle of the National Regime in the WTO Agreements
		Regulation of International Trade of Services in the WTO: GATS, Its Principles and Procedures
		Antidumping in International Trade: Legal Aspects
		The WTO and Regional Integration Organizations
		Preferences in International Trade: Legal Aspects
		Technical Barriers in International Trade: Legal Aspects. The WTO Agreements on Technical Barriers to Trade
		Legal Regulation of Prevention of Cross-border Environmental Harm
3	<b>Professor V.Rusinova</b>	Principle of Estoppel in International Law
		International Customs and Treaties: Correlation and Conflicts' Resolution
		Correlation between International and National Law: Theory and Practice of Their Realization in the RF, the USA, the UK, France and Germany
		Recodification of the Law of International Treaties
		Extraterritorial Application of International Treaties
		Sanctions and Counter-measures in International Law
		Subsequent Practice in the Treaties' Interpretation
		International Liability of International Organizations
		Relationship between Law of International Treaties and Law of International Responsibility

		<b>Human Rights in International Economic Law</b>
		Evolutionary Interpretation of International Treaties
		Jurisdiction in Cyberspace
5	<b>Associate Professor G.Bogush</b>	
		Reservations to International Treaties
		Human Rights and the Law of the Sea
		Climate Change and International Law
		General Principles of Law in International Law
		Provisional measures in International Courts and Tribunals
		Provisional Application of International Treaty
		Right to Freedom of Movement in International Law
6.	<b>Associate Professor A.Aseeva</b>	International Trade Law and Sustainable Development: post-2015 trends
		Questions of Sustainability in Economic Integration: regional integration, mega-regionals
		Global Financial Regulation and Sustainable Development: post-2015 trends
		International Investment Law and Sustainable Development: post-2015 trends
		Liability in and of Global Value Chains: tort/ contractual liability; governance contracts similar to the Bangladesh Accord; liability of suppliers; corporate liability (except criminal liability or corporate social responsibility (CSR))
		Business & Sustainability Law
		Latest Business & Human Rights Trends in Private International Law (except corporate social responsibility (CSR))
7	<b>Professor E.Ivanov</b>	International Legal Regulation of Combating Money Laundering
		International Legal Regulation of Combating Corruption
8.	<b>Yuriy Rovnov, Senior Research Fellow</b>	<ul style="list-style-type: none"> <li>• Border Carbon Tax: The Challenges of Devising a WTO-Compliant Measure</li> <li>• Nutritional Labelling Schemes: Overview and Compatibility with WTO Law</li> <li>• Interaction between the Precautionary</li> </ul>

		<p>Principle and International Trade Law / WTO Law</p> <ul style="list-style-type: none"><li>• ‘Less Favourable Treatment’ under Article 2.1 of the TBT Agreement: Did the Appellate Body Set the Bar Too High in <i>US – Tuna II</i> and <i>US – COOL</i>? (Alternatively, ‘Less Favourable Treatment’ under Article 2.1 of the TBT Agreement: A Case for the Appellate Body’s Interpretation in <i>US – Tuna II</i> and <i>US – COOL</i>)</li><li>• Jurisprudence under Article 11 of the DSU: Overview and Analysis</li><li>• The WTO Multi-Party Interim Appeal Arrangement: Should Russia Participate?</li><li>• Dissenting Opinions in Decisions of International Courts and Tribunals: Pro and Contra</li><li>• The Role of Supplementary Means (Article 32 VCLT) in Treaty Interpretation by International Courts and Tribunals</li></ul>
--	--	---

**Annex 3**  
**to the Regulations for Term Papers and Theses Prepared**  
**by Students of Master Program Law of International**  
**Trade, Finance and Economic Integration**

*Template grading form to be filled in by the term paper supervisor*

**Grading Form for Term Papers**

Student's full name	_____ student's full name
	Year of study: _____, level of study _____ Degree programme: _____ Faculty _____
Title of term paper	Topic: “ _____ _____ ” _____
Supervisor (full name)	_____

*Grading instructions*

Evaluate the term paper against each criterion\* on a 10-point grading scale:

- correspondence of the term paper's contents with the chosen topic;
- relevance of the research problem, rationale and the well-grounded conclusions provided;
- achievement of the goal and objectives set out in the term paper, accuracy of results and conclusions, as well as their relevance to the goal and objectives of the term paper;
- originality and academic novelty of the term paper;
- student's ability to work independently;
- in-depth analysis and ability to grasp problems under consideration;
- research accuracy and correctness of the results interpretation;
- competent and consistent presentation of the material;
- paper formatting.

To explain the rationale behind the overall grade, please state your comments in the designated field.

*Comments*



**Annex 4**  
**to the Regulations for Term Papers and Theses Prepared**  
**by Students of the Master Program Law of International**  
**Trade, Finance and Economic Integration**

*Template form of the thesis to be drawn up by the academic supervisor*

**National Research University Higher School of Economics**

---

faculty/institute

---

department/school

**Supervisor review of the term paper/thesis**

Prepared by the student \_\_\_\_\_ ,  
Full name

Year \_\_\_\_\_, level of study: \_\_\_\_\_

Degree programme: \_\_\_\_\_

Faculty: \_\_\_\_\_

Topic: “ \_\_\_\_\_ ”

No	Evaluation criteria*	Academic Supervisor's Grade
1.	Relevance of the completed paper in regards to the chosen topic	01x10
2.	Relevance of the research problem, the thesis' rationale and well-grounded conclusions provided	01x10
3.	Originality and academic novelty of the term paper; along with the student's ability to work independently	01x10
4.	Completeness of the descriptions of approaches applied in order to solve the problem under consideration, as well as the extent of the generalization and accuracy of the literary sources on the research topic	01x10
5.	Suitability of the selected methods with respect to the objectives of research, correctness of the research, reliability of the obtained results, and correct interpretation of the obtained results	01x10
6.	Achievement of the goal and objectives of the paper, accuracy of results and conclusions, as well as their relevance to the goal and objectives of the paper	02x10
7.	In-depth analysis and ability to grasp problems under consideration	01x10



**Annex 5**  
**to the Regulations for Term Papers and Theses Prepared**  
**by Students of the Master Program Law of International**  
**Trade, Finance and Economic Integration**

*Template form for the review of the thesis to be drawn up by  
the designated reviewer*

**National Research University Higher School of Economics**

---

faculty/institute

---

department/school

**Review**

of the term paper/Master's thesis

prepared by the student \_\_\_\_\_ ,  
Full name

Year \_\_\_\_\_, degree programme: \_\_\_\_\_

\_\_\_\_\_ Faculty:

Topic: “ \_\_\_\_\_ ”

—  
—  
—  
—

Degree, title

Department/school

(Place of employment), position \_\_\_\_\_ /signature/ \_\_\_\_\_ initials/ Last  
name

Date

**Annex 6**  
**to the Regulations for Term Papers and Theses Prepared**  
**by Students of the Master Program Law of International**  
**Trade, Finance and Economic Integration**

*Sample title page of a term paper*

NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS

*Faculty* \_\_\_\_\_

**TITLE OF THE TERM PAPER**

Term paper prepared by (student's name)

Student's full name

Year \_\_\_\_\_, level \_\_\_\_\_ degree programme

“

”

---

Academic Supervisor  
Doctor, Professor

\_\_\_\_\_  
First name/Initials Last name

Adviser  
Doctor, Professor

\_\_\_\_\_  
First name/Initials/ Last name

Moscow 202\_

**Annex 7**

**to the Regulations for Term Papers and Theses  
Prepared by Students of the Master Program Law of  
International Trade, Finance and Economic Integration**

*Sample title page of the thesis*

NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS

*Faculty* \_\_\_\_\_

Student's full name

**TOPIC OF THE THESIS**

TERM PAPER / MASTER'S THESIS

Field of study: \_\_\_\_\_

Degree programme: \_\_\_\_\_

Reviewer  
Doctor, Professor

\_\_\_\_\_  
First name/Initials/ Last name

Academic Supervisor  
Doctor, Professor

\_\_\_\_\_  
First name/Initials/ Last name

Adviser  
Doctor, Professor

\_\_\_\_\_  
First name/Initials/ Last name

Moscow 202\_