

Temporary rules for arranging of project work for Master's program "Political Analysis and Public Policy", the field of study 41.04.04 Political Science, Faculty of Social Sciences, National Research University Higher School of Economics

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, an annex to HSE Directive No. 6.18.1- 01/0509-02, dated September 5, 2016).
2. This document defines additional procedure for the project work (referred to as PW) for the Master's program "Political Analysis and Public Policy" (referred to as Program) that are not included in the "Regulations for HSE Student Project Work, Research and Internships".
3. During admissions to the Program, students are acquainted with the "Regulations for HSE Student Project Work, Research and Internships" and "Procedure for arranging of project activities for the Master's program "Political Analysis and Public Policy".
4. PW aims to produce a specific result. This result should be achieved independently, it should be tangible and practical.
5. PW is organized to put knowledge achieved by students in the course of their studies into practice and to gain experience, as well as to solve problems of practical or theoretical relevance. (<https://www.hse.ru/mirror/pubs/share/395806839.pdf>), The PW is a mandatory element of the study plan of the second years of the Master's program, should not be identical to the topic of master's thesis (referred to as MT), but it can complement it.
6. For the successful completion of PW students get 7 credits.
7. Students can contribute to projects, which are initiated by HSE departments or external organizations. The PW place and activities of the PW needs to be approved by the

Academic Supervisor of the Program, who may refuse to approve the Project if it does not meet the objectives of the Program, does not develop skills and competencies in accordance with the Program practice program (<https://www.hse.ru/mirror/pubs/share/395806839.pdf>).

8. When initiating their PW, students can use the Program's recommendations for cooperation with the Program's partner organizations, or they can search for PW customers on their own, having received approval from the Academic Supervisor of the Program.

9. The student's PW is conducted under the guidance of an employee of the host organization and is accompanied by a PW curator from the Program.

10. PW can be organized individually or in the form of teamwork. In the case of a collective project, curator load is divided by the number of students. The curator of the PW from the Program does not interfere with the execution of the project, but periodically consults with the head of the customer organization and provides, if necessary, support for the implementation of the project.

11. PW is carried out in the first semester of second years of study from October 1 to December 31.

11. Students get the chance to present the best PW with a public presentation during a round table on January 20, 2021.

12. Assessment of project work is made in two stages.

12.1. At the first stage, the coordinator of project work from the host organization and the curator of project work from the master's program jointly decide on the following levels of assessment: "satisfactory" (4, 5); "good" (6,7,) "excellent" (8,9) "outstanding" (10). These grades are provided to the Study Office by curator from the Master's program.

12.2. The second stage of project work assessment is carried out by a commission from among the representatives of the host organization, the project curators master's program, following the results of its public presentation, held in the form of a "Round Table" no later than January 20, 2021.

12.3. *After completion of the projects, students hand in final evaluation sheet (app. 1), which should be filled and signed by a host organization. Deadline: 15th of January 2021, no later than 18:00 (Moscow time). Final presentation will take place on 19th of January 2021.*

12.4. *During the dates set in 12.3 students, who continue working on projects in the second semester of 2020/2021 academic year under mentorship of host organizations, should fill in interim evaluation sheet. Start and end dates of the project should be reflected in the evaluation sheets. After, they should participate in the presentation of interim results. Presentation is not graded, but recommendations regarding results of the project will be given.*

Project work and evaluation sheets must be completed and handed in the Study Office no later than two weeks prior to the defense of the master's thesis. Final grade is calculated according to the general ruled (12.1, 12.2), approved the Study Programme.

12.5. *Students, who did not finalize their internship documents before 18th of January 2021, can be prohibited from continuation of projects in the second semester. Final decision is made by the Academic Supervisor. In this case, project work will be declared finished and would be graded according to the interim evaluation sheet on 19th of January 2021.*

13. If the project work is carried out by a group of students, its results can be presented at the "Round table" in January by one of the group members selected by curator of the project from the master's program.

14. Second-year students of the 2020/2021 academic year choose PW which require 266 hours (8 weeks) of independent work with a weight of 7 credits.

15. Students of the second year of study can continue their pre-diploma internship at the same organization, of the basic of agreement from hosting organization and approval of academic supervisor.

16. Students who have failed the project will be offered to transition to an Individual Study Plan. Students who decide not to study under an ICRC will be dismissed from HSE for academic failure but can be reinstated pursuant to the Procedures and Conditions for

Reinstating Students Who Were Dismissed on the Initiative of HSE University or Other
Grounds.