FEDERAL STATE AUTONOMOUS EDUCATIONAL

INSTITUTION FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY

‘HIGHER SCHOOL OF ECONOMICS’

**Faculty of Communication, Media & Design**

**Department of Media**

**Requirements Guide**

**For Term Paper and Master’s Thesis Preparation**

**Master’s Program ‘Critical Media Studies’**

Approved by the Academic Council

of the Faculty of Communication, Media & Design

on 19.12.2020 № 2.2-01/1912-01Эл

Moscow, 2020

TABLE OF CONTENTS

General provisions 3

What is expected in Master’s Theses? 3

Master’s Thesis Road Map 3

Term Paper 3

Thesis 4

Pre-Defense 4

Defense 4

Complying with the Schedule 5

ACADEMIC ADVISING 5

Meeting an Academic Advisor 5

Working Together 5

Changing the Academic Advisor 6

writing research PAPERS 7

Organizing Papers in Sections 7

Formatting 8

**PRE-DEFENSE & DEFENSE 9**

Defense Procedures 9

Criteria of Evaluation 10

Borrowing & Plagiarism 12

timetable 12

APPENDIX a. Application for the Approval of the Topic of the Term Paper 13

APPENDIX B. Application for the Approval of the Topic of the Thesis 14

APPENDIX C. Application for the Term Paper Topic Change 15

APPENDIX D. Application for the THESIS Topic Change 16

Appendix E. Cover Page Sample………………………………………… ……17

APPENDIX F. SUPERVISOR’S REVIEW TEMPLATE……………….……………….18

APPENDIX G. EXTERNAL REVIEW TEMPLATE……………………………………19

**I. GENERAL PROVISIONS**

1. **What is Expected in Master’s Theses?**

Research is a major component of graduate education. Master’s thesis is a culmination of graduate study, its formal final product. Master’s Thesis provides an opportunity for Students to plan, complete, interpret, and report research. Students work on their Master’s theses during two years of their Master’s study.

In their theses, Students are expected to demonstrate the following competencies:

* Ability to orient themselves within the academic field of a chosen specialization and demonstrate good knowledge of current academic research in the field;
* Ability to plan and conduct research activities employing established research methods;
* Ability to analyze research results employing established research methods;
* Ability to discuss research results by situating the discussion within the existing academic research;
* Ability to present research findings in a well-organized and well-written manner, in accordance with high academic standards;
* Ability to complete thesis with a promise of their presentations at academic conferences and/or publications in scholarly journals.
1. **Master’s Thesis Road Map**

***Term Paper***. During the first year of study, Students work on their Term Papers, which count as their Research Proposals. By the final week of May, the first year of study, Students upload their Term Papers/Research Proposals on LMS (The schedule is presented in Appendix A, B). By the second week of June, the first year of study, they defend their proposals before the Academic Committee comprised of the faculty members of Critical Media Studies Program.

The Term Paper (Thesis Proposal) should include the following parts:

* Title Page;
* Introduction – a brief overview explaining the importance of the study and its context:
* Problem Statement – specifically, what do you want to know?
* Purpose of the Study – What do you hope to achieve by conducting the study?
* Theoretical framework and the review of the existing academic literature relevant to your research idea;
* Research questions logically stemming from your literature review and research purpose;
* Definition of Terms – clarification of any terminology in the study that may not be commonly known;
* Research Design – describes the methods that will be used to collect data or organize creative product: sampling, data collection, data analysis procedures;
* Timeline – provide a timeline listing the order for all the major steps of the study and indicate the approximate amount of time needed for each step.
* Bibliography, which contains all references to academic works mentioned in the paper.

The word count of the term paper should be no less than 10,000.

***Thesis*.** During the second year of study, Students continue their research work toward the completion of the thesis, which they upload on LMS no later than the final week of May, the second year of study.

The thesis much include the following parts:

* Introduction: the presentation of the problem and the context of study;
* The review of existing academic literature relevant to the subject of the author’s interest;
* Research questions/hypotheses stemming logically from the introduction and the literature review;
* The description of the research procedure that is going to be employed: research method, the method of data gathering, sampling, etc.;
* Analytical part, in which the results of the analysis are presented;
* Discussion. This part of your thesis should situate research findings within the existing academic literature relevant to the author’s research and discuss how the findings contribute to the relevant field of knowledge.
* Bibliography, which contains all references to academic works mentioned in the thesis.

The word count for the thesis should be between 30.000 and 40.000 words.

***Pre-Defense***. In April, the second year of study, Students will have a chance to “pre-defend” their projects before the Academic Committee, which will provide feedback and advise on how students can improve their manuscripts. After consultations with Academic Advisors, Students will decide on whether to take all the feedback into account and incorporate all suggested changes into the final version of the manuscript or not. If some of the suggested changes are rejected, students need to be ready to justify their decisions before the Academic Committee at the final defense.

***Defense***. In June, the second year of study, students will defend their theses before the Academic Committee. At this stage, they should be able to demonstrate all the competences expected to have been developed during their two years of study at the Master’s program: ability to orient oneself within the academic field of a chosen specialization and demonstrate good knowledge of current academic research in this field; ability to analyze research results employing established research methods; ability to present research findings in a well-organized and well-written manner in accordance with high academic standards; and so forth. Students are expected to answer the questions of Academic Committee Members professionally.

***Complying with the Schedule.*** Failures to meet deadlines will result in reduced grades.

In case of illness, Students may be granted extended deadline upon the medical certificate presentation. Any other emergencies should be proven by a relevant document.

**II. ACADEMIC ADVISING**

1. **Meeting Academic Advisor**

Although it is Students’ responsibility to make satisfactory progress toward the completion of a high-quality thesis, the process requires collaboration between Students and Academic Advisors.

Student’s work on their thesis is conducted under the supervision of the Academic Advisor, and communication between the Academic Advisor and the Student is crucial for Student’s progress. It is under the guidance of the Academic Advisor that the Student plans research, collects and analyzes data, and reports/discusses results. Through this ongoing communication, the Student obtains professional experience in academic research.

Academic Adviser must be selected from the faculty members of the Critical Media Studies program or professors teaching at the program and working at the Higher School of Economics (hereafter, HSE). It is the Student’s responsibility to (1) make research on professors’ websites to identify potential overlapping of research interests and (2) contact the professor via email outlining a research topic. Through email communication, a meeting should be scheduled; during this meeting, all the nuances of the potential collaboration should be discussed.

After the meeting, the Student needs to submit an application for the approval of their research topic signed by Academic Advisor to the Director of the Program (see APPENDIX A) or in LMS system (lms.hse.ru). The deadline for the application is December 1, 2020. The form of the Application is presented in Appendix A.

After the research topic is approved, the Student will develop their personal working plan based on the general guidelines presented in this document. This plan may include a more detailed time schedule as required by the Academic Advisor in accordance with the needs of a specific research project. This personal schedule should be ready no later than January 15, 2021.

1. **Working Together**

The Academic Advisor is expected to perform the following duties:

* Advise the Student on formulating their research topic, selecting academic literature, choosing research methodology and methods;
* Monitor the Student’s research progress and informs the Program Director in the case of non-compliance with the research schedule;
* Assesses the quality of the Student’s performance, the strong and weak sides of their research, the degree of autonomy and creativity, as well as the degree of compliance with the requirements for the Term Paper/ Master’s Thesis research.
* Provides an evaluation on the presence of plagiarism;
* Grade Student’s Term Paper and Master’s Thesis.

The Academic Advisor may set up specific requirements for specific types of thesis such as additional deadlines; such additional requirements should be reflected in the personal working plan of the student.

1. **Changing the Academic Advisor**

In exceptional cases,the change of the Academic Advisormay be allowed, if:

* An Academic Advisor initiates the change due to the Students’ lack of response to emails at least 3 times and/or regular failure to meet deadlines and comply with the Academic Advisor’s instructions. If this is the case, the Academic Advisor submits a statement with the description of the situation to the Program Director via email.
* The Student initiates the change due to the lack of assistance from the Academic Advisor on finding research literature, choosing research methods, etc. In this case, the Student sends an email to the Program Director describing the situation and asking for assistance.
* The decision to stop collaboration is achieved by a mutual agreement between the Academic Advisor and the Student if both come to understanding that their research interests diverge and future collaboration will not produce expected outcomes. In this case, both the Student and the Academic Advisor email the Program Director asking him to allow the change.

Subject to the approval of the Program Director, the change of the Academic Advisor is followed by the revision or the change of the topic. The Student applies for the change of the topic (see form in Appendix C, D), which should be signed by the new Academic Advisor and the Program Director.

**(!) It is important to recognize**: Although the change of the Academic Advisor is deemed possible, this should be considered as an exception rather than a norm as any significant change in the pattern of Master’s thesis preparation may result in the worsening of the quality of Master’s research and the Student’s performance.

**III. WRITING RESEARCH PAPERS**

1. **Organizing Papers in Sections**

***The title*** of the paper should be formulated in such a way so that the reader could get a general idea of what research problem is addressed.

***Literature review*** section should demonstrate the Student’s awareness of the current stage of development of academic research relevant to the problem s/he investigates. Literature Review should discuss the scope of existing research of the problem.

***Research Problem*** should be formulated as logically stemming from the summary of the previous section.

***Research questions*** should logically stem from the context of the study and the literature review. Student should identify a particular aspect of the problem that either has not been addressed by previous research or has not been investigated with respect to a specific context that interests the Student.

***The goal of the research*** should be formulated as a specific achievable aim that has a potentiality of contribute to the field of research within the Student’s sphere of interest.

***Methodology*.** The Student’s research methods should logically stem from the methodology s/he chooses. Students should keep in mind that different ontologies and epistemologies behind different methodological approaches may result in the incommensurability of research methods.

***Research methods*.** Students need to explain clearly what kind of data have been looked for, what methods of data collection and sampling have been used, and what sampling bias might have occurred. Students need to specify what period of time (if applicable) is investigated. All relevant information that will help the reader to understand how research results have been achieved and conclusions have been drawn should be included in this section.

***Research findings*** section should present the results of the study in a logical and coherent manner.

***Discussing section*** should situate research findings within the academic field relevant to the case investigated by connecting research results with what was written in the Literature Review section. How do the results of the study contribute to the knowledge in the field? – this is the question to be considered in this section.

**Conclusions** is the final section of the manuscript that should summarize the following: What were the goals of research and to what extent have the author managed to achieve them? What was (were) the research question(s) of the research and what has been the answer to it(them)? What is the main contribution of the study to the academic knowledge on the subject? What is/are the main limitation(s) of the study? What are the directions for future research?

***Bibliography*** should include all the sources of information mentioned in the text of the term paper/thesis. However, namedropping should be avoided – only meaningful references to academic works that are relevant to the topic of the research should be included.

1. **Formatting**

Both the Term Paper and the Master’s thesis should be formatted in accordance to the following requirements:

***Cover page*** must include the following information:

* Name of the university (National Research University “Higher School of Economics”) and the program (Master’s Program “Critical Media Studies”): Times New Roman, 16, upper-case letters, bold, centered, no full stops.
* Title of the document: Times New Roman, 16, capitalized lower-case letters, bold, centered, no full stops.
* Author’s name: Times New Roman, 14, lower case letters, capitalized, underlined, centered, no full stops.
* Academic Advisor’s credentials (name and academic title): Times New Roman, 14, lower case letters, capitalized, right alignment, no full stops.
* Academic Committee Members’ credentials (names and academic titles): Times New Roman, 14, lower case letters, capitalized, left alignment, no full stops.
* Date of Defense: Times New Roman, 12, centered, no full stops.

There is no page number on the cover page; page numbering starts from the next page with “2.”

Appendix E provides a sample of the cover page formatting.

***Table of Contents*** should be prepared using a Word-processing template.

It should contain all the basic parts of the term paper and the thesis, as outlined earlier, as well bibliography. The list of abbreviations and Appendixes should also be included, if necessary.

All page numbers corresponding to each section should be indicated here.

The table of content should be written in the following format: Times New Roman 12, spacing 1.5, justified.

***Bibliography.*** *All bibliographical entries should be categorized and alphabetized.*

*Times New Roman 12 should be used, aligned left, double-spaced, no first line indentation, no numbering, no bullet points.*

***All other sections*** of the term paper and the thesis outlined earlier (Introduction, Literature Review, Research Questions, Research Procedure, Results, and Discussion) should be written using Times New Roman, 12, double-spaced, left-aligned, with the first line of each paragraph intended.

***Reference Style***: Footnotes and bibliography should follow Harvard Reference Style: <https://www.scribbr.co.uk/referencing/harvard-style/>

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

***Page numbering***: Page numbers should start from page 2 and end with the Bibliography. They should appear at the bottom of the page, centered.

***Page break*** between sections & chapters. Each new section should start with a new page; a page break should be inserted between every section.

**IV. PRE-DEFENSE AND DEFENSE**

1. **Defense Procedures**

During ***Term Paper Defense*,** students should be ready to:

* Make a 15-minute Power-Point presentation of all the basic parts of the Thesis Proposal;
* Answer provocative questions of committee members probing students’ knowledge on the subject and preparedness to proceed toward the second year of study.

During ***Master’s Thesis Pre-Defense*, S**tudents are expected to:

* Make a 20-minute Power-Point presentation of all the basic parts of the Thesis;
* Answer the questions of the Committee Members;
* Listen to the suggestions of the Committee Members on how the papers may be improved.

During ***Master’s Thesis Defense,*** Students must:

* Make a 20-minute Power-Point presentation of all the basic parts of the Thesis;
* Answer the questions of the committee members and explain how their recommendations given during the pre-defense of the thesis have been incorporated in the manuscript. In case the recommendations have been rejected, Students will have to explain the reasons for this.
1. **Criteria of Evaluation**

***The Term Paper*** will be evaluated by the Academic Advisor (see Appendix F) whose recommendations will be considered by the Academic Committee; However, the final decision on the grade remains with the Academic Committee after the presentation of the paper.

***The Thesis*** will be evaluated by the Academic Advisor and the Reviewer (see Appendix F, G), appointed by the Academic Advisor and Program Director. Their recommendations will be taken by the Academic Committee into account; however, the decision on what will be the final grade will be made by the Academic Committee after the Student’s presentation at their Defense.

The following criteria will be used**:**

1. Argument and Theoretical Background

The thesis should provide new insights to the topic under examination:

* Presenting a theoretically informed work that addresses one or more research questions relevant to the course;
* Providing a high-quality literature review of the research subject;
* Presenting a coherent argument that emerges out of the analysis of the material;
* Employing a methodological approach that is consistent with the research questions;
* Explaining how the methodology is useful for your analysis and discussion;
* Showing that you have undertaken independent research at an academic level;
* Using peer-reviewed sources;
* Incorporating oral feedback that you will receive during the pre-defense.
1. Structure

The thesis should have the structure of a typical academic paper:

* Dividing the paper in clearly identifiable sections, such as Introduction, Theoretical, Methodological, and Procedural parts, Results Presentation, Discussion, and Conclusion;
* Employing coherency and logical flow at every step;
* Ensuring that the structure corresponds to the development of the discussion and research questions;
* Ensuring that the paper answers and accounts for the research questions/ hypotheses it set out to undertake.
1. Language and Style

The thesis should employ all linguistic and stylistic standards of an academic paper:

* Using accessible language and avoiding unexplained jargon;
* Preferring shorter sentences if unsure of grammar;
* Citing all sources that appear in the work; plagiarism is strictly prohibited;
* The recommended format is MS Word, Times New Roman 12, 1.5 space, page numbering from the lower right-hand side;
* The recommended referencing system is Harvard (in-text quotation, endnotes and a reference list it the end);
* Number images as Figure 1, Figure2 […];
* All theses should be in English.

The grading is done at the closed concluding session at the end of each defense day; the grades are an average of the individual grades of the Commission members; and only the final grade is publicly announced. The evaluation is based on the criteria listed below:

*Research design***.** The Thesis provides a sufficiently comprehensive study of the topic. The Student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy.

*Literature Review/Theoretical Framework***.** The Student shows familiarity with, and understanding of, the relevant literature, both contemporary and classical. The Student shows an ability to conduct a critical in-depth analysis of selected sources and develop their own ideas drawing on them.

*Quality of argument***.** The Student’s argument is structured and logical, substantial and coherent. The quality of English is professional.

*Originality***.** The Student demonstrates an independent and creative approach to the research. Novelty of research results is achieved: new interpretation of scientific theories, concepts, constructions, models, etc. is suggested.

1. **Borrowing and Plagiarism**

Turnitin anti-plagiarism report is the mandatory requirement for admission to defense of Term Papers and Master’s Theses. Prepared by the Program Manager after the text of Term Paper/ Master’s Thesis is uploaded to LMS, the report is reviewed by the Academic Advisor. The subsequent procedure is organized in accordance to the following algorithm:

* The Academic Advisor reviews the Turnitin report. If the amount of borrowing is less than 20%, the further review of the paper is done in the regular manner, unless there are signs of plagiarism.
* If amount of borrowing is more than 20%, then the Academic Advisor consults the report while reading the paper to determine if there is a problem of plagiarism.
* If not plagiarism but excessive borrowing, revealing the lack of independent analytical judgment, is detected, the Academic Advisor comments in their review on whether the borrowing is justifiable or not.
* The Defense Commission makes a decision on grading taking into account the Academic Advisor’s judgement. **Excessive borrowing may result in the failure of the Defense**.
* If plagiarism is detected, the Academic Advisor informs the Study Office, which should initiate the formal procedure of the Student’s expulsion.

**V. TIMETABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Module** | **Deadline** | **What to do** |
| I | 1 | November 1 | To familiarize yourself with university policies on plagiarism. |
| 2 | December 1 | To decide upon the research topic and receive its approval from the Academic Advisor. |
| 3 | January 15 | To prepare an individual working plan approved by the Academic Advisor. |
| 4 | May 25 | To upload the Term Paper on LMS |
| June 21 | To defend the Term Paper before the Academic Committee. |
| II | 1 | December 15 | To finish collecting research data. |
| 2 | March 31 | To finish analyzing data. |
| 4 | April, last week | Pre-defense of the thesis before the Academic Committee. |
| May 15 | To upload the thesis on LMS |
| June, 1st week | Thesis defense |

**Appendix A. Application for the Approval of the Topic of the Term Paper**

|  |  |
| --- | --- |
| Approved by the Academic Council of Master’s Program “Critical Media Studies”Academic Director of Master’s Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) | To the Manager of Master’s Program “Critical Media Studies”From Student of \_\_\_\_ year \_\_\_\_\_\_\_\_\_\_ group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name)Manager of Master’s Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) |

**Application**

I submit for your approval the topic of my Term Paper (in English):

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

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

Research Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name, signature, date)

Consultant (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name, signature, date)

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name, signature, date)

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

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

**Appendix B. Application for the Approval of the Topic of the Thesis**

|  |  |
| --- | --- |
| Approved by the Academic Council of Master’s Program “Critical Media Studies”Academic Director of Master’s Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) | To the Manager of Master’s Program “Critical Media Studies”From Student of \_\_\_\_ year \_\_\_\_\_\_\_\_\_\_ group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name)Manager of Master’s Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) |

**Application**

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

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

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

Research Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name, signature, date)

Consultant (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name, signature, date)

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Full name, signature, date)

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

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

**Appendix C. Application for the Term Paper Topic Change**

Академическому руководителю основной

образовательной программы магистратуры

 «Критические медиаисследования»

To the Academic Director of Master’s in Critical Media Studies

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

от *студента курса группы/*

*from Student, year of study and group number*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*ФИО/name surname*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**ЗАЯВЛЕНИЕ/ APPLICATION**

Прошу утвердить мне измененную тему курсовой работы/

I submit for your approval the updated topic of my coursework

Тема на русском языке/Topic in Russian:

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

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

Тема на английском языке / Topic in English:

*(все слова в названии темы с большой буквы кроме артиклей и предлогов*

*/capitalize all words except for articles and prepositions*)

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

Согласие научного руководителя /

Signature of the Supervisor

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

 (подпись /signature)

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

**Appendix D. Application for the Thesis Topic Change**

Академическому руководителю основной

образовательной программы магистратуры

 «Критические медиаисследования»

To the Academic Director of Master’s in Critical Media Studies

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

от *студента курса группы/*

*from Student, year of study and group number*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*ФИО/name surname*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**ЗАЯВЛЕНИЕ/ APPLICATION**

Прошу утвердить мне измененную тему выпускной квалификационной работы/

I submit for your approval the updated topic of my Master Thesis

Тема на русском языке/Topic in Russian:

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

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

Тема на английском языке / Topic in English:

*(все слова в названии темы с большой буквы кроме артиклей и предлогов*

*/capitalize all words except for articles and prepositions*)

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

Согласие научного руководителя /

Signature of the Supervisor

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

 (подпись /signature)

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

**Appendix E. Cover Page Sample**

FEDERAL STATE AUTONOMOUS EDUCATIONAL

INSTITUTION FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

Faculty of Communications, Media and Design



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

Student’s name, surname

**Master thesis**

**Online Representations of Animal Activism: The Case of Russian Cyberspace in the Years 2015-2020**

Field of study 42.04.05 Media Communications

Master’s program ‘Critical Media Studies’

Department of Media

Faculty of Communications, Media and Design

|  |  |
| --- | --- |
| ReviewerCandidate of Sciences (PhD)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer’s full name | Scientific SupervisorAssistant professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s full name |

Moscow 2021

**Appendix F. Supervisor’s Review Template**

**SUPERVISOR’S REVIEW**

Of the Master’s Thesis / Term Paper

Supervisor’s full name and academic degree

|  |
| --- |
|  |

Master’s Thesis / Term Paper written by

|  |
| --- |
|  |

Topic of the Master’s Thesis / Term Paper

|  |
| --- |
|  |

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

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

**Suggested grades**

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

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

**Appendix G. External Review Template**

**EXTERNAL REVIEW**

of the Master’s Thesis

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

|  |
| --- |
|  |

Master’s Thesis written by

|  |
| --- |
|  |

Topic of the Master’s Thesis

|  |
| --- |
|  |

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

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

**Suggested grades**

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

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