Approved by the Academic Supervisor

on «25» August 2021

**Regulations for HSE Student Research and Internships for Master’s programme “International Relations in Eurasia”**

**National Research University Higher School of Economics**

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**Part 1. General Information:**

The Practical training programme includes the description of the main elements of the educational programme Curriculum organized in a shape of practical training and grouped in “Practice(s)” module of the Cirriculum

There are 2 main elements of “Practice” at the programme:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of study** | **Title** | **Credits** | **Period** | **Status: obligatory/non-obligatory** |
| **2** | Internship | 3 (114 hours) | 6 weeks from January to March 2022  | obligatory |
| **2** | Master’s Thesis  | 30 (1140 hours) | During a study year with a public defense in June.  | obligatory |

**Part 2. Internship**

The goal of the internship is further development and practical mastering of the skills acquired by the students during the studies at the Programme. The aims of the Internship are:

1) to gather and synthesize research and analytical material for the preparation of the Master’s Thesis,

2) to develop original scientific ideas and practical proposals,

3) to gain skills of independent research work,

4) to acquire professional skills in organizations and areas related to the analysis of public policy and the protection of human rights,

5) to deepen the knowledge and competences obtained in the process of theoretical training,

6) to offer an introduction to professional paths and clarify the possible scope of applying the skills and knowledge after the graduation.

The Internship is a concluding obligatory part of the studies for the Programme. It is arranged during the 3rd module of the 2nd year of studies. The Internship is building upon all the material and competencies provided by all the courses of the Program. To get admission to the master thesis defense, students need to take the internship and to defend its results successfully.

*3.1. Organization of internship, internship placement, format of activities, and program*

Students do the Internship according to their study track and based on the Internship Program (Annex). The Internship Program reflects the main types of work that the student must complete during the Internship; the expected results of the Internship; the form of presenting these results which will allow supervisor and members of the examination committee to assess the volume and quality of the collected material (e.g, in the form of tables, a summary, a report, a journal of field research notes, etc.).

If the Supervisor of the student cannot offer her or his student a venue for the Internship, she/he shall consult with the Academic Director of the Program and the Program Manager (the Study Office) in order to find a place for the Internship.

The Internship Coordinator at the internship organization is the contact person from the organization where the student does the Internship. The Internship Coordinator determines the particular activities of the Internship for the student. At the end of the Internship the Internship Coordinator provides a review of the activities and evaluates the individual results and achievements of the student. The Study Office provides technical support for the Internship process. It collects the Internship Applications (Annex) and Programs (Annex) and the reporting documents on the fulfilled Internship from the students of the Programme. The Academic Director of the Program ensures general supervision of the Internship process.

Internship placement is subject to the approval by the Academic Director of the Program. If the Internship placement is not approved, the Supervisor is to provide alternative option for further approval. Graduate students do their Internship in outside organizations (state and municipal bodies, research institutes, government and non-governmental think tanks, nonprofit organizations, media, etc.), which signed internship agreements. Such organizations signs the form “Agreement to accepting a student for research internship” (Annex) and if the organization has the capacity to ensure that, the student will do the Internship in accordance with the Internship Program (Annex 2).

According to the decision of the Academic Director and with the consent of the Supervisor, a student may do the internship at the Public Policy Department or in other departments of HSE. The contract is provided between HSE and the host organization for each or for group of students (Annex) Students are to submit an Internship Application (Annex) specifying the name of the internship organization and the subject of their research to the Study Office of the Program. Students are to do it prior to the beginning of the Internship. Application must be signed by the student and approved by the Supervisor. Students are also enclosing the Internship Program (individual plan of the Internship) also signed by the student and approved by the Supervisor. The preparatory work on the internship (including: selection of the place of the Internship, preparation and coordination of the Internship Program) should be done by the student and the Supervisor prior to filing the application. Place of the Internship and the Internship Coordinator at the organization are approved by the Academic Director and submitted to the Social Sciences Faculty administration for issuing the Faculty Internship Placement Order. If a student didn’t provide the Internship Application and Program in time, the Academic Director appoints a place of Internship and an Internship Coordinator at organization from the list of partnerorganizations. After the approval of the internship place by issuing Faculty Internship Placement Order and name of the Internship Coordinator at the organization, any changes are possible only after formal application for introducing changes to the internship placement. The student should provide the following documents: motivation for changing the place of internship (approved by the student’s Supervisor), new Internship Application and Program. Motivation for the change of internship place should give a detailed reasoning as to why the new place is better than the previous one in terms of the internship’s main goal: collecting research material for the Master’s Thesis. Upon arrival to the internship organization on the first day of the Internship, the student must inform the Internship Coordinator about the content of her or his Internship Program and get the Internship Coordinator’s signature on this document certifying that the organization is familiar with the program. If for any reason the organization cannot ensure that the student will be able to do the Internship in accordance with the Internship Program, the student should immediately informSupervisor.

*3.2. Evaluation of the internship*

The evaluation is based (but not limited) on the following criteria:

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

**Part 3. Master’s thesis**

General information

Master’s thesis is individual work developed by a student during the 2nd year of study. It is a written assignment where a student must demonstrate his or her capacity to conduct an independent research by applying specific theoretical framevorks, methodological approaches and data collection techniques.

*4.1. Components of Master’s Thesis*

The components of Master’s Thesis are:

1. Cover Page

2. Table of Contents

3. List of Abbreviations (if included)

4. Introduction

5. Main Body (components: chapters, sub-chapters, etc.)

6. Conclusion

7. Bibliography

8. Appendices and Annexes (if needed)

Master’s Theses should be submitted in one single file.

*4.2. Master’s Thesis Formatting*

COVER PAGE (Appendix)

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

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

TABLE OF CONTENTS

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

Text: Times New Roman 14, spacing 1.5

LIST OF ABBREVIATIONS

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

INTRODUCTION

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

MAIN BODY

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

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

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

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

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

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

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

CONCLUSION

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

BIBLIOGRAPHY

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

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

*4.3. Additional Requirements*

Length:

- Master’s Thesis: According to the patner university requirements.

Referencing style: APA with footnotes and bibliography – see APA Manual[[1]](#footnote-1)

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

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

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

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

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

*4.4. Master’s Theses Defense*

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

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

In exceptional cases Commission members, Supervisors and students may participate in defense via online platforms (Zoom, MS teams, Google meet). Supervisors or Consultants are not obliged to be present during the defense.

*4.5. Submitting Materials for Defense*

Students submit the Master’s Theses and other documents for Defense via LMS to the Study Office according to the schedule. If a student fails to submit the documents on time there will be no admission to the Defense. This will result either in the Defense grade penalties (in case of reasonable delay) or academic backlog for the 1st year Students and expulsion for the 2nd year Students.

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

*4.6. Specific Master’s Thesis Defense Procedures*

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

Successful completion of the theoretical (courses from the Individual Study Plan) and practical (internship) part of studies.

Submission of the Master’s Thesis text and accompanying documents according to the Master’s Thesis package to LMS and the Study Office by the established deadlines

Absence of plagiarism in the text

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

Master’s Thesis Defense approximate time breakdown:

Each student is guaranteed to have 20 min for the presentation of the Master’s research;

10 min – questions from Commission members and answers of a student.

10 min – External review and Supervisor’s review announcement, feedback from Commission members, and concluding remarks by Student.

Master’s Thesis Defense Evaluation. Master’s Theses are graded by the State Commission members. The grade should be approved by the Exam Board of the partner university.

**Appendix 1**

Schedule of Working on Master’s Thesis

|  |  |  |
| --- | --- | --- |
| **Module** | **What** | **2nd year – Master’s Thesis** |
| Module 1 | **Research proposal** submission to LMS  | October  |
| Module 1 | **Approval** of research topics by Academic Council/Director | November  |
| **Application** for Master’s Thesis submission to the Study Office (via LMS)  | November  |
|  | DecemberJanuary – March  |
| Module 2 | **Internship** Applicationsubmission to the Study OfficeInternship activities |
| **Internship documents** submission to LMS and the Study Office  | March  |
|  |  |
| Module 3 | **Finalized** Master’s Thesis submission to LMS | May  |
| **Defense** of Master’s Thesis | June  |

**Appendix 2**

*Master’s Thesis Defense Documents*

Master’s Thesis Defense documents include:

The final text of the Master’s Thesis, which is to be uploaded to LMS according to the Schedule.

Defense documents submitted to the Study Office, including:

EXTENDED ABSTRACT – It should cover main points of your introduction; give understanding of the thesis structure and logic of the argument; and summarize your conclusions and research outcomes. It should not exceed 10 000 symbols.

One copy of the Supervisor’s review – the original review provided to the Student by the Supervisor may be in scanned format, but it must contain the signature of the Supervisor

*External Reviewer for Master’s Thesis*

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

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

1. APA Manual – Publication Manual of the American Psychological Association, Sixth Edition. 2010. [↑](#footnote-ref-1)