

**Regulations of HSE Practical Training for Master’s programme “Comparative Social Research”,
the field of study 39.04.01 Sociology, Faculty of Social Sciences
National Research University Higher School of Economics**

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Part 1. General Information:

The practical training in the Master’s programme in Comparative Social Research aims at improving the knowledge and skills necessary to conduct empirical research and navigate the challenges of the academic profession.

The elements of the practical training, such as internship, project work and the Master’s thesis, enable the formation and consolidation of practical skills and competencies for the social science profession, such as research project planning and organization and analytical skills.

The practical training guidelines include the description of the main elements of the study plan of the programme that are organized in the subsection “Practice(s)”.

There are 4 main elements of “Practice” at the programme:

Year of study	Title	Credits	Period	Status: obligatory/non-obligatory
2	Term paper	9 (342 hours)	During a study year. Term paper’s text must be submitted by: 19.12.2021 r	obligatory
1 - 2	Project work	9 (342 hours)	3 rd module of the 2 nd year of study.	obligatory
2	Internship	12 (456 hours)	10 weeks from September to December 2021	obligatory
2	Master Thesis Preparation	9 (342 hours)	During a study year with a public defense in June. Master’s thesis must be submitted by: 16.05.2022 r.	obligatory

2. Projects

Definition of project work (PW)

1. Student project work is organized to practically apply knowledge and experience acquired by students during their studies, as well as to solve problems of practical or theoretical relevance.
2. The PW is a mandatory element of the study plan of the first and second years of the Master's programme, should not be identical to the topic of the term paper (referred to as TP) or master's thesis (referred to as MT), but it can complement it.
3. Students' PW should contribute to research projects, study groups, research units of all sorts at HSE or at external organisations in Russia or abroad.
4. The PW place and activities of the PW needs to be approved by the Academic Supervisor of the Programme, who may refuse to approve the PW, if it does not meet the objectives of the Programme.
5. It is not necessary to complete the whole PW in just one project, the needed hours for PW can be complete in several project involvements.

Initiation of PW

1. When initiating their PW, students can use the Programme's recommendations for cooperation with the Programme's partner organizations, or they can search for PW possibilities on their own. Typical PW arrangements are engagements in research projects of faculty members and teaching staff, or in research laboratories and institutes at HSE. Students can also choose projects from the HSE Project Fair. In all of these cases, there should be a mandatory approval of the PW plan by the Programme.
2. Students submit to the Programme's study office the application form for participation in the PW (Appendix 1) for approval by the Academic Supervisor of the Programme.

PW realization by the student

1. Responsibility for the fulfillment of the PW plan lies with students.
2. PW is carried out at any time during the 1st study year and during the 1st to 3rd module of the 2nd study year.

Assessment of PW and grading

1. PW carries a weight of 9 credits, which equals 342 hours of engagement. Students should distribute these hours throughout the module 1-4 of the 1st and 1-3 of the 2nd study year. It is possible to collect the sum amount of hours during several, separate project involvements.
2. The grading for PW is accomplished in the following way:
 - a) the PW supervisor(s) submit(s) the filled-out PW review sheet (Appendix 2) and propose a mark on the usual 10-point scale.
 - b) the student presents the project(s) he/her were involved in, with particular focus on the accomplished tasks. The PW presentations will be held during a separate seminar event at the end of the 3rd module of the 2nd study year.
 - c) after the PW presentation, the academic supervisor of the Programme will define the final grade for PW taking into account the reviews by the PW supervisor(s) and the PW presentation.

In case of successful completion, students acquire a satisfactory grade. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by the student under the HSE regulations.

Appendix 1. Application for the approval of project work

To the Academic Supervisor of the Master Programme
“Comparative Social Research”

From student of ___ year _____ group

(full name)

Application

I submit for your approval the topic of my research project involvement (in English):

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

General features of the project and the tasks to be conducted by the applicant:

Host of the project (supervisor or organization):

Project supervisor

(Full name, signature, date)

Student

(Full name, signatures, date)

Agreement by Programme supervisor

(Full name, signatures, date)

Appendix 2. Supervisor's review

**RESEARCH SUPERVISOR'S REVIEW
of the Project Work**

by the Supervisor (last name, first name) _____

Project title: _____

Student (full name): _____

General characteristics of the Project Work

Overall assessment (strengths)

Overall assessment (weaknesses)

Proposed grade for the student: _____

Date: _____

Signature: _____

3. Internship

General information on the internship

1. The internship is a compulsory part of the Master in Comparative Social Research.
2. The study plan is designed so that the internship covers Modules 1-2 during the second year of study. The internship is worth 12 ECTS. An internship supervisor will grade for successful completion according to HSE regulations.
3. The main goal of the internship is to enhance the on-going research for students' term paper and Master's thesis (e.g. field work, data gathering). The students are also expected to involve themselves in some of the host institution's activities.
4. During the internship the students are expected to fulfil the following tasks:
 - a) To complete their term paper, which should have the form of an advanced draft of an article for publication in an English-language, peer-reviewed journal.
 - b) To engage themselves into the activities of the host institution and fulfill their task to a full extent.
 - c) To present in a professional research group. Students should present their work in a setting that also includes professional researchers (not only students), such as a periodic research seminar at their host institution, a professional conference, or even a special talk designed for this purpose. This activity should be included in the internship program designed by the student together with the HSE internship supervisor.
 - d) Internship report. This represents the students' activities on a week-to-week basis, stipulates the start and end date of the internship and the CSR and host-institution tasks achieved. This document must be signed by the student and internship supervisor and be submitted at the end of the internship period. (Appendix 4).
 - e) The Internship must last for a minimum of 10 weeks, and should fall during the dates of Module 1 and 2 of the second year of study. The internship is expected to involve the student full-time, which should not exceed 40 hours per week (based on the article 92 of the Labor Code of the Russian Federation).

Internship documentation

1. By September 10th students should provide a filled-out internship application form (Appendix 1), an internship program (Appendix 2) and the confirmation from the hosting organisation accepting the student for the internship (which may be submitted as a filled-in Appendix 3 or any other official letter from the hosting organisation). The application indicates the period for the internship, details on the hosting organisation, and contact details for the internship supervisor from the hosting organisation. The internship program additionally indicates students' expected goals, research tasks and results of the internship. The internship program is designed together with the internship supervisor from HSE and the hosting organisation. Both documents should be signed by the student and the supervisor and submitted to the program manager.
2. The program manager files the official university orders for the students enrolled in the program.
3. During the internship period, students keep a weekly internship record (Appendix 4), in which they keep track of the tasks fulfilled, activities taken part in, etc. At the end of the internship period the internship supervisor from the hosting organisation signs the document. The hosting organisation may provide an additional reference letter to the student, which may be taken into consideration by the supervisor from HSE when awarding the grade for the internship.
4. The student obtains a grade on a 10-point scale used at HSE for the internship completion on the exam week that follows Module 2. The grade awarded is based on whether the student has completed the planned internship program.

Internship hosting organisation.

1. The student may conduct their internship with any organisation (private sector, public sector, university, or other) involved in research activities. They may approach official partners of the program and search for their own internship destinations.

2. All students may choose to intern in Russia or abroad and should choose organisations that complement their own career goals.

3. As the Master in Comparative Social Research is an English-taught program, the students are expected to complete an internship in an English-speaking environment.

Internship supervision

1. The internship supervisor from HSE assists the student to design the internship program, formulate internship goals and expected results. Upon completion of the internship the HSE internship supervisor awards a grade on the 10-point scale used at HSE. The grading is based on the degree of completion of the internship program submitted before the start of the internship, internship weekly records and additional references provided by the hosting organisation upon the completion of the internship. The grade should be awarded at the end of Module 2 of the second year of studies.

2. The internship supervisor from the hosting organisation assists the student (a) to integrate into selected institutional activities, (b) offers (if relevant) advice for the student's research, and (c) signs the internship weekly record upon the completion of the internship.

Appendix

4. Term paper

General info on the term paper

1. The term paper is a compulsory part of The International Master in Comparative Social Research.

2. The study plan is designed so that the coursework submission falls on Module 2 during the 2nd year of study. The term paper has a value of 6 ECTS. According to the HSE regulations the term paper supervisor from HSE gives a grade for successful term paper completion.

Topic and supervisor choice

1. A HSE staff member supervises the student's term paper. The student must be the primary author of the term paper, although the work may be completed together with a co-author (who is neither another CSR student nor the student's advisor).

2. The students should submit a printed and filled in application form for term paper topic and supervisor (Appendix 1)¹ to the program manager on the last week of Module 3 of the 1st year of study. The form should indicate the term paper title in Russian and English and be signed by the supervisor.

3. Upon the approval of the chosen topic by the academic council of the Master's program, the program manager issues an order on the topic and supervisor for each student. The Academic council may recommend that the student make changes to the topic. The order is prepared by the first day of Module 4 of the current school year.

4. The student may file a claim for topic or supervisor change (Appendix 2 and 3) no later than one month before the end of Module 2 – the date the final text of the term paper is to be submitted.

5. Both the student and the supervisor should sign the application form. The student can provide a scanned copy of the form to the manager in case he or she is participating in the student mobility at the time the form is to be submitted.

Term paper supervision and student interaction

1. The student and the supervisor agree on the time schedule for term paper completion. According to HSE regulations the main elements are:

- Term paper project presentation (which describes the relevance and structure of the work plan, a list of the main references for this work, expected result);
- Preliminary presentation of the work at the research seminar /optional/ - may be performed as a presentation at a scientific seminar at the internship organisation;
- Submission of a first draft and feedback on the term paper;
- Final text submission of the term paper to the supervisor;
- “Anti-plagiat” (or relevant English-language anti-plagiarism software) text check-up;
- Term paper review by the external referee (optional);
- Feedback and grading from the term paper supervisor;
- Term paper defence (optional).

Term paper content and structure

The term paper for the CSR Master's program must meet the following characteristics:

1. General requirements

- The term paper is completed in English.
- It should meet the formal requirements of an advanced draft or 'ready for submission' stage of an academic paper, or it may already be submitted to a journal. Term paper already submitted to a journal and representing publishable quality in the eyes of the supervisor will be granted a bonus grade. A letter or email from the journal's editor or manager must document this.

2. Term paper contents

- The term paper may be co-authored with a colleague (but not one of the academic supervisors), but the student must be the first and primary author, both formally and in substance.
- The content of the article may be theoretical or empirical. It should be ideally closely related to the student's MA thesis theme.

¹ Please consult your program manager on how to fill in the course application form.

- The article must be between 8000 and 10 000 words long (including references, footnotes, tables, graphics, etc.).
- The article must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources).
- The article must include substantial original content of the student, either empirically, theoretically, or both (which is the same standard required to be published in the first instance).

3. Term paper structure

The structure should conform, in style and format, to English-language academic peer-reviewed journals.

Grading, re-examination and appeal

1. The student must submit the hard copy and electronic file of the completed term paper to the term paper supervisor and the Master's program manager. The report from the "Anti-plagiat" or other relevant anti-plagiarism software should be attached.

2. The term paper supervisor assesses the final version of the term paper on a ten-point scale. To receive credits for the term paper, students should be awarded a grade of at least 4 on a ten-point scale.

3. The final grade is based on 7 criteria:

- a) Publishability of the article in a English-language peer-reviewed journal;
- b) Adequacy of term paper topic and the contents of the research;
- c) Fulfilment of goals and objectives of the research project;
- d) Originality and novelty of the term paper;
- e) Adherence to professional ethics and citation standards;
- f) Level of student's personal contribution to the topic's development;
- g) Term paper formatting.

4. In addition to the grade the supervisor also gives detailed feedback according to the approved form (Appendix 4).

5. In the case where the term paper is graded less than 4 on a ten-point scale the student will not get ECTS's awarded. The student is expected to resubmit the term paper in the next module. The term paper topic can be modified upon consultation of the term paper supervisor and program academic supervisor. The student may resubmit the term paper only once.

6. The student may contest the grades for the term paper following the general appeal procedures. The student may file an appeal to the academic supervisor of the program within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.

Term paper storage

The Study Office of the Master's program stores copies of term paper for 2 years (either in the form of hard copies or electronic files)

Formatting of the Term paper

Term paper formatting should conform precisely to that of the targeted journal. The following *general recommendations* are superseded by the targeted journal's requirements.

Text format

1. Headings of sections
 - Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes.
 - Times New Roman 16, bold, aligned left, not numbered.
 - Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1, 2, etc.).
2. Headings of sub-chapters and sub-sub-chapters
 - Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).
3. Paragraphs
 - Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.
4. Block quotations
 - Times New Roman 11, single-spaced, justified, each line indented left.

5. Footnotes
 - Times New Roman 11, single-spaced, aligned left, no first line indentation.
6. Page numbers
 - All the pages of the file should be counted and listed.
7. Margins
 - Left, right – 3 cm.
 - Bottom, top – 2,01cm.
8. Bibliography
 - Entries should be categorized and alphabetized.
 - 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.
9. Page numbering
 - Page numbers start from the Table of Contents (page 2) and end with the Bibliography.
 - Appear at the bottom of the page, centered.
10. Page break between sections
 - Page break between sections, e.g. between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations, list of tables, list of figures and 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 Appendixes or Annexes (if included).
 - Page break at the end of each chapter (i.e. start each chapter on a new page) is required.

Citations/ References

1. APA (American Psychological Association) citation regulations apply: (<http://www.apastyle.org/manual/index.aspx>).
2. Citations in Text – one or two authors author
 - In-text citations are placed within sentences and paragraphs.
 - All last names occur in the text.
 - Names are connected with “&” (Muller & Smith, 2014).
 - Names of the authors or the date might be part of the statement, in this case only missing information is given in parentheses.
3. Citations in Text – more than 2 authors
 - In-text citations are placed within sentences and paragraphs.
 - All last names occur in the text when reference is made first.
 - Name of the author or the date might be part of the statement, in this case only missing information is given in parentheses.
 - In subsequent citations the first author’s name occurs followed by “et al.”
4. Internet references
 - The same rules apply as for printed references.
 - Online references have to show the correct and full link and to be accompanied by the statement “last accessed” including date of accessing the reference.
5. Reference List
 - Bibliography includes only references cited in the text.
 - All references cited must be included in the bibliography.
 - References should in alphabetical order by authors' last names

5. Master Thesis

General info on the Master thesis

1. The Master thesis is a compulsory part of The International Master in Comparative Social Research.
2. The study plan is designed so that the thesis submission falls on Module 4 during the 2nd year of study. The submission and defense of the thesis have a combined value of 24 ECTS.
3. Students must attend the MA thesis workshop (НИС) during Module 4 of the 2nd year, where they get regular feedback on their progress from the instructor and their peers.

Topic and supervisor choice

1. The main supervisor of student's MA thesis can, but not has to be an HSE staff member (from any department). The thesis supervisor can also be associated with an external organization as long as he/she has either of the following:

- practical experience in the topical field of the MA thesis of no less than 3 years
- experience in supervising
- a scientific title (e.g. PhD, candidate of sciences, Dr.)

In the case of an external supervisor, the student has to be assigned a "curator" from among the MA programme's lecturers, who will evaluate and control the course of work on the MA thesis with regard to the thesis's relation to the social science discipline.

In addition, students with supervisors who do not work at the Faculty of Social Sciences are required to choose their external reviewers from the School of Sociology (preferably) or from any other department at the Faculty of Social Sciences.

A student can also have a second supervisor outside of HSE (for example from the organization where he/she had his/her internship or underwent a study semester abroad).

2. The student must be the sole author of the thesis.

3. The student should attend a consultation with the program director during the 1st year of study, discussing possible research topics and thesis supervisors. The student then will choose his topic and his thesis supervisor and submit a printed and filled in Thesis Topic and Supervisor Application Form (Appendix 2) to the program manager on November 20th of the 2nd study year (2nd module). The form should indicate the thesis title in Russian and English. Both the student and the supervisor should sign the application form. The student can provide a scanned copy of the form to the MA program manager in case he or she is participating in the student mobility at the time the form is to be submitted.

4. Upon the approval of the chosen topic by the academic council of the Master's program, the program manager issues an order on the topic and supervisor for each student. The Academic council may recommend that the student makes changes to the topic. The order is prepared in December of the 2nd study year (2nd module). The student may file a claim for topic or supervisor change (Appendix 3 and 4) no later than April 15th of the 2nd study year (4th module), but at least one month before the pre-defense of the thesis in the research seminar.

5. The student must also choose one external reviewer of his thesis. This person should apply to the same characteristics as the thesis supervisor, but cannot work at the same department as the latter. Anyway, this person can be an associate of an external organization/other university.

If the student is not able to arrange the external reviewer, the academic council of the programme will support with suggestions.

6. Students participating in a Double-Degree-Track with either Freie Universitaet Berlin or the Advanced School for Social Sciences (EHESS) in Paris choose two supervisors – one from HSE (main supervisor) and one from the partner institution (external reviewer).

Thesis supervision and student interaction

The student and the supervisor agree on the time schedule for thesis completion. According to HSE regulations the main elements are:

- Thesis project proposal (which describes the relevance and structure of the work plan, a list of the main references for this work, expected result), which has to be submitted to the academic council by July 1st (end of 4th module of the 1st study year (see Appendix 1)).
- Project proposals will be reviewed by the MA thesis committee of the Program until the end of July, after which a proposal is either accepted or send back to the student for revisions according to the advice of the committee members.
- Submission of a first draft by the end of Module 3 of the 2nd academic year and feedback on it by the supervisor in 2 weeks after submission.
- Students provide to the Study office names and job titles of the academic supervisor and the external reviewer by May 1st
- Final text submission of the thesis to the supervisor and the external reviewer by mid-May; “Anti-plagiat” (or relevant English-language anti-plagiarism software) text check-up has to be attached to the thesis
- Review and grading by the thesis supervisor and the external reviewer by June 4th.
- 2 hard copies of the Master thesis should be provided to the study office by June 5
- Thesis defense in mid-June

Thesis content and structure

The thesis for the CSR Master’s program must meet the following characteristics:

1. General requirements

- The thesis has to be written in English.

2. Thesis contents

- The thesis must have between 18 and 22 thousand words (including all – references, footnotes, tables, graphics, etc.).
- Students participating in the Double-Degree-Track with 1) Freie University Berlin have to submit at least 22 thousand words, and with 2) EHESS Paris at least 25 thousand words.
- The thesis must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources, containing no plagiarism).
- The thesis must include substantial original content produced by the student, including an obligatory and profound empirical part as core of the thesis.

3. Thesis structure

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 included)

- MA thesis should be submitted in one single electronic data file

Grading, re-examination and appeal

The final grade is decided by the defense commission which takes into account the grades by the academic supervisor (25% weight) and by the external reviewer (25% weight) for the thesis text as well as the commission's grade for the MA thesis defense (50% weight).

1. The student must submit a hard copy and an electronic file of the completed thesis to the thesis supervisor, the external reviewer, the Master’s program manager and to LMS. The report on plagiarism should be attached. All the documents have to be submitted within the established time line.

2. The thesis supervisor and the external reviewer assess the final version of the thesis on a ten-point scale and also give more detailed feedback according to a review template (Appendix 5) and the assessment criteria (Appendix 6).
3. The Master's thesis defense has the following elements:
 - max. 20 min – student's presentation of the thesis research
 - max. 15 min – questions from commission members and answers of student
3. The final grade will be given by the defense committee, which will base its decision on the supervisor's grade, the external reviewer's grade and the grade for defending the thesis before the committee (which is defined by the average of all grades of the present committee members for the defense). However, if the grades of two or more of the three grading parties differ by 2 points or more, the defense committee holds the right to define the final grade according to the committee's own assessment.

The evaluation of the MA thesis is orientated towards the following criteria:

- Adequacy of thesis topic and the contents of the research, both of which should lay clearly in the field of comparative sociology
 - Fittingness of title/topic of the thesis and the corresponding empirical analysis
 - Quality of the applied research design
 - Fulfillment of goals and objectives of the research project
 - Originality and novelty of the thesis
 - Quality of the argumentation and strength of the contribution to the topical field
 - Adherence to professional ethics and citation standards
 - Level of student's personal contribution to the development of the topic
 - Correctness of analytical technique(s) applied
 - Thesis formatting
5. In the case where the thesis is graded less than 4 on a ten-point scale the student will not get awarded ECTS points. The student is expected to resubmit the thesis in the next module.
 6. The student may contest the grade for the thesis following the general appeal procedures. The student may file an appeal to the academic supervisor of the program within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.
Master's Thesis Defense is video recorded. If a Student has a complaint about the compliance to the procedures set by the HSE regulation (not the Master's Program regulation, i.e. this text), then the official Appeal procedure based on video recording and other evidences may be used. However, the Appeal deals only with procedural failures (e.g. less than officially established 20 minutes provided for Student's presentation, etc.) and does not lead to the revision of the grading per se.
 7. The Turn-it-in anti-plagiarism report is the mandatory requirement for admission to defense of Term Papers and Master's Theses. The report, prepared by the Program Manager after the text of Term Paper/ Master's Thesis is uploaded to LMS, initiates a special procedure:
 - the Supervisor is provided a copy of the Turn-it-in report for all the relevant Students by the Program Manager (the Study Office). If the 20% threshold of borrowing is not exceeded, the Supervisor's review is done in the regular manner.
 - if the 20% borrowing threshold is exceeded, then the Supervisor reviews the report together with the Term Paper/Master's Thesis text and determines if there are problems of plagiarism and/or excessive borrowing.
 - if excessive borrowing (i.e. lack of independent analytical contribution of a Student to the development of the topic) is detected, the Supervisor reflects and comments on it in the Supervisor's Review. If borrowing is justifiable, then the Supervisor comments on it in the review and provides explanation. The Defense Commission makes a decision on grading taking into account the Supervisor's judgment. Extreme borrowing may be punished by a failure at the Defense.

- if plagiarism in the text is detected and confirmed, the Supervisor reflects and comments on it in the Supervisor's Review and informs the Study Office about the plagiarism. After that the Study Office initiates the formal procedure of the guilty Student's expulsion.

MA thesis storage

The Study Office of the Master's program stores copies of coursework for 3years (either in the form of hard copies or electronic files).

Formatting of the MA thesis

Text format

- 7.1. Headings of sections
 - Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes.
 - Times New Roman 16, bold, aligned left, not numbered.
 - Headings of chapters: Times New Roman 14, bold, aligned left, numbered (1, 2, etc.).
- 7.2. Headings of sub-chapters and sub-sub-chapters
 - Times new Roman 12, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).
- 7.3. Paragraphs
 - Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.
- 7.4. Main text:
 - Times new Roman 12, spaced 1.5
- 7.5. Block quotations
 - Times New Roman 11, single-spaced, justified, each line indented left.
- 7.6. Footnotes
 - Times New Roman 11, single-spaced, aligned left, no first line indentation.
- 7.7. Page numbers
 - All the pages of the file should be counted and listed.
- 7.8. Margins
 - Left, right – 3 cm.
 - Bottom, top – 2,01cm.
- 7.9. Bibliography
 - Entries should be categorized and alphabetized.
 - 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.
- 7.10. Page numbering
 - Page numbers start from the Table of Contents (page 2) and end with the Bibliography.
 - Appear at the bottom of the page, centered.
- 7.11. Page break between sections
 - Page break between sections, e.g. between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations, list of tables, list of figures and 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 Appendixes or Annexes (if included).
 - Page break at the end of each chapter (i.e. start each chapter on a new page) is required.

Citations/ References

- 7.12. APA (American Psychological Association) citation regulations apply (<http://www.apastyle.org/manual/index.aspx>).
- 7.13. Citations in Text – one author / two authors

- In-text citations are placed within sentences and paragraphs.
 - All last names occur in the text.
 - Names are connected with “&” (Muller & Smith, 2014).
 - Names of the authors or the date might be part of the statement, in this case only missing information is given in parentheses.
- 7.14. Citations in Text – more than 2 authors
- In-text citations are placed within sentences and paragraphs.
 - All last names occur in the text when reference is made first.
 - Name of the author or the date might be part of the statement, in this case only missing information is given in parentheses.
 - In subsequent citations the first author’s name occurs followed by “et al.”
- 7.15. Internet references
- The same rules apply as for printed references.
 - Online references have to show the correct and full link and to be accompanied by the statement “last accessed” including date of accessing the reference.
- 7.16. Reference List
- Bibliography includes only references cited in the text.
 - All references cited must be included in the bibliography.
 - References should be in alphabetical order by authors' last names.

Appendix 1

Typical structure of research proposal (Synopsis)

- Title page with the topic of research;
- Description of the research problem and formulation of the key research question or hypothesis (related to the topic on the title page), which both must lie in the field of comparative sociology.
- Contribution and relevance of the research problem/question; the need for conducting the master thesis research;
- Literature review on the proposed research problem: should include literature and sources of different types both in Russian and English. The literature review should include not less than 30 sources. The aim of this part is to analyze the scope of existing research of the problem and to outline where the existing research is deficient or inconclusive, so that your research fills a gap in the literature.
- Research tasks which are needed for achieving the aim of research (two or three major tasks, usually);
- Theoretical framework and methodological approaches of the research; do not simply list the approaches, show how they will help to fulfill your research tasks and achieve its aim;
- Research methods and sources of data/information; outline the analytical techniques and empirical models you will use.
- Roadmap: explain the structure of your work and the analytical steps you will take (brief overview of all parts);

- If applicable, give an overview of the information sources: their limitations, bias, scope;
- If applicable, specify the choice of time period and geographical scope of the research;
- If applicable, outline theoretical and practical value of the work; major conclusions for the thesis defense; specify the choice of cases for analysis.