APPROVED

by Faculty of Humanities

Academic Council

Minutes No.8

dated Oct.19, 2021

## FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

## FOR HIGHER EDUCATION

## NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

**School of Foreign Languages**

**REGULATIONS FOR TERM PAPERS AND DISSERTATIONS PREPARED BY STUDENTS OF THE MASTER’S PROGRAMME “FOREIGN LANGUAGES AND INTERCULTURAL COMMUNICATION”**

## Field of Study

## 45.04.02 “Linguistics”

APPROVED

by the Academic Council

of the Master’s programme “Foreign Languages and Intercultural Communication”

Minutes No.5

dated Oct. 1, 2021.

Academic Supervisor

of the Master’s Programme

“Foreign Languages and Intercultural Communication”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A.V. Bakulev

### Moscow 2021

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# General provisions

* 1. These regulations specify recommended procedures for preparation and defence of term papers and dissertations written by students pursuing HSE University’s Master’s “Foreign Languages and Intercultural Communication” and supplement Regulations for Term Papers and Dissertations Prepared by Students of the Bachelor’s, Specialist and Master’s Level at HSE University, hereinafter referred to as the “Regulations”.
	2. Term papers and dissertations are written either individually or in pairs (on the research advisor’s consent) and can be of the following types:

a) research carried out for the purpose of acquiring new knowledge, or

b) a project that involves an informed solution of some practical issue, resulting in the creation of a certain product.

Each of the types requires term papers and dissertations to have a review of scientific literature on the topic of study (theoretical part) and an empirical part, describing and analysing the research carried out or the project progress and results.

1.3. The topics and content of the term papers and dissertations should correspond with the Field of Study [45.04.02 “Linguistics”](https://www.hse.ru/data/2019/12/21/1525883047/2_%D0%9B%D0%B8%D0%BD%D0%B3%D0%B2%D0%B8%D1%81%D1%82%D0%B8%D0%BA%D0%B0%20%D0%BC%D0%B0%D0%B317%20%D0%9E%D0%A1_%D0%AD%D0%A6%D0%9F.pdf). Research can be carried out within the educational tracks of Modern Translation and Interpreting Studies, Intercultural Communication in a Global Information Space, Foreign Language Teaching and Linguistic Research in a Modern Interdisciplinary Context at the intersection of these educational tracks, and on general linguistic issues.

1.4. The topic of the Dissertation can develop that of the term paper. However, the requirements for the paper originality (at least 80%) are still applied. If the student uses the material of their previous papers, they must use in-text сitations, and the papers must be included in the list of references. Term papers, dissertations, and project proposals are included in the list of references as manuscripts (similar to dissertations and abstracts). The area of study and the research advisor can be changed for the Dissertation.

# General requirements for a term paper/dissertation

A research advisor who supervises the writing of a term paper and dissertation should be a certified specialist. A dissertation research advisor must have a Candidate of Sciences, Doctor of Sciences or PhD degree.

A co-advisor can be a certified specialist working on a part-time and/or civil contract, while a research advisor should be a full-time certified employee of HSE University.

* 1. **Term paper** preparation goes through the following stages:
1. **Topic selection.** Topic selection is carried out in accordance with the Guidelines. Research advisors should upload term paper topics to HSE University’s LMS, hereinafter referred to as the LMS, until **October 1**. The primary topic selection or students’ suggestions are carried out **from October 10 to November 1**. **From November 1 to November 10**, the selection of received applications for the proposed topics of term papers is carried out. **From November 1 to November 20** the secondary topic selection takes place. Alternatively, during this period the students whose applications have been rejected can suggest their own term paper topics.

The final topics are assigned by a directive until **December 15** of the current year.

1. **Outline of the term paper**. The deadline for the presentation of the term paper outline to the research advisor is set by the research advisor but should be no later than February 15 of the current academic year. The recommended deadline is **January 15** of the current academic year.
2. **Final draft of the term paper**. The deadline for the first presentation of the final draft of the term paper to the research advisor is set by the research advisor but should be no later than three weeks before uploading the final version of the term paper to the LMS. The recommended deadline is **one month** before the upload of the final version of the paper to the LMS.
3. **Completed term paper**. The deadline for the submission of the completed term paper to the research advisor is set by the research advisor but should be no later than a week before uploading the completed term paper to the LMS. The recommended deadline is **ten days** before the upload of the completed version of the paper to the LMS.
4. Term papers are **not** **reviewed by experts other than research advisors**.
5. Term papers are **uploaded to the LMS** to go through the Antiplagiat (papers written in Russian) or Turnitin (papers written in English) system until **June 1** of the current academic year.
6. Term papers are **graded** (and reviewed, if necessary) by research advisors **before the term paper defence** if one is held, but not later than June 15 of the current academic year.

The research advisor sets the deadlines within a month after selecting the term paper topic. If these dates are not set, they are considered to be the following:

for stage 2 – January 15 of the current year,

for stage 3 - one month before uploading the final version of the paper to LMS,

for stage 4 – ten days before uploading the final version of the paper to LMS.

The research advisor can add other stages of the term paper preparation and set deadlines for them.

8. Defence of the term paper is not mandatory. A presentation of the term paper at the annual School of Foreign Languages conference can be considered to be a defence.

* 1. **Dissertation** preparation goes through the following stages:
1. **Topic selection** is carried out in accordance with the Guidelines.Research advisors upload Dissertation topics to LMS until **October 1**.The primary topic selection or students’ suggestions are carried out **from October 10 to November 1**. **From November 1 to November 10**, the selection of received applications for the proposed topics of term papers is carried out. **From November 1 to November 20** the secondary topic selection takes place. Alternatively, during this period the students whose applications have been rejected can suggest their own dissertation topics.
2. The final topics are assigned by a directive until **December 15** of the current year.
3. The deadline for the presentation of the **Dissertation outline** to the research advisor is set by the research advisor but should be no later than **December 15** of the current academic year. The approved Dissertation outline (Dissertation plan and reference list) must be submitted no later than **December 25** of the current academic year.
4. The deadline for the **presentation of the final draft of the Dissertation** is set by the research advisor but should be no later than **one month** before the Dissertation defence.
5. The deadline **for the submission of the completed dissertation** to the research advisor is set by the research advisor but should be no later than **15 days** before the upload of the completed Dissertation to LMS. The research advisor must write a review and submit it to the Programme Office within one week from receiving the completed dissertation.
6. **Dissertation review.** The completed Dissertation is submitted to the reviewer within the time period established jointly by the research advisor and the reviewer. The reviewer must prepare a review and submit it to the Programme Office no later than **4 days** before the defence.
7. The completed Dissertation is **uploaded to LMS to go through the Antiplagiat / Turnitin system** simultaneously with its submission to the reviewer. This should be done no later than **May 15** of the current academic year.

##### Dissertation defence.

The research advisor sets the deadlines within a month after selecting the Dissertation topic. If these dates are not set, they are considered to be the following:

for stage 2 – December 15 of the current year,

for stage 3 – one month before the defence,

for stage 4 – fifteen days before the defence,

for stage 6 in the part of submitting the text to the reviewer –two weeks before the defence.

The research advisor can add other stages of the dissertation preparation and set deadlines for them.

* 1. The **change of the term paper/dissertation topic** (including its refinement), the research advisor or the co-advisor/consultant can be done no later than **one calendar month** before the official deadline for the final submission of the term paper (April 30)/dissertation (April 15). To do that, the student should fill out an application and submit it to the Programme Study Office. Change of the term paper/dissertation topic is enacted by the Academic Supervisor’s directive**.**
	2. Deviations from the established deadlines are allowed in exceptional cases and must be approved by the Academic Supervisor of the Programme.

# Size, structure, content and formatting requirements

* 1. Term papers and dissertations are submitted in electronic form (with the application, if necessary, of non-standard fonts used).
	2. Term papers and dissertations can be written in **Russian or English**. Writing term papers or dissertations in other languages (including Latin) must be approved by the Academic Supervisor of the Programme.

3.3. The minimum size of the paper is set as follows:

* for an **academic term paper** - at least 30,000 characters, including spaces, excluding Appendices and References (for a paper written in a pair – at least 45,000 characters).
* for a **project term paper** - at least 20,000 characters, including spaces, excluding Appendices and References (for a paper written in a pair – at least 35,000 characters).
* for an **academic dissertation** - at least 105,000 characters, including spaces, excluding Appendices and References (for a paper written in a pair - 150,000 characters).
* for **a project dissertation** – at least 60,000 characters, including spaces, excluding Appendices and References (for a paper done in a pair - 90,000 characters).

The font for all types of papers is Times New Roman, size 14. The font must be straight, clear, black, and the same throughout the text. Text alignment is by width. The size of the paragraph indent is 1.25 cm. The interval is 1.5. The left margin of the page is 30 mm, right, top and bottom margins are 20 mm. The pages of the paper are numbered in Arabic numerals. The numbering is continuous throughout the text. The page number is placed in the centre of the upper field of the sheet without a dot. Page numbering begins with the third page (Introduction). The title page is included in the general numbering, but the number is not put on it.

Reduction of the minimum size of the paper is allowed only on agreement with the dissertation research advisor and the Academic Supervisor of the programme.

For a term paper, the list of references must contain at least 40 titles (at least 30 for a project paper), with at least 15 sources written over the past 10 years. Some of the sources must be in English.

For a dissertation, the list of references must contain at least 60 titles (at least 40 for a project dissertation), with at least 20 sources written over the past 10 years. Some of the sources must be in English.

3.4. Regardless of the language (Russian/English), the term paper/dissertation must follow a standard structure and include the following components:

1) Title page

2) Table of Contents

3) Introduction

4) Theoretical part

5) Practical / Empirical part, which is a description of the research conducted OR a description of the project development process and its result

6) Conclusion

7) References

8) Contribution (when working in pairs)

9) Appendices (if necessary)

The introduction should be written in accordance with the conventions of the relevant academic discourse. An introduction to the topic, justification of its relevance, purpose and objectives of the research/research questions, description of research methods, practical and/or theoretical significance of the research are to be mentioned in the introduction. The object and subject of the research are only required in papers written in Russian. The need to introduce a research hypothesis is determined by the nature of the paper.

The theoretical part of the paper should contain a critical analysis of the literature on the research problem. The analysis should be sufficient to reach the purpose and objectives of the research or to answer the research questions, define and refine terms and concepts used in the paper. The literature analysis goes from the general to the particular and can be divided into subtopics. The literature analysis aims to identify the research niche and the research problem/goals and objectives of the research/research questions.

The empirical practical part should contain a full and detailed description of the chosen research methodology (sample, methods, materials, etc.), analysis of the results obtained, and/or current practical developments that can be implemented. When writing the paper in a pair, the contribution of the individual student should be clearly traced. For example, a study may be conducted on two different cohorts of subjects, involve analysis of two different types of data, or use two different methods, each of which is the responsibility of the individual student. For the project type of paper, the product can be piloted on two different groups, the final product can be presented in two different versions, and so on.

If the paper is written in Russian, there should be a paragraph named "Conclusions on the Chapter" at the end of each chapter. Conclusions on the chapters can be added to the papers in English, if needed, but if the paper is written in IMRAD format, such paragraphs do not need to be singled out.

If the paper is written in a pair, a separate section should be created noting the contribution of each student, for example: A. Ivanova – literature analysis, data collection in direction 1, writing the text; B. Petrov – literature analysis, data collection in direction 2, writing the text.

Paper originality should be at least 80%. If the percentage of originality is lower, the research advisor can justify the larger percentage of borrowings (21% or more) in the review and adjust the value of originality. If there is no such justification, the paper is given the grade **0** (*unsatisfactory*).

# Term papers/dissertations defence and evaluation

* 1. **Term paper** defence is conducted orally and includes the author's presentation using handouts and/or slides, presentation of the research advisor’s review, and answers to the questions from the audience. Papers in the project format require a demonstration of the prepared product.

Term paper defence is not mandatory. If the quality of the defence is high, the research advisor has the right to increase the term paper grade by one point.

* 1. **Dissertation** defence includes the author's presentation using handouts and/or slides, presentations of the research advisor’s and the reviewer’s reviews, and answers to the questions from the audience and the reviewer. Papers in the project format require a demonstration of the prepared product. When evaluating a student's dissertation, the research advisor’s assessment of the text, the reviewer's assessment, and the defence assessment (presentation and answers to questions) are taken into account. The calculation is made using the following formula: **0.3\*Gresearch advisor +0.2\*Greviewer +0.5\*Gdefence**.
	2. Term paper and dissertation defences can be conducted both in person and remotely using video conferencing services.
	3. In case of non-compliance with the defence procedure, the student has the right to file an appeal within the next day after the defence. It is not allowed to file an appeal in order to increase one’s grade. The Appeal Board is required to review the appeal within three days after its submission.
	4. Any deviation from the above standard is possible, in agreement with the research advisor and with the approval of the Academic Supervisor of the programme.

# Storage and publication of term papers and dissertations

* 1. Term papers and dissertations are stored **electronically** in LMS. The dissertations are stored in accordance with the Regulations. Students do not need to print, stitch, or bind their papers.
	2. Abstracts and full texts of term papers and dissertations may be published on the portal for public access as stipulated in the HSE bylaws.

# References formatting

**In-Text Citations**

*An In-Text Citation for a Single Author*

(Smith, 2015)

*An In-Text Citation of a Source with Two Authors*

(White & Jones, 2017)

*First Time the Source with Three Authors Is Cited*

(Blake, Smith & Jones, 2016)

*The Second and Subsequent Times the Source with Three Authors is Cited*

(Blake et al., 2016)

*Three Sources Cited Within a Single Set of Parentheses*

(Blake et al., 2016; Smith, 2015; White & Jones, 2017)

**References**

*Research Articles*

Blake, M.N. (2015). Review of the origin of social sports theories. *Journal of Social Studies*, *34*, 120 – 127.

Blake, M.N. & Jones, J. (2015). Review of the origin of social sports theories. *Journal of Social Studies*, *34*, 120 – 127. DOI: 10.1017/s13203-013-9157-7

*Basic Format for Books*

Collins, S. & Stanley, K. (2014). *Global Communication Agenda* (2nded.). Washington, DC: Great News Press.

*Edited Book, No Author*

Green, G.K., & Brooks, J. (Eds.) (2007). *Consequences of verbal aggression*. New York, NY: Sage Foundation.

*Edited Book with an Author or Authors*

Plath, S. (2000). Communication skills. K. V. Klein (Ed.). Washington, DC: Great Press News.

*Edition Other Than the First*

Brown, M.E., Kebber, R.S., & Smith, R.D. (2007). *The new strategy* (5th ed.). Chicago, IL: University of Chicago Press.

*Article or Chapter in an Edited Book*

Brown, J.N., & Ester, J. (1998). How to decode facial expressions. In K.R. Fennel (Ed.), *The definite book of body language* (pp. 107 – 123). New York, NY: Springer.

If you reference a source written in a non-Latin alphabet, you transliterate the title of the work and then in parentheses give the title’s official translation into English or, if there is no official translation, you translate it into English on your own. Put authors’ names in Latin, too.

E.g.:

Najm, Y. (1966). *Al-qissah fi al-adab Al-Arabi al-hadith* [The novel in modern Arabic literature]. Beirut: Dar Al-Thaqafah.

|  |
| --- |
| Dissertation title page example (Russian) |

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ АВТОНОМНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ

«НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ УНИВЕРСИТЕТ

«ВЫСШАЯ ШКОЛА ЭКОНОМИКИ»

###### Школа иностранных языков

Фамилия Имя Отчество автора

**НАЗВАНИЕ ТЕМЫ ВКР**

Выпускная квалификационная работа – МАГИСТЕРСКАЯ ДИССЕРТАЦИЯ

по направлению подготовки *45.04.02 «Лингвистика»*

Образовательная программа «Иностранные языки и межкультурная коммуникация»

|  |  |
| --- | --- |
| Рецензентученая степень, должностьИ.О. ФамилияМосква 20\_\_ | Научный руководительученая степень, должностьИ.О. ФамилияКонсультант *(если есть)*ученая степень, должностьИ.О. Фамилия |

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| --- |
| Dissertation title page example (English) |

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

*School of Foreign Languages*

Student’s full name

**DISSERTATION TOPIC**

Master’s Dissertation

Field of Study: *45.04.02 “Linguistics”*

Master’s Programme “Foreign Languages and Intercultural Communication”

|  |  |
| --- | --- |
| ReviewerFirst name, patronymic initial, last nameDegree, PositionMoscow 20\_\_ | Research AdvisorFirst name, patronymic initial, last nameDegree, PositionAdvisor (*if there is one*)First name, patronymic initial, last nameDegree, Position |

|  |
| --- |
| Term paper title page example (Russian) |

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ АВТОНОМНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ

«НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ УНИВЕРСИТЕТ

«ВЫСШАЯ ШКОЛА ЭКОНОМИКИ»

###### Школа иностранных языков

Фамилия Имя Отчество автора

**НАЗВАНИЕ ТЕМЫ КР**

Курсовая работа

по направлению подготовки *45.04.02 «Лингвистика»*

Образовательная программа «Иностранные языки и межкультурная коммуникация»

|  |  |
| --- | --- |
| Москва 20\_\_ | Научный руководительученая степень, должностьИ.О. Фамилия |

|  |
| --- |
| Term paper title page example (English) |

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

*School of Foreign Languages*

Student’s full name

**TERM PAPER TOPIC**

Term Paper

Field of Study: *45.04.02 “Linguistics”*

Master’s Programme “Foreign Languages and Intercultural Communication”

|  |  |
| --- | --- |
| Moscow 20\_\_ | Research AdvisorFirst name, patronymic initial, last nameDegree, Position |

###### Table of Contents example

## Table of Contents

### Introduction……………………………………………………….. Page No.

### Chapter 1. Chapter name………………………………………….. Page No.

### Paragraph name…………………………………. Page No.

### Paragraph name ………………………………..…Page No.

### Chapter 2. Chapter name ………………………………....………. Page No.

### Paragraph name ……….…………………..…….… Page No.

### Paragraph name ………………………………...…. Page No.

### Conclusion ……………………………………………………….. Page No.

### References ……………..………………………………………..... Page No.

### Appendix 1. Appendix name [2] ...……………..………………… Page No.

[2] only if there are Appendices in the paper

Evaluation criteria for term papers

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation criteria | Max. score | Description | Points |
| Compliance with the formatting requirements for the term paper |  1 | The formatting fully meets the requirements | 1 |
| The formatting generally meets the requirements, but there are mistakes | 0.5 |
| The formatting requirements are not met | 0 |
| Compliance with deadlines for the presentation of research results  | 1 | No violations of the term paper deadlines | 1 |
| No more than 2 deadlines are not met | 0.5 |
| 3 or more deadlines are not met | 0 |
| Size of the term paper | 1 | Meets the requirements | 1 |
| Is less than the required size by 10% | 0.5 |
| Is less than the required size by 11% or more | 0 |
| Introduction  | 2 | The introduction contains all the necessary components, is accurate and does not contain any mistakes | 2 |
| The introduction contains all the necessary components (1-3 components may be missing), but there are inaccuracies in the wording and terminology. The introduction lacks validity. | 1 |
| The introduction lacks 4 or more mandatory components, the wording is inaccurate.AND/OR The introduction is too generalized and does not set the methodological basis of the study | 0 |
| Theoretical part/Literature review (in papers written in English) | 2 | Contains a critical analysis of the literature on the research problem sufficient to meet the research objectives. Defines and clarifies the terms and concepts used in the paper | 2 |
| A critical analysis of the literature on the research problem is not sufficient enough to meet all the research objectives. There are terminological inaccuracies, logical mistakes | 1 |
| A critical analysis of the literature on the research problem is insufficient to meet the research objectives | 0 |
| Empirical part/Methods and Results (in papers written in English) | 2 | Contains a full and detailed description of the chosen research methodology, the results of the analysis of the research material,ORa description of the pre-project research and practical developments (project paper) | 2 |
| Contains an incomplete description of the chosen research methodology and the results of the analysis of the research material ORan incomplete description of pre-project research and practical developments | 1 |
| Does not contain a description of the chosen research methodology and the results of the analysis of the research material OR practical developments | 0 |
| Conclusion/ Discussion and conclusions (in papers written in English) | 1 | Corresponds to the research objectives. Is formulated clearly and concisely. Does not contain well-known truths that do not require proof | 1 |
| Partially corresponds to the research objectives. Contains general statements | 0.5 |
| Does not correspond to the research objectives. | 0 |

###### Template for term paper evaluation sheet

**Research advisor review of the term paper**

by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full name),

#### 1-year student of the Master’s programme “Foreign Languages and Intercultural Communication” on the topic: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

|  |  |
| --- | --- |
| **Evaluation criteria** | **Score** |
| Compliance with the formatting requirements for the term paper |  |
| Compliance with deadlines for the presentation of research results  |  |
| Size of the term paper |  |
| Introduction |  |
| Theoretical part/Literature review (in papers written in English) |  |
| Empirical part/Methods and Results (in papers written in English) |  |
| Conclusion/Discussion and conclusions (in papers written in English) |  |
| Overall score |  |

#### Comments:

#### Research advisor, academic degree, title,

#### department/school (place of employment)

#### /signature/

#### \_Last name and initials

#### Date

***Evaluation criteria for dissertations***

**10 points** – an independent research on a relevant problem with systematic and in-depth study of the topic and original methodological approaches. The author is able to interpret various scientific approaches to the problem. To present the topic, an elaborate review and analysis of a wide range of scientific literature and empirical material is provided. The structure of the paper is logical. The author’s findings and generalizations are reasonable. The reference list is formatted in compliance with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The paper can serve as a basis for a dissertation for the degree of Candidate of Sciences/PhD. There are no language mistakes in the text of the paper. There are no or few (no more than one) typos.

**9 points** – an independent research on a relevant problem with systematic and in-depth study of the topic and original methodological approaches. The author is able to interpret various scientific approaches to the problem. To present the topic, an elaborate review and analysis of a wide range of scientific literature and empirical material is provided. The structure of the paper is logical. The author’s findings and generalizations are reasonable. The reference list is formatted in compliance with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The paper can serve as a basis for a dissertation for the degree of Candidate of Sciences/PhD. There are no language mistakes in the text of the paper. There are no or few (no more than two) typos.

**8 баллов** – an independent research on a relevant problem with systematically presented material. The author is able to interpret various scientific approaches to the problem. To present the topic, an elaborate review and analysis of a wide range of scientific literature and empirical material is provided. The structure of the paper is logical. The author’s findings and generalizations are reasonable. The reference list is formatted in compliance with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are no or few typos.

**7 points** – an independent research on a relevant problem with systematically presented material. The author is able to interpret various scientific approaches to the problem. To present the topic, a sufficient amount of scientific literature and empirical material is analysed. The structure of the paper is logical. The author’s findings and generalizations are reasonable. However, some of the arguments should be more developed. The reference list is formatted in compliance with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are few typos.

**6 points** – an independent research on a relevant problem with systematically presented material. The author is able to interpret various scientific approaches to the problem. To present the topic, a sufficient amount of scientific literature and empirical material is analysed. The structure of the paper is logical. Arguments are not always well-developed. The reference list is formatted in compliance with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are typos.

**5 points** – an independent research on a not relevant enough problem with not always systematically presented material. The author does not always interpret various scientific approaches to the problem correctly. To present the topic, a review and analysis of a minimal amount of scientific literature and empirical material is provided. The arguments are not well-developed. The structure of the paper is generally logical. The reference list formatting does not always comply with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are typos.

**4 points** – an independent research on a not relevant enough problem with not always systematically presented material. The author does not always interpret various scientific approaches to the problem correctly. To present the topic, a review and analysis of a minimal amount of scientific literature and empirical material is provided. The structure of the paper is generally logical. The arguments are not well-developed. The reference list formatting does not always comply with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. Some of the mistakes hinder the understanding of the text. There are typos.

**3 points** – the paper does not present an independent research. The structure of the paper is not logical. The author’s own opinion on the problem is barely expressed. The author does not interpret various scientific approaches to the problem correctly. There is no sufficient review or analysis of scientific literature and empirical material. The author shows weak knowledge of the subject. The reference list formatting does not comply with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. There are language mistakes that hinder the understanding of the text. There are typos.

**2 – 1 point(s)** – the paper does not present an independent research. The structure of the paper is not logical. The author’s own opinion on the problem is not expressed. The author does not interpret various scientific approaches to the problem correctly. There is no sufficient review or analysis of scientific literature and empirical material. The author shows weak knowledge of the subject. The reference list formatting does not comply with GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. There are many language mistakes that hinder the understanding of the text. There are many typos.

**0 баллов** – the minimal requirements for text size are not met and/or the paper contains plagiarized materials.

***Template for review of the dissertation to be drawn up by the research advisor***

National Research University

Higher School of Economics

##### School of Foreign Languages

##### Research advisor dissertation review

Dissertation by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full name),

1-year student of Master’s programme “Foreign Languages and Intercultural Communication” on the topic: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

 *(The review is written in free form. The quality of the paper should be assessed according to the following criteria: cohesion and coherence; correspondence of the content and the research methods to the set goals and objectives; independence, originality and novelty of the paper, quality of arguments and the main provisions, literacy and quality of formatting. Strengths and weaknesses of the research should also be noted. Questions that should be answered during the defence could be specified. In conclusion, it is necessary to give an overall assessment of the paper)*

Research advisor

*(signature) (full name, academic degree, department/school)*

Date

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

National Research University

Higher School of Economics

##### School of Foreign Languages

*(department)*

##### Dissertation review

Prepared by the student

*(Full name)*

Year ,

degree programme: “\_

Topic: “\_

 ”

”

*(The review is written in free form. The quality of the paper should be assessed according to the following criteria: cohesion and coherence; correspondence of the content and the research methods to the set goals and objectives; independence, originality and novelty of the paper, quality of arguments and the main provisions, literacy and quality of formatting. Strengths and weaknesses of the research should also be noted. Questions that should be answered during the defence could be specified. In conclusion, it is necessary to give an overall assessment of the paper)*

Reviewer

*(signature) (full name,*

 *academic degree, title, department/school)*

Date