Approved by the Academic Supervisor

on «25» August 2021

**Guidelines for Master’s Thesis preparation**

**for Master’s programme “International Relations in Eurasia”**

**National Research University Higher School of Economics**

**Developed by: Bratersky M.V.**

1. General provisions

1.1. These Guidelines describe requirements and procedures for preparation of Master’s Thesis, interaction between students and their supervisors, reviewers and programme academic supervisors while writing their Master’s Thesis,

1.2. The main purpose of a Master’s Thesis consists in acquiring knowledge and skills required for conducting research (more broadly, finding and analysing information) and presenting its results.

In the course of working on their Master’s Thesis, students are expected to develop the following competencies:

*General Academic Competencies:*

1. Ability to analyse socially significant issues and processes; ability to utilize methodology of the humanities, social and economic sciences for various professional and social activities;

2. Ability to utilize basic and professional knowledge in the field of philology, history, economics, sociology and cultural studies for educational and professional activities;

3. Ability to handle data and extract it from different sources to address professional and social issues;

4. Ability to gain knowledge by means of modern education and information technologies.

*Action Competencies:*

1. Knowledge of cognitive principles; ability to express one’s mental output accurately and convincingly, both orally and in writing;

2. Ability to use a computer, software and network resources and databases for social, educational and professional purposes;

3. Knowledge of one Eastern and one Western language sufficient to browse and analyse foreign sources of information.

*Personal, Social and Cultural Competencies:*

1. Pursuit of personal improvement and continuing professional development;

2. Ability to be flexible and adapt to different circumstances, to show creativity, initiative and determination to achieve professional goals

3. Ability to utilize knowledge and understanding of modern human concerns, global and Russian cultural values; mastering intercultural dialogue

**2.** 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.

**3.** 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.**  Additional Requirements

Length:

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

Referencing style: APA with footnotes and bibliography – see APA Manual

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, centred. 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).

**5.** Master’s Theses Defence

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

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

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

**6.** Submitting Materials for Defence

Students submit the Master’s Theses and other documents for Defence 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 Defence. This will result either in the Defence 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.

**7.**  Specific Master’s Thesis Defence Procedures

Master’s Thesis Defence Admission. A Student gets admission to the defence 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 Defence and further expulsion.

Master’s Thesis Defence 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 Defence 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

Schedule of Working on Master’s Thesis.

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| --- | --- | --- |
| **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 |
|  | December  January – March |
| Module 2 | **Internship**  Applicationsubmission to the Study Office  Internship 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 |