

# **REQUIREMENTS FOR TERM PAPER/MASTER THESIS**

**Approved:  
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## General Information

Master Thesis is carried out as a project. A project done under the Master Thesis is an individual basic or applied research-based undertaking that is carefully planned to achieve a particular research goal. The project's topic, goal and work plan are formulated by the student and agreed between the student and the supervisor within the framework of the Master Thesis Research Proposal. The latter is presented and discussed in an oral Master Thesis Research Proposal Defense attended by the supervisor and second qualified professor. The Master Thesis Research Proposal Defense is public and held in the frame of the Research Seminar.

The following general regulations apply for preparing Term Papers and Master Thesis apply.

- General NRU HSE rules for Term Papers and Master Thesis apply.
- The working period for Master Thesis is at least six months starting from the date the topics for works are announced.
- The working period for Term Papers is at least five months starting from the date the topics for works are announced.
- Term Paper/Master Thesis supervisors are appointed by the Academic Supervisor. A pool of supervisors is published at the beginning of the academic year.
- Students can select a supervisor from the list of supervisors approved for the program.
- If a student wants to choose a supervisor which is not included in the pool of supervisors, (s)he needs to apply for topic and potential supervisor to the Academic Supervisor in written form. The Academic Supervisor assesses the application and decides about approval and appointment of the proposed supervisor according to MP standards.
- Student receives a working title that has been authorized by the supervisor on the first day of working period. Students are free to modify the final title in accordance with their supervisor. Students have to submit a written application with the title approved by their supervisor to the study office by the announced date. The Term Paper/Master Thesis title may be subject to modification no later than one month prior Term Paper /Master Thesis submission. Changes require approval by the Academic Supervisor.
- Topics of Term Paper and Master Thesis are finally approved by the Academic Supervisor following NRU HSE standards and rules by programme Examination, Assessment and Quality Assurance Council.
- Electronic version of Term Paper/Master Thesis has to be uploaded in LMS for antiplagiarism checking at the submission day announced. The electronic version submitted has to include the signed declaration in lieu of oath in pdf format.
- Length of Term Paper should be about 40 pages, Master Thesis about 60 pages main text excluding cover page, summary, abstract, outline, list of tables, figures, abbreviations, bibliography, appendixes, declaration on oath.

- Repetition of the failed Term Paper /Master Thesis is allowed According to NRU HSE standard regulations.
- Repetition of Term Paper/Master Thesis requires a new topic approved the Academic Supervisor.
- Repetition of Term Paper/Master Thesis requires a new supervisor approved by Academic Supervisor.
- Successfully completed written Term Paper/Master Theses are stored and made publicly available.

## **I. Stages of completion**

- The study office publishes names of supervisors appointed for Term Paper and Master Thesis supervision during module 1 of the respective year of study.
- Supervisors publish topics for Term Paper and Master Thesis during module 1 of the respective year of studies.
- Topics published always include the name of the supervisor of the respective Term Paper/Master Thesis topic.
- Students may apply for a given topic to the supervisor named.
- Students may propose own topics to supervisors appointed by the programme.
- Supervisors decide about acceptance of students' application for a topic.
- Supervisors decide about acceptance of topics proposed by students.
- Students can express preference for a selected supervisor.
- LMS is used for applications and approval of topics.
- Final decision for acceptance of Term Paper' or Master Thesis' supervision remains with supervisor.
- Intensity of supervision, form of consultations between supervisor and student is subject to agreement between supervisor and student.
- Dates for appointment and publication of supervisors, Term Paper and Master Thesis topics and for submission of Term Paper and Master Thesis are announced in the beginning of each academic year.

## **II. General Format**

Term Paper and Master Thesis need to meet the following formal standards. A separate standard template for structuring Term Paper and Master Thesis is provided.

### **1. Headings of chapters**

- Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendix, 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. Main text**

- Times New Roman 12, single-spaced, justified, each line indented left.
- There should be no spacing between a paragraph and the following one.

### **4. Footnotes**

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

### **5. Page numbers**

- All the pages of the file should be counted and listed.

### **6. Margins**

- Left, right – 3cm.
- Bottom, top – 2,01cm.

### **7. Bibliography**

- Entries should be categorized and alphabetized.
- Times New Roman 12, aligned left, single-spaced with spacing between each entry and the next one.
- No first line indentation, no numbering, no bullet points.

### **8. 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.

## **9. 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.

### **III. Citations / References**

- APA (American Psychological Association) citation regulations apply (<http://www.apastyle.org/manual/index.aspx>).

#### **1. Citations in Text – one author**

- In-text citations are placed within sentences and paragraphs.
- Last name of the author and the year of publication are inserted in the text at the appropriate point.
- Name of the author or the date might be part of the statement, in this case only missing information is given in parentheses.

#### **2. Citations in Text – 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.

#### **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 be listed in alphabetical order by authors' last names.

## **IV. Structure of Term Paper/Master Thesis**

### **1. Summary**

- 1-2 pages summary of the work.

### **2. Introduction**

- Includes literature review and research questions/hypothesis.
- Introduces the structure of the paper, brief outline of each chapter showing the logic flow of the work.

### **3. Methodology and Approach**

- Describes methodologies applied to answer research questions / test hypothesis.
- Approach shows the sequence of methodologies applied.

### **4. Findings**

- Presents findings of the work, mainly descriptive.

### **5. Discussion and Conclusion**

- Discusses findings of the work.
- Outlines limitations of work.
- Elaborates future research need.

### **6. Bibliography / References**

### **7. Declaration in lieu of oath**

Note 1: Term Paper/ Master Thesis should be submitted in one single file.

Note 2: The chapters listed are core chapters which have to be included in the Term Paper/Master Thesis.

Note 3: Depending on the type of work (conceptual work or empirical work) chapter 3 Methodology and Approach and 4 Findings might appear in other order or integrated in other chapters.

Note 4: Other chapters might appear in the work.



## V. Assessment of Term Paper/Master Thesis

### 1. Review process

- Term Paper and Master Thesis are always assessed by at least 2 reviewers.
- The first reviewer is the supervisor, the second reviewer is appointed by the Academic Supervisor.
- Second reviewer needs to hold PhD or similar degree or evidence of outstanding qualification in a relevant scientific field.
- Both reviewers assess the Term Paper/Master Thesis independently.
- Reviews include proposed grade by the reviewer. Proposed reviewers' grades express the reviewers' opinion. Proposed reviewers' grades are part of the final grade.
- Students are informed about reviews and proposed grades by supervisor.

### 2. Term Paper/Master Thesis Assessment Criteria and Feedback to Student

- Term Paper/Master Thesis is assessed according to three criteria:
  - Relationship to Topic and Literature
  - Methodology and results
  - Quality of Communication
- The criteria take account of sub-criteria, which are
  - Does the work meet all the formal criteria (format)
  - Relationship to Topic and Literature
    - Does the work relate to the chosen topic?
    - Does the work demonstrate an adequate understanding of the relevant literature in the field and cite an appropriate range of literature sources?
    - Does the work develop clear research questions and / or hypothesis?
    - Do research questions relate to topic?
  - Methodology and results
    - Is the choice of methods well-reasoned?
    - Are the methods employed appropriately?
    - Are the results presented clearly and analysed appropriately?
    - Do the conclusions adequately tie together the other elements of the work?
    - Are the research questions sufficiently answered in the work?
  - Quality of Communication
    - Does the work clearly express its case?
    - Has attention been paid to the clarity of expression and readability?

- Does the work show a clear argumentation line?
  - A Term Paper / Master Thesis is graded 'excellent' (grade 10, 9, 8) if found suitable for publication in a Working Paper Series following no (grade 10) or minor (grade 9) or major (grade 8) revision.
- Students receive feedback from supervisor which explains the Term Paper/Master Thesis assessment according to the criteria and sub-criteria.

## **VI. Assessment of Term Paper/Master Thesis Defense**

### **1. General Defense Requirements**

- Admission to Defense requires submission of written Term Paper/Master Thesis.

### **2. Defense Procedure**

- Defense is always public.
- Defense consists of presentation of written work by student followed by questions and answers by the audience and reviewers.
- Student presentation of Term Paper should take 15 – 20 minutes.
- Student presentation of Master Thesis should take 20-25 minutes.
- Term Paper defense is assessed by a commission of at least 2 faculty members.
- Master Thesis defense is assessed by a committee which includes qualified experts appointed according to NRU HSE regulations.
- Term Paper/Master's Thesis and oral defense are graded after defense in one joint grade.
- Term Paper defense is scheduled during module 4, 1<sup>st</sup> year of study.
- Master Thesis defense is scheduled at the end of module 4, 2<sup>nd</sup> year of study.
- During preparation of the Master's Thesis, students are obliged to attend the Research Seminar.

### **3. Assessment criteria**

- Term Paper/Master Thesis Defense is assessed according to the criteria stated in V.2 and assessment of students' performance in the questions and answers part of defense.

### **4. Final Assessment of Term Paper/Master Thesis**

- Term Paper/Master Thesis are assessed and graded by the reviewers.
- The defense is assessed and grade by a commission
- Reviewers' grades are part of the final grade.
- The defense grade is decided in mutual consent of all commission members. In case the commission doesn't reach consent, the commission chairmen decides about the final grade.
- Term Paper/Master Thesis supervisor are invited by the commission to present an assessment of the Term Paper/Master Thesis, the defense presentation and questions and answers session.
- The final grade is calculated as  $\text{Final Grade} = 0.25 \times \text{Reviewer 1 grade} + 0.25 \times \text{Reviewer 2 grade} + 0.5 \times \text{Defense grade}$

## **VII. Guidelines for supervisors and reviewers**

### **1. Supervision of MT/TP**

- Each student is supervised during preparation of TP/MT by a designated faculty member
- The supervisor is responsible for providing consultation to the student on the MT/TP topic
- Consultation is initiated by students upon written request in advance
- Consultation and supervision refer to providing a discussion space of the MT/TP in progress
- Consultation and supervision do not include
  - providing literature
  - proof reading texts or similar
  - preparation and advise for defense of MT/TP
  - providing assessment of the work in progress telling indicative grades to students

### **2. Reviewing MT/TP**

- TP/MT is reviewed by supervisor and a second qualified reviewer
- Second reviewer is appointed by Academic Supervisor
- Only for MT the second reviewer holds PhD and is not employed as faculty member at HSE ISSEK department of educational programs
- Second reviewer is not informed about supervisor and supervisor not about second reviewer
- Reviews are written and a proposed grade is included
- Reviews and assessment sheet are shown to student by supervisor

### **3. Grading TP/MT**

- A 10 grade scale for assessment is applied:
  - 1, 2, 3 = fail
  - 4, 5 = satisfactory
  - 6, 7 = good
  - 8, 9, 10 = excellent
- A TP/MT doesn't meet the formal requirements in case:
  - It's varies by more than 20 per cent from the recommended length of TP (40 pages) or MT (60 pages)
  - It uses more than 5 citations in the text which aren't shown in the bibliography.
  - It shows more than 5 references in the bibliography which aren't used in the text.
  - It's neglects requirements for margins and block quotations significantly.

- A TP/MT is graded ‘fail’ in case:
  - It doesn’t provide a flow of arguments
  - It doesn’t postulate research question and / or hypothesis
  - It doesn’t provide a transparent description of the methodological approach.
- A TP/MT is graded ‘satisfactory’ if:
  - It meets the formal requirements fully
  - It provides a flow of arguments
  - Provides a clear definition of the research problem including research question or hypothesis which are clearly linked to existing literature.
  - Describes the methodological approach but fails to introduce instruments and tools used.
  - Stays at descriptive level but doesn’t review and discuss findings and literature.
- A TP/MT is graded ‘good’ if:
  - It meets the formal requirements fully
  - It provides a flow of arguments
  - Provides a clear definition of the research problem including research question or hypothesis which are clearly linked to existing literature.
  - Describes the methodological approach and introduces instruments and tools used.
  - Stays at descriptive level but doesn’t review and discuss findings and literature.
- A TP/MT is graded ‘excellent’ in case:
  - It meets the formal requirements fully
  - It provides a flow of arguments
  - Provides a clear definition of the research problem including research question or hypothesis which are clearly linked to existing literature.
  - Describes the methodological approach and introduces instruments and tools used.
  - Reviews and discusses findings and literature.
  - Provides an outlook for future work.
  - Is found suitable for publication in a Working Paper Series following no (grade 10) or minor (grade 9) or major (grade 8) revision.

## **VIII. Appendix**

### **X.1 Review Template**

**National Research University Higher School of Economics  
Institute for Statistical Studies and Economics of Knowledge  
Master's Programme "Governance of Science, Technology and Innovation"**

#### **Master Thesis / Term Paper Review**

**Student's Name**

**Master Thesis Title**

**1. Relationship to Topic and Literature.**

**2. Methodology and results**

**3. Quality of Communication**

**Reviewer:**

**Title, position:**

**Signature:**

**Date:**

## X.2 Assessment Sheet Supervisor

National Research University Higher School of Economics  
Institute for Statistical Studies and Economics of Knowledge  
Master's Programme "Governance of Science, Technology and Innovation"

### Master Thesis / Term Paper Assessment Sheet - Supervisor -

Student's Name:

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Master Thesis / Term Paper Title

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Submission date:

*Grades for assessment: 1, 2, 3 = fail; 4, 5 = satisfactory; 6, 7 = good; 8, 9, 10 = excellent*

Grade: \_\_\_\_

| Grade | Criteria                             |
|-------|--------------------------------------|
|       | Relationship to Topic and Literature |
|       | Methodology and results              |
|       | Quality of Communication             |

For Master Thesis only:

The Master Thesis is suitable for Publication in a Working Paper Series

|  |                     |
|--|---------------------|
|  | Yes                 |
|  | With minor revision |
|  | With major revision |
|  | No                  |

Supervisor:

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Full name, signature

### **X.3 Assessment Sheet Reviewer**

**National Research University Higher School of Economics  
Institute for Statistical Studies and Economics of Knowledge  
Master’s Programme “Governance of Science, Technology and Innovation”**

#### **Master Thesis / Term Paper Assessment Sheet - Reviewer -**

**Student’s Name:**

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**Master Thesis / Term Paper Title**

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**Submission date:**

*Grades for assessment: 1, 2, 3 = fail; 4, 5 = satisfactory; 6, 7 = good; 8, 9, 10 = excellent*

**Grade: \_\_\_\_**

| <b>Grade</b> | <b>Criteria</b>                      |
|--------------|--------------------------------------|
|              | Relationship to Topic and Literature |
|              | Methodology and results              |
|              | Quality of Communication             |

**For Master Thesis only:**

**The Master Thesis is suitable for Publication in a Working Paper Series**

|  |                     |
|--|---------------------|
|  | Yes                 |
|  | With minor revision |
|  | With major revision |
|  | No                  |

**Reviewer:**

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Full name, signature