

**Regulations for HSE Student Project Work, Research and Internships for Master’s  
programme “Political Analysis and Public Policy”, the field of study 41.04.04 Political  
Science, Faculty of Social Sciences, Department of politics and governance  
National Research University Higher School of Economics**

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**Part 1. General Information:**

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

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

<b>Year of study</b>	<b>Title</b>	<b>Credits</b>	<b>Period</b>	<b>Status: obligatory/non-obligatory</b>
<b>2</b>	Project work	6 (228 hours)	1 <sup>st</sup> and 2 <sup>nd</sup> module of the 2 <sup>nd</sup> year of study	obligatory
<b>2</b>	Internship	6 (228 hours)	8 weeks from January to March 2023	obligatory
<b>2</b>	Master’s Thesis	21 (798 hours)	During a study year with a public defense in June. Master’s thesis must be submitted by: 16.05.2023 r.	obligatory

## **Part 2. Project work (PW)**

PW is organized to put knowledge achieved by students during their studies into practice and to gain experience, as well as to solve problems of practical or theoretical relevance. The PW is an obligatory element of the study plan of the second year of the Master's programme, should not be identical to the topic of a master's thesis (referred to as MT), but it can complement it. PW aims to produce a specific result. This result should be achieved independently, it should be tangible and practical.

For the successful completion of PW students get 6 credits.

Students can contribute to projects, which are initiated by HSE departments or external organisations. 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 Project if it does not meet the objectives of the Programme, does not develop skills and competencies in accordance with the Programme practice program

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 customers on their own, having received approval from the Academic Supervisor of the Programme.

The student's PW is conducted under the guidance of an employee of the host organization and is accompanied by a PW curator from the Programme.

PW can be organized individually or in the form of teamwork. In the case of a collective project, curator load is divided by the number of students. The curator of the PW from the Programme does not interfere with the execution of the project, but periodically consults with the head of the customer organization and provides, if necessary, support for the implementation of the project.

PW is carried out in the first semester of the second years of study from October to January.

Students get the chance to present the best PW with a public presentation during a round table on February, 2023.

Assessment of project work is made by both curator from the host organization and curator from the Program.

The coordinator of project work from the host organization and the curator of project work from the master's program jointly decide on the grade, following levels of assessment: "satisfactory" (4, 5); "good" (6.7,) "excellent" (8.9) "outstanding" (10). These grades are provided to the Study Office by curator from the Master's program. It is recommended, that exceptional and outstanding is to be graded in really 8-9-10 in excellent or exceptional cases, in order to avoid 'grades inflation'

If the project work is carried out by a group of students, achieved the excellent results upon decision of the curator together with academic Director those results can be presented at the "Round table" in January by one or several group members selected by curator of the project from the master's program.

The grade for Project Work is decided by both curators – from host and from home organization upon discussion between them on the basis of consensus, which is presented by curator from the Program to the Study Office in the form of electronic communications

between them. If there is a disagreement between curators about the grade - either very high or very low – both curators submit the grades to the Study Office, which calculate the final grade for PW according to the following formula:

60% of the grade from the host organization and 40% of the grade from Department curator. The reason for this is to give a priority in grading to the host organization

PW is distributed as follows: 228 hours of independent work with a weight of 6 credits.

Students who have failed the project will be offered to transition to an Individual Curriculum. Students who decide not to study under an ICRC will be dismissed from HSE for academic failure but can be reinstated pursuant to the Procedures and Conditions for Reinstating Students Who Were Dismissed on the Initiative of HSE University or Other Grounds.

### **Part 3. Internship**

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

- 1) to gather and synthesize research and analytical material for the preparation of the Master's Thesis,
- 2) to develop original scientific ideas and practical proposals,
- 3) to gain skills of independent research work,
- 4) to acquire professional skills in organizations and areas related to the analysis of public policy and the protection of human rights,
- 5) to deepen the knowledge and competences obtained in the process of theoretical training,
- 6) to offer an introduction to professional paths and clarify the possible scope of applying the skills and knowledge after the graduation.

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

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

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

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

The Internship Coordinator at the internship organization is the contact person from the organization where the student does the Internship. The Internship Coordinator determines the particular activities of the Internship for the student. At the end of the Internship the Internship Coordinator provides a review of the activities and evaluates the individual results and achievements of the student. The Study Office provides technical support for the Internship process.

It collects the Internship Applications (Annex) and Programs (Annex) and the reporting documents on the fulfilled Internship from the students of the Programme. The Academic Director of the Program ensures general supervision of the Internship process.

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

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

### 3.2. Evaluation of the internship

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

- Compliance of the internship aims to the Internship Regulations of the Master's Program;
- Fulfilment of the Internship Program, submitted by the Student before the Internship;
- The review and the grade for the Internship by the Supervisor;

- The review and the grade for the Internship by the Internship Coordinator;
- Content and quality of internship materials submitted by the Student;
- Student's presentation of the internship results during the pre-defense;
- Presented correspondence of the internship results to the Term Paper / Master's Thesis research as far as the internship is intended to support the Students' research as the primary objective.

## **Part 4. Term paper/Master's thesis**

### **General information**

Term paper and master's thesis are individual works developed by a student during the 1st and 2nd years of study respectively. They are written assignments where a student must demonstrate his or her capacity to conduct an independent research by applying specific theoretical frameworks, methodological approaches and data collection techniques.

### *4.1. Components of Term Paper/Master's Thesis*

The components of Term Paper and 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)

Term Papers and Master's Theses should be submitted in one single file.

### *4.2. Term Paper/Master's Thesis Formatting*

#### **COVER PAGE (Appendix)**

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

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

#### **TABLE OF CONTENTS**

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

Text: Times New Roman 14, spacing 1.5

#### **LIST OF ABBREVIATIONS**

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

## INTRODUCTION

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

## MAIN BODY

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

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

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

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

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

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

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

## CONCLUSION

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

## BIBLIOGRAPHY

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

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

### 4.3. Additional Requirements

Length:

- Term Papers: approximately 40 pages, with all the formatting requirements outlined above.
- Master's Thesis: approximately 80 pages, with all the formatting requirements outlined above.

Referencing style: APA with footnotes and bibliography – see APA Manual<sup>1</sup>

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

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

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

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

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<sup>1</sup> APA Manual – Publication Manual of the American Psychological Association, Sixth Edition. 2010.

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

#### 4.4. Pre-defense

During the exam week of Module 3 the Students of Master's Program in Political Analysis and Public Policy have the Pre-defense. They are presenting the results of the Internship and undergo the Pre-defense procedure for the final draft of the Term Paper (for 1st year Students) or Master's Thesis (for 2nd year Students).

The Pre-defense is held on a face-to-face basis when a Student presents the results in front of the PPD Commission. The individual time schedule of the Pre-defense is determined by the Program Manager. The Manager may but is not obliged to consider Students' requests on the individual time slots allocation.

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

#### 4.5. Pre-defense Procedures

Term Paper pre-defense approximate time breakdown:

10 min – Student's presentation.

5 min – questions/answers session and feedback by the Commission.

Master's Thesis pre-defense approximate time breakdown:

15 min – Student's presentation. It is recommended to prepare one Power Point presentation with slides devoted to Term Paper/Master's Thesis research and slides devoted to Internship results and data gathered and how it contributes to the Term Paper/Master's Thesis research.

5 min – questions/answers session and feedback by the Commission.

During the Term Paper/Master's Thesis presentation Student is supposed to provide thorough, focused, and concise overview of the research and its results. Be sure to cover the key aspects of the research design and its logic and arguments. For recommended structure see description of Research Proposal structure (Paragraph 2.1) and the grading description below.

Evaluation of the Term Paper/Master's Thesis research results by the Pre-defense Commission is collective and based on the Commission expertise and discussion of the research. The advantages and disadvantages of the research are indicated. The recommendations on strengthening the research are provided. The grades for the defenses are determined by the Commission on the consensus basis after the concluding consultations at the end of the defenses.

The grading criteria for Term Paper/Master's Thesis Pre-defense include (but are not limited) the following:

How adequately the topic of the research is formulated and covered in the research.

How adequately the research problem is formulated; its relevance and theoretical/practical importance.

Student's knowledge of theoretical and practical background of the topic (based on quality of literature review and bibliography).

How adequately the Research Design is formulated and implemented: research problem, research question, research goal/aim, research tasks, theoretical basis and methodological approaches of the research, research methods and sources of data/information.

How adequately the theoretical contribution of the research is formulated.

How adequate is the structure of the work.

#### 4.6. Term Paper and Master's Theses Defense

This is an open event, which may be attended by anyone interested in the research topic or the Defense procedure. Thus, it is recommended to the 1st year students to attend at least some of the 2nd year students' Defenses.

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

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

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

#### 4.7. Submitting Materials for Defense

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

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

#### 4.8. Specific Term Paper Defense Procedures

Term Paper Defense admission. To be admitted to the Term Paper Defense a student needs to comply to the following:

Submission of Term Paper to LMS and the Study Office by the established deadlines

Absence of plagiarism in the text.

Failure to submit Term Paper on time results in academic backlog. It may also lead to expulsion if a student fails three or more courses at the same time.

Term Paper Defense approximate time breakdown:

10 min – Student's presentation of Term Paper research.

5 min – questions/answers session, comments by Supervisor and Commission members.



Term Paper Defense Evaluation. Term Papers are graded by the PPD Commission members. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of the Commission members; and only the final grade is publicly announced. The evaluation is based on the criteria listed in Paragraph 7.4 and is influenced by:

Research presentation,  
Student's answers to questions of the Commission members,  
Text quality of Term Paper,  
Evaluation of research by Supervisor,  
Independent judgement of the Commission members.

#### 4.9. Specific Master's Thesis Defense Procedures

Master's Thesis Defense Admission. A Student gets admission to the defense in the case of:  
Successful completion of the theoretical (courses from the Individual Study Plan) and practical (internship) part of studies.

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

Absence of plagiarism in the text

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

Master's Thesis Defense approximate time breakdown:

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

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

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

Master's Thesis Defense 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.

Master's Thesis Defense Evaluation. Master's Theses are graded by the State Commission members. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of the Commission members; and only the final grade is publicly announced. The evaluation is based on the criteria listed in Paragraph 7.4 and is influenced by:

Research presentation,  
Student's answers to questions of the Commission members,  
Text quality of Master's Thesis,  
Reviews by Supervisor and External Reviewer,  
Independent judgement of the Commission members.

#### 4.10. Turnitin Report: Excessive Borrowing and Plagiarism

Turnitin anti-plagiarism report is the mandatory requirement for admission to defense of Term Papers and Master's Theses. Turnitin 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 Turnitin report for all the relevant Students by the Program Manager (the Study Office).

The Supervisor reviews the Turnitin report. If the 20% threshold of borrowing is not exceeded, the Supervisor's review is done in the regular manner, unless there are signs of plagiarism.

If the 20% borrowing threshold is exceeded, then the Supervisor reviews the Turnitin 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 decides on grading considering the Supervisor's judgement. 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.

## Appendix 1

### Master's Theses and Term Paper Evaluation Criteria

Master's Thesis and Term Paper are generally evaluated according to the criteria or evaluation fields listed below. The requirements for Master's Thesis are stricter and there is more flexibility for Term Paper depending on the topic and the prospects of Master's Thesis research

**Research design.** The Thesis provides a sufficiently comprehensive study of the topic. The Student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy. He/she has provided systematic reasoning for the choices made, based on an identification of the objective, the core problem and the relevant solution parameters on the one hand and on the theory and/or empirical considerations on the other hand.

**Literature Review/Theoretical Framework.** The Student shows familiarity with, and understanding of, the relevant literature. The Student is capable of compiling representative scientific and professional sources (including recent scientific papers) which are relevant to the assignment and of assessing their importance in relation to his/her objective. He/she shows an ability to conduct a critical study and in-depth analysis of the relevant sections of the selected sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop his/her own ideas for the conceptualization and operationalization of the research question. He/she has incorporated recent developments in the field relevant to his/her research/design.

**Structure of chapters and sections & Coherence and quality of argument.** The Student's argument is structured, logical, to the point and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question. Arguments are substantial and coherent. Structure of chapters and paragraphs is clear and subsequent. The quality of English and general presentation are of a standard for publication.

**Independence/Originality.** The Student demonstrates an independent and creative approach to the research. Novelty of research results is achieved: new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.

**Discussion and Development of Empirical Material.** Proper discussion and development of empirical material is demonstrated. The techniques adopted are appropriate to the subject and are properly applied. The results are suitably set out, and accompanied by adequate exposition. The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions. Proficiency is shown in using both quantitative and qualitative methods of collecting, processing and analyzing

information. Students should use both quantitative and qualitative methods of data collection and analysis in the research if possible.

## **Appendix 2**

### **Supervisor and Consultant**

Supervisor is a professor of the Public Policy Department and/or Master's Program "Political Analysis and Public Policy". List of Supervisors is designated by the Academic Director. Professors who have no courses at the Master's Program "Political Analysis and Public Policy" cannot supervise.

If necessary, a Consultant can be assigned to Term Paper or Master's Thesis in addition to a Supervisor. Consultant's name is stated in the Term Paper / Master's Thesis Application and thus is the result of consensus between of the Supervisor and the Student, and approved by the Academic Director of the Master's Programme, who sign the Application. Consultant provides advice to the Student in the choice of research methods, in the selection of literature and factual material, and gives expert advice on the content of the thesis.

Supervisor is either chosen by a Student or appointed by the PPD on the basis of research priorities of a Student and professional specialization of the PPD teachers and professors. A Student needs to submit the application with the proposed topic and the signature approving the topic selection by an academic Supervisor (See Appendix 1) by the proper deadline.

Supervisor provides support to Student's research, including:

- Provides advice to the Student in determining the final research topic, in selecting literature and factual material, in preparing Research Proposal and Outline;
- Assists in the choice of research methodology and methods;
- Gives expert advice on the content of Thesis;
- Assesses the quality of Student's performance in accordance with the Term Paper/ Master's Thesis research requirements. In the review the Supervisor characterizes the quality of the work, the advantages and the disadvantages of the research, the degree of autonomy and creativity shown by a Student during the research, the degree of compliance with the requirements for the Term Paper/ Master's Thesis research. The Supervisor provides recommendation for promoting the Master's Thesis to the Defense and grades it;
- Provides the expert judgement on the presence of plagiarism or borrowing in the Student's text on the basis of Turnitin Report

Supervisors provide individual consultations to Students on at least monthly basis. Minimum once a month Students inform Supervisors on the progress of the work. Students provide all materials in accordance with the schedule for preparing Master's Thesis or Term Paper too.

Students prepare minutes (or brief summary) of each individual consultation and provide them to Supervisors by e-mail the next day after the meeting.

**The change of a Supervisor** is allowed but not after the pre-defense week. The Initiator of the change of a Supervisor may be:

- Supervisor – rejection on the basis of:
  - Student's lack of response to the e-mail letters at least 3 times;
  - regular failure to comply to Supervisor's instructions for work with Term Paper and Thesis;
  - Student's absenteeism.

Supervisor addresses a statement with description of the situation and recommendations of solution to the Master's Program Academic Director.

- Academic Director of the Master's Program – based on the lack of progress on the Term Paper and Master's Thesis, which is reflected in the reports of the Supervisor – by issuing an appropriate memorandum.
- Student – in exceptional cases, due to the lack of support from the Supervisor on the literature review, formulation of research objectives, finding a place of practice, which is fixed in writing, correspondence with the Supervisor – by addressing a statement with detailed motivation and justification of the necessity of the Supervisor replacement to the Master's Program Academic Director.

Academic Director recommends new Supervisor to the Student if the arguments for such a change are significant and relevant. The change of Supervisor is followed by the revision or the change of the topic, which is the responsibility of the Student and fulfilled by submitting the form signed by the new Supervisor to the Program Manager for further approval by the Academic Director. If this procedure is not finalized within 5 working days, a new Supervisor may be appointed by the Academic Director.



### Appendix 3

#### Schedule of Working on Term Papers and Master's Thesis

Module	What	2nd year – Master's Thesis
Module 1	<b>Research proposal</b> submission to LMS	October
Module 2	<b>Approval</b> of research topics by Academic Council/Director	November
	<b>Application</b> for Term Paper / Master's Thesis submission to the Study Office (via LMS) ( <b>Appendix 1</b> )	November
	<b>First draft</b> of Term Paper/ Master's Thesis submission to LMS	January
	<b>Internship</b> Application submission to the Study Office	January
	Internship activities	January – March
Module 3	<b>Final draft</b> of Term Paper/ Master's Thesis and <b>Internship documents</b> submission to LMS and the Study Office	March  March
	<b>Preliminary defense</b> of Term Paper/ Master's Thesis	Research Seminar exam (end of March 2)
Module 4	<b>Finalized</b> Term Paper / Master's Thesis submission to LMS	May
	<b>Preliminary Defense</b> of Term Paper / Master's Thesis	June

## Appendix 4

### Term Paper/Master's Thesis Research Proposal and First Draft Requirements

Research Proposal is a written and structured presentation of a research issue, which the Student of a Master's Program is going to research during the Term Paper / Master's Thesis.

Structure of synopsis in general corresponds to the structure of the Introduction to the Master's Thesis or any other qualifying research work and should include the following elements:

Title page with the topic of research.

Analysis of research problem (related to the topic on the title page); relevance and importance of the research problem/topic; the need for conducting the Master's Thesis research.

Literature review on the proposed research problem: should include literature and sources of different types both in Russian and English. For the Term Paper synopsis literature review should include at least 20 sources, for Master's Thesis – at least 40 sources. During the research the number and scope of sources should be expanded to at least 40 and 80 accordingly. The aim of this part is to analyze the scope of existing research of the problem.

Research Design:

Explicit statement of research problem, which briefly summarizes the existed discussion.

Research question, which states the intriguing aspect of the problem the research is supposed to deal with (one question usually).

Research goal/aim is formulated as an achievable result (one goal usually), not as a process, and points towards an important aim for the political research or policy analysis.

Research tasks which are needed for achieving the goal/aim of research (two or three major tasks usually).

Theoretical contribution of your research (i.e. novelty of the research): what are the limitations of previous research on the problem and how your research will contribute to filling the gaps?

Term Paper/Master's Thesis structure: Brief overview of the future text structure (of the main parts).

Reference list (Bibliography) formatted according to the standards.

First Draft should include the following elements:

TITLE: The Title should be connected to the focus of the paper, thus giving information on the theme as well as paper's subject(s) to be developed. Example: The Impact of the Doctrine of Cultural Relativism on the Canadian Legal System.

INTRODUCTION: see description of Research Proposal structure

For final version of the Term Paper approximately one paragraph per each element should be written, not less. For Master's Thesis it should be approximately two paragraphs per each of the elements listed above.

MAIN BODY: The role of the First Draft is to give clear vision of how the paper's argument will be developed; what kind of role the different elements of the main paper will have towards the overall paper's thesis; what the theoretical foundation of the paper will be; how different sources and arguments will be interpreted and analyzed throughout the paper. All parts of the paper must be



logically linked at this stage, or in other words, it should be clear that there is a logical connection among different steps of argumentation. Main body should contain:

**Chapters:** Present the sub-arguments of each chapter of your paper and/or present the role of each chapter to the overall paper argument; present the authors and literature based on which you will develop the chapter's sub-arguments.

**Sub-chapters:** Present the sub-sub-arguments of each sub-chapter and/or present the role of each sub-chapter towards the chapter's argument to which it belongs; present the authors and literature based on which you will develop the sub-chapter's sub-sub-arguments.

**Paragraphs:** Try to form the text in paragraphs, with clear structure, i.e. topic sentence, introduction, main body and conclusion. Be sure to submit the first draft with not only ideas, but also with a sound formulation of your thoughts and investigation.

**CONCLUSION:** The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.

**BIBLIOGRAPHY:** Provide a list of the literature you plan to use in the footnotes and the research. Please reference your sources according to the requirements (see the APA Manual). Also, order alphabetically according to the author's last name, and distinguish between Primary Sources and Secondary Sources. This will save you time at the end of the paper, so that you will not have to do the bibliography page from scratch.

## 2.5. Final Draft

The Final Draft should be a very advanced version of a student's Term Paper/Master's Thesis, which should include all the required elements. These elements are:

**COVER PAGE:** Fill in the Sample Cover Page (Appendix) and include it into your paper.

**TABLE OF CONTENTS:** Insert the Table of Contents (use the Microsoft Word function).

**INTRODUCTION:** see description of Research Proposal structure

**MAIN BODY:** At this stage, all the parts of your Main Body (chapters, sub-chapters) should be quite well developed. Each chapter should contain an introductory paragraph before you introduce the sub-chapters.

**CONCLUSION:** The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.

**BIBLIOGRAPHY:** All the sources that you used in your research (even sources you did not quote but consulted during your research) should be listed here. Primary and Secondary Sources must be distinguished, every single bibliographic entry must be formatted according to the requirements (see the APA Manual).

## **Appendix 5**

### *Term Paper Defense Documents*

Term Paper Defense documents include:

The final text of the Term Paper, which is to be uploaded to LMS according to the Schedules.

Defense documents submitted to the Study office, including:

The summary– the summary should be within 1800-2500 symbols and should cover main points of your research outcomes and research design.

One copy of a signed Supervisor's review (only if the Supervisor is not going to be present at the Defense) – the original review may be provided to the Student in scanned format, but it must be a signed one.

### *Master's Thesis Defense Documents*

Master's Thesis Defense documents include:

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

Defense documents submitted to the Study Office, including:

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

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

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

### *External Reviewer for Master's Thesis*

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

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

No external review or special second reading is required for Term Paper. This function is carried out by the Term Paper Defense Commission members, who provide substantial review and recommendations.

## Appendix 6

### Appendix 6.1. Application for the Approval of the Topic

Approved by the Academic Council of Master's  
Program "Political Analysis and Public Policy"  
Academic Director of Master's Program

\_\_\_\_\_

\_\_\_\_\_

(signature)

To the Manager of Master's Program "Political  
Analysis and Public Policy"

From Student of \_\_\_\_ year \_\_\_\_\_ group

\_\_\_\_\_

(full name)

Manager of Master's Program

\_\_\_\_\_

(signature)

#### Application

I submit for your approval the topic of my Master's Thesis (in English):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Research Supervisor

\_\_\_\_\_

(Full name, signature, date)

Consultant (optional)

\_\_\_\_\_

(Full name, signature, date)

Student

\_\_\_\_\_

(Full name, signature, date)

Student's contact phone number: \_\_\_\_\_

Student's e-mail: \_\_\_\_\_

## Appendix 6.2. Application for the Topic Change

Академическому руководителю основной  
образовательной программы магистратуры  
«Политический анализ и публичная политика»  
To the Academic Director of Master's in Political  
Analysis and Public Policy

от студента курса группы/from Student, year of study  
and group number

ФИО/name surname \_\_\_\_\_

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему курсовой работы/ I submit for your approval the updated topic  
of my coursework

Тема на русском языке/ topic in Russian: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Тема на английском языке/Topic in English:

(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all words except for  
articles and prepositions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Согласие научного руководителя/Signature of the Supervisor

\_\_\_\_\_  
(подпись/signature)

Date

\_\_\_\_\_  
(подпись студента/Signature of the Student)

## Appendix 6.3. Supervisor's Review Template

### SUPERVISOR'S REVIEW of the Master's Thesis / Term Paper

Supervisor's full name and academic degree

--

Master's Thesis / Term Paper written by

--

Topic of the Master's Thesis / Term Paper

--

*Please fill out the form and return the scanned document. Comment on the following (1,5-2 pages):*

- Research Design:
- Knowledge of relevant literature and Grasp of theory:
- Structure of chapters and sections & Coherence and quality of argument:
- Originality:
- Discussion and development of empirical material:
- Additional comments:

#### Suggested grades

*Please fill out the following table, grading the work according to the criteria used earlier. Use the 10-point scale (10-8 is excellent; 7-6 is good; 5-4 is satisfactory; 3-1 is fail; 0 is for plagiarism)*

Criteria	Grades
<b>Research design.</b> <i>The Student is capable of independently formulating a relevant research problem, research questions, and corresponding strategy for a relatively complex research.</i>	
<b>Knowledge of relevant literature and Grasp of theory.</b> <i>The Student shows familiarity with, and understanding of the relevant literature and has incorporated recent developments in the field into the research; shows an ability to conduct a critical study and in-depth analysis of the relevant sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop own ideas for the conceptualization and operationalization of the research question.</i>	
<b>Structure of chapters and sections &amp; Coherence and quality of argument.</b> <i>Structure of chapters and paragraphs is clear and subsequent. The argument is structured, logical, substantial, coherent, and linguistically correct. The literature references have been incorporated according to a scientific standard used in the field in question. The quality of English and general presentation are of a standard for publication.</i>	
<b>Originality.</b> <i>Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.</i>	
<b>Discussion and development of empirical material.</b> <i>The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.</i>	

Resulting Grade:

--

Signature & Date:

--

## Appendix 6.4. External Review Template

### EXTERNAL REVIEW of the Master's Thesis

Reviewer's full name and academic degree or organization and position

--

Master's Thesis written by

--

Topic of the Master's Thesis

--

Please fill out the form and return the scanned document. Comment on the following (1,5-2 pages):

- Research Design:
- Knowledge of relevant literature and Grasp of theory:
- Structure of chapters and sections & Coherence and quality of argument:
- Originality:
- Discussion and development of empirical material:
- Additional comments:

#### Suggested grades

Please fill out the following table, grading the work according to the criteria used earlier. Use the 10-point scale (10-8 is excellent; 7-6 is good; 5-4 is satisfactory; 3-1 is fail; 0 is for plagiarism)

Criteria	Grades
<b>Research design.</b> The Student is capable of independently formulating a relevant research problem, research questions, and corresponding strategy for a relatively complex research.	
<b>Knowledge of relevant literature and Grasp of theory.</b> The Student shows familiarity with, and understanding of the relevant literature and has incorporated recent developments in the field into the research; shows an ability to conduct a critical study and in-depth analysis of the relevant sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop own ideas for the conceptualization and operationalization of the research question.	
<b>Structure of chapters and sections &amp; Coherence and quality of argument.</b> Structure of chapters and paragraphs is clear and subsequent. The argument is structured, logical, substantial, coherent, and linguistically correct. The literature references have been incorporated according to a scientific standard used in the field in question. The quality of English and general presentation are of a standard for publication.	
<b>Originality.</b> Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the Student etc.	
<b>Discussion and development of empirical material.</b> The Student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.	

Resulting Grade:

--

Signature & Date:

--

## Appendix 6.5. Supervisor's Report on Student's Progress

Supervisor \_\_\_\_\_

Student \_\_\_\_\_

Topic (initially proposed) \_\_\_\_\_

Topic approved by the Department \_\_\_\_\_

Updated topic (if changed, date) \_\_\_\_\_

<b>Report date/ parameters</b>	<b>Oct. 26, 2020 (research proposal draft)</b>	<b>Nov. 28, 2020 (outline)</b>	<b>Dec. 26, 2020 (first draft)</b>	<b>Mar. 20, 200 (final draft)</b>
1. How frequent is communication with Student: face-to-face, by email, phone, etc.? 0 – never 1 – once 2 – several times 3 – each week				
3. How many pages are ready?				
4. Text quality needs: 0 – total rewriting 1 – considerable editing 2 – minor editing 3 – no editing				
5. Readiness for Pre-defense: 0 – zero 1 – questionable 2 – realistic 3 – almost ready	<b>NOT TO BE FILLED</b>	<b>NOT TO BE FILLED</b>	<b>NOT TO BE FILLED</b>	
6. Comments (E.g.: there are some particular problems; it is necessary to change the Supervisor or the topic; etc.)				

FEDERAL STATE AUTONOMOUS EDUCATIONAL  
INSTITUTION FOR HIGHER EDUCATION  
NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS  
Faculty of Social Sciences



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Student's name, surname

**MASTER THESIS**

**Economic Sanctions and Foreign Policy Change: a Comparative Analysis of their  
Effects on the Russian and Iranian Oil and Gas Industries**

Field of study 41.04.04 Political Science  
Master's program 'Political Analysis and Public Policy'  
Department of Public Policy

Reviewer  
Candidate of Sciences (Phd)

Scientific Supervisor  
Assistant professor

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Reviewer's full name

---

Supervisor's full name

Moscow 2023