**METHODICAL RECOMMENDATIONS**

**for the preparation of Final Qualifying Work (Master's theses) for students of the Master's programme “Applied social psychology” at National Research University Higher School of Economics**

1. **GENERAL REQUIREMENTS FOR FINAL QUALIFYING WORK (MASTER'S THESES)**

1.1 Final qualifying work is a mandatory element of the educational program, a form of research and project work of the student. Defense of the final qualifying work is included in the mandatory part of the state final attestation.

1.2 Final qualifying work is performed in the form of a master's thesis.

1.3 The title of the master's thesis is chosen until November 20 of the second academic year. The title of the final qualifying work is offered in two languages: English and Russian.

1.4 The main format of the final qualifying work is the academic format - research carried out in order to obtain new knowledge about the structure, properties and specific features of the studied object (phenomenon).

1.5 Final qualifying work is fully performed in English.

1.6 The title of the final qualifying work and the supervisor can be changed on the basis of the application of the student (Appendix 1).

1. **STAGES OF PREPARATION OF FINAL QUALIFYING WORK (MASTER'S THESES)**

2.1 Preparation of final qualifying work project. Final qualifying work is the implementation of a research project prepared as part of the course work and performed in the first year.

2.2 Presentation of the first version of the final qualifying work to the supervisor. The text of the first version of the final qualifying work is transmitted to the supervisor of the final qualifying work for comments; if necessary, further adjustments are made to the text. Submission of the first version of the final qualifying work is made before March 25 of the second academic year.

2.3 Finalization of final qualifying work, preparation of the final version of final qualifying work. At this stage, if necessary, the final qualifying work is corrected by the student. At the end of this stage, the student submits the final version of the final qualifying work and the abstract to the supervisor for feedback no later than 2 weeks before the defense

2.4 Upload of the final qualifying work to the system "Turnitin". Student uploads the final version of the final qualifying work in electronic form in a special module in the LMS, then the work is sent to the system "Turnitin". In the case of a proven plagiarism in final qualifying work, a student may be brought to disciplinary responsibility in accordance with the procedure for the application of disciplinary sanctions for violations of academic norms in the writing of written academic papers at the HSE.

* 1. The final version of the final qualifying work, an annotation, a review of the supervisor, a review of a reviewer, information sheet with plagiarism check results are available in the LMS system.
  2. The feedback of the supervisor on a final qualifying work is written after providing by a student the final version of the coursework or final qualifying work to the study office.
  3. Review of the final qualifying work. Reviewers are representatives of another educational organization of higher education, employees of other organizations from the professional sphere, relevant to the topic of final qualifying work.

The reviewer must carry out a qualified analysis of the main points of the reviewed final qualifying work, if there is own point of view/ design solution, ability to use the methods of scientific research and design, the degree of reliability of conclusions and recommendations/ of the adequacy of means to achieve results, the reliability of the results/ feasibility of the obtained products, solutions, their novelty and practical significance. The study office of the programme sends final qualifying work for review no later than three calendar days after it has been received.

2.8 All students assigned to the local commission on the day of the defense of the final qualifying work, are required to attend the defense before the work of commission starts.

1. **STRUCTURE OF FINAL QUALIFYING WORK (MASTER'S THESES)**

1st page: Title page (Appendix 2)

Title page should include:

a. Name of the institution (Higher School of Economics), the department (Psychology), and the Master’s Program (Applied Social Psychology)

b. Title of the study

c. Author’s (student’s) full name

d. Supervisor(s)’ second name and initials

e. Year

2nd page: Table of contents

3rd page: Abstract and key words Introduction (around 10% of the text)

Chapter 1: Theoretical background (around 30% of the text)

a. A brief introduction of the objective (problem) of the thesis.

b. A history of research on the problem and the most important successes (results).

c. The theoretical and methodological context of the chosen research problem.

d. Research hypothesis (or questions) that clearly relate to the presented earlier review of literature

Theoretical chapter should include several logically ordered subchapters, each of which can consist of a number of more detailed subchapters. The structure and the content of this chapter depend on your research topic/question(s)/hypotheses, but below you can find some general guidelines how this chapter should be written.

1. Chapters should be logically ordered;

2. The literature should be sufficient in terms of number and relevance of references;

All of the key concepts should be clearly defined (a list of definitions of terms that directly pertain to this study should be provided. The list should include definitions of terms that might be unclear to the reader);

3. The literature should be integrated and critically described;

4. Concise but complete evidence should be provided for the hypotheses;

5. If the logic of your theoretical chapter allows, it would be good to finish this section with a chapter “The present research”, where you develop the hypotheses for your empirical study.

Chapter 2: Method (around 15% of the text)

 Chapter 3: Results (around 25% of the text)

• This chapter addresses the results from your data analysis only. This chapter does not include discussing other research literature or the implications of your findings.

• All results concerning the research problem that are part of the empiric verification of the hypothesis must be shown.

• Usually you begin by outlining any descriptive or exploratory/confirmatory analyses (e.g., reliability tests, factor analysis) that were conducted.

• Then, address the results of the tests of hypotheses.

• Tables and/or figures should be used to illustrate and summarize all numeric information.

• The tables and drawings should be formatted in the same way throughout the whole thesis. The student must also remember that titles of tables are given above them, and captions of drawings – below them.

• The statistical study should start from the values of descriptive statistics that further statistical tests refer to. The analysis results must contain the full information that is the value of the statistical test, the number of degrees of

Chapter 4: Discussion and conclusion (around 20% of the text)

• The purpose of this chapter is not just to reiterate what you found but rather to discuss what your findings mean in relation to the theoretical body of knowledge on the topic and your profession.

• The discussion of results should be started with a reminder of the objective and research problem.

• Begin by discussing your findings in relation to the theoretical framework introduced in the literature review.

• This chapter also should address what your findings mean for communication professionals in the field being examined. In other words, what are the study's practical implications?

Conclusion - Summary of entire thesis in a few pages.

1. Conclusions (a summary of the most important conclusions of the thesis and their meaning).

2. Implications. Speculate about broadest possible consequences, both theoretical and practical.

3. Limitations (factors that were not under the control of the researcher). Theory, method.

4. Suggestions for future research.

References

Appendix (optional)

The paper should be 5-8 thousand words.

The text has to be in Times New Roman, 12pt, double spaced. For formatting please use APA style: http://www.apastyle.org/ or https://owl.english.purdue.edu/owl/resource/560/01/

Appendix 1

|  |  |
| --- | --- |
| Утверждаю:  "\_\_\_"\_\_\_\_\_\_202\_ г.  Академический руководитель магистерской программы  «Прикладная социальная психология»  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ А.Н. Татарко | Академическому руководителю  магистерской программы  «Прикладная социальная психология»  А.Н. Татарко.***/to Alexander N. Tatarko, the academic supervisor of master`s program Applied Social Psychology***  от студента***/from student of the***\_\_курса***/year***, ***of***\_\_\_\_\_\_ группы***/group***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Конт. тел./***tel.***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

ЗАЯВЛЕНИЕ/STATEMENT

Прошу изменить мне тему выпускной квалификационной работы – магистерской диссертации***/I ask to replace the topic of my final qualification work – master`s thesis:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

на новую тему/***by the topic (in Russian):\_\_\_\_\_\_\_***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**(in English):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

под научным руководством/***under supervision*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Фамилия И.О., ученая степень, должность***/Name, academic title***)

В связи с необходимостью прошу назначить консультантом***/Due to coursework’s special requirements please approve an academic consultant*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Ф.И.О., ученая степень и ученое звание***/Name, academic title***)

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

(подпись студента***/signature of student***)

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

дата/***date***

Согласие научного руководителя***/supervisor’s agreement*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Appendix 2*

***Template for Thesis Cover Page***

**National Research University Higher School of Economics**

###### Faculty of Social Sciences

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

*author’s full name[[1]](#footnote-1)*

**THESIS TOPIC**

Final Graduation Paper - MASTER’S THESIS

written in the field of 37.04.01 Psychology

degree programme “Applied social Psychology”

|  |  |
| --- | --- |
| Reviewer  Doctor of\_\_\_\_\_\_Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  initials and last name  Moscow, 2022 | Supervisor  Doctor of\_\_\_\_\_\_Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  initials and last name  Consultant  Doctor of\_\_\_\_\_\_Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  initials and last name |

1. All authors must be specified, if a term paper / thesis was prepared by a group of authors. [↑](#footnote-ref-1)