

APPROVED

academic council of the educational
program

"Data analytics and Social Statistics"
National Research University Higher
School of Economics

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GUIDING RULES

for Term Papers and Master's Theses of students, studying in the master's program
"Data analytics and Social Statistics"
at the National Research University
"Higher School of Economics"

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1. GENERAL REQUIREMENTS FOR THE TERM PAPER

1.1. Term Paper is a separate type of learning activity - a form of research, project work of the student.

1.2. Execution of a Term Paper by a student contributes to the deepening of knowledge and skills, acquired during theoretical and practical classes, instills skills of independent study of material on the topic of the Term Paper, as well as develops the competence of analytical, research and project activities, work with information.

1.3. Term Paper may be completed in one of the following formats:

1.3.1. Research Term Paper - analysis and generalization of theoretical and empirical material, designed to contribute to the consolidation and demonstration of knowledge and skills acquired in the process of mastering the EP. The research work can be done, including in the format of a case study.

1.3.2. Term project - a reasonable solution to a practical problem, based on a systematic analysis of the selected object and subject, problem (situation).

1.4. Term Paper is completed and submitted in English.

2. GENERAL REQUIREMENTS FOR THE MASTER'S THESIS

2.1. Master's Thesis is a mandatory element of the educational program, a form of research, project work of the student; the defense of the master's thesis is a mandatory part of the GIA. Master's Thesis is performed in the form of a thesis or applied project.

2.2. Students choose the topic of the thesis in the second year of study. With the permission of the Academic Supervisor of the program and the supervisor of the Master's Thesis, students may continue working on the topic chosen in the first year and reflected in the Term Paper.

2.3. The main formats of the Master's Thesis are:

2.3.1. Academic format - research carried out in order to obtain new knowledge about the structure, properties and regularities of the studied object (phenomenon). The research work can be done, including in the format of a case study.

2.3.2. Project-research format - solving an applied problem, resulting in some product (project solution).

2.4. Master's Thesis shall be performed and submitted in English.

3. STAGES OF PREPARATION OF TERM PAPER AND MASTER'S THESIS

3.1 Stages of preparation of Term Paper and Master's Thesis for 2024-25.

3.1.1. The schedule for the completion of Term Paper and Master's Thesis is agreed between the student and the supervisor appointed in the order and provides for the following key stages:

Stage	Notes	Term Paper	Master's Thesis
Choosing a work's focus area, suggesting topics by students		From Nov. 1.	From Oct. 1.
Approval of the preliminary topic of the work, selection of the topic in the LMS		Dec. 15	Nov. 17
Fixing the topic of work by order		Dec. 26	Dec. 17
Presentation of the first structure and work plan by the student to the supervisor	The document should contain the main elements of the work program (see the following Section 5)	Dec. 17	Before Dec. 25.
Preliminary presentation of the work within the scientific research seminar	Oral presentation, provision of materials in ppt format to the supervisor.	Before March 1	Before May 1.
Submitting the first draft of the paper to the supervisor	Followed by adjusting the work (if necessary)	April 1	Before February 20.
Change of the supervisor (if necessary)		Before April 10.	Before March 31
Interim discussion of the work with the supervisor	Followed by adjusting the work (if necessary)	Before April 10.	Before 10 April
Clarification / change of the topic of the work		Before May 13.	Before April 30.
Conducting pre-defense of Master's Thesis		-	May 12-13.
Submission of the final version of the work to the supervisor		No later than May 30	No later than May 30
Uploading work to the LMS for further checking of the work plagiarism by the "Antiplagiat" system		Before May 31.	Until 11:59 p.m. May 31.
Appointment of reviewers		-	Before May 13.
Evaluation of the work by the supervisor and reviewers, preparation of feedback		Before June 20.	Before June 5.
Familiarizing students with the assessment and feedback by supervisor and reviewers		Before June 30.	Before June 9.
Public defense of Master's Thesis	Subject to change. Exact dates will be set no later than June 1.	On 4 th module session week	June 16-17.

3.1.2. The student is obliged to submit the final version of the work to the supervisor and to the Academic Office of his/her educational program within the established deadline.

3.1.3. The final grade of the Term Paper is assigned by the supervisor. The final grade of the Master's Thesis is determined by the results of the public defense.

3.1.4. The work is evaluated in accordance with the criteria set forth in these Rules, section. 8.

3.2 Features of the stages of preparing a Term Paper

3.2.1 The Term Paper schedule is agreed upon by the student with the Term Paper supervisor designated in the order and may include the following checkpoints¹:

- 1) **presentation by the student to the head of the project of Term Paper** (it, as a rule, should present the relevance, structure of the work, idea, a list of the main sources for this work, the expected result);
- 2) preliminary presentation of Term Paper on scientific research seminar;
- 3) **first presentation of finished Term Paper to the supervisor**, with subsequent correction of the Term Paper (if necessary);
- 4) Submission of the final version of the Term Paper to the supervisor;
- 5) **uploading the Term Paper to the LMS system for further checking of the work for plagiarism by the "Antiplagiat" system**;
- 6) reviewing the Term Paper;
- 7) **evaluation by the supervisor** (and, if necessary, writing feedback) of Term Paper²;
- 8) public defense of the Term Paper.

3.2.2 EP in the Rules may change the list (except for mandatory items), reduce or increase the number of checkpoints in the process of preparing the Term Paper.

3.2.3 The student is obliged to submit the final version of the Term Paper to the supervisor and to the Educational Office of his/her educational program within the deadline established in the order (see para. 4.2.7.).

3.2.4 The form of submission of the final version (electronically, via LMS, in paper form) is defined in the Rules. If the work is submitted in paper form, the student attaches a report from the "Antiplagiat" system.

3.2.5 The review of the Term Paper is completed by the assessment of the Term Paper supervisor and/or public defense of the Term Paper, if such a procedure is stipulated by the Rules. The evaluation of the Term Paper is communicated to the student by sending it to the student's corporate e-mail/ posting it in the LMS module.

¹ Paragraphs (1), (3), (4), (5), (7) are mandatory, the rest are regulated by the Rules of the educational program

² The form of the evaluation sheet of the Term Paper by the supervisor - Appendix 1 to these Regulations.

3.2.6 Appeal on Term Paper is carried out in the order established by the Regulations on Organization of Interim Attestation and Current Academic Performance Control of Students of NRU HSE for appealing the results of the examination.

3.2.7 In case of a proven fact of plagiarism in the Term Paper, the student may be subject to disciplinary sanctions regulated by the Procedure of Disciplinary Sanctions for Violations of Academic Norms in Written Academic Works at the National Research University Higher School of Economics (Appendix 7 to the Internal Regulations of the National Research University Higher School of Economics).

3.2.8 A student who receives an unsatisfactory grade for a Term Paper is considered to have an academic debt. He/she is obliged to eliminate this academic debt in the order established by the local normative acts of the University, eliminating comments and, if necessary, finalizing the text of the Term Paper; in this case, the topic³ of the Term Paper may be changed. Change of the topic is made by the order of the Dean of the Faculty.

3.2.9 For students who have academic arrears on Term Paper, the retake procedure is regulated by the Regulations on the Organization of Interim Attestation and Current Academic Performance Control of Students of NRU HSE.

3.2.10 The Term Paper is evaluated in accordance with the criteria established by the Rules.

3.3 Peculiarities of stages of preparation of Master's Thesis

3.3.1 **Preparation of the Master's Thesis project.** At this stage, the student should formulate the working hypothesis / concept of the work, identify the problem, which will be aim of the Master's Thesis, and propose the basic structure of the Master's Thesis.

The Master's Thesis project can be prepared by the student during the research seminar and individual consultations with the supervisor (potential supervisor).

3.3.2 **Submission of the first version of the Master's Thesis.** The text of the first variant of the Master's Thesis is submitted to the supervisor of the Master's Thesis for comments; if necessary, the text is further corrected. Submission of the first version of the work is not later than the deadline specified in Section 3.1. In case of absence of the text of the first variant of the Master's Thesis, submitted by the deadline, the supervisor of the Master's Thesis is obliged to notify the Academic Office of the student's EP by corporate e-mail or through a special module in the LMS. It is recommended to consult with the supervisor at least once a month in the process of preparation of Master's Thesis.

3.3.3 **Finalization of the Master's Thesis, preparation of the final version of the Master's Thesis.** At this stage, if necessary, the student makes adjustments to the Master's Thesis. Upon completion of this stage, the student submits the final version of the Master's Thesis and the abstract to the supervisor of the Master's Thesis to receive feedback no later than the deadline specified in Section 3.1. The Master's Thesis supervisor is obliged to provide the Academic Office of the program the student is studying in with the feedback on the Master's Thesis within a calendar week after receiving the final version of the Master's Thesis according to the approved forms.

3.2.4. **Uploading the Master's Thesis to the "AntiPlagiat" system.** It is obligatory for the student to upload the final version of the work in electronic non-scanned form to a special

³ The possibility of changing the supervisor of the Term Paper in such cases shall be set out in the Regulations.

accompaniment module of Term Papers and Master's Theses in the LMS, after which the work is automatically sent by the specified module to the "Antiplagiat" system.

3.2.5. Submission of the final version of Master's Thesis to the study office. The final version of the Master's Thesis is submitted by the student to the study office of the EP in a paper version (in 2 copies), with an abstract, supervisor's feedback, certificate or registration sheet from the "Antiplagiat" system in the term established by the order (see s.4.2.7).

3.2.6. Reviewing of Master's Thesis. The reviewer is appointed from among the teachers or researchers of the University who are not involved in the implementation of this program. The reviewers can also be representatives of another educational organization of higher education, employees of other organizations from the professional sphere corresponding to the topic of the work.

3.2.7. The reviewer is obliged to carry out a qualified analysis of the main provisions of the reviewed Master's Thesis, the presence of own point of view / design solution, the ability to use the methods of scientific research / design, the degree of validity of conclusions and recommendations / adequacy of the means of achieving results, reliability of the obtained results / feasibility of the obtained products, solutions, their novelty and practical significance. The reviewer may assess the degree of competencies of the author of the Master's Thesis, stipulated by the OS of the National Research University Higher School of Economics. Master's Thesis is evaluated in accordance with the criteria established by these Rules, s. 8.4.

The study office of the EP sends the Master's Thesis for review no later than three calendar days after its receipt. The reviewer prepares and submits to the responsible person from the Academic Office of the EP a written review of the Master's Thesis not later than 6 days before the date of defense of the Master's Thesis.

The content of the review is brought to the student's attention by the Academic Office of the EP no later than three calendar days before the defense of the work so that the student could prepare in advance answers to the substance of the reviewer's remarks.

3.2.8. The defense of the Master's Thesis (the order and procedure of defense) is regulated by the Regulations on the State Final Attestation of Graduates of the National Research University Higher School of Economics.

4. SELECTION OF TOPICS AND SUPERVISION OF TERM PAPER AND MASTER'S THESIS

4.1 Proposal and approval of the topics of Term Papers and Master's Theses

4.1.1 Research supervisors of students, research departments, as well as individual teachers and researchers of the National Research University Higher School of Economics, whose area of scientific interests overlaps with the direction of training of the students of the program, can propose topics of Term Paper and thesis for the students of the program.

4.1.2 It is possible to propose topics of Term Papers and Master's Thesis from the employers' side.

4.1.3 The list of topics from the supervisor or research departments may be discussed and recommended for proposal to students at the EP staff meeting.

4.1.4 The information containing the offer to students should have the following

structure:

- approximate topic of the paper in English. The topic of the paper may be approximate and subsequently refined by the supervisor and the student in joint work on the text;

- proposed supervisor of the work (full name, position, scientific degree, place of work);

- individual or group form of work;

- work format.

4.1.5 The information containing the offer of topics to the students of a particular educational program is collected by the Academic Office of the EP within the period specified in section 3.1.

4.1.6 To transfer information, you can use a special module for supporting Term Paper and Master's Thesis in the LMS, or transfer information⁴ by e-mail to the head of the Academic Office (manager of the educational program).

4.1.7 The Academic Office communicates the collected information to the Academic Supervisor of the educational program⁵.

4.1.8 The Academic Supervisor in conjunction with the Academic Council of the EP (if any) will agree the information gathered within five working days and submit it to the Academic Office.

4.1.9 The Academic Supervisor of the EP has the right to exclude topics from the proposed list of topics that do not correspond to the level, direction of students' training. The reason for the exclusion of a topic from the list cannot be the affiliation of the proposed head of the work to the Department or scientific division of the Faculty, which does not implement this EP.

4.1.10 The Academic Office, within one business day of the Academic Council's decision on the recommended list of topics to be offered to students, will notify Departments, research departments, or individual faculty members, researchers, or employer representatives which topics have been approved and which have been rejected.

4.1.11 Research supervisors, research departments, individual teachers or researchers, representatives of employers, whose topics were rejected by the Academic Council, within three working days after receiving notification from the Academic Office, may discuss the reasons for rejection with the Academic Supervisor. Based on the results of this discussion, the Academic Supervisor has the right to add some topics to the list of topics recommended to students.

4.1.12 The educational office shall, no later than the deadline specified in section 3.1, publish in the public domain on the website of the educational program for students' information containing:

- approximate paper topics,

- work format,

⁴ If the information given to the Academic Office is not complete, the head of the Academic Office has the right to request a supplement from the Department, research department or individual teacher, researcher or employer representative.

⁵ The transfer of information is possible through the access of the Academic Supervisor to the special module of Term Paper and Master's Thesis support in the LMS.

- proposed supervisors (with links to personal pages in case the supervisor works at the National Research University Higher School of Economics),
- the language in which the work will be performed,
- presence of prerequisites,
- ability to do group work,
- timeline for completion of the student's choice,
- a description of the procedure for selecting a topic by the student, including a link to application templates, unless a special module in the LMS or other information systems is used,
- a link to the Rules of completing work.

4.1.13 To publish information about the proposed topics can be used a special module to support Term Papers and Master's Theses in the LMS. In this case, a notification for students should be placed on the Internet page of the educational program on the corporate portal (website) of the University.

4.2 Students' selection of topics of Term Papers and Master's thesis and approval on them by the Academic Office of the EP

4.2.1 The student chooses the topic of Term Paper or Master's Thesis in accordance with the Rules developed for the EP and within the deadlines specified therein.

4.2.2 The student should consult with a potential supervisor to decide on the selection or refinement of a topic. Consultations can be organized via e-mail, LMS.

4.2.3 In the case of a positive outcome of the topic approval process, the student receives a confirmation of supervision from the supervisor. The confirmation can be received in a simple written form, containing the title of the topic in Russian and in English, the student's surname and name, the supervisor's contacts (e-mail), personal signature, and submitted to the Academic Office of the EP. The confirmation can be recorded in a special module in the LMS or by e-mail.

4.2.4 If none of the proposed topics does not suit the student, he/she has the right to proactively propose to the Academic Supervisor of his/her EP the topic of a Term Paper or a Master's Thesis and/or a potential supervisor of this work.

4.2.5 Having considered the proposed topic of the student's Term Paper or Master's Thesis, the Academic Supervisor of EP has the right to accept it, or reject it, arguing his/her decision, or, together with the student, to reformulate it.

4.2.6 After the completion of the procedure of selecting the topics of Term Paper or the Master's Thesis by students, the Academic Council of the program no more than within five working days makes a decision on assigning the topics, supervisors of Term Paper or the Master's Thesis to specific students.

4.2.7 The order to approve the topics of Term Paper/Master's Thesis and to set the deadline for submission of the final version of the Term Paper/Master's Thesis is issued not later than December 29 of the current academic year. The order is prepared by the Educational Office of the educational program in accordance with the forms of orders approved at the National Research University Higher School of Economics.

4.2.8 The Academic Office of the EP, after issuing the order, gives to all supervisors of Term Paper and Master's Thesis the lists of students and the topics assigned to them. For notification corporate e-mail or a special module in the LMS may be used.

Simultaneously with the transfer of the lists, the Training Office is obliged to inform the heads of Term Papers and Master's Thesis about the schedules of work stages and about the Rules for the implementation of work on this educational program.

4.2.9 Change, including clarification, of the topic of the Term Paper/Master's Thesis are possible according to the deadline specified in section 3.1.

4.2.10 A student, who fails to choose the topic of the Term Paper/Master's Thesis within the established deadline, is considered to have academic arrear. He/she is obliged to liquidate it in the order and within the terms established by the legislation of the Russian Federation and local normative acts of the University.

4.3 Supervision of Term Paper

4.3.1 Direct management of the Term Paper is carried out by the supervisor, appointed by the order of the Dean of the Faculty.

4.3.2. Provided that the Term Paper is carried out as a real practical/research project, a co-supervisor of the Term Paper may be appointed. The co-supervisor of the Term Paper can be an employee of an external organization, from among the key employers for this EP, or an employee of another educational organization (in the case of implementation of joint OPs). The main criteria for selection of the co-supervisor of the Term Paper are the experience of professional (analytical, statistical, consulting, etc. activities), high-level knowledge of research methods necessary for the implementation of this study.

4.3.3. In order to provide consultative assistance, Term Paper consultants may be appointed from among teachers or researchers of the University or employees of external organizations, whose professional activities and/or scientific interests are related to the topic of the Term Paper.

4.3.4. The appointment of a co-supervisor or consultant is made on the proposal of the Academic Supervisor of the EP (after the submission of the head of the Term Paper), by the order of the Dean of the Faculty. The activity of consultants is regulated at the Faculty level.

4.3.5. Replacement of the supervisor, appointment of co-supervisors or consultants of the Term Paper is made by the order of the Dean of the Faculty no later than 1 month before the deadline for submission of the final version of the Term Paper, established by the curriculum.

4.3.6 The supervisor is required to supervise the Term Paper, including:

- 1) provide consulting assistance to the student in determining the final topic of the Term Paper, in preparing a plan of the Term Paper, the schedule of its implementation, in the selection of literature and factual material;
- 2) assist the student in choosing a research methodology, methodology of project implementation;
- 3) to exercise systematic control over the progress of Term Paper in accordance with the plan and schedule of its implementation;
- 4) to inform the Academic Supervisor of the EP and the Academic Office of the EP about cases of non-compliance of the student with the Term Paper schedule;
- 5) give the student qualified recommendations on the content of the Term Paper;

6) assess the quality of Term Paper in accordance with the requirements for it (including in the form of feedback on the Term Paper);

7) write a review of the Term Paper with a grade; the review shall be made out according to the recommended form (Appendix 1), unless otherwise specified in the Rules.

4.3.7 The head of the Term Paper has the right:

1) choose a form of interaction that is convenient for him/her and the student, including agreeing on a schedule for the preparation of the Term Paper and establishing the frequency of personal meetings or other contacts;

2) at the end of each meeting, require the student to prepare and agree with him/her a brief summary of the recommendations received and the outlined further steps for the preparation of the Term Paper;

3) require the student to be attentive to the advice received and to show up to meetings prepared;

4) when assigning grades, take into account the student's compliance with the deadlines of the Term Paper preparation schedule.

4.4 Supervision of Master's Thesis

4.4.1. The direct management of Master's Thesis is carried out by the scientific supervisor appointed by the order of the Dean of the Faculty (hereinafter - the Supervisor).

4.4.2. The supervisors of Master's Thesis are mainly appointed employees of the University who have an academic degree (Doctor of Science, PhD, Candidate of Science), as well as practitioners with at least 3 years of work experience in the industry, including those working at the University on a part-time basis.

4.4.3. Employees of third-party organizations with practical work experience (not less than 3 years) can be supervisors of the student's Master's Thesis, provided that the main volume of the student's Master's Thesis preparation takes place at the place of work of this supervisor.

4.4.4. For students who have supervisors who are not employees of the University, curators should be appointed from among the employees of the University that implements this educational program. Curators perform the function of control over the progress of work and compliance with the requirements for its content and design.

4.4.5. In order to provide counselling assistance, consultants may be appointed from among the employees of the University or employees of external organizations, whose professional activities and/or scientific interests are related to the topic of the student's work. Consultants have a consultative vote in the development of the Master's Thesis, their duties include consulting assistance to the student.

4.4.6. Up to two consultants may be engaged for works performed at the intersection of fields.

4.4.7. The change of the supervisor of the work is allowed no later than three months before the first version of the work is handed in. If necessary, a co-supervisor or consultant can be appointed at a later date.

4.4.8 The supervisor is obliged to supervise the preparation of Master's Thesis, including:

- 1) provide consulting assistance to the student in determining the final topic of the Master's Thesis, in preparing the schedule of the Master's Thesis, the design of the Master's Thesis, the first version of the Master's Thesis, in the selection of literature and factual material;
- 2) assist the student in choosing a research/project methodology; work with the student to determine the approximate stages of work on the topic;
- 3) to systematically control the progress and quality of the preparation of the Master's Thesis in accordance with the plan and schedule of its implementation;
- 4) to inform the EP Training Office in case the student fails to comply with the schedule of Master's Thesis;
- 5) to give the student recommendations on the content of the Master's Thesis;
- 6) to evaluate the quality of the work in accordance with the requirements (including in the form of feedback);
- 7) to coordinate the data on Master's Thesis, prepared by the student for placement on the corporate portal (website) of the National Research University Higher School of Economics or other open electronic resources.

4.4.9 The supervisor has the right to:

- 1) choose a form of interaction convenient for him/her and the student, including agreeing on a plan for the preparation of the Master's Thesis developed by the student and establishing the frequency of personal meetings or other contacts;
- 2) at the end of each meeting, require the student to prepare and agree on a brief summary of the recommendations received and the intended next steps in the preparation of the thesis;
- 3) require the student to be attentive to the advice received and to show up to meetings prepared;
- 4) when assigning a grade for the Master's Thesis, take into account the student's compliance with the deadlines for submission of the Master's Thesis project and the final text of the Master's Thesis, as well as the fulfillment of the plans agreed with the Supervisor for the preparation of relevant works;
- 5) participate in the GEC meeting at the defense of the work.

5. RECOMMENDATIONS ON THE STRUCTURE AND CONTENT OF TERM PAPER AND MASTER'S THESIS

5.1 General requirements to the structure of Term Papers and the Master's Thesis

5.1.1. Term Papers and Master's Theses can be of several types:

- **Research and analytical work.** The aim is to gain new knowledge as stated in the formulation of the Key Research Question.
- **Research work based on a case study.** The aim is to understand the mechanisms, structure or internal logic of a phenomenon, process, practice, structural comparison of selected cases (benchmarking).
- **Project Work.** The goal is to create a new intellectual product, which is defined by the Project Idea.

5.1.2. Term Paper and Master's Thesis represent a written report on the conducted research or realized project and should have an appropriate standard structure, i.e. consist of several interrelated parts of the text:

- A **cover page** with the full name of the Laboratory and the University,
- the title of the topic, the names and signatures of the student and supervisor,
- the date of formal submission of the work
- Table of Contents.
- **Introduction.**
- **Theoretical part** - analytical literature review (description of similar projects or approaches to solving a similar problem), formulation of the conceptual framework of the work, analysis of the theoretical and practical problem
- **Empirical part** - description of data collection and processing methods
- **Conclusion** - conclusions about the significance of the work beyond the object being investigated or transformed
- **List of references**
- **Appendices.**

5.1.3. **The introduction** to a Term Paper or Master's Thesis should give a general idea of the work and help the reader to understand the intent of the scientific research. It should necessarily contain the following sections:

- relevance of the study;
- scientific problem addressed by this study;
- interpretation and operationalization of basic concepts;
- object and subject of the study;
- purpose and hypothesis of the study;
- research objectives;
- research methods and techniques;
- empirical basis of the study;

- scientific novelty and practical significance of the research;
- an approximate plan of research/project activities.

5.1.4. The **theoretical part** of the Term Paper or Master's Thesis is student's independent theoretical research on the selected problem. It should contain a complete review of the current state of the study of the problem in Russian and foreign science. The theoretical part should have an internal structure, reflecting the logic of the study. It may consist of one or more chapters, which, in turn, consist of paragraphs and subparagraphs. The number, volume and location of sections are determined by the logic of the presentation of the material. All sections should have their own number and meaningful title and be reflected in the table of contents. Each paragraph should end with a brief summary summarizing the results of review in terms of their importance for achieving the overall goal of the study.

5.1.5. **The empirical part** is a report on the program of empirical research, methods and procedures for collecting empirical data, their analysis. The standard structure may contain the following sections:

- The program of the empirical study, including a description of the methods, procedure, and sample of the study;
- development of a research/project tool, its testing (piloting) and reasonable adjustment;
- data analysis (step-by-step description of procedures for applying analysis / modeling methods, assessment of the correctness of their use, assessment of the reliability of the analysis results);
- description of results;
- discussion of the results;
- conclusions.

The empirical part may also be a description and analysis of a statistical consulting case or other project implemented by the researcher himself/herself with practical analytical purposes.

The number, order and meaningful titles of paragraphs should reflect the essence and logic of the study. Also, the empirical part should contain tables and figures that visualize the results of the study.

5.1.6. The **conclusion** should contain a general assessment of the results of the work done, its theoretical and empirical parts. It should describe the degree of solution of each of the tasks specified in the introduction; it should conclude whether the hypothesis put forward in the introduction is confirmed. Also in the conclusion, the main conclusions of the study are clearly formulated. Based on the results of the study formulate specific practical recommendations addressed to certain specialists. Also outlines the limitations and shortcomings of the study, outlines the prospects for further development of the problem.

5.1.7. The **list of references** should contain a bibliographic description of all sources cited in the work, made in accordance with **GOST R7.05-2008**.

Appendices should contain stimulus material, keys and instructions interpreting the techniques used in the study, primary empirical data, also, if necessary, large tables, figures and other illustrative material, which the author considers necessary to present in the work, but which, when placed in the text, would clutter it too much and make it difficult to perceive.

5.2 Recommendations on the content of Term Papers

5.2.1 Term Paper of research and analytical type

Research-type Term Paper is a report on independently planned and conducted by the student scientific research, including the results obtained and their interpretation, conclusions that would allow us to expand our knowledge of the problems studied and possible ways to solve them. This type also includes Methodological work, the purpose of which is the development, elaboration or testing of a methodology, approach, technique from the arsenal of research and analytical tools.

The motive for writing a research (analytical) paper may be the desire to discover and fill gaps in existing scientific knowledge. The direction of this type of work is set by research questions and hypotheses, which in turn are formulated on the basis of explanatory theories. Accordingly, the goal of the dissertation is to find answers to the questions posed, confirm or refute the formulated hypotheses.

Research-type Term Papers have the following basic requirements (in addition to the general requirements listed earlier):

- research, starting from the formulation of questions and hypotheses, should be based on the theories recognized in the field of study and take into account the results of the most significant published studies, respectively, the thesis should demonstrate the author's knowledge and understanding of the scientific context of the work,
- formulation of research questions and hypotheses should be novel, i.e. not reproduce already published works of other researchers,
- achieving the goals of the Term Paper should be associated with the author's own original research - designing research methodology, planning research activity, carrying out the collection, processing and analysis of data, interpretation of the results obtained,
- proposed research design should not only be consistent with the objectives of the paper, but also be realistic in terms of the ability to carry out the planned research,
- on the basis of critical analysis of the obtained results and the results of other scientific works published on this topic, conclusions and recommendations for further research direction and/or their practical use should be made,
- text of the Term Paper should be logically structured and written in clear language in the expectation of presentation not only to the supervisor and reviewer, but also in open access to the entire professional community,
- Term Paper should be supplemented with presentation materials for defense and submission to scientific conferences.

5.2.2 Research Term Paper based on case studies

A research-type paper in the form of a case study is a report of a student's independently planned and conducted research, carried out in a "case study" strategy. This strategy, in contrast to a sample study or experiment, implies an in-depth study of the phenomenon of interest in its context. Case study is aimed at explaining the reasons for the emergence and existence of the phenomenon, at investigating the decisions made that led to its emergence (why they were made, how they were implemented, what results they led to). Otherwise, a master's thesis of this type is similar to a traditional research paper: it should obtain and interpret the results of the student's own research, make a critical analysis and conclusions that allow us to expand our knowledge of events and phenomena of scientific and practical interest.

The motivation for writing a paper in the case study strategy may be the desire to explain the emergence of a phenomenon that does not fit into existing theories, or the desire to explain how a scientifically established regularity is realized at the level of the object under study, considered today as a "black box".

The direction for the case study strategy, just like other research, is given by the theory used and the research questions. However, in the case study, the research questions are framed in terms of 'how' and 'why'. The aim of the thesis is to find answers to the questions posed.

The following basic requirements apply to case study papers (in addition to the general requirements listed earlier):

- the object of research should be of interest to the professional community
- research should be placed in the context of the theories recognized in the field of study and the most significant published research, and accordingly the thesis should demonstrate the author's knowledge and understanding of this context,
- achieving the goals of the work/thesis should be related to the author's own original research - designing the research methodology, planning the research activity, collecting, processing and analyzing data, interpreting the results obtained,
- special attention should be paid to issues of ethical and authorized use of the information obtained in the research, including official permissions from the organizations on which the research was conducted,
- proposed research design should not only be consistent with the objectives of the paper, but also be realistic in terms of the ability to carry out the planned research,
- on the basis of critical analysis of the results obtained, conclusions should be drawn and recommendations for their practical use should be given,
- text of the Term Paper should be logically structured and written in clear language in the expectation of presentation not only to the supervisor and reviewer, but also in open access to the entire professional community,
- Term Paper should be supplemented with presentation materials for defense and submission to scientific conferences.

The content and structure of a case study Term Paper is similar to the content and structure of a research Term Paper (see the previous section).

5.2.3 Project type Term Paper

Project Term Paper is a report on the development of a project, which allows to create an intellectual product/technology, and, in fact, the developed product itself. The direct result of the project Term Paper (intellectual product) can be a completed data analysis for a corporate customer, methodological statistical development, etc. The difference between project and

research Term Paper is that project Term Paper is focused on applying theory to practice and creating a relevant product, while research Term Paper is aimed at obtaining new data, finding answers to research questions, and adding knowledge.

The motive for writing a project work can be the desire to develop a real or potentially demanded intellectual product. The direction of this type of work is set by the search for project ideas and the choice of the best (or optimal by some parameters) management alternative to implement the project. Accordingly, the aim of the Term Paper is to find a project idea, the calculated embodiment of which will be the best (or optimal) variant of project realization, and to develop on its basis the final intellectual product.

The following basic requirements apply to project-type work (in addition to the general requirements listed earlier):

- project should be based on a project idea selected among alternatives, a situation of no-alternative choice is not allowed,
- selection of a project idea from alternatives is based on their evaluation in accordance with clearly formulated and justified criteria,
- search for project ideas should be based on published scientific papers (theoretical, applied, research), studies, including forecast studies, performed and published by recognized research organizations,
- designing of an intellectual product should be carried out on the basis of pre-project research, which includes search, justification and selection of a project idea, collection and analysis of information necessary to justify the parameters of the intellectual product, analysis of costs, benefits and risks of its use,
- developed intellectual product, as a result of the design, should be part of the Term Paper and presented in a separate section,
- Term Paper should propose criteria and methods for assessing the effectiveness of the product, risk management measures,
- text of the Term Paper should be logically structured and written in clear language in the expectation of presentation not only to the supervisor and reviewer, but also in open access to the entire professional community,
- Term Paper should be supplemented with presentation materials for defense and application to scientific and practical conferences.

You are encouraged to prepare a proposal of the developed product as part of the Term Paper, in the format necessary for submission to interested organizations and foundations. Previously developed projects that are not related to the training at the Master's program, cannot be accepted as a result of the Master's thesis.

5.3 Recommendations on the content of the Master's Thesis

5.3.1 General Provisions

Master's Thesis is an *independent research or practical work* done by the student, which contains a new solution to a problem of both theoretical and practical importance in any field, where the application of new methods of analysis allows to find fundamentally new solutions to problems, or the author's scientifically sound development of methods of working with data, providing solutions to important applied problems.

The requirements for the content of the Master's thesis include all the requirements described for the content of the Term Paper. In addition, a master's thesis is distinguished by a deeper

theoretical elaboration of the problem, a more thoroughly developed program of empirical research, depth of analysis of the obtained data and a higher level of generalization in the conclusions. Also, the master's thesis should contain either the justification and results of the application of a comprehensive approach to data analysis, or more carefully developed, compared to the Term Paper, practical recommendations for the development of new methods.

Master's thesis can be substantively related to the Term Paper, being its logical continuation and development.

Publication of the results of the dissertation in Russian and international journals is encouraged. In this case, it is allowed to prepare the text of the dissertation in accordance with the format of the potential publication. Such a scientific publication may be counted as a Master's Thesis if it:

- has been accepted for publication or published in a peer-reviewed Russian-language (from the list of HSE) or English-language international journal (indexed in Web of Science Core Collection or Scopus, and the quartile of the journal where the work was published must be at least the third (Q1-Q3)). It should be borne in mind that previously published scientific works or works not related to the Master's program cannot be accepted as a result of the Master's thesis.
- contains a reference (in the form of specific wording) to the EP and/or the Lab project.

5.3.2 Master's Thesis of research and analytical type

Master's Thesis of research and analytical type is a report on a scientific research independently planned and conducted by the student, including the results obtained and their interpretation, conclusions that would allow us to expand our knowledge about the problems studied and possible ways of their solution. This type also includes Methodological work, the purpose of which is the development, elaboration or testing of a methodology, approach, technique from the arsenal of research and analytical tools.

The motivation for writing a research paper may be the desire to discover and fill gaps in existing scientific knowledge. The direction of this type of work is set by research questions and hypotheses, which in turn are formulated on the basis of explanatory theories. Accordingly, the goal of the thesis consists in finding answers to the questions posed, confirming or refuting the formulated hypotheses.

The following basic requirements apply to research-type dissertations (in addition to the general requirements listed earlier):

- research, starting from the formulation of questions and hypotheses, should be based on the theories recognized in the field of study and take into account the results of the most significant published studies, respectively, the thesis should demonstrate the author's knowledge and understanding of the scientific context of the work,
- formulation of research questions and hypotheses should be novel, i.e. not reproduce already published works of other researchers,
- achieving the objectives of the dissertation should be related to the author's own original research - designing the research methodology, planning the research activity, carrying out data collection, processing and analysis, and interpreting the results obtained,
- proposed research design should not only be consistent with the objectives of the paper, but also be realistic in terms of the ability to carry out the planned research,
- on the basis of critical analysis of the obtained results and the results of other scientific works published on this topic, conclusions and recommendations for further research direction and/or their practical use should be made,

- text of the thesis should be logically structured and written in clear language in order to be presented not only to the supervisor and reviewer, but also in open access to the entire professional community,

- Thesis must be supplemented with presentation materials for defense and submission to academic conferences.

5.3.2 Master's Thesis of research type in the form of a case study

The research-type work in the form of a case study is a report on the student's independently planned and conducted research, carried out in the strategy of case study. This strategy, in contrast to a sample study or experiment, implies an in-depth study of the phenomenon of interest in its context. Case study is aimed at explaining the reasons for the emergence and existence of the phenomenon, at investigating the decisions made that led to its emergence (why they were made, how they were implemented, what results they led to). Otherwise, a master's thesis of this type is similar to a traditional research paper: it should obtain and interpret the results of the student's own research, make a critical analysis and conclusions that allow us to expand our knowledge of events and phenomena of scientific and practical interest.

The motivation for writing a Thesis in a case study strategy may be to explain the emergence of a phenomenon that does not fit into existing theories, or to explain how a scientifically established theory is realized regularly at the level of the object under study, considered today as a "black box".

The direction of a case study, like other studies, is set by the theory used and the research questions. However, in the case study, the research questions are formulated in terms of 'how' and 'why'. The aim of the thesis is to find answers to the questions posed.

The following basic requirements apply to case study dissertations (in addition to the general requirements listed earlier):

- the object of the case study should be of interest to the professional community
- research should be placed in the context of the theories recognized in the field of study and the most significant published research, and accordingly the thesis should demonstrate the author's knowledge and understanding of this context,
- achieving the goals of the thesis should be related to the author's own original research - designing the research methodology, planning the research activity, collecting, processing and analyzing data, interpreting the results obtained,
- special attention should be paid to issues of ethical and authorized use of the information obtained in the research, including official permissions from the organizations on which the research was conducted,
- proposed research design should not only be consistent with the objectives of the paper, but also be realistic in terms of the ability to carry out the planned research,
- on the basis of critical analysis of the results obtained, conclusions should be drawn and recommendations for their practical use should be given,
- text of the thesis should be logically structured and written in clear language in order to be presented not only to the supervisor and reviewer, but also in open access to the entire professional community,
- Thesis must be supplemented with presentation materials for defense and submission to academic conferences.

5.3.3 project-type Master's Thesis

The project thesis is a report on the project development, which allows to create an

intellectual product/technology, and, in fact, the developed product itself. The direct result of the project thesis (intellectual product) can be a finished data analysis for a corporate customer, methodological statistical development, etc. The difference between a project dissertation and a research dissertation is that a project dissertation is focused on the application of theory to practice and the creation of a corresponding product, while a research dissertation is aimed at obtaining new data, searching for answers to research questions, and increasing knowledge.

The motive for writing a project work can be the desire to develop a real or potentially demanded intellectual product. The direction of this type of work is set by the search for project ideas and the choice of the best (or optimal by some parameters) managerial alternative of the project realization. Accordingly, the goal of the thesis is to find a project idea, the calculated realization of which will be the best (or optimal) variant of the project realization, and in the development of the final intellectual product on its basis.

The following basic requirements apply to project-type work (in addition to the general requirements listed earlier):

- project should be based on a project idea selected among alternatives, a situation of no-alternative choice is not allowed,
- selection of a project idea from alternatives is based on their evaluation in accordance with clearly formulated and justified criteria,
- the search for project ideas should be based on published scientific papers (theoretical, applied, research), studies, including forecast studies, performed and published by recognized research organizations,
- designing of an intellectual product should be carried out on the basis of pre-project research, including search, justification and selection of a project idea, collection and analysis of information necessary to substantiate the parameters of the intellectual product, analysis of costs, benefits and risks of its use,
- developed intellectual product, as a result of the design, should be part of the thesis and presented in a separate section,
- thesis should propose criteria and methods for assessing the product's effectiveness, risk management measures,
- text of the thesis should be logically structured and written in clear language in order to be presented not only to the supervisor and reviewer, but also in open access to the entire professional community,
- thesis should be supplemented with presentation materials for defense and submission to scientific and practical conferences.

It is encouraged to prepare a proposal of the developed product as part of the thesis in the format necessary for submission to interested organizations and foundations. Previously developed projects not related to the Master's program cannot be accepted as a result of the Master's Thesis.

6. REQUIREMENTS FOR THE VOLUME AND DESIGN OF TERM PAPERS AND MASTER'S THESES

6.1. The texts of Term Papers and Master's Thesis are written reports on the results of completed scientific research or implemented new practical tasks and achievements with the use of applied statistical methods. Accordingly, their fulfillment should comply with the requirements for the design of documents of this type of scientific work

The text is printed on a standard A4 sheet of paper. Margins: left margin - 25 mm, right margin - 15 mm, upper and lower margins - 20 mm. Times New Roman font size 14, line spacing - 1.5. Paragraph indent 1.25, without increased spacing between paragraphs. Changing the font and its formatting is allowed only to emphasize certain terms, the most important concepts, headings.

The pages of the written work (including figures and appendices) should be numbered consecutively. The first page is the title page, on which the page number is not marked. The title page is drawn up according to the established pattern.

The second page contains the table of contents, designed in accordance with the standards of the table of contents of scientific papers. All elements of the work, highlighted in the text, should be numbered and reflected in the table of contents. It should include page numbers of all sections.

Each of the main structural parts of the work begins on a new page.

Tables and figures are drawn up in accordance with GOST 7.32-2001. If a table is located in an appendix, the tables within each appendix are numbered separately using Arabic numerals, with the ordinal number of the appendix placed before the table number, separated by a period.

References in the text are arranged in the form of the author's surname and, after a comma, the year of publication, enclosed in square brackets. In case of direct quotation, after the year of publication, the page number(s) is indicated with a dot.

The list of references is placed at the end of the paper, after the Conclusion. It should contain a bibliographic description of all sources cited in the work, made in accordance with GOST R7.05-2008. Sources that have not been used in the text of the work are not included in the list of references.

Appendices are placed after the list of references. Each appendix begins on a new page with the word "Appendix" in the upper right corner, its serial number and thematic title. The numbering of the pages on which the appendices are placed continues the numbering of the whole work.

Paper copies of Term Papers and Master's Theses submitted for defense should be stapled.

6.2. The volume of the research-type Term Paper should be from 30 to 50 pages (excluding appendices), project-type Term Paper - from 15 to 25 pages (excluding appendices). The list of references should include a minimum of 40 sources (10 sources for project-type Term Paper), including foreign languages. The basis of the list of references should be publications in scientific periodicals for the last 3-5 years.

6.3. The volume of Master's research-type Master's Thesis should be from 60 to 75 pages (excluding annexes), project-type - from 30 to 40 pages. The list of references should include a minimum of 70 sources (20 sources for Master's Thesis), including those in foreign languages. The basis of the list of references should be publications in scientific periodicals for the last 3-5 years.

6.4 The work is done in **English**.

6.5 One work (Master's Thesis or Term Paper) can be performed in a group of no more than 2 people.

6.6 If algorithms for automatic content generation are used in the thesis or course paper, the requirements set out in the "Regulations on the Organization of Interim Assessment and Ongoing Academic Performance Monitoring of Students of HSE University" and the requirements set out in the "Regulations on the Procedure for Checking Written Academic Papers for Plagiarism, the Use of Generative Models, and the Posting of Final Qualification Papers by Students in Bachelor's, Specialist, and Master's Programs on the corporate website (portal) of HSE University" must be fulfilled.

7. STORAGE AND PUBLICATION OF STUDENTS' TERM PAPERS AND MASTER'S THESES

7.1.1. Term Paper is stored in the Academic Office of the EP for two years after the completion of student training. The format for storing the texts of Term Paper is determined by the EP (electronic in LMS, in paper form).

7.1.2. The open access publication of Term Paper on the University portal is regulated by the EP Rules.

7.1.3. Master's Thesis, passed the defense procedure, on paper or in other material form are transferred to the Academic Offices of the EP, which ensure their safety for 5 years, and then handed over to the University archive for storage under the act and after the expiry of the storage period are subject to destruction.

7.1.4. Publication of abstracts and full texts of Master's Theses on the portal is carried out in accordance with the local normative acts of the National Research University Higher School of Economics.

8. CRITERIA FOR EVALUATION OF TERM PAPERS AND MASTER'S THESES

8.1 Evaluation of Term Paper

- 8.1.1 The course paper is not subject to mandatory review.
- 8.1.2 The final grade for the course paper is determined by the following formula: $0.6 \times \text{the supervisor's grade} + 0.4 \times \text{the defense committee's grade}$.
- 8.1.3 The supervisor's grade is assigned as an integer on a 10-point scale. The final grade for the course paper is rounded according to standard arithmetic rounding rules. An exception is made for final grades in the range $[3.0; 3.99(9)]$ (i.e., $3.0 \leq \text{grade} < 4.0$), which are always rounded to 3.0.
- 8.1.4 If a group of students completed the Term Paper, grades are assigned to each student separately. In this case, the grades of students from the same group working on the Term Paper may not coincide.
- 8.1.5 If the results of the Term Paper were published in a scientific publication, it is allowed that the text of the paper itself included the text of the publication. The publication must be published or accepted for publication while the student is enrolled and must include an acknowledgment of HSE University and the laboratory where the student is based. In this case, the automatic check in the Antiplagiat system will be corrected.
- 8.1.6 If the Antiplagiat system shows a high proportion of borrowed text (more than 20%), this situation is dealt with in conjunction with the supervisor. In this case, the supervisor gives his/her opinion on the situation in his/her feedback.
- 8.1.7 During the preparation and defense of the Term Paper, the student must demonstrate mastery of the following competencies:
 - formulate and address research goals and objectives;
 - select research methods and techniques appropriate to the tasks at hand, modify existing methods and develop new ones, if necessary, based on the objectives of a particular study;
 - perform quantitative and qualitative analysis of the obtained empirical data, their applied interpretation, formulate conclusions;

- conduct bibliographic search and analysis using modern information technologies;
 - effectively present the results of the work done in the form of reports, essays, articles, presentations;
 - design reports on completed scientific research in accordance with the available requirements with the use of modern editing and printing tools.
- 8.1.8 When evaluating Term Paper, supervisors, reviewers and members of the commission for the defense of Term Paper are guided by the following criteria:
- Correspondence of the content of the Term Paper to the approved topic.
 - Relevance, scientific novelty and practical significance of the Term Paper.
 - Fulfillment of goals and objectives.
 - Volume of analyzed material (theoretical and empirical), completeness and depth of analysis.
 - Correctness of empirical research design (choice of methods and techniques of data collection and processing, research design, analysis and description procedures)
 - Correctness, completeness and depth of interpretation of the study results.
 - Relevance of the study conclusions to the results obtained, depth and validity of conclusions.
 - Significance of practical recommendations, their relation to the results of the study.
 - Compliance of the design of the work with the requirements.
 - Adherence to ethical standards for the conduct of scientific research.
- 8.1.9 The evaluation of the Term Paper by the supervisor and reviewer is carried out according to the Form for the evaluation of Master's Thesis/Term Paper (See Appendix 1).

8.2 Evaluation of Master's Thesis

8.2.1 Master's Thesis is subject to mandatory review by at least one reviewer. The reviewer can be either an employee of HSE or a representative of the research industry.

8.2.2 Master's Thesis is subject to public defense, which is held in the presence of the committee. The commission (at least 3 persons) may include teachers of other departments and other structural units of the University.

8.2.3 The final grade for the thesis is determined by the grades awarded by the members of the committee.

8.2.4 Grades are given in integer form on a 10-point scale. The final grade is rounded according to the rules of arithmetic rounding. The exception is final grades in the range [3.0; 3.99(9)], when the grade is always rounded to 3.0.

8.2.5 If a group of students worked on the Master's Thesis, grades are assigned to each student separately. In this case, the grades of students from the same group, who worked on the Master's Thesis, may not coincide.

8.2.6 If the results of Master's Thesis were published in a scientific edition, it is allowed that the text of the work itself included the text of the publication. The publication must be published or accepted for publication while the student is enrolled and must include an acknowledgment of HSE University and the laboratory where the student is based. In this case, the automatic check in the Antiplagiat system will be corrected.

8.2.7 If the Antiplagiat system shows a high proportion of borrowed text (more than 20%), this situation is dealt with in conjunction with the supervisor. In this case, the supervisor gives his/her opinion on the situation in his/her feedback.

8.2.8 In the course of preparation and defense of Master's Thesis the student shall demonstrate possession of the following competencies:

- independently identify the scientific essence of problems in their professional field;
- independently propose and test scientific hypotheses;
- formulate and address research goals and objectives;
- select research methods and techniques appropriate to the tasks at hand, modify existing methods and develop new ones, if necessary, based on the objectives of a particular study;
- perform quantitative and qualitative analysis of the obtained empirical data, their applied interpretation, formulate conclusions;
- conduct bibliographic search and analysis using modern information technologies;
- effectively present the results of the work done in the form of reports, essays, articles, presentations;
- design reports on completed scientific research in accordance with the available requirements with the use of modern editing and printing tools;
- to develop, test and implement the results of scientific research in the practice of statistical consulting and other areas of applied statistics.

8.2.9 When evaluating Master's Theses, scientific supervisors, reviewers and members of the commission for the defense of Master's Theses are guided by the following criteria:

- Relevance of the content of the work to the approved topic.
- Relevance, scientific novelty and practical significance of the Master's Thesis.
- Fulfillment of goals and objectives.
- Volume of analyzed material (theoretical and empirical), completeness and depth of analysis.
- Correctness of empirical research design (choice of methods and techniques of data collection and processing, research design, analysis and description procedures)
- Correctness, completeness and depth of interpretation of the study results.
- Relevance of the study conclusions to the results obtained, depth and validity of conclusions.

- Significance of practical recommendations, their relation to the results of the study.
- Compliance of the design of the work with the requirements.
- Adherence to ethical standards for the conduct of scientific research.
- Implementation of scientific developments in the field of applied statistics.

During the defense of the Master's Thesis additionally assessed:

- Skills in effective presentation of results;
- Scientific discussion skills;
- The extent of the student's mastery of the research material.
- Availability of publications based on the results of the study.

8.2.10 Evaluation of Master's Thesis by Academic Supervisor and reviewer is carried out according to the Form for the evaluation of Master's Thesis/Term Paper (See Appendix 1).

Appendix 1. Form for the evaluation of Master's Thesis/Term Paper



National Research University - Higher School of Economics
Social Sciences Department

MASTER'S THESIS REVIEW

Prepared by: ☐ Scientific Supervisor ☐ Reviewer

Scientific Supervisor's / Reviewer's full name

Master's Thesis written by:

Topic of the Master's Thesis

Evaluation criteria		Grade 1 ... 10
General characteristics of the work		
1.	Compliance with the declared specialty	
2.	Relevance, novelty and validity of the research problem	
3.	Disclosure of the topic, completeness of the presentation of the material	
4.	The novelty of the results obtained	
Methodology		
5.	Depth of theoretical analysis of methods or methodological approaches	
6.	Correspondence between the theoretical part, methodological and empirical parts of the work	
7.	Analysis methods used: validity, depth and correctness	
8.	Completeness and accuracy of the analytical procedures' description	
Sources and Literature		
9.	The breadth of coverage and depth of study of the sources used, their relevance to the topic	
10.	Accuracy of references, citations, bibliographic descriptions	
Argumentation		
11.	Consistency, clarity of the text structure	
12.	Interpretation of the results obtained	
Manner, style and excellence of execution		
13.	Writing style, literacy, clarity, accuracy of wording	
14.	Accuracy of the text design (including graphs, tables, appendices)	
Recommended grade for the work		

** The final score may not be equal to the arithmetic mean of the scores for all evaluation criteria

Additional Comments:

I. Strengths of the work

II. Weaknesses of the work

Scientific Supervisor's / Reviewer's full name, academic degree or organization and position

Signature

Date