

Part 2. Project work

Definition of project work (PW)

1. Students' PW is organized to practically apply knowledge and experience acquired by students during their studies, as well as to solve problems of practical or theoretical relevance.
2. Students' PW is a mandatory element of the study plan of the first and second years of the Master's Programme. It should not be identical to the topic of a Term paper or a Master's thesis, but it can complement it.
3. Students' PW should contribute to research projects, study groups, research units of all sorts at HSE or at external organisations in Russia or abroad.
4. 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 PW, if it does not meet the objectives of the Programme. Students may approve their PW during the whole period of study excluding the 4th module of the 2nd year of study.
5. It is not necessary to cover all 12 project credits in just one project. The needed hours for PW can be covered by several projects.

Initiation of PW

1. When initiating their PW, students can use the Programme's recommendations for cooperation with the Programme's partner organisations, or they can search for PW possibilities on their own. Typical PW arrangements are engagements in research projects of faculty members and teaching staff, or in research laboratories and institutes at HSE. Students can also choose projects from the HSE Project Fair. In all these cases, there should be a mandatory approval of the PW plan by the Programme.
2. Students submit to the Programme's study office the application form for participation in the PW (Appendix 1) for approval by the Academic Supervisor of the Programme.

PW realisation by students

1. Responsibility for the fulfillment of the PW plan lies with students.
2. PW is carried out at any time during the 1st study year and during the 1st to 3rd module of the 2nd study year.

Assessment of PW and grading

1. PW carries a weight of 12 credits or 456 hours. It is possible to collect the sum amount of hours during several separate project involvements throughout all two years of study except the last module of the second year.
2. The grading for PW is accomplished in the following way:
 - ∉ The PW supervisor(s) submit(s) the filled-out PW review sheet (Appendix 2), propose a mark on the usual 10-point scale and the number of credits for the project.
 - ∉ The Academic Supervisor of the Programme defines the final grade for PW taking into account the materials of the PW and the reviews by the PW supervisor(s).
 - ∉ In case of successful completion, students acquire a satisfactory grade. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by the student under the HSE regulations.

Appendix 1. Application for the approval of project work

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"

от студента курса/ from a student of the year of study:

группы/ group:

(ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему проекта *на английском языке*/ I submit for your approval the topic of my research project involvement *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

Прошу утвердить мне тему проекта *на русском языке*/ I submit for your approval the topic of my research project involvement *in Russian*:

Общие особенности проекта и задачи, выполняемые заявителем/ General features of the project and the tasks to be conducted by the applicant:

Руководитель проекта/ Host of the project (supervisor or organisation):

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

Project supervisor:

(ФИО, подпись, дата/ Last name, first name, signature, date)

Student:

(ФИО, подпись, дата/ Last name, first name, signature, date)

Agreement by the Programme's Academic Supervisor:

(ФИО, подпись, дата/ Last name, first name, signature, date)

Appendix 2. Project supervisor's review

Project Evaluation Sheet

Topic:

Type of project:

Dates:

Project Supervisor: Full Name: Position:		
Project Participant:		
Full Name		
Programme	Comparative Social Research	
Group №		
Elements of the resulting assessment ¹	Rating on a 10-point scale	Remarks (if necessary)
O out - Project Outcome Evaluation		
O skill Evaluation of skills and technologies used		
O impl Evaluation of task implementation		
O com Evaluation of expecting competencies		
O group Evaluation of the individual contribution of the participant to group work		
O team Teamwork assessment		
O pres Evaluation of presentation/project defense		
O par Evaluation from other project participants		
O s Self-evaluation		
Formula for calculating the resulting evaluation (indicating elements and their weights)		
Final evaluation for the project²		Supervisor's Signature
Number of ECTS awarded for the project³		

Date of evaluation sheet completion _____

Signature _____

¹ Only the necessary elements are used, if an element is not used, then a dash is put in the corresponding line; special elements can be added if necessary.

² Obligatory to fill in the field

³ To be filled in the study office