

APPROVED by
the Academic Committee
of the Master's Degree Programme
in Data Science
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DEVELOPED by
the Centre for Internships, Projects and
Entrepreneurship
at the Faculty of Computer Science (FCS)
at HSE University

**Internship Programme for
the Master's Degree Programme in Data Science
at the Faculty of Computer Science (FCS)
at National Research University
Higher School of Economics**

Moscow
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Abstract

This Internship Programme has been developed in accordance with the Regulations on the Practical Training of Students Under Core Bachelor's, Specialist, and Master's Programmes at National Research University Higher School of Economics (hereinafter, "HSE University" or the "University"), approved by the HSE University Academic Council, Minutes No. 6, dated June 17, 2021, with amendments approved by the HSE University Academic Council, Minutes No. 11, dated October 29, 2021, and entered into force by HSE University Directive No. 6.18.1-01/191021-7, dated October 19, 2021; with amendments approved by the HSE University Academic Council, Minutes No. 3, dated March 25, 2022, and entered into force by HSE University Directive No. 6.18.1-01/130721-7, dated July 13, 2021; and with amendments approved by the HSE University Academic Council, Minutes No. 14, dated November 29, 2023, and entered into force by HSE University Directive No. 6.18-01/120124-5, dated January 12, 2024 (hereinafter, the "Regulations"), as well as the relevant internal HSE University documents governing interim and ongoing assessment processes at the University.

The Internship Programme for the Master's degree programme in Data Science (hereinafter, the "Data Science programme," or the "degree programme" or "DP") includes a term project to be carried out during the first year of studies as well as carrying out thesis works. The primary objectives of the internship for students include gaining research and project work experience, mastering advanced development tools, and acquiring experience in drafting reporting documentation.

The Internship Programme includes a description of the degree programme's curricular elements that are offered as practical training and come under the "Internship" module of the curriculum.

Terms and Abbreviations

NDA—Non-disclosure agreement;

AC—the Appeals Committee;

thesis work—a final graduation project;

A graduate is a student who has been awarded the relevant qualification and issued a respective diploma or degree certificate, based on a decision made in accordance with the results of the Final State Certification (FSC);

FSC—Final State Certification;

SEB—State Examination Board;

IC—a student's individual curriculum;

term paper (or term project)—a student's term paper or term project;

The Internship module under a DP curriculum is one of the curricular modules established in accordance with the relevant educational standards for Bachelor's and Master's degree studies. It helps shape student competencies pertaining to their capacity to solve practical problems in the selected field of professional activities, including carrying out projects, conducting research, engaging in entrepreneurial activity, and conducting expert analysis;

HSE University is the abbreviated name of National Research University Higher School of Economics, including its regional campuses;

academic staff refers to teaching staff, including faculty staff members and researchers;

DP is a core degree programme at the Bachelor's, Master's or Specialist degree level, pursued through all modes of study, offered at HSE University and its regional campuses;

The Data Science programme refers to the Master's degree programme in Data Science at the Faculty of Computer Science (FCS) at HSE University;

software refers to software programs;

faculty staff refers to academics and teachers;

A student is an individual who is pursuing the DP;

Programme Office refers to the curriculum support unit for Master's degree programmes at the Faculty of Computer Science, which performs support functions for students' study processes under their respective degree programmes;

FCS refers to the Faculty of Computer Science at HSE University–Moscow;

PTE (Practical Training Element) refers to curricular elements during which students perform assigned practical training tasks and achieve specific practical training objectives;

EIOS refers to the virtual learning environment at HSE University.

Section 1. Overview of the Master's Degree Programme in Data Science

Year of intake	Type of internship	Type of practical training element (PTE)	Feature	Credits per student	Academic hours per student	Timeframe
2024	Research-/project-based	Term paper/project	Mandatory	3	114	Modules 1 through 4 in the 2024/2025 academic year; assessment in Module 4 of Year 1
2024	Research-/project-based	Implementing a Thesis Work	Mandatory	12	456	October through May in the 2025/2026 academic year with an assessment after Module 4 of Year 2
2025	Research-/project-based	Term paper/project	Mandatory	3	114	Modules 1 through 4 in the 2025/2026 academic year with an assessment in Module 4 of Year 1
2025	Research-/project-based	Implementing a Thesis Work	Mandatory	12	456	October through May in the 2026/2027 academic year with an assessment after Module 4 of Year 2

Milestone PTE dates

Type of PTE	Deadline for signing an assignment given to a student	Deadline for submitting an interim draft/report	Deadline for submitting a final draft/report
Term paper/project	by 11.59pm on December 15	to be determined by the term project supervisor	no later than 18 calendar days before the date of the term project defence
Implementing a Thesis Work	by 11.59pm on December 15	to be determined by the thesis work supervisor	no later than 18 calendar days before the date of the thesis work defence

Section 2. Description of the Practical Training (Internship) Content

2.1. Implementation of Practical Training (Internship)

Practical training (an internship) is organised to achieve the direct involvement of students in the implementation of certain types of work, pertaining to their future professional activities, at host organisations (including both external enterprises and HSE

University subdivisions), which have signed practical training agreements with the University.

The achievement of specific practical training objectives and the performance of specific practical training tasks is carried out through the implementation of a given practical training element (PTE).

Under the Internship module of the DP curriculum, two types of elements may be listed: a PTE of the "project-based internship" type, or a PTE of the "research-driven internship" type.

As regards its mode and place of implementation, the internship is stationary, or based in the Greater Moscow area,

- i.e., it is carried out on University premises or on the premises of a host organisation located in the City of Moscow or the adjacent Moscow Region;

The internship takes place in an intermittent format, that is, through scheduling in the academic calendar back-to-back academic periods for undergoing internships and periods for taking theoretical classes (or holding them in parallel).

The specific types of internships, as well as their modes and formats, are determined and approved by the DP in accordance with the selected types of activities, the programme's priority focus areas, and the anticipated key learning outcomes (if applicable).

2.2. Organisation of the Practical Training (Internship)

The study load of practical training in credit units or academic hours and its duration in weeks, as well as the timeframes for its implementation, are established by the degree programme's curricula and academic calendars.

The key stakeholders in practical training include:

- students enrolled in the Data Science programme;
- the academic supervisor;
- the Programme Office manager;
- the internship supervisor on behalf of HSE University/academic staff and the staff of the relevant FCS subdivisions;
- the internship co-supervisor on behalf of the host organisation;
- the Deputy Dean for Academic Affairs and Methodological Support at the FCS.

2.3. Term Project, Year 1

2.3.1. General Criteria for Term Projects

The purpose and objectives of a term project include the expansion of the knowledge and skills acquired by students through theoretical and practical courses and classes, the mastery of skills for independent learning of new information, and the development of competencies necessary for engaging in analytical, research, and project-based activities. Term projects may be carried out in the form of research work or software development projects.

Term projects may be completed in English. No specific criteria have been established in this regard.

2.3.1.1. Key Stakeholders

- The initiator is an individual (or a group of individuals) who draft a project application (a term project abstract), while also outlining the project objectives and the terms and conditions for taking part in the respective project. HSE University staff members, representatives of IT companies and of corporate IT departments, and FCS students may act as initiators.
- Mentors are co-supervisors for term projects on behalf of the host organisation, or a University staff member who is not a teacher at the University. The mentor's role is to ensure the implementation of term projects and to provide assistance with drafting the required reporting documentation, but they do not grade student papers/works. Mentors may write feedback on an intern's progress with their term project, but it is the term project supervisor who will assign a final grade in the feedback.
- A term project supervisor is an individual who is responsible for the implementation of a term project, as well as for grading a student's contribution to the progress of the work, generating a result, and drafting reporting documentation in the course of writing a term paper/carrying out a project, as well as subsequently based on its results. Term project supervisors may be drawn from the University's teaching staff. Clause 5.1 of the Regulations stipulate the rights and obligations of the term project supervisor. The term project supervisor drafts feedback and grades papers, as guided by the general criteria indicated in the feedback sample, while also substantiating their grade with a brief note that concisely enumerates the term project's main merits and flaws (see Annexes 2A—Research Work; and 2B—Term Project). The supervisor sends feedback to the student for uploading to the EIOS.
- A student who is directly involved in the term project's implementation.
- The FCS Programme Office is a curriculum support unit for Master's degree studies at the FCS, which coordinates, organises, and provides methodological support for Master's degree students during their work on term projects. It also is responsible for gathering and distributing term projects, coordinating interaction between students and term project supervisors, gathering reporting documentation related to term projects, organising defence board activities, including term projects in students' IC, preparing assessment records for the boards reviewing term project defence processes, inputting final grades for term projects into the relevant systems, and monitoring for the presence of records on failures on term projects, of the lack thereof.
- An FCS department manager adds the term project supervisor to the University information system, designates the workloads of FCS teachers on behalf of the term project supervisor, concludes and signs independent contractor agreements with representatives of external organisations for their engagement as University teachers, concludes and signs independent contractor agreements with teachers and staff members of other University subdivisions if it is not feasible to assign the required workload to them in their home subdivisions, and notifies the Programme Office in

a timely manner should any problems arise with respect to designating teaching workloads and/or signing independent contractor agreements.

2.3.1.2. Types of term projects: applied (software-related) and research-based

Term works may be completed in the format of a research work or a term project (as per Clause 2.4 of the Regulations).

Usually, research works include: preparing an overview and scholarly assessment of prior works on similar topics; developing or providing a detailed description of a mathematical model and algorithms, or those of another type; conducting a theoretical assessment of the complexity of core solution algorithms for the problem at hand; producing mathematical evidence for statements concerning the properties of the model or other constructions; performing experimental checks of the suitability of the model (e.g., its correctness, completeness, precision, etc.); conducting an experimental (empirical) analysis of the computational complexity of the proposed solutions; etc.

A term project entails the working out of an applied problem, which results in the creation of a given software program or a software/hardware suite. Usually, term projects include: the rationale for the relevance of the applied problem at hand; an overview and comparative analysis of existing solutions; a detailed structured description of the proposed solution (e.g., general architecture, structure of classes and their interfaces, dimensional properties, etc.); a description of the system or technology from the user's perspective: the rationale for the optimal selection of proposed solutions, e.g., based on an analysis of the experiment; a comparison of the proposed system or technology with their known equivalents in terms of functionality, efficiency, and user-friendliness; a demonstration of the system and documentation thereto; etc.

2.2. Term projects may not be completed by student groups.

2.3. Term projects may be completed in English. No specific criteria have been established in this regard.

2.3.1.3. Project types: individual and team (group)

Term projects may not be completed by student groups, only individually.

2.3.2. The Stages Involved in Carrying Out a Term Project

1. The procedures and timeframes for proposing and approving topics for term projects are established in accordance with the Regulations;
2. November 15 is the deadline for students to make the final selection of the topics of their term projects;
3. Starting from December and up until the established deadline for project submission, the term project supervisor and the DP Programme Office provide necessary consultations to students at the latter's request, e.g., on questions concerning the procedures for the public defence of their term project;
4. Topics for term projects are selected by students in Year 1. The student must inform the DP's Academic Supervisor and the Programme Office by November 10 of their selected topic and the format for their term project. The written notification form should be addressed to the DP's Academic Supervisor (see Annex 4).

5. No later than one month prior to the defence process, the student is entitled, subject to their term project supervisor's approval, to change the topic and format of their term project, as well as change the supervisor, by submitting a respective request, signed by both the initial supervisor and the new, successor supervisor, and addressed to the DP's Academic Supervisor;
6. The timetable for defence processes for term projects is approved by the degree programme manager, while students are informed thereof no later than two weeks prior to the respective defence date;
7. See Annex 1 for a list of and deadlines for the respective stages in the process of selecting and approving topics, and the implementation and defence process for term projects under the DP.

2.3.2.1. Proposals for Term Projects

The project initiator uploads their proposal for a term project by filling in an e-application electronically and attaching the relevant Abstract thereto, in accordance with the deadlines listed in Annex 1.

Students may act as term project initiators and submit proposals for self-initiated projects. However, such initiating students must independently select a supervisor and agree on the application with them. Student-initiated proposals for term projects shall be submitted via the EIOS, with the Abstract attached thereto. Proposals for student-initiated term projects must be submitted by the deadlines listed in Annex 1 hereto.

Term project supervisors approve proposals for student-initiated term projects by the deadlines listed in Annex 1 hereto. Term project supervisors may contact the project initiators to clarify the specific features of a term project, including its title, contents, expected results, etc.

2.3.2.2. Selection of Term Projects by Students and Screening of Students

Students submit proposals to their term project supervisors/mentors. Term project supervisors/mentors then screen students with respect to the proposed term projects and inform the students and the Programme Office of the screening results. A student whose proposal for a term project has been declined may select another term project topic.

Selection of a term project includes the mandatory uploading of an application form on selecting the term project topic, signed by the student and the term project supervisor (see Annex 4), and the Abstract, by the deadlines listed in Annex 1.

A student who has selected a term project topic that was not previously approved by the DP's Academic Supervisor must obtain the latter's approval of their term project. Such approval may be obtained via corporate email (with a copy to the relevant DP manager), or, alternatively, the Academic Supervisor may confirm their approval by signing the student's application to carry out the selected term project.

The DP manager inputs information on student selections of term projects in the HSE University information system.

If a student fails to upload their application for selection of their term project by the set deadline for selecting term project topics, they must rectify their academic failure as regards selecting a term project topic by February 15 of the current academic year (see

Annex 1).

Failure to select a term project topic, along with failure to complete the work by the set deadline, will be deemed an academic failure.

2.3.2.3. Report Formatting Requirements for a Term Project

- Reports on the progress of term projects must be presented as follows: technical documentation on term projects carried out as term project works, or reports on term projects carried out as research works (hereinafter, the "Term Project Report" or "Term Project Reporting").
- The following structure is recommended for a Term Project Report:
 - Title sheet (see Annex 4);
 - Summary (length: 0.5–1 pages). A brief description of the research object, the purpose of the work, the work methods and methodology, the expected work results, the dissemination of the work (e.g., publications, conference presentations, work abstracts, software registration certificates, etc.); and a glossary of key terms;
 - Table of Contents;
 - Introduction (up to five pages). This section must describe the basic characteristics of the relevance, purpose, and objectives of the work, the subject and methods of research, the novelty and authenticity of the expected results generated, and their theoretical significance and practical value;
 - An overview and analysis of sources (e.g., selection of methods, algorithms, models for resolving set tasks);
 - Theoretical section (e.g., description of selected or proposed methods, algorithms, models, methods, etc.)
 - Optional (may be skipped if the work is purely theoretical): description of the experiment, and an analysis and assessment of the generated results;
 - Conclusion and prospects for further research on the given topic;
 - List of sources;
- Annexes (if applicable). The results of experiments (e.g., tables, graphs, etc.) may be included in annexes; if the program code is available, it must be provided in an annex.
- The Term Project Report, annexes (source codes, executable files, etc.), and a presentation must be uploaded in a single archive to the EIOS under the "Term Paper" project tab.
- The Term Project Report must also be uploaded to the Antiplagiat (plagiarism detection) system in the EIOS.

2.3.2.4. Changing a Term Project Topic and/or Supervisor

If, during the process of carrying out a term project, the work has been amended in terms of its type, form, supervisor, and/or topic, the student concerned must fill in the application for a change in the topic and/or supervisor of the term work.

Changes in a term project topic are possible subject to approval by the supervisor no later than the set deadline (see Annex 1).

2.3.2.5. Grading and Public Defence of the Term Project

Term projects completed by degree programme students will be graded on both a

five-point and a 10-point scale by the term project supervisor, by rounding off the mean value for all grade parameters:

	Assessment criteria		Grade (on a 10-point grading scale)
1.	The purpose and objectives of the work are clearly and correctly stated / The set purpose and stated objectives of the work have been attained		
2.	Information sources (e.g., books, articles, HSE University e-library resources, internet resources, etc.) have been extensively used.		
3.	Complexity and/or scale of research undertaken / of the theoretical component of the work		
4.	Complexity and/or scale of program implementation / proposed technical solutions		
5.	Operations of the app (software program) / quality and completeness of the research performed		
6.	Formatting of technical documentation, or Explanatory note to research work		
	6.1	Formatting of the list of cited sources / Links to sources are provided in the text	
7	Criteria for the grade, reflecting the relevant competencies of the degree programme		
	C-4	Ability to determine and convey general purposes in one's professional and social activities.	
	C-8	Ability to conceive brand new, groundbreaking ideas and products, to be creative and proactive.	
	C-9	Ability to organise research activities.	
	C-11	Ability to create interdisciplinary texts with the application of the language and concepts of applied mathematics.	

If the final grade assigned by the term project supervisor is equal to or exceeds eight

points (Excellent), the term project shall be subject to a mandatory public defence.

Public defences of term projects take place in Module 4, as per the schedule approved by the Academic Supervisor of the DP and the manager of its Programme Office.

The following should be presented for the defence process:

- an up-and-running app (executable code) for a term work, carried out as a term project; software program (source code and an executable file) for a term work carried out as research work (if applicable);
- final draft of the Term Project Report on an electronic device;
- feedback from the term project supervisor;
- a template registration form, printed out from the page of the Antiplagiat (plagiarism detection) system;
- a presentation.

For a public defence process, the Academic Committee shall select a board of members drawn from the academic staff of the FCS at HSE University, as well as staff members from other University subdivisions and other academic institutions, research organisations, and corporate developers. The board's membership shall be approved by a directive of the FCS Dean.

In assessing the term projects of Data Science degree programme students, each board member shall assign one mean grade to each student with the following criteria in mind:

	Assessment criteria	Grade (on a 10-point grading scale)
1.	The purpose and objectives of the work are clearly and correctly stated / The set purpose and stated objectives of the work have been attained	
2.	Information sources (e.g., books, articles, HSE University e-library resources, internet resources, etc.) have been extensively used.	
3.	Complexity and/or scale of research undertaken / of the theoretical component of the work	
4.	Complexity and/or scale of program implementation / proposed technical solutions	
5.	Presentation skills at the defence process (reporting skills and answers to questions)	
6.	Operations of the app (software program) / quality and completeness of the research performed	
7.	Formatting of technical documentation, or Explanatory note to research work	

	7.1	Formatting of the list of cited sources / Links to sources are provided in the text	
8.	Criteria for the grade, reflecting the relevant competencies of the degree programme		
	C-4	Ability to determine and convey general purposes in one's professional and social activities.	
	C-8	Ability to conceive brand new, groundbreaking ideas and products, to be creative and proactive.	
	C-9	Ability to organise research activities.	
	C-11	Ability to create interdisciplinary texts with the application of the language and concepts of applied mathematics.	

The grade for the defence is calculated based on a 10-point grading scale as the arithmetic mean for all grades assigned by board members. The board's overall grade is blocking.

The final grade for a term project is calculated on a 10-point scale:

If the grade for a term work is ≤ 7 points, then the final grade shall be equal to the grade for the term work.

If the grade for a term work is ≥ 8 points, then the final grade shall be equal to $0.3 * \text{grade for the term work} + 0.7 * \text{grade for the defence}$.

Pursuant to the results of the discussion between defence board members, the latter shall fill in the minutes using the established template.

Upon the conclusion of the defence process, the board chair shall fill in an assessment record sheet using the established template. All board members shall sign the completed record sheet.

The assessment results obtained for a term project may be appealed as per the procedures set forth in the Regulations for Interim and Ongoing Assessments of Students at HSE University (see Section VI on appeals of examination results).

2.3.3. Procedures for Rectifying Academic Failures on Term Projects

A student who failed to appear at their defence without a valid reason, who was not admitted to proceed to defend their term project, or who received an unsatisfactory grade for their term project shall be deemed to have an academic failure, which they are obligated to rectify as per the established procedures.

The procedures for retaking a term project are governed by the Regulations on Interim and Ongoing Assessment of Students at HSE University (see Section VII).

The student is entitled to change a topic and/or supervisor for a repeat defence by the

established deadline. The DP manager will enter the relevant changes in the HSE University information system.

The student must present a set of documents for their repeat defence that has been fully updated in accordance with the amendments and revisions made to the term project itself.

The term project supervisor submits new feedback on the term project at hand for a repeat defence.

Development and defence of term projects by students with academic failures in term projects shall be carried out in accordance with the defence regulations as outlined in these Methodological Guidelines, with the application of the grading formulas as provided herein.

If a student undertakes an IC calling for a repeat of the "Term Project" course and defers their second retake for a year, they are entitled to change the project by the deadlines established for term projects prior to the autumn retake period for students retaking term projects without an IC.

If a student undertakes an IC calling for a repeat of the "Term Project" course, subject to the consent of both the student and the DP Academic Supervisor, a retake of the term project defence may be allowed not in the calendar year, but in the spring (primary) retake period for term projects/papers. In this instance, they are entitled to change the project topic/supervisor by the deadlines established for respective changes thereof prior to the primary term project defence period.

2.3.4. Requirements for Publishing and Archiving Term Projects

The term project defence board/term project supervisor may recommend that the results of a given term project be published in academic and technology journals, and that the relevant term project materials be posted on the HSE University Faculty of Computer Science's webpage and other online resources.

Publication of term project results is only possible subject to the consent of the student who authored the project.

The results of a completed software project may be further adjusted for submission for receipt of a State Computer Program Registration Certificate.

Term projects/papers are stored and archived for two years after the completion of studies of the students who authored said projects/papers.

2.4. PTE: Thesis Work

2.4.1. Purpose of the PTE

The purpose of thesis work (a thesis) is to further expand, widen, and consolidate the knowledge and skills acquired during the process of carrying out a term project.

The prerequisite for thesis work is the completion of the preceding part of the degree programme under a study load that is deemed sufficient for carrying out the thesis work as an individual practical training element.

Theses may be completed as *research works* or *software projects*.

2.4.2. Contents and Special Aspects of PTE Completion

In terms of its content, a thesis (thesis work) may be completed in one of the following two formats:

- a) academic research with the relevant findings presented in a final draft paper;
- b) an applied project presented as a finished intellectual product (e.g., database or

election campaign strategy) that resulted from the work of the given student(s), and other reporting documentation outlining the project parameters and the key steps taken in implementing it.

Term projects *may be carried out only on an individual basis*, and not as a team effort.

2.4.3. Grading and Reporting on a "Thesis Work" Type PTE:

The defence of a thesis (thesis work) before an examination board is the final step in its completion (a defence may be conducted either in-person or via video-conferencing).

Students who have successfully completed their study load under a programme in a certain field (specialisation) of degree education in full shall be allowed to proceed to take part in the thesis (thesis work) defence process.

The thesis (thesis work) defence shall be conducted in accordance with the established schedule for state qualification examinations at meetings of the examination boards for individual fields of study (specialisations), with at least two-thirds of the board members present.

The assessment of a thesis (thesis work) is conducted via an open vote of the State Examination Board members, with the grade determined by a simple majority of the votes. In case of a tie vote, the board chair will cast the deciding vote.

2.4.4. Thesis Work Implementation Stages (Deadlines for the 2025/2026 Academic Year):

No.	Deadline	Timeframes
1	Selection of a thesis work topic and submission of respective application	by 11.59pm on November 20, 2025
2	Optional: Changing the thesis work topic / supervisor	Changing a topic: from April 1 through April 22, 2026 A change in the thesis work supervisor must be made by March 22, 2025 at the latest.
3	Submission by the student of the final draft thesis work, and an abstract of it, in both Russian and English, to the thesis work supervisor for receiving the latter's feedback	By 11.59pm on May 18, 2026
4	Uploading by the student of the final draft thesis work, in the form of an unscanned electronic copy, to the special term paper module in the LMS (after which the work will be uploaded to the Antiplagiat system)	by 11.59pm on May 22, 2026
5	Submission of the thesis work documentation (e.g., feedback, review, supervisor's cover letter)	no later than seven days prior to the defence date
6	Submitting thesis work documents to reviewers for receiving their feedback	by 11.59pm on May 22, 2026

7	Thesis work defence	June 2026 (specific dates are to be confirmed to fall within the period from June 1 through 14)
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When implementing a thesis work, students must follow the Methodological Guidelines for Implementing Thesis Works (see Annex 5 hereto).

2.5. Non-Disclosure Agreements (NDA) in PTE

When implementing a thesis work project, the student and the host organisation have the option of concluding and signing a non-disclosure agreement (hereinafter, "NDA"). The signing of an NDA does not affect grading criteria for the work in question, nor does it change the criteria for reports and presentation. Specifically speaking, the student must be able to cover the following PTE aspects in their documentation and during a public defence process:

1. A detailed statement of the task at hand;
2. Description of the approaches selected for resolving the set task;
3. The results of the PTE completion (e.g., quality metrics, test results, implementation results, etc.), to an extent sufficient for confirming the attainment of the stated objectives.

If the information provided by the student is not sufficient for determining the volume and quality of the work undertaken, the board may cap the grade down to an unsatisfactory grade.

The supervisor's feedback on a PTE that is subject to a relevant NDA must include detailed comments on and outline of the qualitative and quantitative parameters of the work. The supervisor of a PTE that is subject to a respective NDA must be present at the student's defence.

The academic supervisor shall approve the topic of a term project/thesis work based on their individual consideration of the respective application, in which the student must state the topic, host company, and supervisor, as well as confirm that they will be able to conform to the criteria listed in Clause 2.6.1 and specify what portion of the PTE information is deemed subject to restricted access under an NDA. Applications must be submitted in the format proposed by the Programme Office within the period prior to Deadline 1. If the student fails to submit the application within the set timeframes, they must provide for the defence process links to the project's source code in the reporting documentation.

Section 3. Resources and Special Features for Completing Assignments When Restrictive Measures Are in Place

In the process of carrying out a practical training element (PTE), students may use information technologies, including tools for automating the design and development of software, applied at a given industry-specific organisation hosting an internship, online technologies, etc.

Course facilities and equipment for the given PTE are reflected in the internship agreements with industry-specific host organisations. Such equipment and supplies must

comply with current public health and fire safety regulations, as well as occupational and workplace safety requirements.

Should restrictive measures be in place, PTE assignments may be carried out remotely.

Section 4. Special aspects of learning support for persons with disabilities, health limitations or physical conditions

Practical training (internships) for students with disabilities, health limitations or physical conditions will be carried out with due consideration for such students' psycho-physical development, individual capabilities and health status.

**List of Stages and Respective Deadlines for Topic Selection and Approval,
and the Implementation and Defence of Term Projects**

No.	Stage	Responsible for the implementation stage of the term project	Deadline
1	Gathering of Term Project Topic Proposals	HSE University subdivisions / programme offices	From September 10 until October 1 of the current academic year
2	Approval of Proposed Topics	The Academic Supervisor jointly with the Academic Committee under the DP/Programme Office	Within seven working days from the date the information is received from the Programme Office The Academic Supervisor submits approved topics for term projects to the Programme Office
3	The Programme Office informs the HSE University subdivisions concerned about	the approved topics for thesis works	Within one working day from the time the DP Academic Committee's decision is received with respect to the recommended list of proposed topics
4	Generation of a final list of recommended topics for term projects	HSE University subdivisions / programme offices	Within three working days from the date the notification is received from the Programme Office, the subdivisions may discuss the reasons that topic proposals were declined. Upon the completion of such discussions, the Academic

			Supervisor may add certain topics.
5	Publication for public access of information about term project topics, supervisors, rules and timeframes for implementation (e.g., DP website, EIOS)	Programme Office / DP manager	No later than 11.59pm on October 15 of the current academic year
6	Proposals of term project topics initiated by students	Students / Term Project Supervisors / Academic Supervisor	No later than 11.59pm on November 1 of the current academic year
7	Discussion and approval of student-initiated topics for term projects (inputting in the EIOS)	Student / Academic Supervisor / Academic Committee	Decisions must be made no later than 11.59pm on November 12 of the current academic year
8	Submission of applications by students for selecting term project topics (with supervisors' signatures)	Students / Term Project Supervisors	By 11.59pm on November 15 of the current academic year An academic failure pertaining to failure to select a term project topic must be rectified by 11.59pm on February 15 of the current academic year.
9	Final assignment of term project topics and supervisors for students in accordance with a directive issued by the FCS Dean	Academic Committee / Academic Supervisor / Programme Office / FCS Dean	The Academic Committee's decision on final assignment of term project topics and supervisors to students is made within five calendar days from the date the selection is made (before November 20). The respective directive will be issued no later than

			11.59pm on December 15 of the current academic year.
10	Approval of the schedule of term project defences	DP manager	No later than two weeks prior to the defence date
11	Presentation of a ready term project to the supervisor	Students / Term Project Supervisors	No later than 10 days prior to the set defence date
12	Changing topics/term project supervisors (in accordance with a directive by the FCS Dean)	Student / Programme Office / Academic Supervisor / FCS Dean	No later than one month prior to the set deadline for submission of a final draft of the term project to the Programme Office
13	Submission of the final draft of the term project to the Term Project Supervisor	Student	No later than 10 days prior to the defence date
14	Uploading term projects to the EIOS with checks via the Antiplagiat (plagiarism detection) system	Student	No later than six days prior to the defence date
15	Supervisor's feedback (to be uploaded to the EIOS)	Term Project Supervisor	No later than six days prior to the defence date
16	Term project public defence	Student / Defence Board / Term Project Supervisor / Programme Office	As per the approved schedule (examination period for Module 4 for the 2025/2026 academic year)