**Methodological Guidelines for Implementing Thesis Works by Students Under
the Master's Degree Programme in Data Science at
the Faculty of Computer Science (FCS) at
National Research University
Higher School of Economics**

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1. General Provisions

These Methodological Guidelines have been compiled 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.

2. Composition and Implementation of Thesis Works

The purpose of thesis works is to acquire skills in carrying out research and applied activities and confirming a student's qualifications.

The objectives of thesis works include:

- Acquiring experience in working with academic and scientific literature;
- Acquiring experience in studying concrete scientific or applied fields;
- Acquiring experience in performing and resolving research and applied tasks;
- Reinforcing the knowledge and skills acquired through taking academic courses;
- Mastering the skills required for drafting reports on research conducted.

A thesis work may be implemented either at HSE University or at an external organisation.

As a result of thesis work implementation, a report is drawn up in accordance with the requirements stipulated in these Methodological Guidelines.

A thesis work may be implemented only on an individual basis; each student must independently prepare the text of their own thesis/content of their own thesis work. Students are permitted to have statements of the problem for their respective thesis works that are very close or similar, but such similarity shall in no way result in a relaxation of the requirements for the results of each individual thesis work, nor for the individual distinctiveness of each individual thesis work text.

A thesis work may be either research-focused or software-focused. A research-focused thesis work shall result in the development of new methods, conclusions, a proven hypothesis, or other similar such deliverables. A software-focused thesis work shall produce a primary tangible result in the form of a ready-made standalone software product (or a component of a large software product). In a thesis work of either type, the subject of assessment is first and foremost:

- the volume and scope of the work performed by the student author as

a qualified specialist in the field of computer science;

- the level of complexity of the computer science-related work performed;
- the quality of the computer science-related work performed, as well as of the results thereby obtained and of the thesis work text (reporting, etc.)

A thesis work is subject to a mandatory defence, for the purposes of which a State Examination Board (SEB) is assembled and convened. The thesis work supervisor's feedback is mandatory for holding a defence. The SEB shall award a grade for the thesis work based on the defence results, while the grade given by the thesis work supervisor is only a recommendation.

2.1. General Requirements for a Thesis Work

2.1.1. Thesis Work Implementation Formats

Degree programme students may implement their respective thesis works either in the academic format or in the project/research-based format.

The academic format calls for a research study carried out for the purpose of obtaining new knowledge on the structure, properties, and behavioural patterns and characteristics of the object (phenomenon) subject to study.

The project/research-based (engineering) format calls for working out an applied problem, the process of which should result in the creation of a certain product (project-based solution).

Thesis works may not be implemented by students working in groups.

Thesis works may be implemented (and documented) in English.

2.1.2. The specific features of implementing (documenting) a thesis work in English.

Degree programme students may implement (document) their individual thesis works either in Russian or in English by agreement with their respective supervisors, with such approval duly attested by affixing the respective supervisor's signature to the student's application with a notation on the specific language to be used, or as part of the process of approving the thesis work topic in the Programme Office's approved report submission system.

If the student and their supervisor decide during the course of the thesis work implementation process to change the thesis work implementation (documentation) language, a relevant application to change the language should be filed no later than the deadline for changing thesis work topics.

The thesis work supervisor's feedback on an English-language thesis work may be provided and submitted in either Russian or English. If necessary, feedback provided in English should be translated into Russian by the respective supervisor's subdivision and submitted to the Programme Office by the feedback submission deadline stipulated by these Regulations.

A thesis work implemented (documented) in English may subsequently be defended either in Russian or in English. Text on the slides of the defence presentation may be in either language.

There are no specifically unique features to the implementation and grading of a thesis work in English.

2.1.3. Submission and Approval of Student-Initiated Thesis Work Topics

Upon submitting their self-initiated thesis work topic, the student should

independently recruit a supervisor for their chosen topic.

The chosen supervisor candidate must be approved and confirmed by the DP's Academic Supervisor. For this purpose, the student must write a substantiation that explicates the approximate topic of the thesis work, as well as indicate the supervisor, who is from outside of HSE University (including their academic degree or title, if any, position, place of employment, and work contact information), and the mentor (co-supervisor) from among HSE University staff members, and should also formulate a working hypothesis/work concept and scope/project tasks, identify and state the problem that the work is intended to resolve, and describe the planned work and its scope/volume in such a way so as to enable assessing how well the proposed work corresponds to the degree programme themes. The student's substantiation is submitted to the Programme Office's approved report submission system no later than five calendar days before the end of the period for topic selection in said system.

Only after a student's self-initiated topic has been approved, the student shall, in person or via correspondence, enter the approved topic in the Programme Office's approved report submission system, in the form of a self-initiated application. The DP's Academic Supervisor will then, in turn, confirm via the Programme Office's approved report submission system the collaboration and topic provided that the proposed topic and planned work correspond to the overall theme of computer science and the other criteria stipulated for the thesis works of degree programme students.

2.3. Supervising a Thesis Work

All questions pertaining to the academic supervision of a thesis work are governed by Clause 5.2 of these Regulations.

The academic supervisors for the thesis works of degree programme students are primarily recruited from among HSE University staff members who hold academic degrees, as well as from among practitioners with at least three years of IT industry experience.

For those students who implement thesis works under the supervision of persons recruited from outside of HSE University, such persons are designated by a relevant directive as an external co-supervisor of the given thesis work.

 The academic supervisor must, within six calendar days after receipt of the final draft thesis work from the student, prepare feedback and assess (grade) the given thesis work, relying on the general criteria provided in the sample supervisor's feedback form, and must further supplement the grade awarded with extensive comments that characterise the main strengths and weaknesses of the given thesis work, as well as the theoretical and practical applicability of the thesis work results (see Annex 3). The academic supervisor then sends their feedback to the student and uploads it to the HSE University EIOS. A copy of the feedback form is also sent to the DP Programme Office via corporate email.

For a thesis work that is submitted after the deadline stipulated by these Regulations, the supervisor shall be entitled to give said work an unsatisfactory (failing) grade without even reviewing and considering its contents.

The final draft version of the thesis work is submitted in electronic form by uploading the text of the work, which has been formatted in accordance with these Methodological Guidelines, to the Programme Office's approved report submission system by the established deadline. The thesis work text that is uploaded to the Programme Office's approved report submission system shall be considered the final version of the given thesis work.

2.4. Implementing a Thesis Work

2.4.1. Thesis Work Implementation Stages

The main thesis work implementation stages are set forth in general terms in Annex 8 to these Regulations. These Methodological Guidelines supplement the aforementioned Annex 8, without cancelling or replacing their content in whole or in part. The list of and deadlines for the thesis work implementation and defence stages, as approved by the degree programme, are set forth in Annex 1 to these Methodological Guidelines, which is approved and confirmed on an annual basis by September 15 of the current academic period.

1. Students themselves select their thesis work topics during their second year of study. The student must inform the degree programme academic supervisor and the DP Programme Office of their thesis work topic and format by November 20. Written applications are drawn up and addressed to the degree programme academic supervisor.

2. The student is entitled to change the format of their thesis work, with the approval of their academic supervisor, no later than one month before the date of their thesis work defence, by means of submitting a relevant written request addressed to the degree programme academic supervisor and signed by both the previous thesis work supervisor and the new thesis work supervisor.

3. Between December and April, inclusive, of the second academic year, the thesis work academic supervisor and the DP Programme Office will, provide, at the student's request, all necessary consultative assistance, including on questions concerning the procedures for the public defence of a thesis work.

4. The student must submit the final draft version of their thesis work to their academic supervisor no later than three weeks before the date of the defence.

5. The student then must submit the final version of their thesis work, together with their academic supervisor's feedback and a report generated by the Antiplagiat (plagiarism detection) system, to the DP Programme Office no later than 14 days before the first date of the defence process.

6. Either the academic supervisor or the student (with a copy to the DP Programme Office) sends the thesis work to the reviewer no later than the date the thesis work is uploaded to the EIOS.

7. All other questions pertaining to the implementation of a thesis work are governed by these Regulations.

2.4.2. Requirements for Students for the Formatting and Submission of Thesis Works

The results of the implementation of a thesis work are set forth in a report, which must be drawn up and formatted in accordance with these Methodological Guidelines. Students must pay special attention to the following text formatting rules, which are mandatory[1].

The title page of the thesis work report must be drawn up in the same language in which the text of the report is written.

It is also recommended that annexes to the thesis work (e.g., software source code,

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[1] See GOST (National State Standard) 7.32-2001, GOST 2.105-1995, GOST 7.1-2003, GOST P 7.0.100-2018, GOST P 7.0.5-2008, GOST 7.82-2001, GOST 7.83-2001, GOST P 7.0.96-2016, GOST P 7.0.95-2015, and GOST P 7.0.83-2013.

executable [exe] files, etc.) be posted to an open access platform (e.g., GitHub or Yandex.Disk) with a link to the relevant file provided in the thesis work report.

When implementing a thesis work in the software project format, the student must provide the source code for their project together with the text of their report (by the same deadline). It is recommended that the source be posted to an open access platform (e.g., GitHub or Yandex.Disk) with a link to the relevant file provided in the text of the thesis work report. As well, the code may be provided in closed or restricted access form with access provided only to the DP academic supervisor and the members of the thesis work defence board. All cases where it is not feasible to provide the code (e.g., if implementation is taking place within a company) must be approved on a case-by-case basis by the DP academic supervisor.

The final version of the thesis work is uploaded to the "Thesis/Term Paper" module of the Programme Office's approved report submission system no later than 14 calendar days before the first date of the defence process. The uploaded thesis work file is then automatically sent for a verification check in the special system for determining the percentage of borrowed (non-original) content (i.e., a plagiarism check). The check will generate a plagiarism verification report, which will serve as confirmation that the thesis work was uploaded to the Programme Office's approved report submission system, and will contain an indication of the identified percentage of matching text (i.e., non-original material).

A thesis work implemented in English is uploaded to the "Thesis/Term Paper" module in the Programme Office's approved report submission system no later than one working day before the deadline for uploading the final version of a thesis work for verification of the level of borrowed (non-original) material in the given work via the Antiplagiat (plagiarism detection) system. The result of the plagiarism check is then registered by a DP manager in the Programme Office's approved report submission system.

Submitting a printed hard-copy set of documents is not required. The thesis work is considered to have been submitted upon its uploading to the Programme Office's approved report submission system in accordance with the established procedure.

If the plagiarism check determines that a given thesis work exceeds the permissible level (20%) of matching text (i.e., non-original material), the supervisor must provide feedback on the implemented thesis work, no later than five working days before the designated date of the thesis work defence, containing a conclusion on whether the given text is non-original or original in nature if the initial technical (plagiarism) verification check determined that the text consisted of less than 80% original material.

For a thesis work that is submitted after the deadline, the supervisor shall be entitled to give said work an unsatisfactory grade in their feedback without even reviewing and considering its contents.

The date of submission of a thesis work is deemed to be the date the final version of the thesis work is uploaded to the Programme Office's approved report submission system. If the deadline for uploading a thesis work to the Programme Office's approved report submission system is not met, the given student's thesis work shall be deemed to not have been submitted, and the student shall not be allowed to proceed to the thesis work defence stage.

Publication of the thesis work on the HSE University website (portal) is not mandatory. The student's consent to the publication of their thesis work is recorded in the plagiarism verification report uploaded to the Programme Office's approved report submission system, which is in turn signed by the student.

2.4.3. Feedback on and Reviews of a Thesis Work

The thesis work supervisor compiles feedback on the thesis work and reviews it, based on the general criteria provided in the template supervisor's feedback form, and provides accompanying comments to their assigned grade, which concisely set forth and describe the main strengths and weaknesses of the given thesis work.

The supervisor signs their thesis work feedback, uploads a copy to the Programme Office's approved report submission system, or sends it to a Programme Office staff member, and also sends a copy to the student for them to read the feedback, no later than six calendar days before the date of the defence.

The degree programme academic supervisor confirms the list of thesis work reviewers from among full-time Faculty of Computer Science (FCS) academic staff members, as well as staff members from other HSE University subdivisions, other higher educational institutions, academic organisations, and IT developer companies that are specialists in the thesis work topic.

The academic supervisor or the student sends the thesis work (with a copy to the Programme Office) for review no later than the date that the thesis work is uploaded to the EIOS. See Annex 4 for the template Reviewer's Feedback Form to be sent to the supervisor and student (with a copy to the Programme Office).

The DP Programme Office informs the student of the content of the review no later than one calendar day before the thesis work defence by means of uploading the review to the EIOS, as established by the Programme Office.

2.5. Requirements for a Public Defence of a Thesis Work

A thesis work implemented by a student enrolled in the degree programme is subject to a public defence during Module 4 in accordance with the approved schedule. The defence process and procedures are governed by the Regulations on Final State Certification of Students of Bachelor's, Specialist and Master's Degree Programmes at National Research University Higher School of Economics (hereinafter, the "Final State Certification (FSC) Regulations").

For a public defence of a thesis work, a State Examination Board (SEB) is assembled and convened in accordance with the established procedure.

The defence process consists of an oral presentation report given by the thesis work author (recommended duration is 10 to 15 minutes, but not exceeding 15 minutes), questions posed by the SEB members and the students' responses to them, and the student's concluding remarks, which should contain, among other things, the student's response to the SEB members' comments. The thesis work supervisor may attend the defence in person. The student's report must formulate the stated task or problem and the results obtained from the work, both at the substantive level and in a formalised manner. It is recommended that the student address in their report those criteria indicated in the template thesis work supervisor's feedback form, and reflect all information in their report that is necessary for evaluating the information provided according to said criteria.

If the thesis work supervisor is also a member of the SEB charged with examining the work implemented by the student under their supervision, the given thesis work supervisor may take part in the discussion of the given thesis work but may not take part in its evaluation.

The members of the thesis work defence board shall draw up minutes, according to the established template and register, to record the results of the discussion of the given

thesis work.

Should there be a lack of consensus on the evaluation of a thesis work, the grade assigned for the public defence of the thesis work shall be determined by a simple majority vote by the SEB members present at the defence. In case of a tie vote, the deciding vote shall be cast by the chairperson of the board. Grades are assigned according to a 5-point and 10-point scale.

2.6. Appealing the Results of a Thesis Work Defence

The student may personally file an appeal no later than the next working day after the announcement of the grade. An appeal must be filed in the form of a request to the secretary of the Appeals Committee.

The only permissible grounds for filing an appeal are irregularities in the established procedure for holding a thesis work defence.

See Section 4 of the Final State Certification (FSC) Regulations for the procedure for considering an appeal.

The decision of the Appeals Committee shall be final and definitive and shall not be subject to review.

2.7. Specific Features of the Implementation of a Thesis Work When a Student Transfers to Studying Under a Special Individual Curriculum

If a student transfers to studying under a special individual curriculum with repeated courses after the conclusion of the winter retake period, the student is entitled to transfer the implementation of their thesis work to the following academic year by filing a relevant request to transfer the aforementioned curricular elements to the next academic year. In so doing, the student shall be obligated to complete the implementation of their thesis work in the full volume established by these Regulations during the next academic year.

If a student transfers to studying under a special individual curriculum with repeated courses after the conclusion of an additional retake period organised in April by decision of the dean for second-year students, the student is entitled to defer the implementation of their thesis work to the following academic year by filing a relevant request. Changes, including clarifications, in the thesis work topic/changes in the thesis work supervisor are not allowed in view of the conclusion of the timeframes established under these Regulations.

The deadlines for uploading a thesis work to the Programme Office's approved report submission system, for conducting a plagiarism verification check, for submitting the final draft version of a thesis work to the supervisor for the latter's written feedback, and for submitting the set of thesis work documents/materials to the Programme Office in the aforementioned cases, as well as in case of a student's transfer to studying under a special individual curriculum, after the fall retake period, shall be specified by an additional directive on carrying out Final State Certification (FSC) after students have fully carried out their individual curricula under the degree programme and have duly eliminated or rectified any academic failures concerning all elements of the degree programme.

2.8. Implementing a Thesis Work in the "Startup as a Diploma" Format

This clause has been drafted in accordance with the relevant federal educational standards and Ministry of Science and Higher Education of the Russian Federation Directive No. 636, dated June 29, 2015, which establish the FSC procedure for degree programmes.

"Startup as a Diploma" is a form of final certification that calls for the student to

create a technological and innovation-driven project, which combines scientific research work and entrepreneurial activity. The project should encompass both academic and entrepreneurial components, and the student must carry out a role or function that corresponds to their field of study.

2.8.1. Stages of Working on a Startup

During their period of study, the student must meet specific assessment deadlines for the assessment of their progress:

- Applications (statements of intent) to work on a startup are submitted at the beginning of studies in the second year of study under a Master's degree programme;
- The final defence of a startup is conducted at the end of the second year of study under a Master's degree programme.

The final defence of a startup project consists of a presentation of the given project, in which the student must report on the work conducted, including the academic component, and the results of the entrepreneurial activity carried out.

2.8.2. Supervising a Thesis Work in the "Startup as a Diploma" Format

The following persons may act as a supervisor of a thesis work conducted in the "Startup as a Diploma" format by students of the Data Science Master's degree programme:

- HSE University academic staff and invited teachers who hold academic degrees;
- practitioners working part-time at the University and invited teachers who have at least three years of experience working in the field of Information Technology.

For those students with a thesis work supervisor who is not a University staff member, a co-supervisor may be appointed from among the University's staff members. The co-supervisor fulfils the function of monitoring the implementation of the thesis work and compliance with the requirements for its content and formatting. The co-supervisor's role may be carried out by a supervisor from the given students' specialisation track.

A student who is carrying out a thesis work in the "Startup as a Diploma" format should be assigned a consultant, whose professional activity or academic interests pertain to the thesis work topic, from among:

- HSE University academic staff;
- invited teachers;
- employees of third-party organisations.

The rights and obligations of both the thesis work supervisor and consultant are stipulated by the relevant HSE University bylaws.

The student must submit the final version of their thesis work to the supervisor no later than three weeks before the designated date of the first thesis work defence.

After receiving the final version of the thesis work from the student/Programme Office, the supervisor must prepare relevant feedback comments. In their feedback, the supervisor should:

- *indicate:*
  - the volume of the work in number of pages,
  - the number of illustrations,
  - the number of tables,
  - the number of sources used,

- the percentage of borrowed (non-original) material in accordance with the report generated by the Antiplagiat (plagiarism detection) system,
  - *describe the quality of the work,*
  - *make particular note of:*
- the strengths of the work,
- the weaknesses or shortcomings of the work,
  - *determine the degree of:*
- independence in implementing the thesis work,
- the creative approach taken by the student while implementing the thesis work,
- the degree to which the work corresponds to the requirements stipulated for thesis works at the Master's degree level,
- recommend the thesis work for a defence,
- assign a grade to the thesis work.
- In assigning a grade to the thesis work, the supervisor should factor in the following criteria:
- statement of the problem or task and substantiation of its relevance,
- key terms and concepts used,
- the completeness of the presentation of the approaches taken to resolving the subject problem/resolving the subject task and/or the project under development,
- the scientific novelty and/or practical significance of the results obtained,
- the reliability of the results obtained,
- the visual aspects of the materials presented,
- compliance with the formatting rules,
- the level of maturity of the competencies formed in the process of implementing the thesis work.

The supervisor is entitled to refrain from recommending the thesis work for a defence if the given thesis work exceeds HSE University's permissible level (20%) of matching text (i.e., non-original material).

If a supervisor recommends that a thesis work that exceeds the 20% limit on borrowed (non-original) material be permitted to proceed to the defence stage, the given supervisor must provide a conclusion outlining the character of the borrowed material in their feedback on the given thesis work.

The supervisor is entitled to refrain from assigning a grade if the student fails to submit the thesis work by the deadline. In this case, the supervisor's grade shall be deemed as equivalent to zero (0).

The supervisor must, no later than six calendar days before the first date of the thesis work defence, send their feedback to the Programme Office of the FCS Master's programme, and to the student, as well as upload their feedback to the Programme Office's approved report submission system, HSE University in the Thesis Work module.

2.8.3. Requirements for a Work Thesis in the "Startup as a Diploma" Format

The startup must be developed in a field of technology that corresponds to the field of study Applied Mathematics and Information Science. It is important that the project has potential for commercialisation and includes elements focused on R&D activity.

Main Criteria for a Successful Work Thesis in the "Startup as a Diploma" Format:

- Academic and practical engineering results, confirmed by published articles, patents or expert conclusions;
- Proven hypotheses of the project's value and its potential scalability;
- Outside sources for raising financing (e.g., grants, investment, income from initial sales);
- Participation in accelerator or pre-accelerator programmes.

The project must be presented in the form of a grant application or investment application, which may also serve as the primary document for the diploma defence.

2.6.4. Requirements for a Public Defence of a Work Thesis in the "Startup as a Diploma" Format

A thesis work in the "Startup as a Diploma" format, as for other thesis work formats implemented by students of the Data Science degree programme, is subject to a mandatory public defence. The process and procedure for conducting a defence is governed by the relevant HSE University bylaws.

Public defences of thesis works by students in the Data Science degree programme are conducted in Module 4 in accordance with the approved schedule.

For a public defence of a thesis work, a State Examination Board (SEB) is assembled and convened in accordance with the established procedure.

The defence process consists of a presentation by the thesis work author (up to 15 minutes in duration), questions posed by the SEB members and the students' responses to them, and the student's concluding remarks, which should contain, among other things, the student's response to the SEB members' comments. The student can make their presentation at their thesis work defence either in Russian or English regardless of the language in which their thesis work was written. The student is entitled to use the necessary electronic and technical equipment required for demonstrating the software program they developed when implementing their thesis work.

The SEB members will record the results of their discussion by filling in and signing formal Minutes of the board meeting.

2.6.5. Grading a Thesis Work in the "Startup as a Diploma" Format

The defence of a "Startup as a Diploma" project is conducted before the members of the SEB, which should consist of experts in the fields of both science and entrepreneurial business. The student must defend their own work independently, providing complete answers to the questions posed by the SEB members.

The decision of the SEB is made at a closed session with a quorum of at least two-thirds of the members, a simple majority of the votes of SEB members taking part in the meeting, while the presence of the SEB chairperson is mandatory. In the event of a tie vote, the SEB chairperson shall have the prerogative to cast the deciding vote.

The final grade for a thesis work is assigned at the discretion of the SEB with due regard for the grades assigned by the academic supervisor and the consultant, the quality of formatting of the thesis work, the progress made in commercialising the startup (measured by such metrics as sales, client contracts, and preorders), the student's command of the relevant professional terminology, and their ability to defend their project in front of the board and to answer the questions posed by board members. If the supervisor is a member of the SEB, they may take part in the discussion concerning the assessment of the thesis work, but they may not take part in the actual assessment of it.

2.7. NDA for aThesis Work

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 process of approving the topic of a thesis work that is subject to an NDA is carried out through the separate consideration by the academic supervisor of a request in which the student must indicate the topic, the company, and the supervisor, and the relevant request must also confirm that the student can comply with the requirements set forth in Clause 2.4.2, and describe precisely which specific information items in the PTE are deemed confidential and not subject to disclosure. The request must be submitted according to the DP Programme Office's approved method by a deadline that is coterminous with Deadline 1. If the student's request was not submitted by the deadline, the student must include a link to the project source code in the reporting documentation for their thesis work defence.

Annex 1.

List of Stages and Respective Deadlines for Topic Selection and Approval,

and the Implementation and Defence of a Thesis Work

in the 2025/2026 Academic Year

No.	Stage	Responsible for the implementation stage of the term project	Deadline
1	Gathering of proposed thesis work topics	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 the approved thesis work topics to the Programme Office
3	The Programme Office informs the relevant HSE University subdivisions about	the approved topics for thesis works	Within one working day from the time of receipt of the decision of the Academic Committee/DP Academic Supervisor on the recommended list of proposed topics
4	Compilation of the final list of recommended thesis work topics	HSE University subdivisions / Academic Supervisor	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	The publication of information on thesis work topics, supervisors, and the rules and deadlines for implementation in open access (on the DP webpage, EIOS)	Programme Office / DP manager	No later than 11.59pm on October 15 of the current academic year
6	Student-initiated proposals	Students/Thesis Work	No later than 11.59pm on

	for thesis work topics	Supervisors/Academic Supervisor	November 1 of the current academic year
7	Discussion and approval of student-initiated thesis work topics (uploaded to the EIOS)	Student/Academic Supervisor/Academic Committee/Programme Office	Decisions must be made no later than 11.59pm on November 12 of the current academic year
8	Submission by students of applications for the selection of thesis work topics (with the supervisor's endorsement)	Students/Thesis Work Supervisors	By November 20 of the current academic year
9	Assignment of thesis work topics and supervisors by a directive of the Academic Supervisor	Academic Supervisor/Programme Office	Decision of the Academic Committee/Academic Supervisor on the assignment of topics and supervisors – within 10 calendar days from the date of selection (by November 20) Issuance of the directive – no later than December 15 of the current academic year
10	Directive on designating thesis work reviewers	Programme Office/Academic Supervisor	No later than one month before the designated date of the thesis work defence
11	Approval of the thesis work defence schedule	DP manager	No later than one month before the date of the defence
12	Changing thesis work topics/supervisors (by directive of the academic supervisor)	Student/Programme Office/Academic Supervisor	No later than one month before the established deadline for submission of the final version of the thesis work to the Programme Office - change of thesis work topic; no later than two months before the established

			deadline for submission of the final version of the thesis work to the Programme Office – change of the thesis work supervisor
13	Submission of the final version of the thesis work to the supervisor	Student	No later than seven days before the date of uploading to the EIOS
14	Uploading of the thesis work to the EIOS for a verification check in the Antiplagiat (plagiarism detection) system	Student	No later than May 22, 2026
15	Supervisor's feedback (to be uploaded to the EIOS)	Thesis Work Supervisor	Within seven calendar days after receipt of the final version of the thesis work from the student
16	Sending the thesis work for review	Thesis Work Supervisor/Student (with a copy to the Programme Office)	No later than May 22, 2026
17	Reviewing the thesis work	Reviewers	Within seven calendar days after receipt of the thesis work text
18	Public defence of the thesis work	Student/SEB/Thesis Work Supervisor/Programme Office	According to the approved schedule