Высшая школа бизнеса

Learning Support Center
Graduate School of Business
National Research University -
Higher School of Economics

Moscow
2025

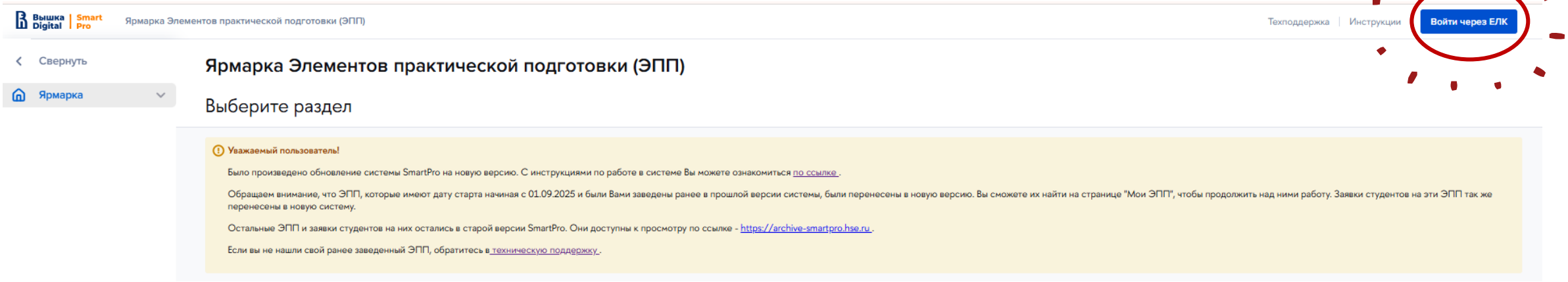
Selecting Master Thesis Topics and Supervisors in the SmartPro 3.0 system

Final State Certification Schedule for 2025/2026

No.	Name of item	Deadlines
1	Submission of applications and proposals for the topic of the Final Qualifying Work (FQW) to the SmartPro 3.0 system	**October 31, 2025 – November 28, 2025**
2	Selection of received applications for the proposed topics of the FQW by thesis supervisors and Academic Supervisor	October 31, 2025 – December 5, 2025
3	Assignment of FQW topics and supervisors to students by order	until December 12, 2025
4	Change/clarification of the FQW supervisor	until March 14, 2026
5	Change/clarification of the FQW topic	until April 14, 2026
6	Completion of internship	January 12, 2026 – March 13, 2026
7	Submission of the internship report	until March 20, 2026
8	Submission of the final version of the FQW and annotation by uploading the FQW to the Antiplagiarism system in LMS	May 14, 2026, until 6:00 PM
9	Submission of supervisor's review on the FQW and reviewer's feedback	no later than 5 calendar days before the day of defense of the final qualifying work
10	Defense of the FQW	May 27, 2026 – June 11, 2026

Login SmartPro 3.0

- SmartPro 3.0 latform is available at the link: https://smartpro.hse.ru/
- Login to the system is performed through the Unified Personal Account (ЕЛК/ELK) -> the "Log in via your personal account" button in the upper right corner
- Login: student's corporate email
- Password: corporate email password



Options for Choosing the Thesis Topic and Supervisor

1 Select a topic and supervisor from the "Topic List"

Without changing the topic

The student submits an application on the topic indicated in the application by the supervisor

With topic correction

The student preliminarily approves adjustments to the existing topic with the supervisor and submits an application for the topic by making the agreed adjustments

2 Submitting an initiative application

The student creates an application for the supervisor with an initiative topic for the thesis

Without changing the topic

Student: doesn't know the exact wording and company for which they will be writing treir thesis

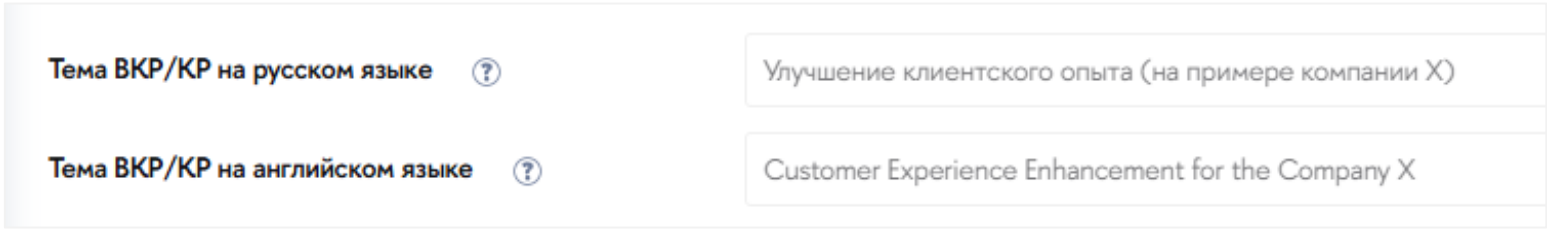
An application is submitted on the topic indicated by the supervisor in the application with the possibility of subsequent correction of the topic during the period of changing the thesis topics

With topic correction

Student: knows the exact wording and the company for which he/she will write his/her thesis

Adjustments to the topic are pre-agreed with the supervisor of the thesis and an application for the topic is submitted with the agreed adjustments made

For example:
The supervisor submitted an application with the following topic



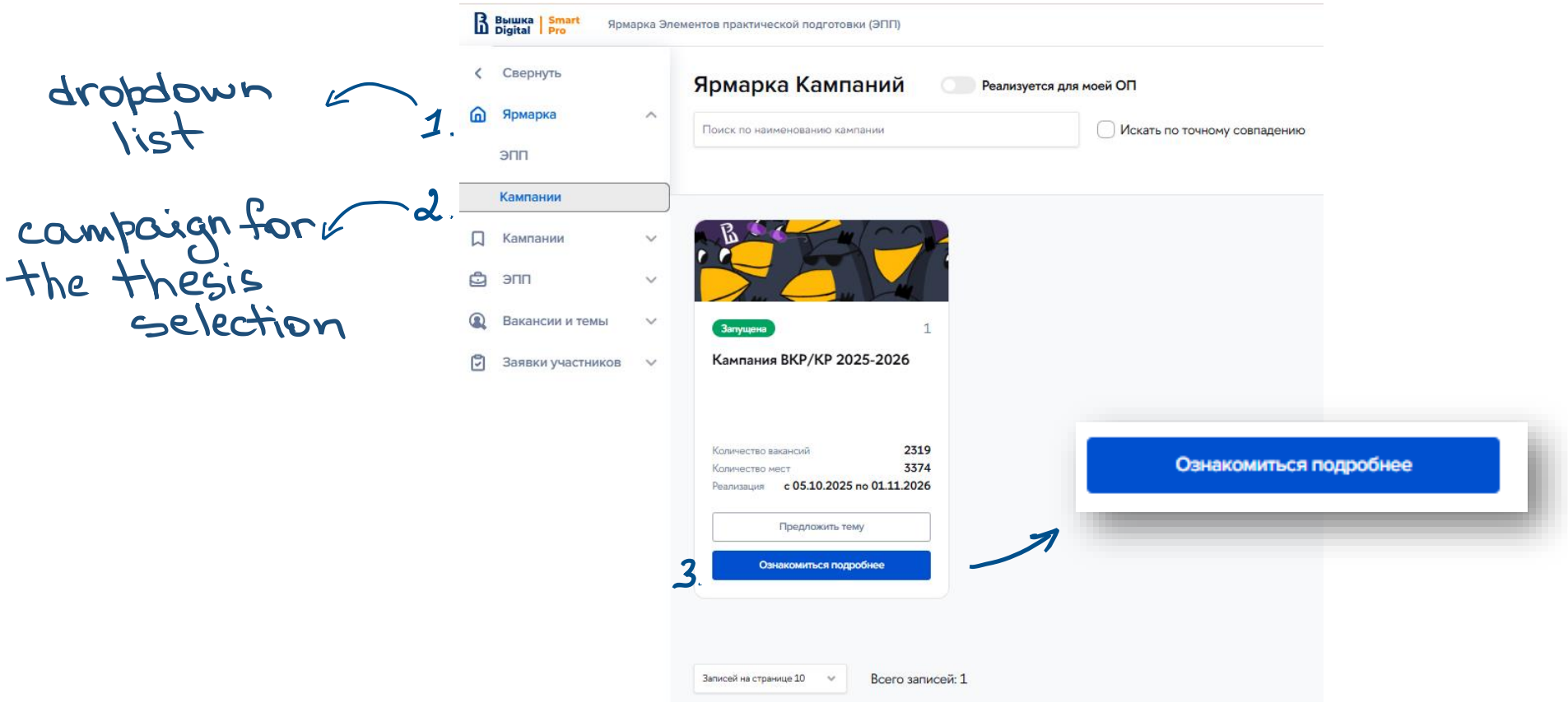
The topic is chosen by the student without changes

The student changes the topic to "Improving the Customer Experience (On the Example of Consultant LLC)"

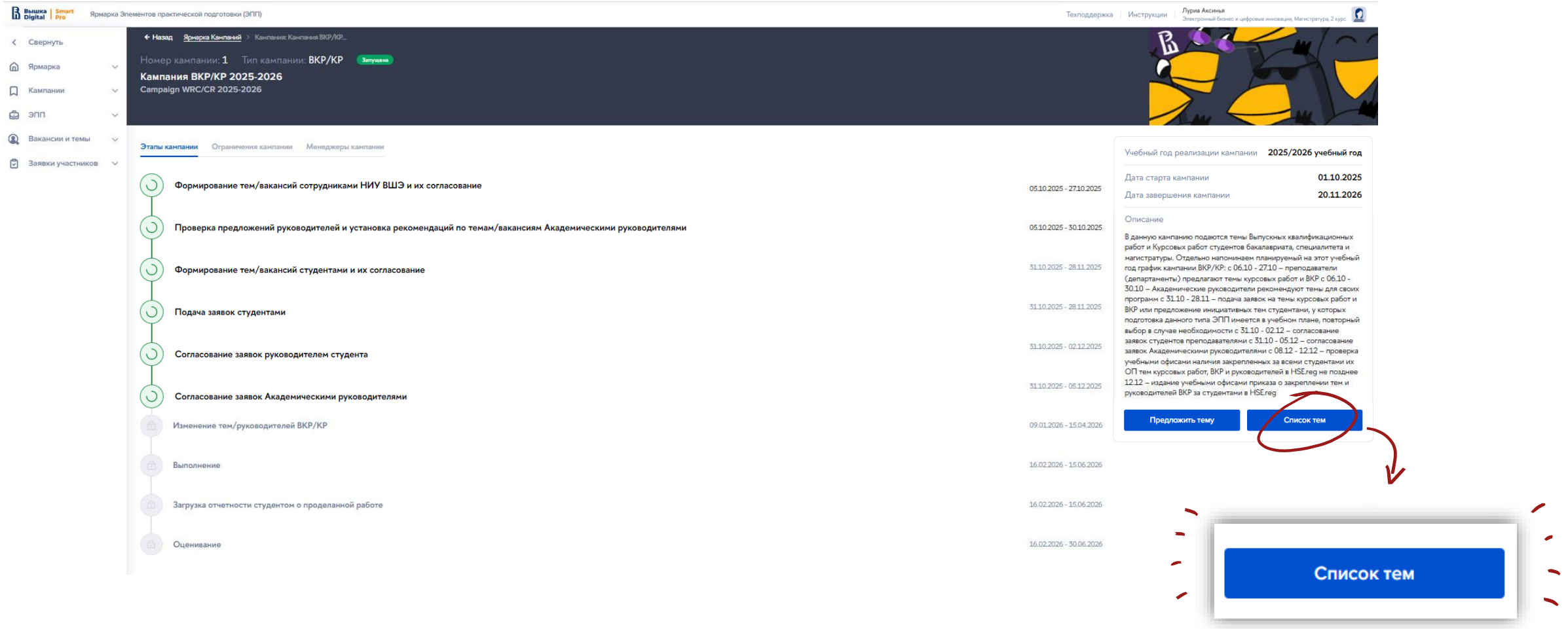
changes

Selection of a Topic and Supervisor from the "Topic List"

Select a Topic and Supervisor from the "Topic List"

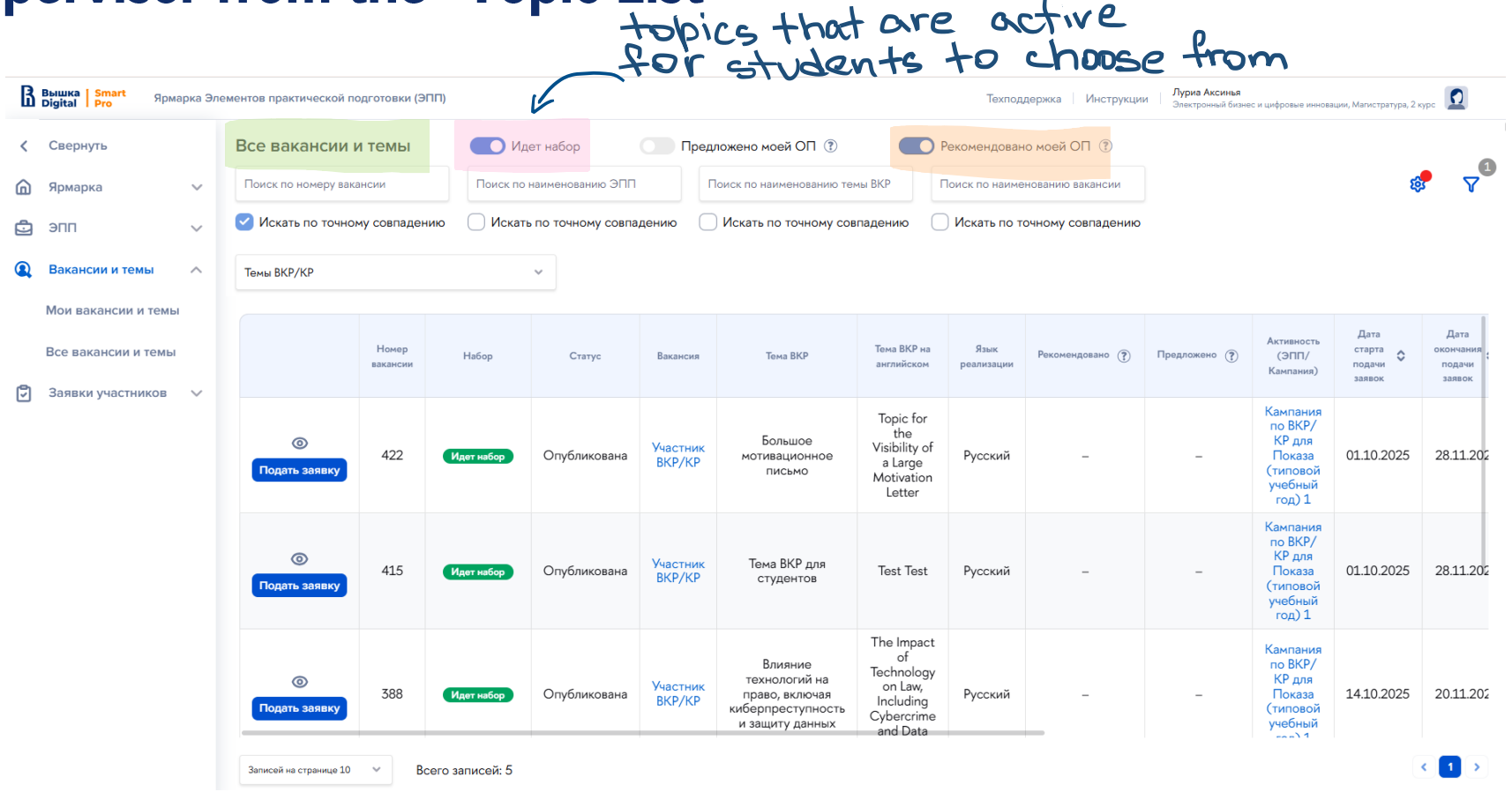


Selecting a Topic and Supervisor from the "Topic List" Without Changing the Topic



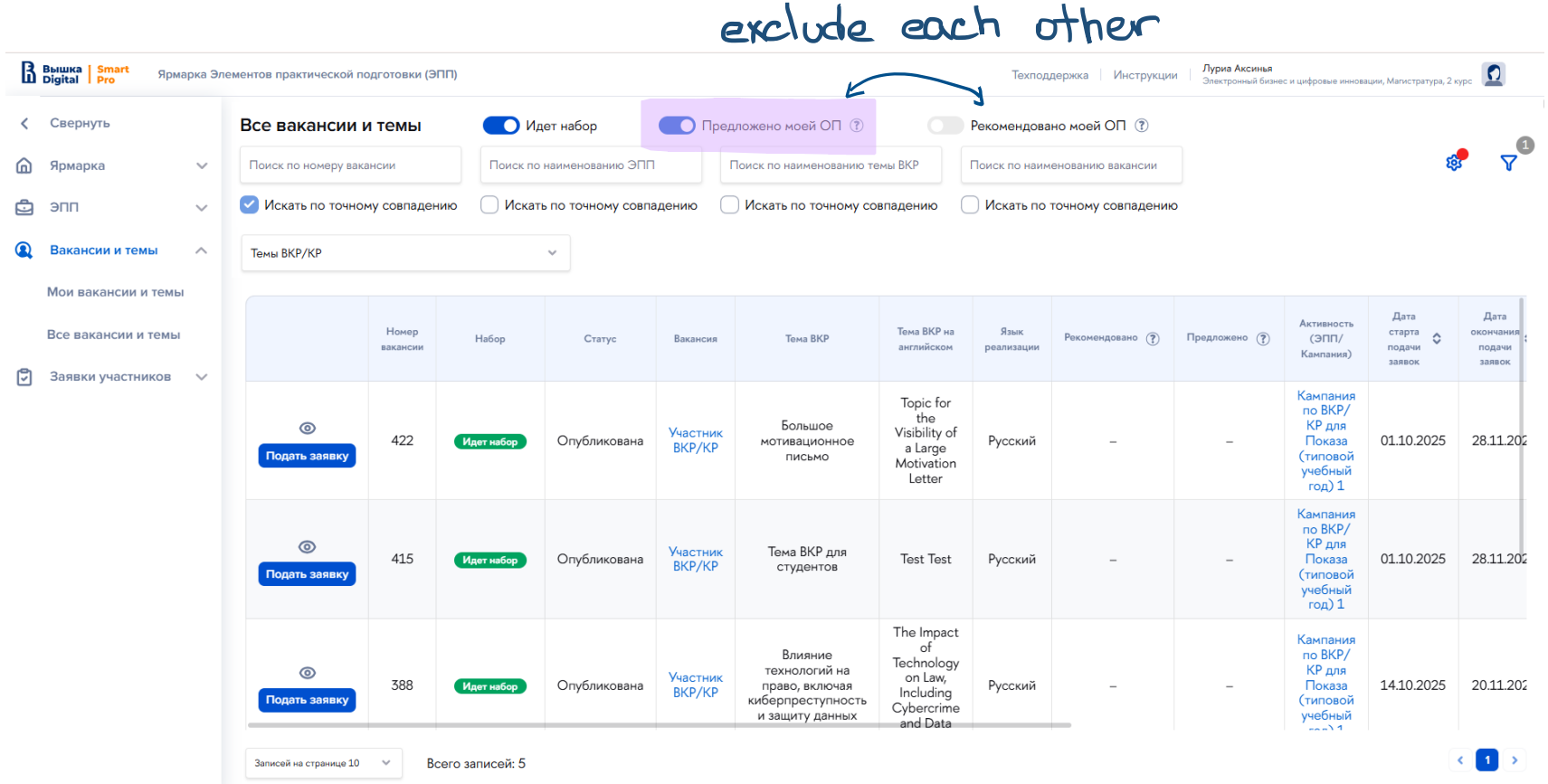
Select a Topic and a Supervisor from the "Topic List"

After clicking the "List of Topics" button, the **"All vacancies and topics".** The page will display all the topics of the theses of this campaign, for which **recruitment** is taking place and which are **recommended to you by the Academic Supervisor**

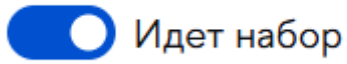


Select a Topic and a Supervisor from the "Topic List"

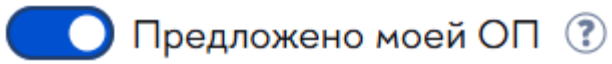
If you haven't found a suitable topic among the recommended ones, you can adjust the filters, for example, by shifting the toggle switch at the top of the page "**Suggested by my programme**" into an active position to see the topics that the supervisor of the topic itself expects you to cover, but which were not recommended by your Academic Supervisor



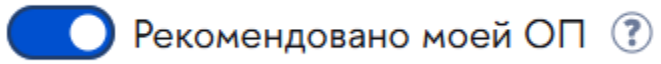
Filter Designation



If active, the topics for which recruitment is ongoing will be displayed, meaning that application dates are still open and there are available spots



If active, the topics that the supervisor of the topic itself expects you to cover, but that were not recommended by your Academic Supervisor



If active, topics recommended to you by your Academic Supervisor will be displayed

Filter Designation

Recommended by my programme - this is an attribute that is established by the Academic Supervisor of the educational programme.

If the Academic Supervisor has recommended participation in the thesis topic for students of their educational programme, then upon submission of an application, it will be reviewed only by the topic supervisor; approval by the Academic Supervisor will occur automatically.
If the Academic Supervisor has not recommended participation in the thesis topic for students of their educational programme, then upon submission of an application, it will be considered by the Academic Supervisor after the application has been reviewed by the topic supervisor.

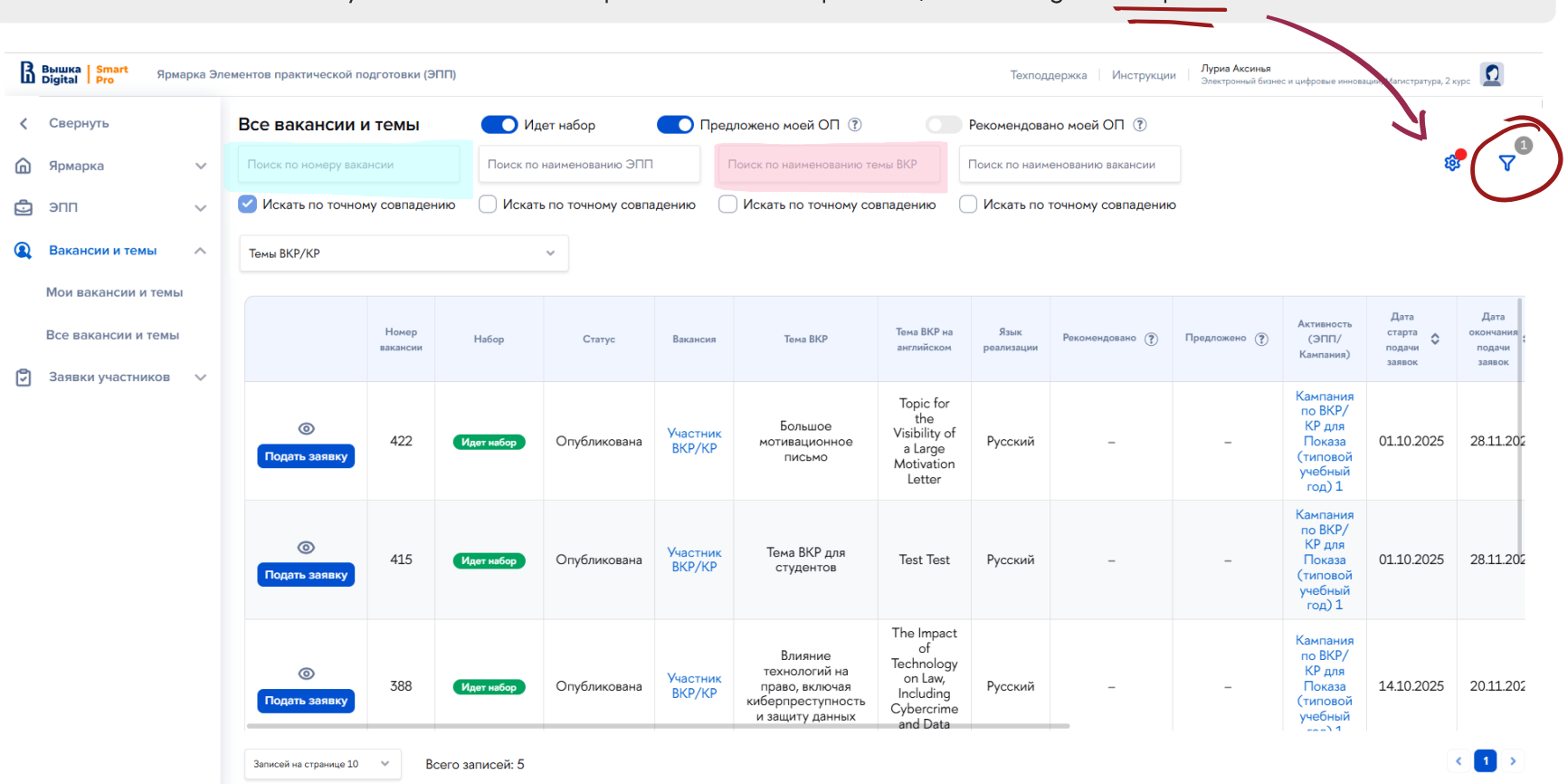
The absence of a recommendation from the Academic Supervisor does not prohibit you from choosing the topic.

Select a Topic and a Supervisor from the "Topic List"

The search for the topics can be carried out using the search bar:

- **Search by ID number** (topics) - if, for example, the supervisor told you the specific ID number of the thesis topic for which you can apply.
- **Thesis topic title** - if you want to choose a topic for yourself by finding it by keyword

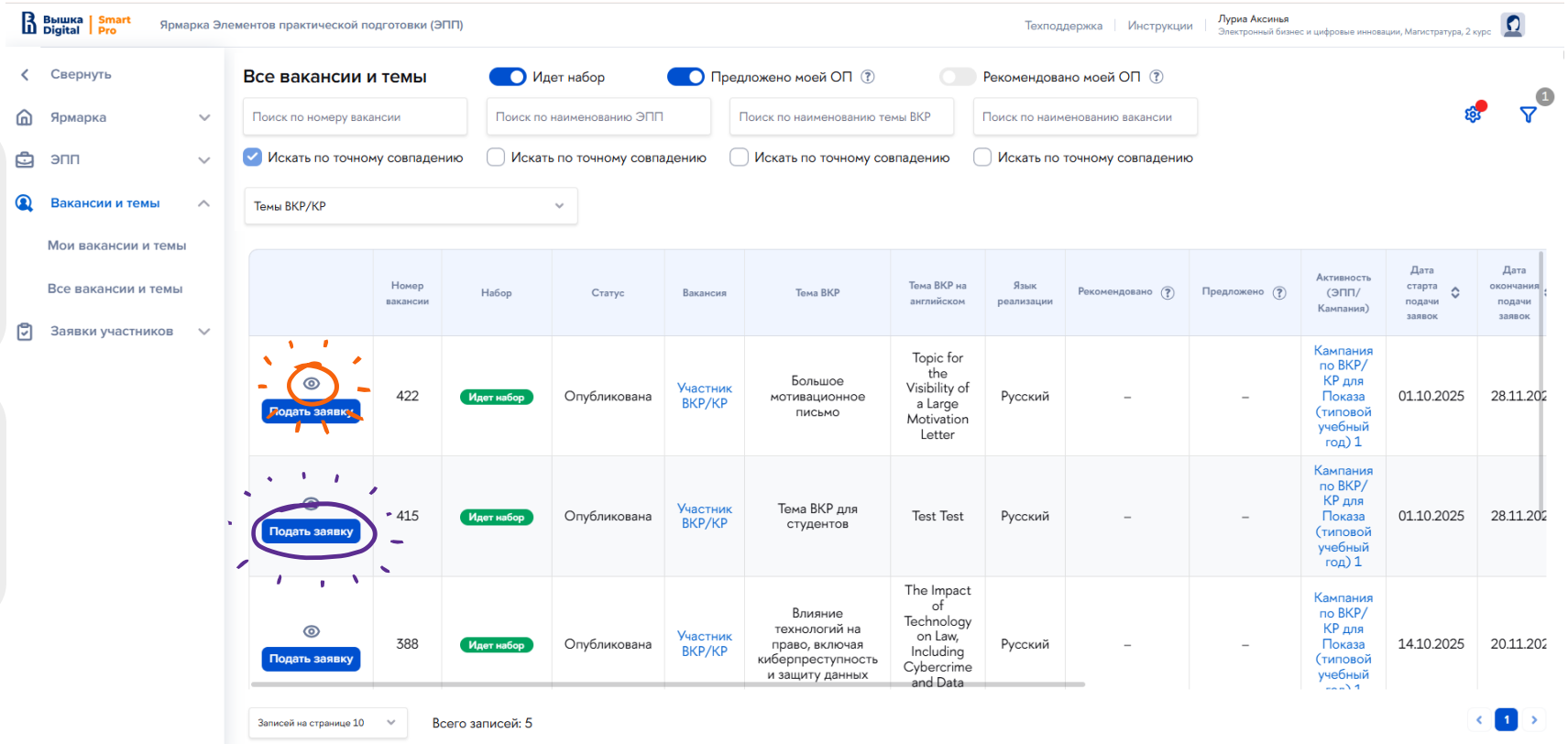
If you need to find a topic of a certain supervisor, use the right filter panel.



Select a Topic and a Supervisor from the "Topic List"

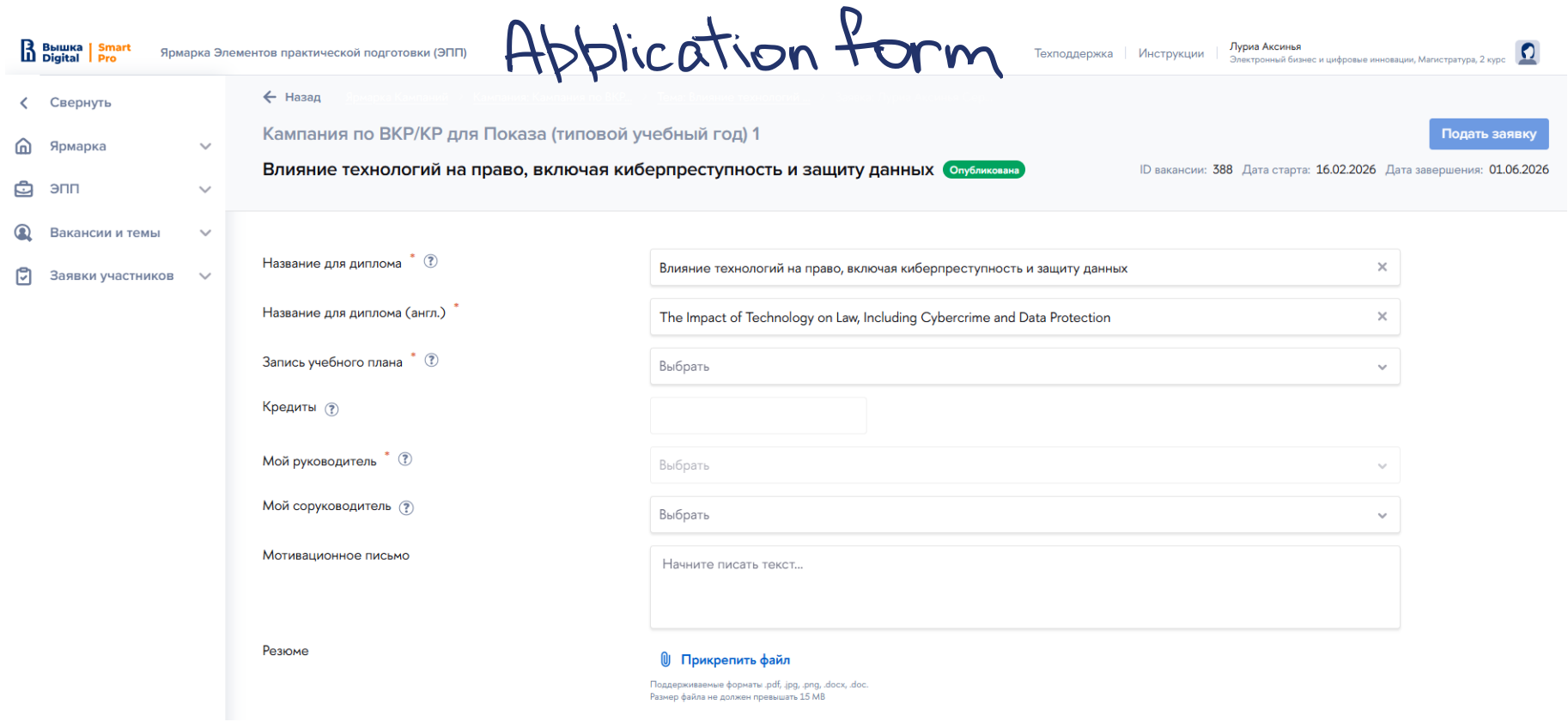
To learn more about a topic, click on the "**eye**" icon

To submit an application for the topic of the thesis, you must click the button "**Submit an application**" in the list of topics



Select a Topic and a Supervisor from the "Topic List"

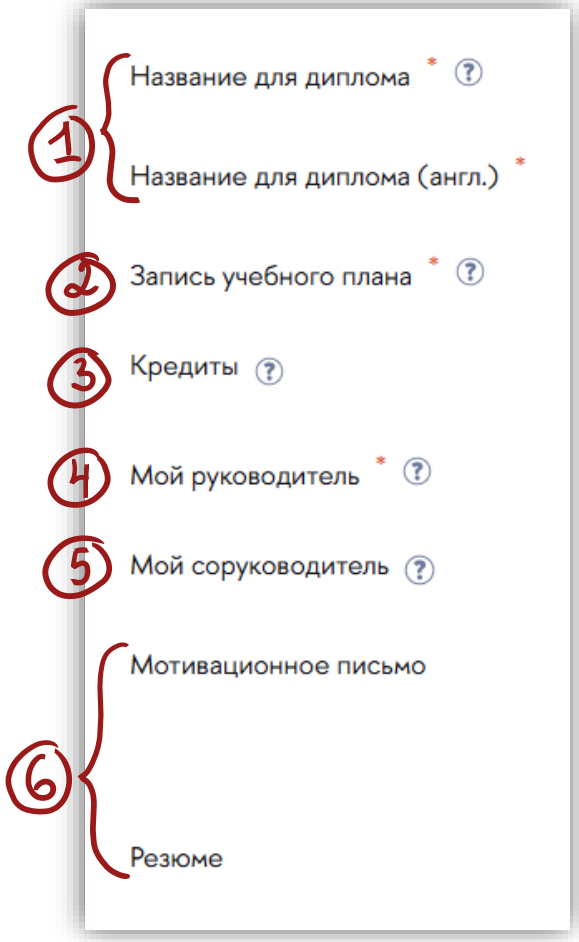
After clicking the "Submit Application" button, an **application form** window will open



Select a Topic and a Supervisor from the "Topic List"

The form contains:

1. **Thesis title in Russian and English**- is filled in automatically based on the selected thesis topic. You can adjust the title individually if necessary.
2. **Curriculum record** - to select an element of the curriculum.
3. **Credits** - is set automatically according to the selected curriculum entry.
4. **My thesis supervisor** - to select a supervisor
5. **My co-supervisor** - to select a co-supervisor
6. **Motivation letter and CV** - required to fill in if the field has an asterisk "*"



Select a Topic and a Supervisor from the "Topic List"

1. Thesis title in Russian and English

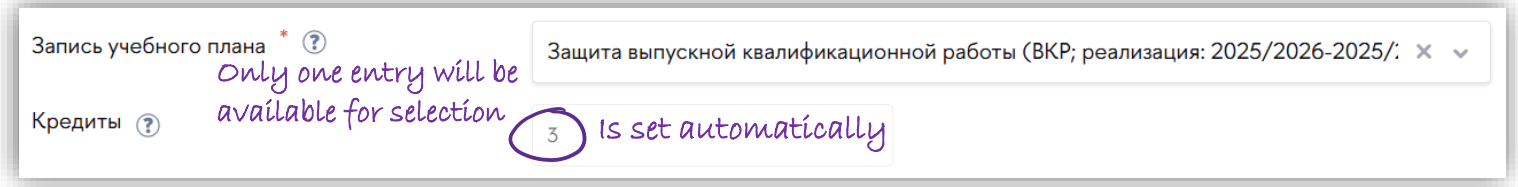
You can adjust the title individually for yourself, if necessary (the topic is adjusted in Russian and English)

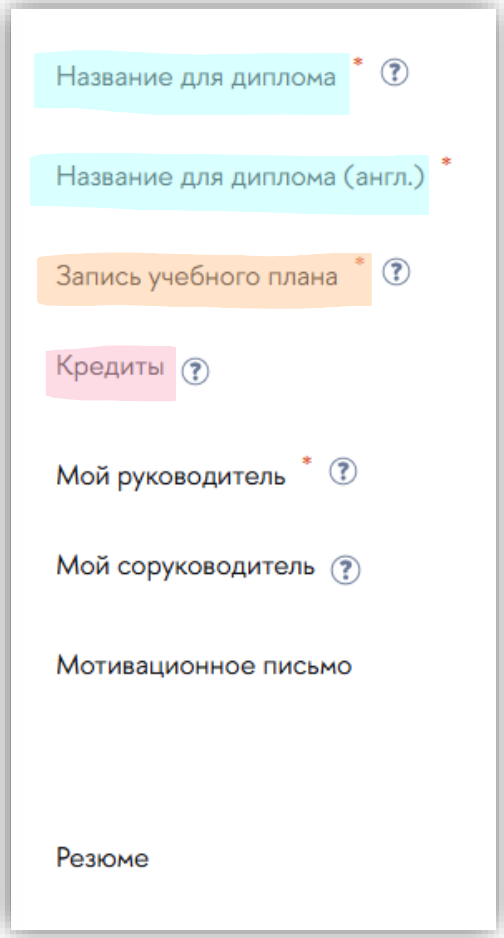
2. Curriculum record

You must select a record of the "Final Qualification Work" type with the title "Final Qualification Work"

3. Credits

Is set automatically after selecting a curriculum entry





Select a Topic and a Supervisor from the "Topic List"

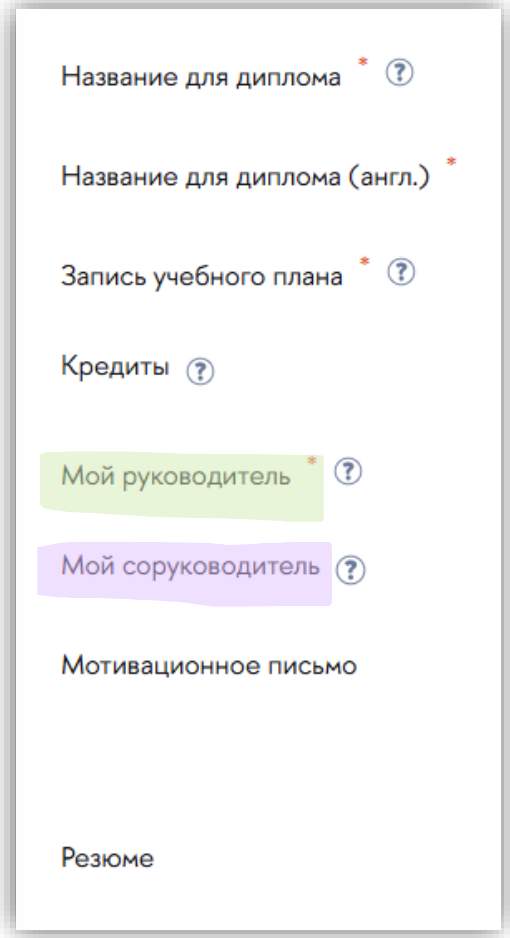
4. My thesis supervisor

The selection of the supervisor is carried out from the list of persons indicated as supervisors

5. My co-supervisor

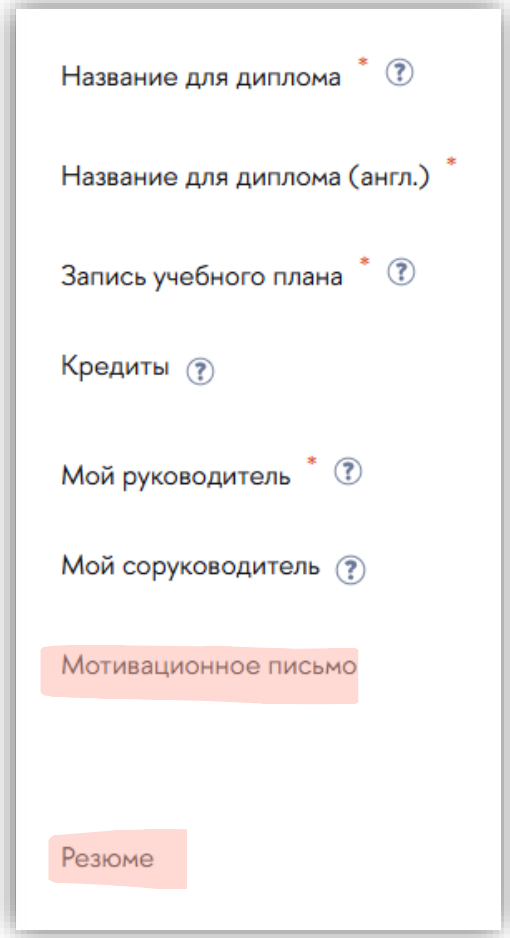
Choice of co-supervisor is carried out from the list of persons indicated as co-supervisors, excluding the already selected supervisor

Thesis supervisors will be appointed from among the University's staff, who hold Doctor of Sciences, the Candidates of Sciences degrees, or a PhD degree), as well as practitioners with at least 3 (three) years' work experience in the respective industry/field, or staff employed by HSE University under conditions of secondary employment.



Select a Topic and a Supervisor from the "Topic List"

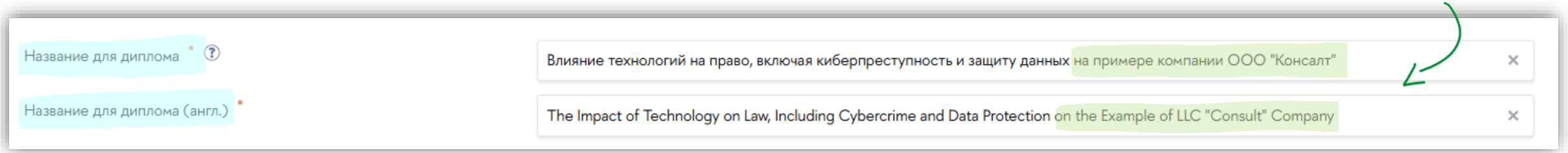
6. **Motivation letter and CV**- required to fill in if the field has an asterisk "*"



Select a Topic and a Supervisor from the "Topic List" With Topic Adjustments

If you have agreed with your supervisor in advance on making a correction to the topic, then before submitting your application, you need to correct the topic in the fields "**Diploma title in Russian and English**"

Corrections made



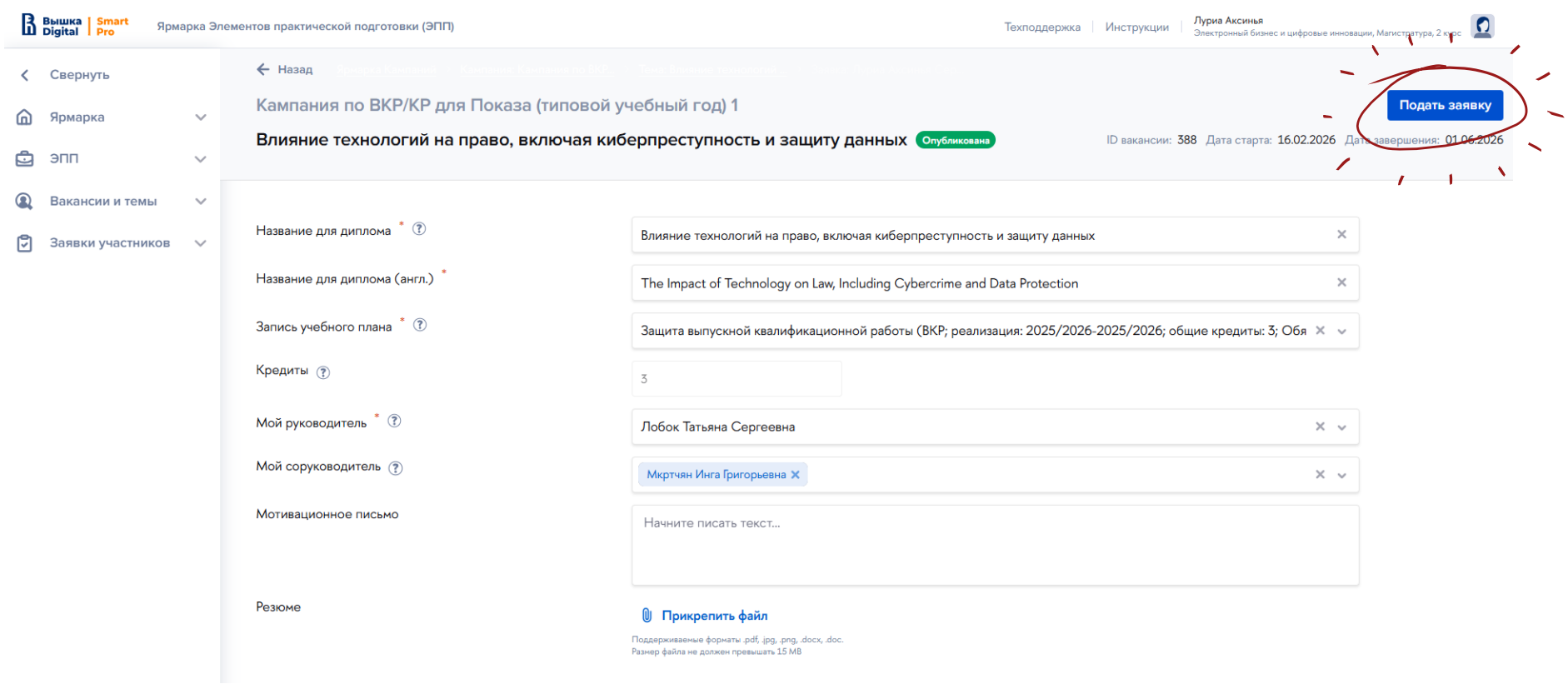
The topic in English is indicated in accordance with the rules of capitalization (all main words are indicated in capital letters, and articles, prepositions and conjunctions are in lowercase)

Select a Topic and a Supervisor from the "Topic List" With Topic Adjustments

After filling in the required fields of the application form, press "**Submit an application**"

After pressing the button "**Submit an application**"Your application is considered submitted.

SUCCESS!

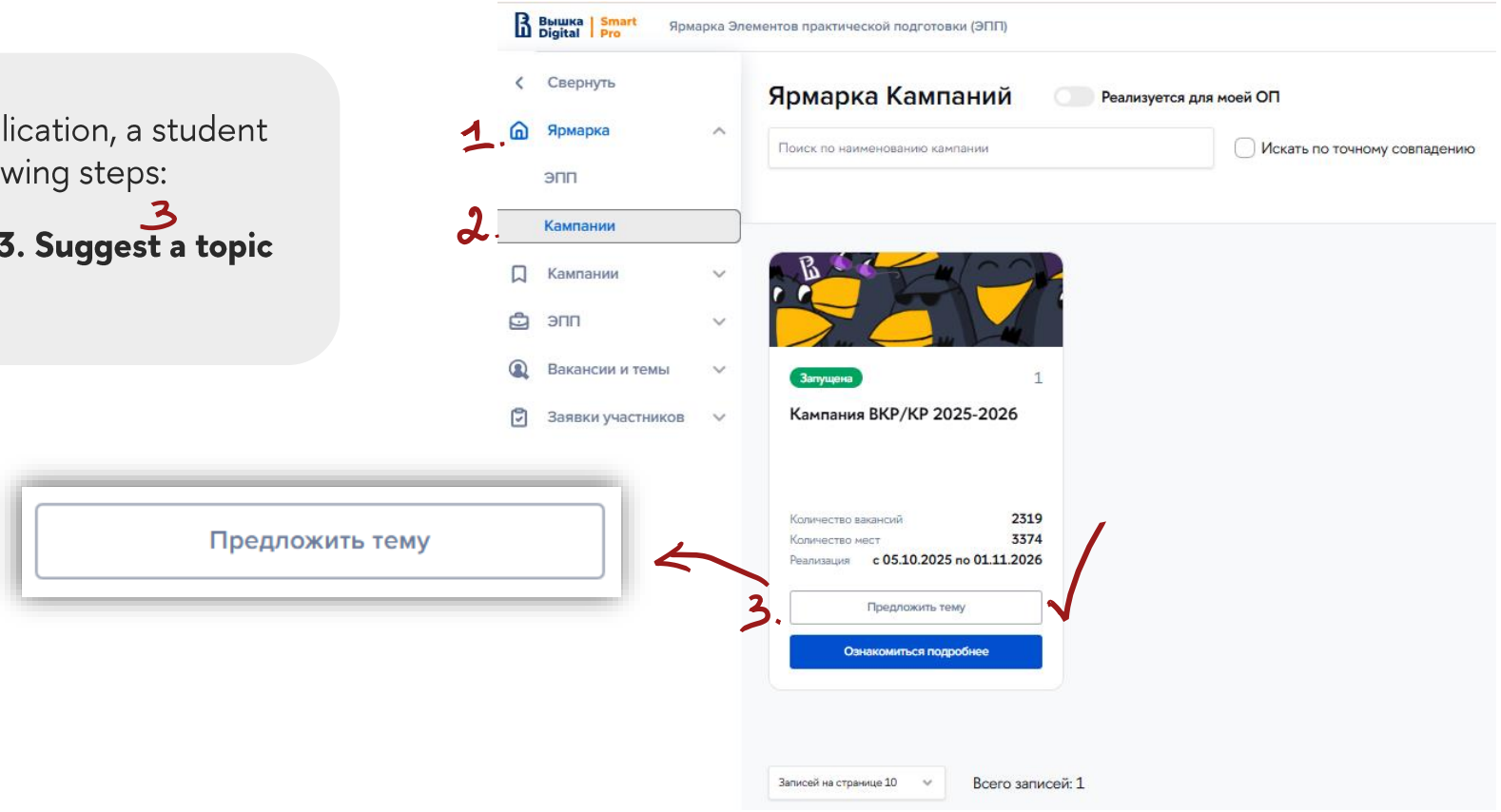


Submitting an Initiative Application

Submitting an Initiative Application

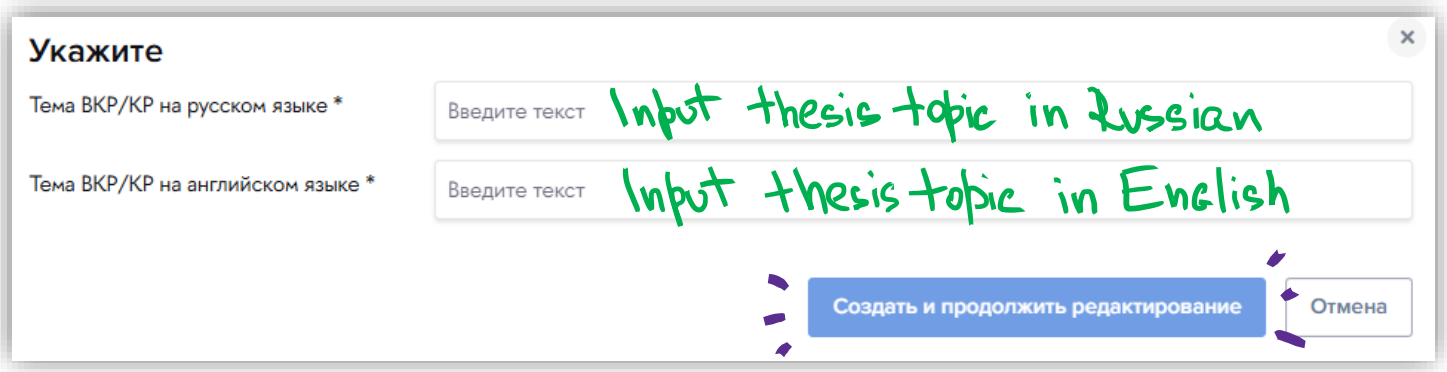
To submit an initiative application, a student completes the following steps:

1. Fair ⇨ 2. Campaigns ⇨ 3. Suggest a topic



Submitting an Initiative Application

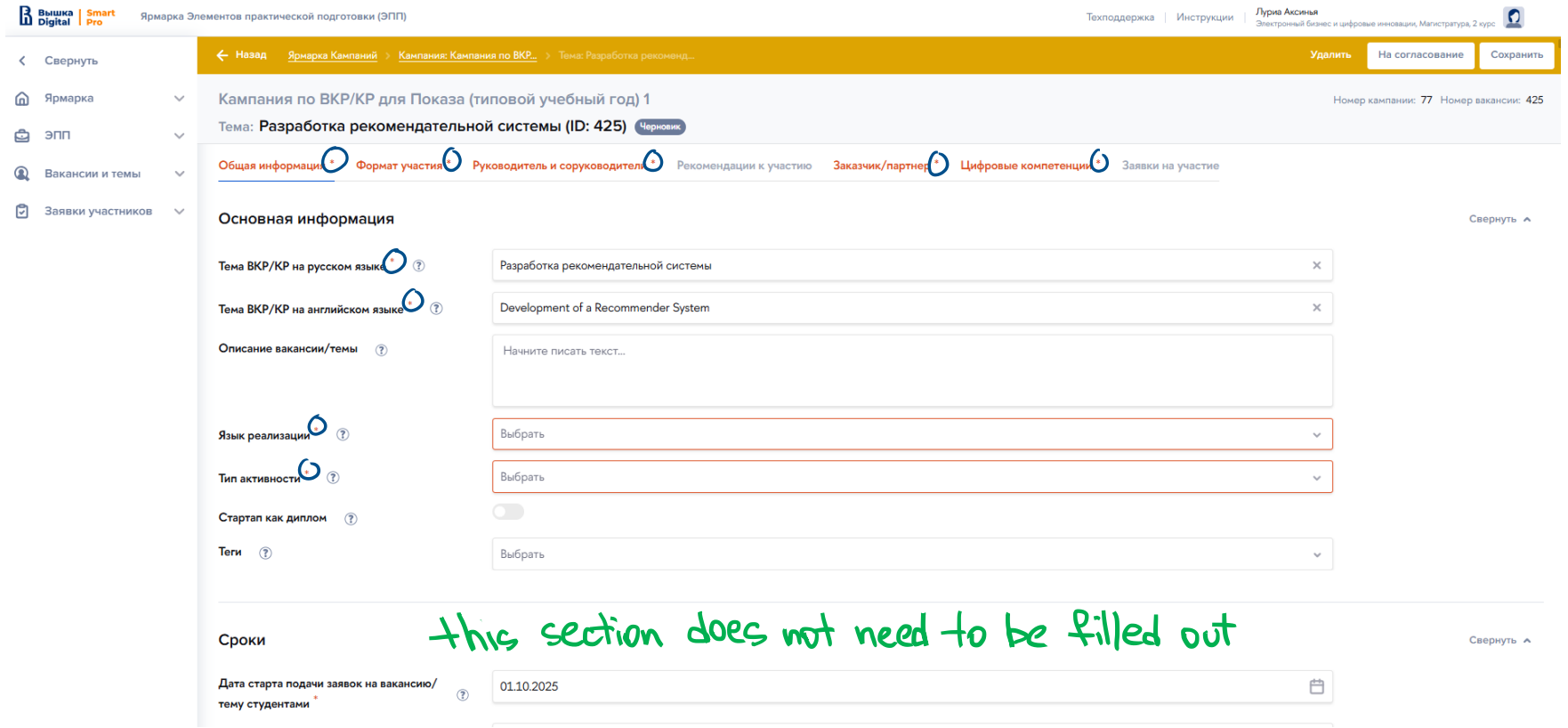
STEP 1. Fill in the thesis topic in Russian and English (after entering, the button "**Create and continue editing**")



The topic in English is indicated in accordance with the rules of capitalization (all main words are indicated in capital letters, and articles, prepositions and conjunctions are in lowercase)

Submitting an Initiative Application

STEP 2. Fill in **all required fields**(marked with an asterisk in the application creation card)



Submitting an Initiative Application – Filling In the Fields

1. Section"General information"

Общая информация *

In what language will the thesis be conducted?

Русский

English

Язык реализации * Выбрать English

Purpose and expected results of the final qualifying work

Прикладной/Проектный

Исследовательский/Академический

Тип активности * Выбрать Applied/Project-based (for example)

1 place is indicated, The thesis is completed individually.

Места и кредиты

Количество мест на данной вакансии/теме для студентов * 1

Submitting an Initiative Application – Filling In the Fields

2. Section"Participation format"

Формат участия *

Формат работы * ?

Выбрать индивидуальный (individually)

групповой

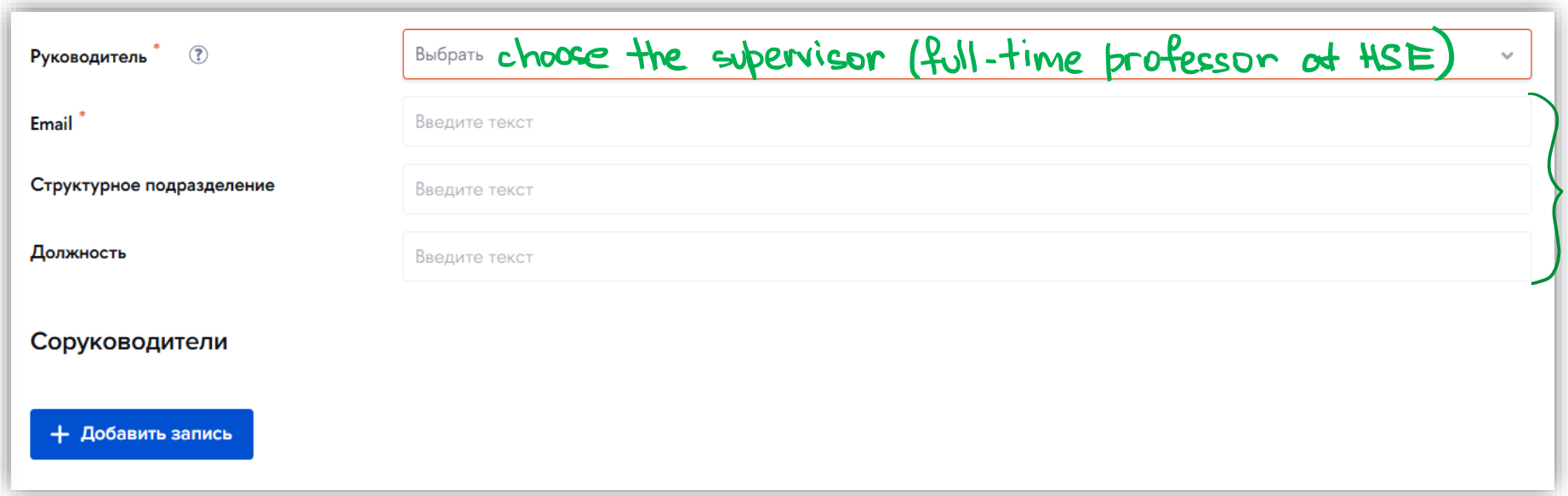
индивидуальный

**An individual format is specified,
The thesis is completed individually.**

Submitting an Initiative Application – Filling In the Fields

3. Section "Supevisor and co-supervisor"

Руководитель и соруководители *



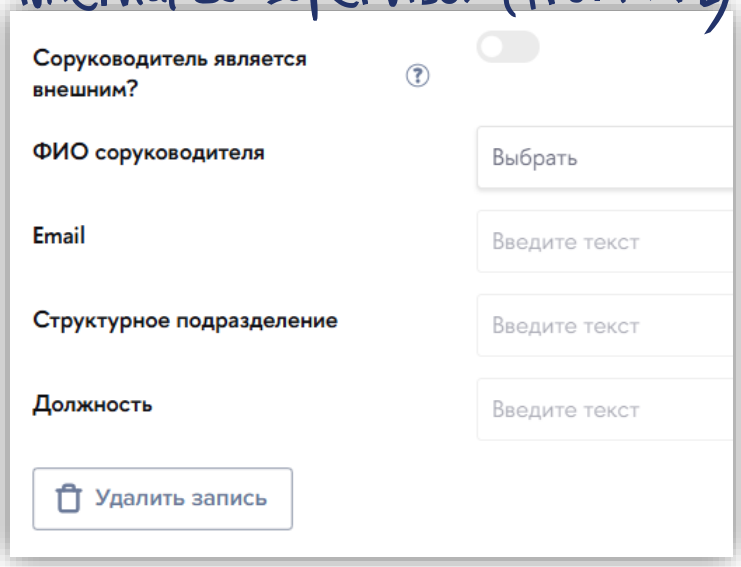
When entering a supervisor, the remaining fields are automatically filled in

Submitting an Initiative Application – Filling In the Fields

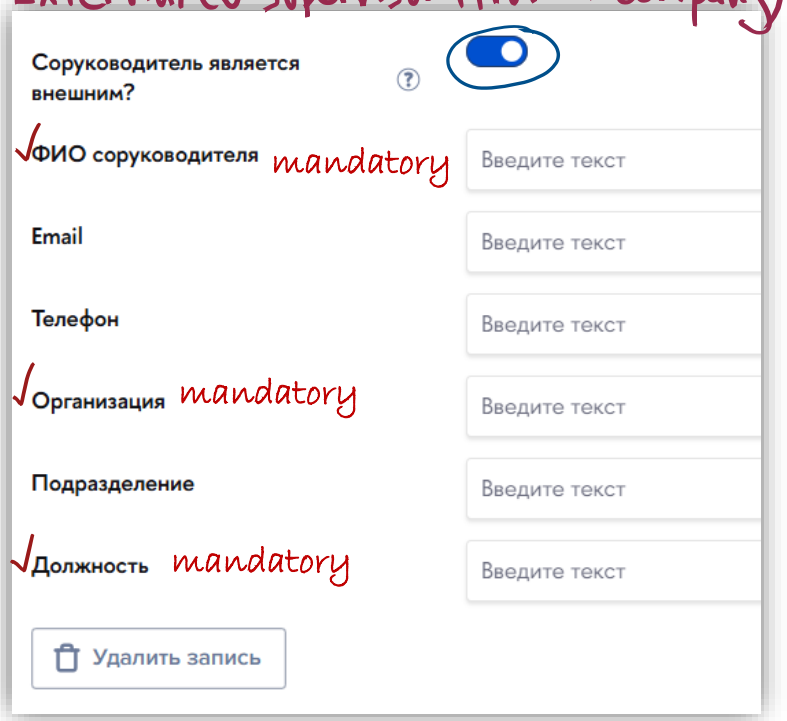
3. Section"Supervisor and co-supervisor"

Руководитель и соруководители *

Internal co-supervisor (from HSE)



External co-supervisor (from a company)

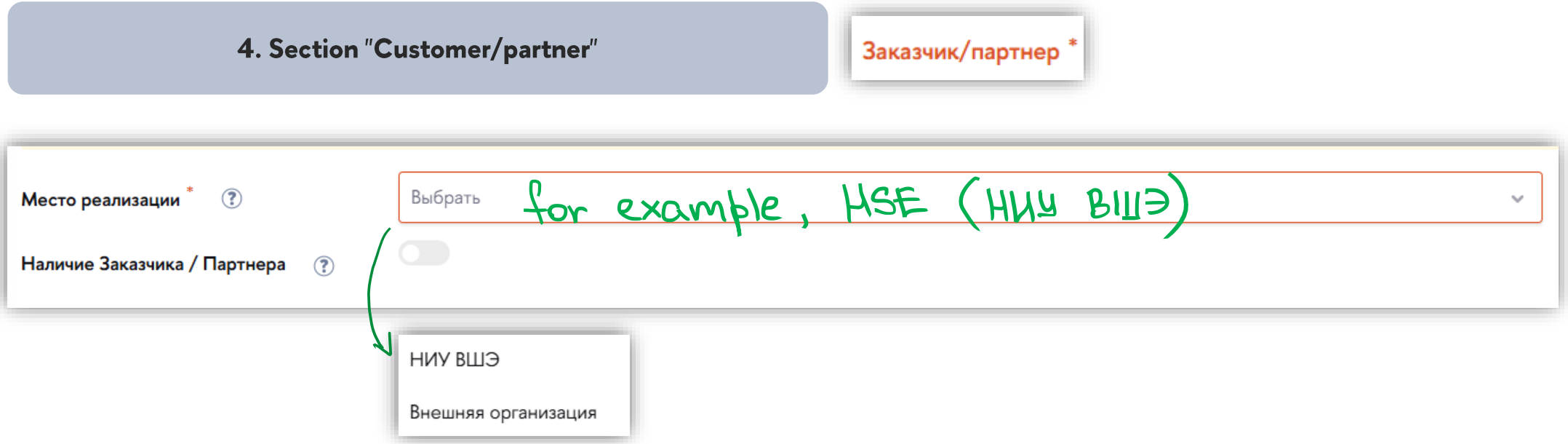


Thesis supervisors will be appointed from among the University's staff, who hold Doctor of Sciences, the Candidates of Sciences degrees, or a PhD degree), as well as practitioners with at least 3 (three) years' work experience in the respective industry/field, or staff employed by HSE University under conditions of secondary employment.

Co-supervisor of the thesis may be an HSE employee, for example, a visiting lecturer, or representative of an external organization.

Submitting an Initiative Application – Filling In the Fields

4. Section "Customer/partner"



Including an external organization in this section assumes the presence of a customer/partner for your thesis

Submitting an Initiative Application – Filling In the Fields

5. Section "Digital competencies"

Цифровые компетенции *

Допустимо ли использование ИИ студентами в работе? *

Выбрать

For example, no (НЕТ)

- Да
- Нет

Indicates whether it is acceptable or unacceptable to use AI in work.
*to be agreed with the thesis supervisor

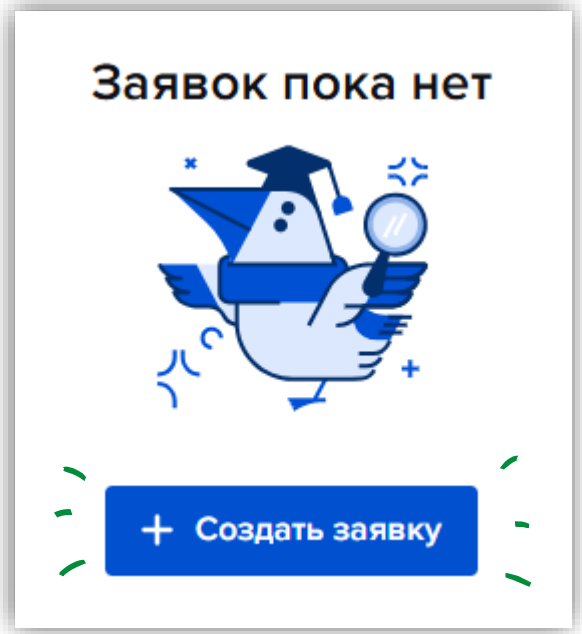
Filing an Initiative Application – Filing In an Application for Participation

This is the last section of the application form

STEP 3. Submitting an application - "Applications for Participation" Section

Заявки на участие

After filling in all the required fields, you will be taken to the "**Applications for participation**" section to create an application for participation - button "**Create a request**"



Filing an Initiative Application – Filing In an Application for Participation

Section "Applications for Participation"

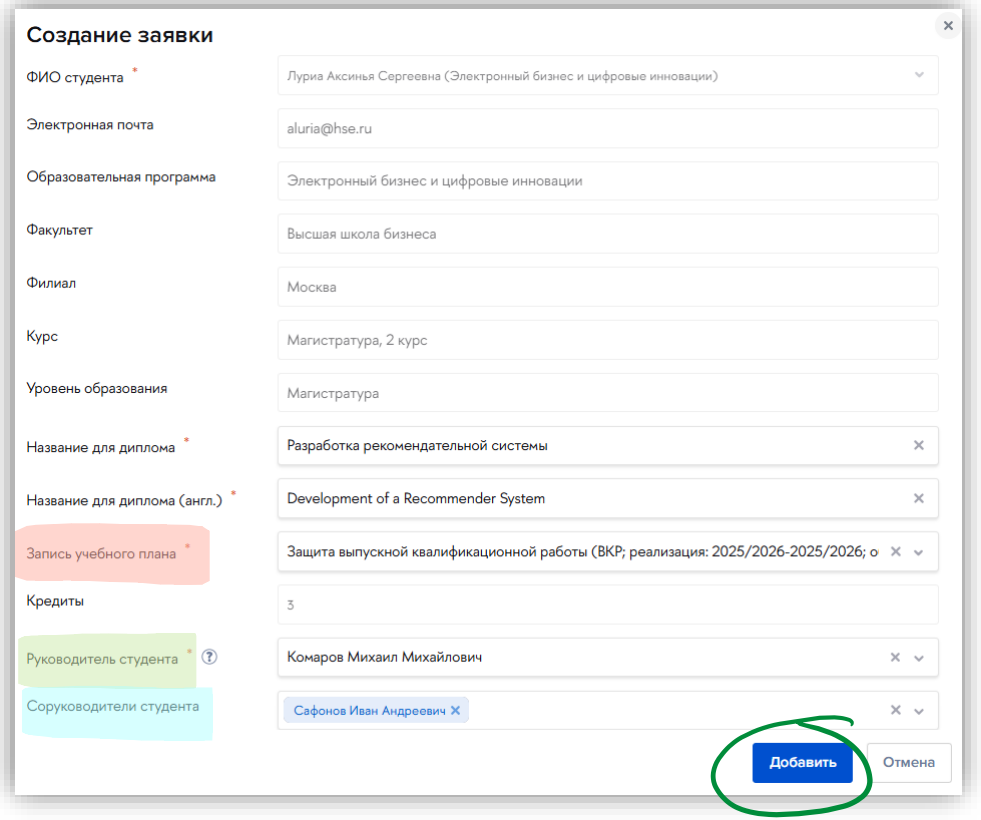
Заявки на участие

After pressing the button "**Create a request**" a separate window pops up where you need to add:

- Curriculum record — Final Qualification Work
- Student supervisor
- Student co-supervisor

} Filled out before

After entering data in all fields, click the "**Add**" button

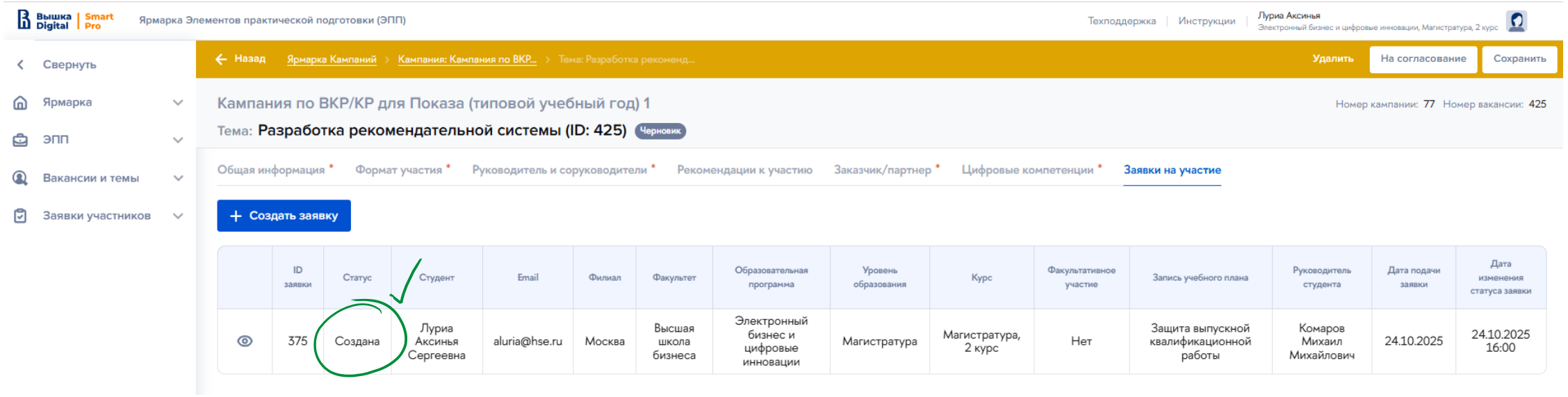


Filing an Initiative Application – Filing In an Application for Participation

Section "Applications for Participation"

Заявки на участие

The created application is displayed in the "**Application for participation**" with status "**Created**"

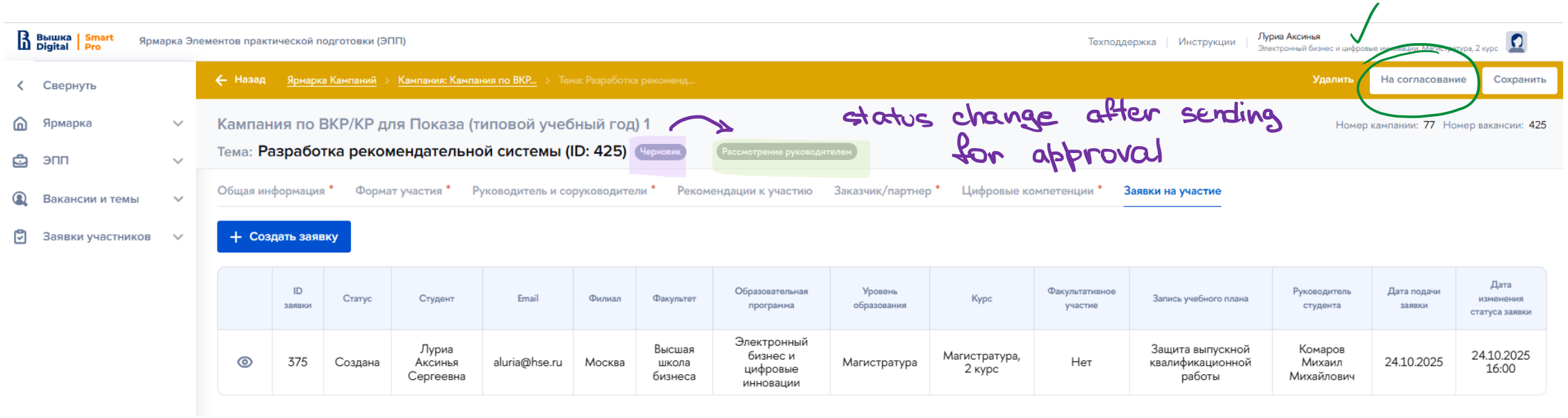


Submitting an Initiative Application – Submitting an Application for Approval

STEP 4. Submitting an application for approval

To submit an application for approval, you must click the "**For approval**" button

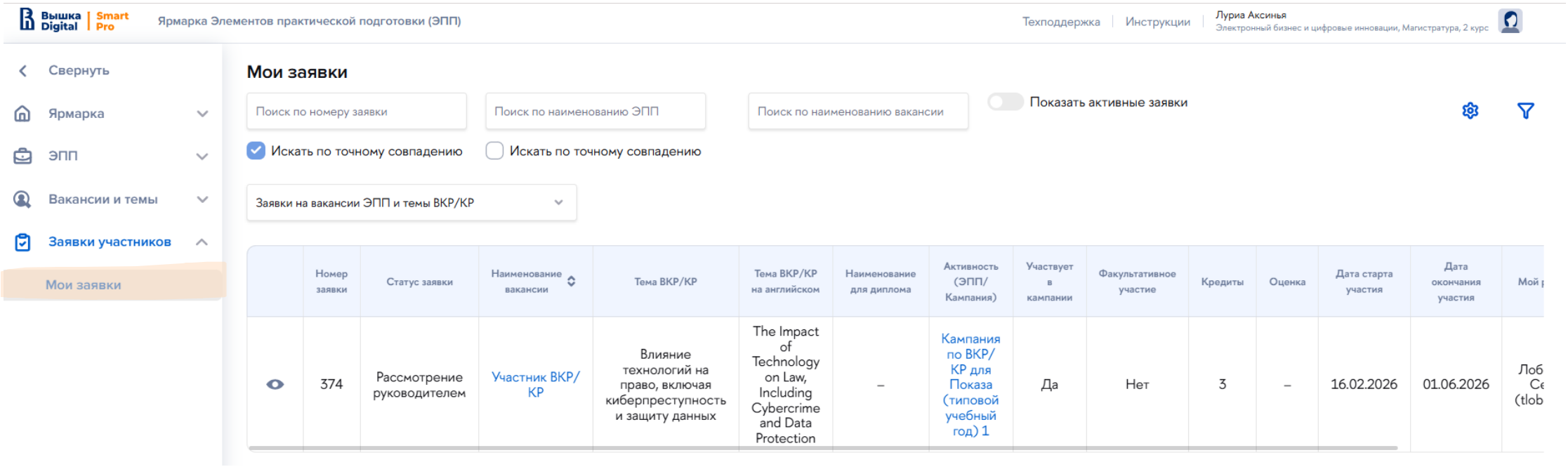
Topic status will change from "**Draft**" to "**To be reviewed by the supervisor**"



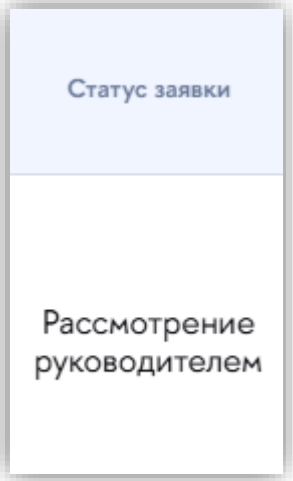
Application Approval Stages

Application Approval Stages

After submitting your application, you will be redirected to the page "**My applications**", the status of your application can be tracked on this page.
When status is updated, information is sent to a student's corporate email

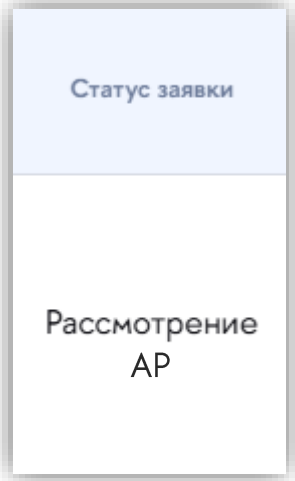


Application Approval Stages



The application is under review by the selected thesis supervisor

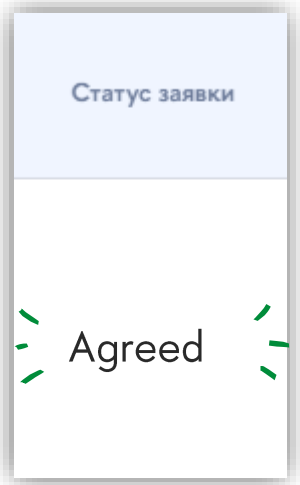
- The supervisor of the thesis may adjust the topic in the application if necessary
- The supervisor of the thesis may reject your application



The application is under review by the Academic supervisor of the programme

- The Academic supervisor may adjust the topic in the application if necessary
- The Academic supervisor may reject your application

Application Approval Stages



- Your application has been approved by your academic supervisor
- All approval stages have been completed, the information is ready for inclusion in the order on assigning theses topics and supervisor

You have successfully completed the process!

How to Withdraw an Application and Submit a New One

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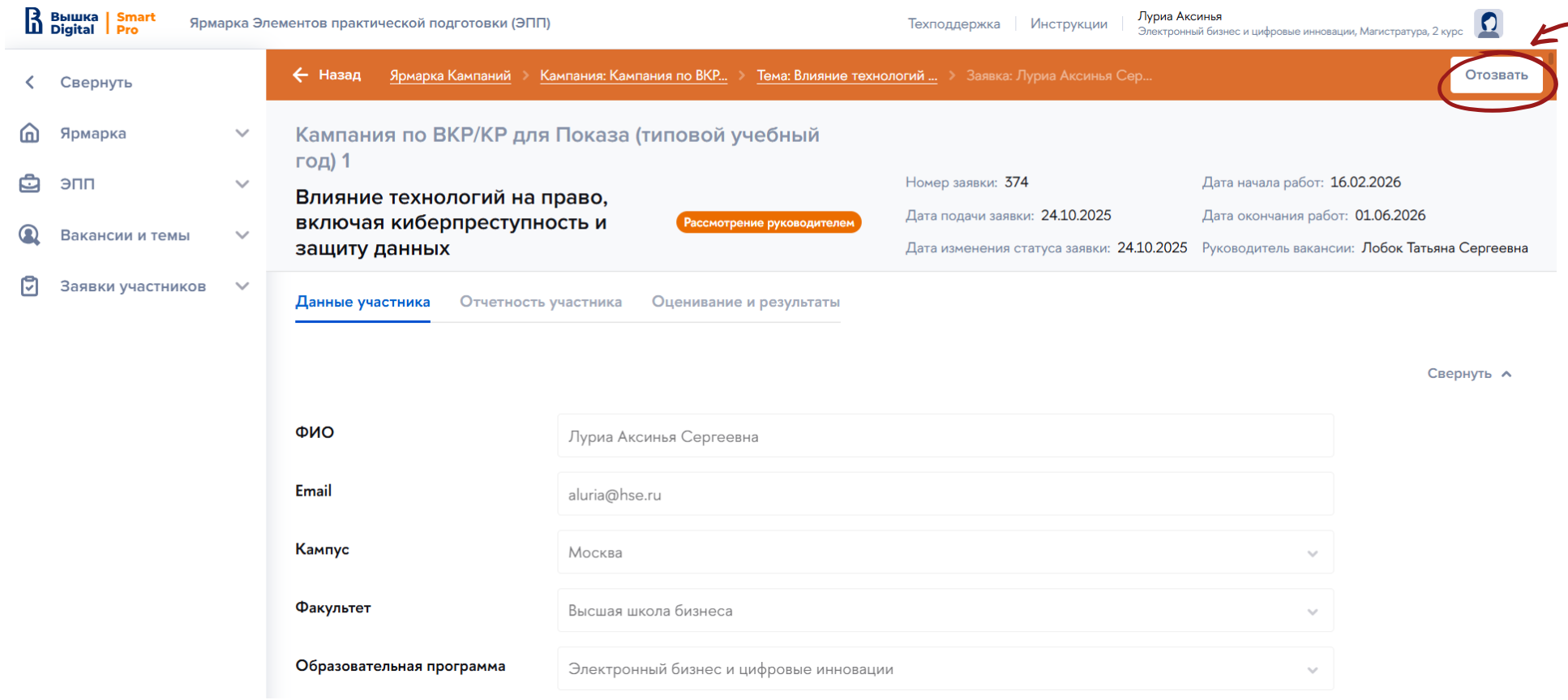

"Withdraw" – a button inside the application for withdrawal

A student may submit a new application for a thesis only if the previous application was rejected or withdrawn by the student.

- a student can have only one active application

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You can withdraw an application in the statuses of "To be reviewed by Supervisor", "To be reviewed by Academic supervisor of the programme", "Agreed", as well as in the status of "Execution", **if no more than 10 working days have passed since the start date of your participation**

- After clicking the "Withdraw" button and filling in the reason for the withdrawal, the application status will change to "**Withdrawn after approval**"
- You can now submit a new application

SmartPro 3.0 Technical instructions

Video review of the SmartPro 3.0 (in Russian)

SmartPro 3.0

Высшая
школа
бизнеса