

Regulations for the preparation of essays and theses on the HSE and Kyung Hee University Double Degree Programme “Economics and Politics in Asia”

1. General regulations

- 1.1. These regulations for preparation of essays and theses are designed for students enrolled in the educational program (hereinafter - EP) 'HSE and Kyung Hee University Double Degree Programme in Economics and Politics in Asia' (hereinafter - the Regulations) and are based on:
 - [“Regulations for Term Papers and Theses Prepared by Students of the Bachelor’s, Specialist and Master’s Level at the National Research University Higher School of Economics”](https://www.hse.ru/docs/153240957.html) (<https://www.hse.ru/docs/153240957.html>) approved by HSE Academic Council Minutes No.08 dated November 28, 2014;
 - [“Regulations on the Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of National Research University Higher School of Economics”](https://www.hse.ru/data/2015/09/08/1088822413/ethics_thesis.pdf) (https://www.hse.ru/data/2015/09/08/1088822413/ethics_thesis.pdf);
 - [“Regulations for the preparation, defense and registration of theses written by students of Faculty of World Economy and International Affairs of National Research University ‘Higher School of Economics’ educational programs”](#) approved by Faculty of World Economy and International Affairs Academic Council Minutes No.09 dated December 20, 2018
- 1.2. These regulations define the following aspects of preparation, writing, and evaluation of essays and theses for students of the EP “Economics and Politics in Asia” and their thesis supervisors:
 - procedure for the selection and approval of the essay and thesis topics;
 - schedule of mandatory stages of thesis preparation;
 - possibilities to change the area of research (essay and thesis topics);
 - essays and thesis assessment criteria;
 - requirements to reviews drawn up by thesis supervisors;
 - sample and/or template formatting, requests, official memos, etc.
- 1.3. The Appendix to the Rules in the form of “Research Paper Guidelines” is an integral part of them.
- 1.4. All essays and theses are written by students of the EP “Economics and Politics in Asia” independently in English and are presented for evaluation to their thesis supervisors.
- 1.5. All completed and submitted essays and theses are subjects to mandatory compliance with standards of the Academic Ethics at the Antiplagiat (Антиплагиат) and the Turnitin systems. The results of the verification are reported to the student and the instructor within five working days following the deadline for submitting the final versions of the essay or theses for their evaluation by the thesis supervisor.

2. Essay preparation rules

- 2.1. An essay is an independent written research project prepared by students. Essays are aimed to develop students’ independent thinking skills, gain the ability to concisely and correctly formulate their thoughts, state them in a strict scientific style, structure

- information, use the main categories of analysis, define causal relationships, illustrate concepts with relevant examples, and to support their conclusions.
- 2.2. Essay topics are offered by the instructor of the corresponding discipline and are fixed in the syllabus. If the student offers their own topic of an essay or, as a result of a dialogue with the instructor, the topic of the essay is subject to correction, it must be approved by the instructor.
 - 2.3. The deadline for essay submission is determined by the instructor of the discipline, it is reported to students during the first lecture of the course and is assigned in the Learning Management System in the discipline module in the form of a project. No later than the announced deadline students upload their essays to the LMS module in the form of a project. Before the mid- or final control of the corresponding discipline, the instructor evaluates the essay, brings the results of the assessment to students, puts the marks in the working statement and transfers it to the Programme Office. Essays are stored in the Programme Office in electronic form for 1 year after the final exam of the discipline.
 - 2.4. In the case of a student contacting the instructor at least two weeks before the deadline for submitting an essay, and in agreement with the latter, the topic of the essay may be changed.
 - 2.5. Essay evaluation criteria are determined by the instructor of the corresponding course, are specified in the syllabus of the academic discipline, and are told to the students during the first lecture of the course. The criteria specified in the syllabus, with the exception of clauses 2.6 and 2.7, are in priority.
 - 2.6. If there is a violation of [Regulations on the Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of National Research University Higher School of Economics](#), disciplinary actions are applied to students who have committed these violations according to the [Higher School of Economics regulations](#).
 - 2.7. If the students submitted an essay later than the deadline for the essay set by the instructor, according to clause 2.3, the essay is graded with “0”.

Thesis preparation rules

3.1 General requirements

- 3.1.1 A thesis is an individual type of student research work on issues related to the profile of the EP “Economics and Politics in Asia”. Thesis preparation helps to deepen the knowledge and skills acquired by them during the theoretical and practical classes, instills the skills of independent study of the material, and also develops the ability of analytical and research work with information. A thesis should contribute to the consolidation and reflection of knowledge and skills acquired by students in the process of mastering the study disciplines of the first and second years of studying on the EP “Economics and Politics in Asia”.
- 3.1.2 A thesis is written by students of the EP “Economics and Politics in Asia” individually during the second year of study.

3.2 The selection and the approval of a thesis topic

- 3.2.1 No later than the first Friday of October of each academic year, the Programme Office must form a list containing the following parts on the basis of the data provided by the teaching staff of the EP (hereinafter – TS EP):

- proposed thesis academic supervisors (with links to their profiles, if they are HSE employees);
- the maximum number of theses that the supervisor is ready to supervise;
- sample topics of theses for each supervisor.

3.2.2 The Programme Office must forward the collected information to the Programme Academic Supervisor within two working days. The Academic Supervisor must finalize the received information and return it to the Programme Office within five working days. The Programme Academic Supervisor can exclude proposed topics from the list if they are not relevant to the profile of the EP.

3.2.3 The supervisor has the right to supervise no more than 10 theses during one academic year. Moreover, the supervisor annually independently sets limits in the range from 1 to 10 on the maximum number of theses they can supervise.

3.2.4 Initiatively, proposals for including their sample topics into the list may be submitted by individual teachers and researchers of structural divisions of the Higher School of Economics, informing the Programme Office by email.

3.2.5 Sample topics should correspond to the profile of the EP.

3.2.6 No later than the third Friday of October of each academic year, the Programme Office informs the students of the EP (through publication on the website and/or e-mail distribution) about the sample thesis topics, proposed academic supervisors and the maximum number of these that the supervisor is ready to supervise.

3.2.7 No later than the second Friday of November of each academic year, the student chooses the topic of the thesis and confirms it with their supervisor.

3.2.8 No later than the second Friday of November of each academic year, the student must submit to the Programme Office an application signed by the supervisor confirming the topic of the thesis in English in accordance with Appendix No. 2.

3.2.9 In case of excess of the established in clause 3.2.3 limit of applications received by the Programme Office, the Programme Office informs the thesis supervisor and the Academic Supervisor of the EP about exceeding the established limit within one working day. Exceeding the number of these established in clause 3.2.3 is the area of responsibility of each thesis supervisor. These cases are considered individually with the Academic Supervisor of the EP.

3.2.10 After completing the selection of topics, the Academic Supervisor of the EP within two working days decides to assign topics and thesis supervisors to each student. The Academic Supervisor of the EP has the right to reject thesis topics in case if they do not meet the profile of the EP if objectives of the thesis or difficulty level do not correspond with the EP, and if cases described in clause 3.2.9 take place. If the topic of the thesis is rejected, the Academic Supervisor of the EP presents their rationale for this decision and recommendations for adjusting the topic.

- 3.2.11 Information about rejected thesis topics is transferred to the Programme Office, which within one working day after the rejection via electronic communication channels notifies the student and the thesis supervisor.
- 3.2.12 The student has an opportunity to submit another application to the Programme Office until the fourth Friday of November of the current academic year. The Academic Supervisor of the EP approves the final list of thesis topics and their supervisors no later than two working days before the issuance of a directive on assigning topics by the Programme Office.
- 3.2.13 Based on the decision of the Academic Supervisor of the EP, no later than the first Friday of December of the current academic year, the Programme Office prepares and issues a directive on assigning topics and final submission deadlines for theses in accordance with the HSE Collection of Standard Directive Templates for Student Affairs. The directive is signed by the Academic Supervisor of the EP.
- 3.2.14 Once the directive is issued, the Programme Office provides supervisors with the list of students assigned to them, along with their selected topics and the deadlines for completing theses in the current academic year.
- 3.2.15 If the student did not choose a topic within the prescribed time period, or the Academic Supervisor of the EP reasonably did not approve it, the student will face academic failure. The student had the right to choose the thesis topic in an additional period: from the beginning of the third module to the expiration of the elimination of academic failures period for the first and the second module. If the student chose a topic and the Academic Supervisor of the EP approves it within the prescribed time period, the student's academic failure is considered eliminated.

3.3. Thesis supervision

The direct supervision of the student's thesis is carried out by the supervisor appointed by a directive of the Academic Supervisor of the EP.

- 3.3.1 Thesis supervisors have the following duties:
- advise students on shaping the final topic of their thesis, help students choose appropriate research of project methodology, draft thesis outline and preparation schedule, and selecting scholarly literature and resources;
 - monitor the progress of the thesis preparation against the established outline and schedule;
 - notify the Programme Academic Supervisor and Programme Office if students are behind the schedule;
 - provide students with informed recommendations on the content of their theses;
 - inform the relevant Programme Academic Supervisor and Dean in the form of a memo about cases of plagiarism or other violations of academic ethics by the student in the thesis in accordance with the [Regulations on Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of the Higher School of Economics](#);
 - assess the quality of theses in accordance with the established requirements and draw up a review to the thesis with an assessment in accordance with

the form of the review to the thesis given in Appendix 5 to these Regulations. A scanned copy of this review with the signature of the supervisor is uploaded to the LMS of the original version is submitted to the Programme Office no later than 3 working days before the approved date of the thesis defense.

3.3.2 Thesis supervisors have the right to:

- select a suitable mode for interaction with students, in particular, agree on the thesis preparation schedule and the frequency of face-to-face meetings or other communications;
- the schedule of thesis preparation is agreed by the student with the supervisor and may include the following terms of intermediate control:
 - ✓ the presentation of an outline of the thesis (as a rule, the outline should reflect the research question, structure and conceptual framework of the thesis, main sources, and scientific literature on the studied topic);
 - ✓ initial assessment of the draft of the final text of the thesis by the supervisor, with subsequent adjustment (if necessary);
 - ✓ after each face-to-face meeting, require that the student prepare and coordinate with the supervisor a brief summary of the recommendations received and planned further steps of thesis preparation;
- the supervisor has the right to take into account compliance with the preparation schedule when giving a thesis final assessment;
- require that the student thirty calendar days before the date of submission, in accordance with the clause 5.1 of these Regulations, provides the full text of the thesis in draft form; if the student did not submit the draft version thirty calendar days before the date of submission in accordance with the clause 5.1 of these Regulations, the supervisor has the right to give an unsatisfactory grade for the thesis.

3.4. Stages of Thesis Preparation by a Student

- 3.4.1 The student is obliged to write a thesis in accordance with the requirements established by the “Research Paper Guidelines” (Appendix No.1).
- 3.4.2 The student is required to comply with the preparation schedule, developed and established by the supervisor.
- 3.4.3 The student is required to prepare a brief summary of the recommendations received and plan further steps of thesis preparation after each face-to-face meeting;
- 3.4.4 The student must be attentive to the recommendations received from the supervisor and to be prepared for meetings with them;
- 3.4.5 Failure to complete the thesis within the prescribed time period is considered an academic failure that can be eliminated by a student in accordance with the procedure established by the Higher School of Economics.

3. Change of thesis topics and thesis supervisors

- 4.1. Applications for a change in thesis topic, signed by the thesis supervisor (Appendix No. 3), and applications for a change of thesis supervisor (Appendix No. 4), signed by both previous and future supervisors, are submitted to the Academic Supervisor

of the EP and accepted by the Programme Office from the second Monday to the last Friday of February of each academic year.

- 4.2. The Academic Supervisor of the EP together with the Academic Council of the EP approves the changed topics of the theses, as well as changes in thesis supervisors no later than the first Friday of March of each academic year.

4. Submission of the thesis and its verification

- 4.1. For students of the EP “Economics and Politics in Asia”, the deadline for the final version of the thesis is the third Thursday of April of each academic year.
- 4.2. To submit a thesis, the student must no later than 23:59 of the day specified in clause 5.1 of these Regulations upload the file with the full and final text of the thesis in doc, docx or pdf format to their personal account in the LMS.
- 4.3. The results of the verification of uploaded theses at the Antiplagiat (АНТИПЛАГИТ) and the Turnitin systems are transferred to thesis supervisors by the Programme Office within five working days after the deadline specified in clause 5.1. Supervisors should take them into account when assessing the thesis.
- 4.4. If a thesis reveals a violation of the [Regulations on Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of the Higher School of Economics](#), those who identified this fact draw up a corresponding memo addressed to the dean of the faculty for applying to students who committed these violations disciplinary actions provided by the [HSE regulations](#).
- 4.5. Thesis supervisors must check the version of the thesis uploaded by the students to their personal accounts via the LMS. Thesis supervisors compose a review of the thesis with an assessment in accordance with the form of the review to the thesis given in Appendix No. 5 of these Regulations. A scanned copy of this review with the signature of the supervisor is uploaded to the LMS of the original version is submitted to the Programme Office no later than 3 working days before the approved date of the thesis defense.
- 4.6. The thesis is not subject to mandatory review.
- 4.7. Due to the peculiarities of the implementation of the EP “Economics and Politics in Asia”, the deadlines for thesis submission are not postponed. If the thesis is not submitted until the set in clause 5.2 deadline, the student had an academic failure, the elimination of which is carried out in the fall of the fourth year of study.

5. Thesis defense

- 6.1. The defense of theses by students of the EP “Economics and Politics in Asia” is carried out from the second Thursday of May to the first Thursday of June of each academic year.
- 6.2. The defense is carried out in the presence of a committee that consists of at least three instructors, research assistance, or graduate students of the Higher School of Economics, two of which are not supervisors of this thesis. The committee may include instructors from other faculties and HSE departments who have expressed a desire to participate in the committee.
- 6.3. No later than the first Thursday of May of each academic year, the Programme Office in accordance with clause 6.4 and the HSE Collection of Standard Directive Templates for Student Affairs prepared and issues a directive on the dates of defense and the composition of the committee. The directive is signed by the Academic Supervisor of the EP.
- 6.4. The Programme Office in electronic or printed form provides committees with theses submitted for defense and reviews drawn up by supervisors.

- 6.5. The Thesis defense is an open event. The Programme Office of the EP published the information about the date of defense on the page of the EP no later than five working days before it begins.
- 6.6. The results of the thesis defense are reflected in the minutes of the committee. Responsibility for the work of the committee and drawing up the minute lies with the chairmen of the committee appointed by a directive on the dates of defense and the composition of the committee.
- 6.7. If the student did not come to the thesis defense for a valid documented reason, they are given the opportunity to defend the thesis on another day during the period set for the thesis defense.
- 6.8. If the student did not come to the thesis defense without a valid documented reason, they will face an academic failure, the elimination of which, due to the peculiarities of the implementation of the EP, is carried out in the fall of the fourth year of study.
- 6.9. If the supervisor in the period before the defense gave the thesis an unsatisfactory mark, then the student is not allowed to defend the thesis. The student is faced with an academic failure, the elimination of which, due to the peculiarities of the implementation of the EP, is carried out in the fall of the fourth year of study.
- 6.10. If based on the results of the defense, the student received an unsatisfactory mark, re-protection, due to the peculiarities of the implementation of the EP, is carried out in the fall of the fourth year of study.

6. The final assessment of the thesis

- 7.1. The final grade for theses is set according to the following formula: $0.5 * (\text{grade of the supervisor on a 10-point scale}) + 0.5 * (\text{grade of the committee for defense on a 10-point scale})$.
- 7.2. Final grades for theses are put down by the committee for the protection of theses in the statement on the day of the defense. The statement along with the defense minutes is transferred to the Programme Office on the next working day following the defense day.
- 7.3. The student can get acquainted with the grade for the thesis and the supervisor review through the LMS or at the Programme Office.
- 7.4. If the student receives an unsatisfactory final grade for the thesis, the topic of the work may be changed. To do this, the student must submit before the end of the current academic year a new application, signed by the thesis supervisor, in the name of the corresponding Programme Academic Supervisor.

7. Storage and publication of theses

- 8.1. The Programme Office keeps theses in the electronic form for two years after students graduate from the Programme.
- 8.2. Publication of theses on the University's portal for public access is stipulated in the HSE bylaws.