*Appendix No. 2 to Internship Program for*

*MP “Economics, Politics and Business in Asia”*

# Rules for the preparation of essays, thesis and graduation thesis on the HSE University and Kyung Hee University Double Master’s Degree Program in Economics, politics and business in Asia

Approved by the decision of the Academic Council of the Faculty of World Economy and International Affairs of November 25, 2020, Protocol No. 8

# General rules

* 1. These rules for the preparation of essays, thesis and graduation thesis are developed for students studying on the educational program (hereinafter referred to as the EP) of the Master's degree in Economics, politics and business in Asia (hereinafter referred to as the Rules) and are based on:
* "[Regulations on the thesis and graduation thesis of students studying on bachelor's, specialist's and master's degree programs 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 the HSE Academic Council (Protocol No. 08 of 28.11.2014);
* [Regulations on Academic Ethics in the written works of Students of the Faculty of World Economy and World Politics of the Higher School of Economics](https://www.hse.ru/mirror/pubs/share/direct/304903719) (<https://www.hse.ru/data/2015/09/08/1088822413/ethics_thesis.pdf>);
* [Rules for the thesis preparation, defense and accounting of students of educational programs implemented at the Faculty of World Economy and International Affairs of the Higher School of Economics](https://www.hse.ru/data/2019/02/05/1204921266/%D0%9F%D1%80%D0%B0%D0%B2%D0%B8%D0%BB%D0%B0%20%D0%BF%D0%BE%D0%B4%D0%B3%D0%BE%D1%82%D0%BE%D0%B2%D0%BA%D0%B8%20%D0%B8%20%D0%B7%D0%B0%D1%89%D0%B8%D1%82%D1%8B%20%D0%9A%D0%A0_17.12%202018%20%D0%A4%D0%B0%D0%BA%D1%83%D0%BB%D1%8C%D1%82%D0%B5%D1%82.pdf) (approved by the decision of the Academic Council of the Faculty of World Economy and International Affairs dated December 20, 2018, Protocol No. 9)
* Rules for the graduation thesis preparation, protection and accounting of students of educational programs implemented at the Faculty of World Economy and International Affairs of the Higher School of Economics (approved by the decision of the Academic Council of the Faculty of the Faculty of World Economy and International Affairs dated October 12, 2020, Protocol No. 5)
* [Regulations on the final state certification of graduates of the National Research University "Higher School of Economics"](https://www.hse.ru/docs/205311900.html)
  1. The rules define the following aspects of preparing, writing and evaluating essays, thesis and graduation thesis for students of the Master's program "Economics, Politics and Business in Asia" and their supervisors:
* the procedure for selecting and approving the topics of essays, theses and graduation thesis;
* schedule of mandatory stages of work on thesis and graduation thesis;
* opportunities to change the direction of research (topics of essays, thesis and graduation thesis);
* criteria for evaluating essays, thesis and graduation thesis;
* requirements for the Supervisor review of the thesis and graduation thesis;
* regulations for the thesis and graduation thesis defense;
* templates for applications, memos, etc.
  1. Appendices to the Rules:
* Research Paper Guidelines Essays, Thesis & Graduation Thesis (Appendix № 1)
* Research Paper Guidelines Graduation Thesis Defense (Appendix № 2)
* Application form for change of Thesis topic (Appendix № 3)
* Application form for change of Thesis supervisor (Appendix № 4)
* Supervisor review of the Thesis (Appendix № 5)
* Application form for change of Graduation Thesis topic (Appendix № 6)
* Application form for change of Graduation Thesis supervisor (Appendix № 7)
* Supervisor review of the Graduation Thesis (Appendix № 8)
* Reviewer evaluation form of the Graduation Thesis (Appendix № 9)
* Application form for approval of Thesis topic (Appendix № 10)
* Application form for approval of Graduation Thesis topic (Appendix № 11) are an integral part of them.
  1. All essays, thesis and graduation thesis are performed by students of the EP "Economics, Politics and Business in Asia" personally, in English and are submitted for verification to their supervisors.

# Rules for preparing an essay

* 1. An essay is an independent scientific written work of a student. The purpose of the essay is to develop students' skills of independent thinking, gaining the ability to formulate their thoughts, to present them in a strict scientific style, to structure information, to use the main categories of analysis, to identify cause-and-effect relationships, to illustrate concepts with appropriate examples and to argue their conclusions clearly and competently.
  2. The essay topics are proposed by the teacher of the corresponding training course and are fixed in the curriculum of the educational course (hereinafter – the CEC). If a student offers his or her own essay topic or as a result of a dialogue with the teacher, the essay topic is subject to correction, it must necessarily be approved by the teacher in written form via corporate email.
  3. The deadline for submitting an essay is determined by the teacher of educational course, it is reported to students in the classroom at the first lesson of the course and is assigned in the LMS system in the course 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. The essay is evaluated by the teacher. The teacher records the grades in the work sheet, which can be conducted in electronic form, including the information educational network to which students have introductory access. To inform students, the teacher can also use official information transfer channels, in particular, the HSE corporate email.
  4. If the student applies to the teacher at least two weeks before the deadline for submitting the essay, in agreement with the latter, the topic of the essay can be changed.
  5. Assessment criteria of essay are determined by the teacher leading the corresponding course, are fixed in the program of this academic course and are announced to students in the classroom at the first lesson of the course. The criteria prescribed in the curriculum of the course, with the exception of paragraphs 2.6 and 2.7, are priority.
  6. If the facts of violation of the [Provisions on Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of the Higher School of Economics](https://www.hse.ru/mirror/pubs/share/direct/304903719) are found in the essay, disciplinary penalties are applied to students who have committed these violations, provided by the [regulations of the Higher School of Economics](https://www.hse.ru/docs/187025700.html).
  7. If the student submitted the essay later than the deadline set by the teacher for submitting the essay, according to clause 2.3. the essay is not counted and grade "0" is given.

# Rules for the preparation of thesis

## General requirements

* + 1. The thesis is an independent type of research work of a student on issues related to the profile of the EP "Economics, Politics and Business in Asia". The implementation of the thesis by the student contributes to the deepening of knowledge and skills acquired during theoretical and practical classes, instills the skills of independent study of the material, at the same time developing the skills of analytical and research work with information. The thesis should contribute to the consolidation and reflection of the knowledge and skills acquired by students in the process of mastering the courses.
    2. Thesis is performed by students of the EP "Economics, Politics and Business in Asia" individually during the first year of study in English.

## Selection and approval of the topic of the thesis

* + 1. No later than the first Friday of October of each academic year, the academic teaching staff of the EP, together with the curriculum support office of the Program, **formulate the topics** of the thesis in the HSE LMS system.
    2. No later than the second Wednesday of October of the current academic year, **the academic supervisor of the EP** approves the topics of thesis in the HSE LMS system. In case of rejection of the topic of the thesis by the Academic supervisor, he or she provides a justification for rejecting the topic in the comments.
    3. **No later than the second Friday of October** of the current academic year, the **curriculum support office** downloads the approved topics from the HSE LMS system and **publishes** information on the corresponding page of the EP website containing:
       - list of proposed thesis supervisors (with links to personal pages if the supervisor works at HSE);
       - list of sample topics of thesis of each supervisor;
       - link to the Rules for the Thesis Preparation, Defense and Accounting of students of EP implemented at the Faculty of World Economy and International Affairs of the Higher School of Economics.
    4. The student has the right to choose either one of the topics stated in the approximate list, or to offer an initiative version of the topic of the thesis. If an initiative topic is proposed, the student submits his or her application for an initiative topic to the LMS system, in the section "Topics of the thesis and graduation thesis". The supervisor of a thesis with the initiative topic specified by the student in the application must approve or reject the topic in the HSE LMS system.
    5. The topic of the thesis and, subsequently, the graduation thesis can be successive. That is, in the second year, the student can continue the research started in the first year of the master's degree.
    6. **No later than the first Friday of November** of the current academic year, the **student selects the topic of the thesis**, the topic is finally **approved** and confirmed **by the supervisor of the thesis** in the HSE LMS system.
    7. The topic of the thesis is assigned to the student based on choosing a topic and a supervisor in the HSE LMS system and receiving the "Approved" status from the Academic Supervisor of the EP. The academic supervisor of the EP has the right to reject the topics of thesis in case they do not correspond to the profile of training, the tasks of the thesis or the level of complexity. In case of rejection of the topic of the thesis, the academic supervisor of the EP presents his or her justification for this decision and recommendations for correcting the topic.
    8. If the topics of thesis are rejected by the Academic Supervisor of the EP, the information is reflected in the personal accounts of the student and the supervisor of the thesis in the HSE LMS system and is also transmitted to the curriculum support office of the EP, to ensure that the student and the supervisor are informed within one working day after the topic has rejected. The notification can be sent via HSE corporate email address.
    9. If the topic is rejected, the student has an opportunity to **re-apply for the choice of the thesis topic**. In this case, the scheme described in paragraphs 3.2.4, 3.2.7 and 3.2.8 of these Rules is repeated. The topic must be chosen by the student and **approved by the thesis supervisor no later than the third Friday of November** of the current academic year.
    10. In case of technical problems with the choice of a topic and a supervisor through the HSE LMS system, in case of prompt notification of the curriculum support office by the student on this problem, **in exceptional cases**, it is possible to choose the topic and the thesis supervisor by submitting an application (Application form for approval of Thesis topic, appendix No. 10) to the EP curriculum support office. At the same time, the terms and scheme of coordination and approval of the topic and the thesis supervisor, specified in section 3.1-3.13 of these rules, remain unchanged.
    11. **No later than the fourth Friday of November of the current academic year**, the thesis topics of students and their supervisors are fixed **by the Academic Council**. The Academic Council of the EP has the right to reject the topics of thesis in case they do not correspond to the profile of training, the tasks of the thesis or the level of complexity. In case of rejection of the topic of thesis, the Academic Council of the EP presents its justification for rejecting the topic and recommendations for its correction.
    12. Based on the decision of the Academic Council of the EP, **no later than the first Friday of December of the current academic year, the curriculum support office of the EP**, in accordance with the adopted in HSE Album of Unified Forms of Orders for working with students in the main educational programs of higher education – bachelor's programs, specialist’s programs, master's programs of the National Research University "Higher School of Economics", prepares and issues an order on the approval of the topics of thesis and setting the deadline for submitting the final version of thesis. The order is signed by the Academic Supervisor of the EP.
    13. If the student has not chosen a topic within the prescribed period, or the Academic Council of the EP has not reasonably approved it, the student has an academic debt. The student has the right to choose the topic of thesis in an additional period: from the beginning of the third module of the current academic year until the expiration of the period of liquidation of debts for 1-2 modules. If the student has chosen a topic and the Academic Council of the EP has approved it within the specified period, the debt is considered liquidated.

## . Thesis supervision

* + 1. The direct supervision of the student's thesis is carried out by the supervisor appointed by the order of the Academic Supervisor of the EP.
    2. The supervisor must carry out the supervision of thesis, including:
       - to provide consulting assistance to the student in determining the final topic of thesis, in choosing the methods of conducting research by the student, in preparing thesis plan, the schedule for its implementation, in selecting sources, literature and factual material on the topic of thesis;
       - to carry out systematic control over the progress of the implementation of thesis in accordance with the plan and schedule of its implementation;
       - to inform the Academic supervisor and the curriculum support office of the Master's degree program "Economics, Politics and Business in Asia" about cases of non-compliance with the student's schedule for the implementation of thesis by the student;
       - to give the student qualified recommendations on the content of thesis;
       - to inform the Academic Supervisor, curriculum support office of the Master's Degree program "Economics, Politics and Business in Asia" and the Dean of the Faculty of World Economy and International Affairs about cases of plagiarism or other violations of academic ethics by a student 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 HSE](https://www.hse.ru/mirror/pubs/share/direct/304903719) in the form of a memo;
       - to evaluate the quality of the implementation of thesis in accordance with the requirements imposed on it and make a review of the thesis with an assessment, in accordance with the form of the review of thesis (Supervisor review of the thesis, appendix No. 5). A scanned copy of this review with the signature of the supervisor is uploaded to the LMS system. The original of the review and the signed sheet of the interim certification are provided to the curriculum support office of the EP no later than the third Friday of June of the current academic year.
    3. The supervisor of the thesis has the right to:
       - choose a form of interaction that is convenient for him or her and the student, including to coordinate a schedule for preparing the thesis, setting the frequency and form of consultations, to announce this information to the student and to inform him or her that he or she must comply with them;
       - require that 30 calendar days before the date of submission of the thesis, in accordance with clause 3.6.1 of these Rules, the student provides the full text of the thesis in a draft version;
       - take into account the student's compliance with the control deadlines of the thesis preparation schedule when making an assessment;
       - give an unsatisfactory grade for the thesis, if the student has not submitted the full text of the thesis in the draft version thirty calendar days before the date of submission of the thesis in accordance with clause 3.6.1 of these Rules.

## The procedure of implementation of the thesis by the student

* + 1. The student is obliged to perform thesis in accordance with the requirements established by the Methodological Recommendations for writing essays, thesis, and graduation thesis (Research Paper Guidelines Thesis & Essays, appendix No. 1).
    2. The student is obliged to comply with the schedule for the implementation of the thesis, developed and established jointly with the supervisor.
    3. By results of each consultation, the student is obliged to prepare a summary of the received recommendations and the planned further steps for the implementation of the thesis.
    4. The student is obliged to pay careful attention to the recommendations received from the supervisor of the thesis and to be prepared for meetings with supervisor.
    5. Nonperformance of the thesis within the prescribed period is considered an academic debt, which can be liquidated by the student in accordance with the procedure established at HSE.

## Changing of the thesis topic and the supervisor

* + 1. Applications for change of the thesis topics, approved by the supervisor of the thesis (Application form for change of the thesis topic, appendix No. 3), and for change of the thesis supervisor (Application form for change of the thesis supervisor, appendix No. 4), approved by both thesis supervisors, are submitted to the Academic supervisor of the EP and are accepted by the curriculum support office from the second Monday to the last Friday of February of each academic year.
    2. The academic supervisor of the EP, together with the Academic Council of the EP, approves the changed thesis topics, as well as the change of the thesis supervisors no later than the first Friday of March of each academic year.

## Thesis submission and its assessment

* + 1. For students of the Master's degree program "Economics, Politics and Business in Asia", the deadline for submission of the final version of the thesis is set on the fourth Thursday of April of each academic year.
    2. To submit the thesis, the student must upload a file with the full and final text of the thesis in doc, docx or pdf format to his personal account in the LMS system no later than 23:59 of the day specified in clause 3.6.1 of the Rules.
    3. The thesis supervisors are informed about results of checking the uploaded documents via the “Antiplagiat” and “Turnitin” systems by the curriculum support office of the EP via the HSE corporate email within five working days after the deadline specified in clause 3.6.1 of the Rules. Thesis supervisors ought to take these results into account when making an assessment for thesis.
    4. If the facts of violation of [the Provisions on Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of the Higher School of Economics](https://www.hse.ru/mirror/pubs/share/direct/304903719) are found in the thesis, the persons who has revealed this fact compose a memo addressed to the Dean of the Faculty for applying disciplinary penalties against students who committed these violations, provided by [the HSE regulations](https://www.hse.ru/docs/187025700.html).
    5. The thesis supervisors ought to check the version of the thesis that was uploaded by the student to the student's personal account in the LMS system.
    6. The thesis supervisors compose thesis review with an assessment, in accordance with the form of the review of the thesis (Supervisor review of the thesis, appendix No. 6). A scanned copy of this review with the signature of the supervisor is uploaded to the LMS system. The original of the review and the signed sheet of the interim certification are provided to the curriculum support office of the EP no later than the third Friday of June of the current academic year.
    7. Thesis is not subject to compulsory review.
    8. Due to the specificities of the implementation of the Master's degree program "Economics, Politics and Business in Asia", the thesis defense is not carried out. The presentation of the thesis or the thesis project **can** be carried out within the framework of the research seminar **in the form established by the program of the research seminar**. If the presentation of the thesis or the thesis project is provided for by the program of a research seminar, the assessment obtained during such a presentation or project may be included in the assessment for research seminar in accordance with the program of the research seminar, but at the same time this assessment does not affect the assessment for the thesis.
    9. Due to the specificities of the implementation of the Master's degree program "Economics, Politics and Business in Asia", the deadline for thesis submission is not postponed. If the thesis is not submitted within the time limits set in clause 3.6.1, the student has an academic debt, the liquidation of which is carried out in the autumn period of retakes until October 15 of the next academic year.

## Final thesis assessment

* + 1. The final thesis assessment at the Master's degree program "Economics, Politics and Business in Asia" is issued on the basis of the supervisor's assessment specified in the review (Supervisor review of the thesis, appendix No. 5).
    2. If a student has received an unsatisfactory grade based on the results of the supervisor’s checking, a student is given a final unsatisfactory grade for the thesis.
    3. The student can get acquainted with the supervisor's review through the LMS system or in the curriculum support office.
    4. If the student received a final unsatisfactory grade for the Thesis, the topic of the paper can be changed. To do this, the student must submit a new application, signed by the Thesis supervisor, to the Academic Supervisor of the MP "Economics, Politics and Business in Asia" by the end of the current academic year.

## Thesis storing and publication

* + 1. Thesis is stored in the information educational soft of HSE in electronic form for two years after the completion of students' training.
    2. Thesis publication in the open access on the HSE portal is carried out in accordance with the local regulations of HSE.

# Rules for the preparation of graduation thesis

## General requirements

* + 1. Graduation thesis is an independent scientific research confirming the qualification of a graduate of the Master's degree program "Economics, Politics and Business in Asia". Graduation thesis is a subject to public defense. The topic of the graduation thesis must have such characteristics as relevance, novelty and practical significance. The object, subject of research and hypothesis of the research must be defined in the content of the work, the research must have an internal logic and contain a scientific reference apparatus.
    2. The graduation thesis is performed by students of the Master's degree program "Economics, Politics and Business in Asia" individually in English during the second year of study.
    3. The topic of the graduation thesis should be directly related to the profile of the Master's degree program "Economics, Politics and Business in Asia".

## Selection and approval of the topic of the graduation thesis

* + 1. No later than the first Friday of October of each academic year, the academic teaching staff of the EP, together with the curriculum support office of the Program, **formulate the topics** of the graduation thesis in the HSE LMS system.
    2. **Within 5 business days** from the moment of receiving the information in the LMS, the **Academic Supervisor** of the EP approves the topics of the graduation thesis. In case of rejection of the topic of the graduation thesis, a justification for rejecting the topic is provided.
    3. **No later than October 15** of the current academic year, the **curriculum support office** of the EP **downloads** the approved topics from the LMS and publishes information on the corresponding page of the EP website containing:
       - a list of proposed supervisors of the graduation thesis (with links to personal pages in the case of the supervisor's work at HSE);
       - a list of sample topics of graduation thesis of each supervisor;
       - a link to the Rules for the Preparation, Defense and Accounting of graduation thesis of students of educational programs implemented at the Faculty of World Economy and International Affairs of the Higher School of Economics.
    4. The student has the right to choose either one of the topics stated in the sample list, or to offer an initiative version of the topic of the graduation thesis. If an initiative topic is proposed, the student submits his application for an initiative topic to the LMS system, in the section "Topics of thesis and graduation thesis". The supervisor of the graduation thesis with an initiative topic, indicated by the student in the application, must approve or reject the topic in the HSE LMS system.
    5. No later than the third Friday of November of the current academic year, the topic of the graduation thesis is finally chosen by the student, and finally approved and confirmed by the supervisor of the graduation thesis in the LMS system.
    6. The topic of the thesis is assigned to the student based on choosing a topic and a supervisor in the HSE LMS system and receiving the "Approved" status from the Academic Supervisor of the EP. The academic supervisor of the EP has the right to reject the topics of the graduation thesis in case they do not correspond to the profile of training, the tasks of the graduation thesis or the level of complexity. In case of rejection of the topic of the graduation thesis, the academic supervisor of the EP presents his or her justification for this decision and recommendations for correcting the topic.
    7. In case of rejection of the topics of graduation thesis by the academic supervisor of the EP, the information is reflected in the personal account of the student and the supervisor of the graduation thesis in the LMS system, and is also transmitted to the curriculum support office of the EP to ensure that the student and the supervisor are informed within one working day after the rejection. The notification can be sent via the HSE corporate email address.
    8. The student has the opportunity to **re-apply** for the choice of the topic of the graduation thesis. In this case, the scheme described in paragraphs 4.2.4, 4.2.6 and 4.2.7 of these Rules is repeated. The topic must be chosen by the student and **agreed by the supervisor of the graduation thesis no later than the fourth Friday of November** of the current academic year.
    9. In case of technical problems in the HSE LMS system with the choice of a topic and a supervisor, in case of timely and prompt notification of the curriculum support office of this problem by the student, **in exceptional cases**, it is allowed to choose the topic and the supervisor of the graduation thesis by submitting a scanned copy of the application (Application form for approval of Graduation Thesis topic, appendix No. 11) to the curriculum support office of the EP with a visa of the supervisor of the graduation thesis. At the same time, the terms and scheme of approval and confirmation of the topic and the supervisor of the graduation thesis, specified in paragraphs 4.1-4.12 of these rules, remain unchanged.
    10. **No later than the first Friday of December** of the current academic year, the topics of the graduation thesis and their supervisors are assigned to the students by **the Academic Council of the EP**. The Academic Council of the EP has the right to reject the topics of the graduation thesis in case they do not correspond to the profile of training, the tasks of the graduation thesis or the level of complexity. In case of rejection of the topic of the graduation thesis, the Academic Council of the EP presents its justification for the rejection of the topic and recommendations for its correction.
    11. Based on the decision of the Academic Council of the EP, no later than the second Friday of December of the current academic year, the curriculum support office of the EP in accordance with the adopted in HSE Album of Unified Forms of Orders for working with students in the main educational programs of higher education – bachelor's programs, specialist’s programs, master's programs of the National Research University "Higher School of Economics" composes and issues an order on approving the topics of the graduation thesis and setting the deadline for submitting the final version of the graduation thesis. The order is signed by the Academic Supervisor of the EP.
    12. If the student has not chosen a topic within the prescribed period, or the Academic Council of the EP has not reasonably approved it, the student has an academic debt. The student has the right to choose the topic of graduation thesis in an additional period: from the beginning of the third module of the current academic year until the expiration of the period of liquidation of debts for 1-2 modules. If the student has chosen a topic and the Academic Council of the EP has approved it within the specified period, the debt is considered liquidated.

## Thesis supervision

* + 1. The direct supervision of the student's graduation thesis is carried out by the supervisor appointed by the order of the Academic Supervisor of the EP.
    2. University employees who have an academic degree (Doctor of Science, PhD), as well as practitioners who have at least 3 years of experience in the sector, including those working at the University on a part-time basis are appointed as supervisors of graduation thesis.
    3. The supervisors of the graduation thesis can be employees of third-party organizations who have practical experience in the relevant sector (at least 3 years), or work experience in a managerial position, and/or an academic degree indicating the presence of professional competence of employees of a third-party organization in the direction of training or branch of knowledge corresponding to the subject of the graduation thesis, on condition that student's graduation thesis training takes place at the place of employment of such Supervisor.
    4. The supervisor must carry out the supervision of graduation thesis, including:
       - to provide consulting assistance to the student in the formulation of the final topic of the graduation thesis, in the choice of research methods by the student, in the preparation a plan of the graduation thesis, the schedule of its implementation, in the selection of sources, literature and factual material on the topic of the graduation thesis;
       - to carry out systematic monitoring of the progress of the graduation thesis in accordance with the plan and schedule of its implementation;
       - to inform the curriculum support office and the academic supervisor of the EP about cases of non-compliance by the student with the schedule for the implementation of the graduation thesis;
       - to give the student qualified recommendations on the content of the graduation thesis;
       - to inform the Academic Supervisor, the curriculum support office of the EP and the Dean in the form of a memo about cases of plagiarism or other violations of the norms of academic ethics by the student 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](https://www.hse.ru/mirror/pubs/share/direct/304903719);
       - to evaluate the quality of the implementation of the graduation thesis in accordance with the requirements imposed on it and make a review of the graduation thesis with an assessment, in accordance with the form of the review of the graduation thesis (Supervisor review of the Graduation Thesis, appendix No. 8). A scanned copy of this review with the signature of the supervisor is uploaded to the LMS system. The original review is provided to the curriculum support office of the program **no later than 14 calendar days after the student submits the final version of the graduation thesis** in the LMS system;
       - to coordinate the data on the graduation thesis prepared by the student for posting on the corporate portal (website) HSE or other open electronic resources.
    5. The supervisor of the graduation thesis has the right to:
       - choose a form of interaction that is convenient for him or her and the student, including agreeing on a schedule for preparing the graduation thesis, setting the frequency and form of consultations, announcing this to the student and informing him or her that he or she must follow them;
       - require that the student must carefully treat the received recommendations and be prepared for the consultation;
       - when making an assessment for the graduation thesis, take into account the student's compliance with the deadlines for the completion of the project of graduation thesis and the final text of the graduation thesis, as well as the implementation plans of graduation thesis preparation agreed with the supervisor;
       - participate in the meeting of the state attestation commission for the defense of the graduation thesis.

## The procedure of implementation of the graduation thesis by the student

* + 1. The student is obliged to perform the graduation thesis in accordance with the requirements established by the Methodological Recommendations for graduation thesis writing (Research Paper Guidelines Essays, Thesis & Graduation Thesis, appendix No. 1).
    2. The student is obliged to comply with the schedule for the implementation of the graduation thesis, developed and established by the supervisor.
    3. According to the results of each consultation, the student is obliged to prepare a summary of the received recommendations and the planned further steps for the implementation of the graduation thesis.
    4. The student is obliged to pay careful attention to the recommendations received from the supervisor of the graduation thesis and to be prepared for meetings with supervisor.
    5. Thirty days before the date of submission of the final version of the graduation thesis, the student is obliged to submit to the supervisor the full text of the graduation thesis in a draft version. If the student has not done this, the supervisor has the right to give an unsatisfactory assessment for the graduation thesis.

## Changing of the thesis topic and the supervisor

* + 1. Applications for change of graduation thesis topic, approved by the supervisor of the graduation thesis (Application form for change of Graduation Thesis topic, appendix No. 6) and for change of graduation thesis supervisor (Application form for change of Graduation Thesis supervisor, appendix No. 7), approved by both Graduation Thesis supervisors, are submitted to the academic supervisor of the EP **no later than 6 weeks before the date of submission of the final version of the graduation thesis**.
    2. The academic supervisor of the EP, together with the Academic Council of the EP, approves the changed topics of the graduation thesis, as well as the change of the graduation thesis supervisors **within a week after the application is received**.

## Graduation thesis submission and its assessment

* + 1. Students of the Master's degree program "Economics, Politics and Business in Asia" must download the final version of the graduation thesis no later than **the second Thursday of May**.
    2. To submit the graduation thesis, the student must, no later than 23:59 of the day specified in clause 4.5.1. of the Rules, upload a file with the full and final text of the graduation thesis in doc, docx or pdf format to his personal account in the LMS system.
    3. Students who have not submitted their graduation thesis within the prescribed period are not allowed to defend their graduation thesis and are expelled from HSE for failing the final state certification.
    4. The thesis supervisors are informed about results of checking the uploaded documents via the “Antiplagiat” and “Turnitin” systems by the curriculum support office of the EP via the HSE corporate email within five working days after the deadline specified in clause 4.5.1. of the Rules. Supervisors ought to take these results into account when making an assessment for the graduation thesis.
    5. If the facts of violation of the Provisions on Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of the Higher School of Economics are found in the graduation thesis, the persons who has revealed this fact compose a memo addressed to the Dean of the Faculty for applying disciplinary penalties against students who committed these violations, provided by the HSE regulations.
    6. The graduation thesis supervisors ought to assess the version of the graduation thesis that was uploaded by the student to the student's personal account in the LMS system.
    7. The graduation thesis supervisors make a review of the graduation thesis with an assessment, in accordance with the form of the review of the graduation thesis given in Annex No.8 to these Rules. A scanned copy of this review with the signature of the supervisor is uploaded to the LMS system. The original review is provided to the curriculum support office of the EP **no later than 14 calendar days after the student submits the final version of the graduation thesis** in the LMS system.
    8. Graduation thesis is subject to compulsory review.

## Review of graduation thesis

* + 1. Reviewer is appointed from among the teachers or researchers of HSE. The reviewers can also be representatives of another educational organization of higher education, employees of other organizations from the professional sphere corresponding to the topic of the graduation thesis.
    2. An order on the appointment of a reviewer is signed by the Academic supervisor of the EP no later than one month before the scheduled date of the defense of the graduation thesis.
    3. The reviewer is obliged to conduct a qualified analysis of the main provisions of the reviewed graduation thesis, the presence of student’s own point of view/ design solution, the ability to use the methods of scientific research/ design, the degree of validity of conclusions and recommendations/ adequacy of means of achieving results, the reliability of the results obtained/ the feasibility of the products, solutions obtained, their novelty and practical significance.
    4. The curriculum support office of the EP sends the graduation thesis for review no later than three calendar days after its receiving. The reviewer makes and sends to the responsible person from the curriculum support office of the EP a scanned copy of the written review of the graduation thesis **no later than four calendar days before the date of the graduation thesis defense**.
    5. Students are announced about the content of the review of the graduation thesis by the curriculum support office of the EP via the corporate email of HSE and/or the LMS system **no later than two calendar days before the graduation thesis defense**, so that the student can prepare answers in advance on the comments made by the reviewer.

## Graduation thesis defense

* + 1. The graduation thesis is subject to compulsory public defense.
    2. The graduation thesis defense is carried out within the framework of the state final certification. Members of the state attestation commission (hereinafter – SAC), the procedure for conducting the final state certification, as well as the procedure for re-passing the certification exams is regulated by the "Regulations on the Final State Certification of the Higher School of Economics".
    3. The graduation thesis defense is carried out at meetings of state examination commissions with the participation of at least two-thirds of their members.
    4. Decisions of the state examination commission are taken at closed meetings by a simple majority of votes of the members of the commissions participating in the meeting, with the mandatory presence of the chairman of the commission or his or her deputy. If the number of votes is equal, the chairman of the commission (or the deputy chairman of the commission replacing him or her) has the right of a decisive vote.
    5. The results of the final certification exams are announced on the day of the exam after the minutes of the meetings of the examination commissions have been drawn up in accordance with the established procedure.
    6. In accordance with the Regulations for the thesis and graduation thesis defense (Research Paper Guidelines Graduation Thesis Defense, appendix 2), the defense begins with a student's report on the topic of the graduation thesis. The student is given no more than 20 minutes for a report.
    7. The student must state the main content of his graduation thesis fluently, without reading the written text. During the report, a computer presentation of the graduation thesis, prepared visual graphic (tables, diagrams) or other material illustrating the main provisions of the graduation thesis can be used.
    8. After completing the report, the members of the examination commission ask the student questions that are directly related to the topic of the graduation thesis, and closely related to it. When answering questions, the student has the right to use his work.
    9. It is necessary to have a reviewer’s review and a supervisor’s review during defending a graduation thesis.
    10. After the end of the discussion, the student is given concluding speech. In his concluding speech, the student must respond to the comments of the reviewer. After the concluding speech of the student, the procedure graduation thesis defense is considered completed
    11. The decision of the examination commission on the final assessment is based on the assessments of:
        - the supervisor for the quality of the graduation thesis, the degree of its compliance with the requirements for the graduation thesis;
        - the reviewer for the graduation thesis as a whole, taking into account the degree of novelty, practical significance and validity of the conclusions and recommendations made by the author based on the results of the study;
        - members of the examination commission for the content of the work, its defense, including the report, answers to questions and comments of the reviewer.
        - A detailed regulation of the defense procedure and an approximate methodology for evaluating the student's defense procedure are presented in Appendix 2 (Research Paper Guidelines Graduation Thesis Defense).
    12. The final assessment based on the results of the student’s graduation thesis defense according to the five-point and ten-point assessment systems is put down in the protocol, which is signed by the chairman and members of the examination commission. The chairmen of the commissions, appointed by the order on terms of defenses and membership of commissions, are responsible for the work of the commission and the preparation of the protocol.
    13. Based on the positive results of the final state certification of graduates, issued by the protocols of the examination commissions, the SAC makes a decision to assign the master's qualification to graduates in the field of training 41.04.01 Foreign Regional studies and issue state-issued diplomas of higher professional education.
    14. In case of positive results of the final state certification of graduates and the absence of academic debts during the period of study at Kyung Hee University, the student is also awarded a diploma of Kyung Hee University in accordance with the specialization previously chosen at Kyung Hee University.
    15. A student who has not passed the final state certification without a valid reason, including those who received unsatisfactory results at the final state certification, is expelled from HSE, and an academic certificate is issued to him or her. The specified student, upon restoration to HSE, has the right to pass the final state certification again no earlier than one year and no later than two years after passing the final state certification for the first time.
    16. A student who does not pass the final state certification for a valid reason (valid reason is considered the disease, confirmed by a medical certificate of the established form, presented to the curriculum support office of the EP on the day, which is set to begin classes; and other exceptional reasons, documented) has the right to pass the final state certification again not earlier than three months but not later than four months after submission of the application, without dismissal from the University.
    17. Second final state certification exams for one person may not be appointed more than twice.

## Graduation thesis storing and publication

* + 1. The graduation thesis are stored in the information educational environment of Higher School of Economics for five years after the completion of students' training in electronic form in accordance with the local regulations of Higher School of Economics.
    2. Graduation thesis publication in open access on the University's portal is carried out in accordance with the local regulations of the HSE.