

**Methodological Guidelines for the Preparation of the Master's Thesis
EP "Science of Learning and Assessment"**

1. General Provisions

1.1 This document sets out the requirements and recommendations for the Master's thesis of students enrolled in the Master's Programme "Science of Learning and Assessment".

1.2. The Master's thesis of the programme is written in English for the track "Cognitive Development" (main track); in English or Russian for the track "Measurement and Assessment" (dual qualification programme).

1.3. The Academic Supervisor of the programme, the teachers of the programme, the students of the programme share and implement in their activities the principle of intolerance of all forms of plagiarism and dishonesty in any written academic work.

1.4. The Academic Supervisor of the programme, the teachers of the Programme and the students of the Programme believe that the ultimate goal of any academic work is the selfless promotion of the common good.

1.5 The present guidelines have been developed on the basis of the 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 approved by Order № 6.18. 1 -01/1007-02 от 10.07.2015, and on the basis of the Requirements for the Master's Thesis of the Master's Degree Programmes of the Institute of Education of the HSE University, approved by the Academic Council of the Faculty of Social Sciences of the HSE University (10.09.2019 № 29).

2. Requirements for the Master's Thesis

2.1. Requirements for the preparation of the Master's Thesis

2.1.1. Research Final Qualification Work (hereafter FQW, Master's thesis) should be in English for the track "Cognitive Development" (main track); in English or Russian - for the track "Measurement and Assessment" (dual qualification programme).

2.1.2 Portfolio (article) can be in Russian or English for both tracks. Requirements for the article to be included in the portfolio:

- It must be an article in a journal indexed by Web of Science, Scopus or included in the HSE 'white list' that is relevant at the time the article is sent to the editorial office.
- The student must be the sole author or the first co-author of this article. The concept of "first co-author" implies that it is the student who builds the logic of the research, analyses and writes the main text, and communicates about the article (is the corresponding author).
- At the time of the thesis defence, the article must be accepted for publication (have the status accepted) OR it must have time to pass a review, according to the results of which a response to the reviewer should be prepared, edits to the text should be made and the revised article should be sent back to the journal. The student bears the risk of the editorial office's processing time, and if the editorial office's response time is delayed, the student must reorganise in time and prepare the text of the research Master's thesis for defence. The article can be written in Russian or English.

2.1.3. The Master thesis portfolio form for each student on the programme must be approved by the programme's Academic Supervisor.

2.1.3. The control points and stages of the Master's thesis preparation are defined in Appendix 8 of the Regulations on the Practical Training of Students in Bachelor's, Specialist and Master's Degree Programmes at HSE University and the Regulations on the State Final Examination of Students in Bachelor's, Specialist and Master's Degree Programmes at HSE University.

2.1.4. The main requirements for the Master's thesis are set out in the "Requirements for the Master's thesis of the Master's Degree Programmes of the Institute of Education of the HSE University".

2.1.5 **Anti-plagiarism:** Each thesis is checked for plagiarism in the anti-plagiarism system. The amount of borrowed text in the Master's thesis cannot exceed 20%. Exceeding this limit will be brought to the attention of the supervisor and the Master's thesis defence committee by the manager of the Master's programme. This may be grounds for a lower grade, an unsatisfactory grade or disciplinary action. If plagiarism is found in the text, the procedure to be followed by the supervisor is the same as that set out in the local regulations of the HSE University (Appendix 2 to the Internal Regulations for HSE University Students). In the case of

permissible borrowing, the supervisor will present a review of the student's completed Master's thesis, in which he/she will give a conclusion on the originality of the text.

If a student uses the text of the term paper as part of his/her Master's thesis, it is necessary to mark the relevant chapters with a footnote, where there will be a link to his/her term paper.

3.2. Requirements for the assessment of the Master's thesis

3.2.1. When evaluating the Master's thesis, the supervisor is guided by the criteria specified in the supervisor's review form (Appendix 1 or 2 for evaluating the article).

3.2.2. The evaluation of the Master's thesis is accompanied by a detailed commentary, which briefly characterises the main advantages and disadvantages of the Master's thesis and the theoretical and practical applicability of the results of the Master's thesis.

3.2.3. The reviewer evaluates the Master's thesis and is guided by the criteria specified in the reviewer's review form (Appendix 1 or 2 for the evaluation of the article).

3.2.4. The decision of the State Examination Commission (SEC) on the final grade is based on the assessments of:

- the supervisor for the quality of the work, the degree of its compliance with the requirements for the Master's thesis;
- the reviewer for the work as a whole (in the case of a portfolio, the assessment is based on the reviews submitted to the text of the article), taking into account the degree of novelty, the practical significance and the validity of the conclusions and recommendations drawn by the author from the results of the study;
- members of the SEC for the content of the thesis, its defence, including the report, answers to questions and comments from the reviewer.

3.3. Requirements for the public defence of the Master's thesis

3.3.3. The defence of the Master's thesis (the procedure for conducting and defending it) is regulated by the Regulations for Final State Certification at HSE University.

The recommended defence time is no more than 20 minutes: 15 minutes for presentation and 5 minutes for questions and answers.

The formula for the final assessment of the Master's thesis:

$$\mathbf{0.7*SEC\ score + 0.3*reviewer's\ score}$$

When making an assessment, the State Examination Commission must be familiar with the supervisor's review and assessment.

3.4. Requirements for the publication of the Master's thesis

3.4.1. The publication of abstracts and full texts of the Master's thesis in open access on the portal is carried out in accordance with the local regulations of the HSE University.

3.4.2. The academic management of the programme encourages the voluntary wish of the students to publish the results of the Master's thesis in academic publications, to publish the results of the WRC in the media, to present the results at scientific conferences, as well as other forms of ensuring the practical and theoretical usefulness of the work done.

3.4.3. The forms of encouragement are gratitude from the Academic Supervisor of the Programme, gratitude from the Academic Council of the Programme, as well as other forms of encouragement established by the decision of the Academic Council of the Programme or the Academic Council of the HSE Institute of Education.

**Appendix 1. Supervisor's or Reviewer's review
form for the Master's thesis**

National Research University Higher School of Economics

Institute of Education

Review _____ of supervisor / reviewer

Author of Master's thesis:

Theme of Master's thesis:

Work sections and criteria	Grade
<p><i>Abstract (max 1 point)</i> - Accurately and compactly reflects the problem/theme, aims, objectives, results, discussion and conclusions from the work done (possible points 0,1)</p>	
<p><i>Introduction and problem statement (max 6 points)</i> - The formulation of the problem/theme is clear and guides all subsequent research (0,1,2) - Theoretical relevance is justified (0,1) - Practical relevance is justified (0,1) - Research questions, aims and objectives of the study are correctly formulated (0,1,2)</p>	
<p><i>Literature review (max 3 points)</i> - The literature review of sources on the research topic is relevant and representative (0,1,2) - The literature review is well structured (0,1)</p>	
<p><i>Methodology (max 4 points)</i> - Adequate for finding answers to research questions (0,1) - Definitions of key constructs and concepts are provided (0,1) - Methods are sufficiently documented to conduct a replication study (0,1) - Data analysis methods are relevant to the aims and objectives of the study (0,1)</p>	
<p><i>Results (max 4 points)</i> - The results obtained are presented completely and correctly (0,1,2,3) - The results are reliable (0,1)</p>	
<p><i>Discussion and conclusions (max 5 points)</i> - The results allow conclusions to be drawn and provide answers to all the stated research questions (0,1) - The conclusions are analysed for consistency with the theoretical or other justifications formulated in the introduction, the results obtained are compared with the results of other works (0,1,2) - The limitations of the work, the possibilities for practical application are understood, recommendations for future perspectives are given (0,1,2).</p>	

<p>Format (max 5 points)</p> <ul style="list-style-type: none"> - Clear and relevant structure (0,1) - Clear and relevant academic language (0,1) - Correct summary (0,1) - Relevant amount of material (0,1) - Qualitative presentation of data through tables and figures (0,1) 	
<p>TOTAL: Recommended work grade (max. 28 points) (May differ from the average of the above)</p>	
<p>Recommended work grade (on a 10-point scale) Conversion to a 10-point score using the formula $\text{Grade} = \text{grade} * 0.36$ (arithmetic rounding)</p>	

Brief description of the work, strengths and weaknesses

Recommendations on the admission of Master's theses for public defence:

Questions for public defence:

Reviewer/Supervisor

academic degree, place of work

/signature/ _____ Full name

Date

Appendix 2. Supervisor's or Reviewer's review form for the Master's thesis performed as an article

National Research University Higher School of Economics

Institute of Education

Review _____ of supervisor / reviewer

Bibliographic data of the article:

Work sections and criteria	Grade
<p><i>Abstract (max 1 point)</i> - Accurately and compactly reflects the problem/theme, aims, objectives, results, discussion and conclusions from the work done (possible points 0,1)</p>	
<p><i>Introduction and problem statement (max 6 points)</i> - The formulation of the problem/theme is clear and guides all subsequent research (0,1,2) - Theoretical relevance is justified (0,1) - Practical relevance is justified (0,1) - Research questions, aims and objectives of the study are correctly formulated (0,1,2)</p>	
<p><i>Literature review (max 3 points)</i> - The literature review of sources on the research topic is relevant and representative (0,1,2) - The literature review is well structured (0,1)</p>	
<p><i>Methodology (max 5 points)</i> - Adequate for finding answers to research questions (0,1) - Definitions of key constructs and concepts are provided (0,1) - Methods are sufficiently documented to conduct a replication study (0,1) - Data analysis methods are relevant to the aims and objectives of the study (0,1)</p>	
<p><i>Results (max 4 points)</i> - The results obtained are presented completely and correctly (0,1,2,3) - The results are reliable (0,1)</p>	
<p><i>Discussion and conclusions (max. 5 points)</i> - The results allow conclusions to be drawn and provide answers to all the stated research questions (0,1) - The conclusions are analysed for consistency with the theoretical or other justifications formulated in the introduction, the results obtained are compared with the results of other works (0,1,2) - The limitations of the work, the possibilities for practical application are understood, recommendations for future perspectives are given (0,1,2).</p>	
<p><i>TOTAL: Recommended work grade (max. 24 points)</i> (May differ from the average of the above)</p>	

Recommended grade for the work (on a 10-point scale)

Conversion to a 10-point score using the formula: $\text{Grade} = \text{grade} * 0.42$ (arithmetic rounding)

Brief description of the work, strengths and weaknesses

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Recommendations on the admission of Master's theses for public defence:

Questions for public defence:

Reviewer/Supervisor

academic degree, place of work

/signature/ _____ Full name

Date

**Appendix 3. Criteria for evaluating the Master's thesis defence
during the State Final Certification**

Work sections and criteria	Grade
<p><i>Introduction and problem statement, basic concepts (max 6 points)</i></p> <ul style="list-style-type: none"> - The formulation of the problem/theme is clear and guides all subsequent research (0,1,2) - Theoretical relevance is justified (0,1) - Practical relevance is justified (0,1) - Research questions, aims and objectives of the study are correctly formulated (0,1,2) 	
<p><i>Methodology (max 4 points)</i></p> <ul style="list-style-type: none"> - Adequate for finding answers to research questions (0,1) - Definitions of key constructs and concepts are provided (0,1) - Methods are sufficiently documented to conduct a replication study (0,1) - Data analysis methods are relevant to the aims and objectives of the study (0,1) 	
<p><i>Results (max 3 points)</i></p> <ul style="list-style-type: none"> - The results obtained are presented completely and correctly (0,1,2,3) 	
<p><i>Discussion and conclusions (max. 5 points)</i></p> <ul style="list-style-type: none"> - The results allow conclusions to be drawn and provide answers to all the stated research questions (0,1) - The conclusions are analysed for consistency with the theoretical or other justifications formulated in the introduction, the results obtained are compared with the results of other works (0,1,2) - The limitations of the work, the possibilities for practical application are understood, recommendations for future perspectives are given (0,1,2). 	
<p><i>Defence / Format (max 6 points)</i></p> <ul style="list-style-type: none"> - Complete, correct and relevant answers to the commission's questions (0,1,2) - Clear and relevant structure (0,1) - Clear and relevant academic language (0,1) - High-quality presentation of data in the form of tables and figures (0,1,2) 	
<p><i>TOTAL (max 24 points)</i> (May differ from the average of the above)</p>	
<p><i>Recommended grade for the work (on a 10-point scale)</i> Conversion to a 10-point score using the formula: Grade = grade*0.42 (arithmetic rounding)</p>	

Appendix 4. Master's Thesis Title Page Form

Government of the Russian Federation

National Research University
Higher School of Economics

Institute of Education

Student's full name

MASTER THESIS TITLE

Master Thesis

Field of Studies

37.04.01 Psychology

Master's Program - Science of Learning and Assessment

Supervisor:

first name, last name,
academic degree, job title in HSE

Co-Supervisor:

(if applicable)

first name, last name,
academic degree, job title