

Regulations for HSE Student Project Work, Research and Internships for the Master’s programme “Politics. Economics. Philosophy”, field of study 41.04.04 Political Science, Faculty of Social Sciences, Department of Politics and Governance, National Research University Higher School of Economics

Part 1. General Information

Practical training by the Master’s Programme "Politics. Economics. Philosophy" takes form of a term paper, thesis preparation, and participation in project(s).

Preparation of a term paper and a thesis contributes to the development of research skills in the profile of the educational program, including competencies allowing to fully implement research carried out to obtain new knowledge about the structure, properties, and patterns of the studied object (phenomenon).

Participation in project(s) contributes to the development of general professional skills in the profile of the educational program, including competencies allowing to solve applied and research problems, in ways and methods as close as possible to the methods of the chosen professional activities.

Practical training by the Programme includes the description of major elements of the educational programme Curriculum organized in a shape of practical training and grouped in “Practice(s)” module of the Curriculum

There are three major obligatory elements of the “Practice” section of the Programme:

Year of study	Title	Credits	Period
1	Term paper	6 (228 hours)	During a study year with a public defense at the end of May – early June
1	Project work 1 st year	3 (114 hours)	1 st – 4 th modules of the 1 st year of study
2	Project work 2 nd year	3 (114 hours)	1 st – 3 rd modules of the 2 nd year of study
2	Master’s Thesis	15-18 (570-684 hours)	During a study year with a public defense, which is held in May - June. Master’s thesis must be submitted not later than 14 days prior to estimated day of defense

Part 2. Project work (PW)

PW is organized to put knowledge achieved by students during their studies into practice and to gain experience, as well as to solve problems of practical or theoretical relevance. The PW is an obligatory element of the study plan of the first and second year of the Master's Programme, should not be identical to the topic of a master's thesis (referred to as MT), but it can complement it. PW aims to produce a specific result. This result should be achieved independently, it should be tangible and practical.

Students' PW should contribute to research projects, study groups, research units of all sorts at the HSE or at external organisations in Russia or abroad. The PW place and activities of the PW needs to be approved by the Academic Supervisor of the Programme, who may refuse to approve the PW if it does not meet the objectives of the Programme. It is not necessary to complete the whole PW in just one project, the hours for PW can be accomplished in several project involvements.

Initiation of PW

1. When initiating their own PW, students can use the Programme's recommendations for cooperation with the Programme's partner organizations, or they can search for PW possibilities on their own. Typical PW arrangements are engagements in research projects of faculty members and teaching staff, Project Fair or in research laboratories and institutes at the HSE. Students can also choose projects from the HSE Project Fair (<https://pf.hse.ru/en/>).

2. Students submit to the Programme's study office applications for participation in the PW for approval by the Academic Supervisor of the Programme.

PW realization by the student

1. Responsibility for the fulfillment of the PW plan lies with students.
2. PW is carried out at any time during the 1st study year and during the 1st to 3rd modules of the 2nd study year.

Assessment of PW and grading

1. PW carries a weight of 3 credits for 1st year of studies and 3 credits for 2nd year of studies. Students should distribute these hours throughout 1-4 modules of the 1st and 1-3 modules of the 2nd study year. It is possible to collect the sum amount of hours during several, separate project involvements.

2. The grading for PW is done in the following way:

a) the PW supervisor(s) submit(s) the filled-out PW review sheet (Appendix 2.1) and propose a grade on the usual 10-point scale.

In case of successful completion, students acquire a satisfactory grade. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by a student under the HSE regulations.

Part 3. Term Paper (Coursework) and Master's Thesis

Master's Thesis is an individual research paper of a Student conducted under the supervision of a Scientific supervisor during the second year of studies.

Coursework is a Master's Student research paper to be written and defended during the first year of studies. Optimally, it is the first stage of Master's Thesis research preparation. The working language of a Coursepaper and a Master's Theses is English. The procedures related to a Coursework and a Master's Thesis are regulated by HSE normative acts and Rules of the Programme.

Scientific Supervisor helps a Student in doing research for a Coursework and a Master's Thesis. Consultant can be assigned to a Coursework or a Master's Thesis in addition to a Supervisor. Consultant provides advice to a Student in the choice of research methods, in the selection of literature and factual material, and gives expert advice on the content of a Coursework or a Master's Thesis. Academic Supervisor is the head of the Master's Programme.

3.1 The components of a Coursework and a Master's Thesis include the following elements:

1. Cover page
2. Table of Contents
3. List of Abbreviations (if included)
4. Introduction
5. Main Body (consists of chapters, paragraphs, etc.)
6. Conclusion
7. Bibliography
8. Appendices (if included)

A Coursework is uploaded and submitted in a single file in LMS System / Smart LMS.
A Master's Thesis is uploaded and submitted in a single file in LMS System / Smart LMS

3.2 Coursework / Master's Thesis Formatting

COVER PAGE

Samples are provided in Appendix 4.3 and Appendix 4.6.

Number of pages: The cover is not to be numbered, but it is counted (i.e. the next page is number 2).

Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, Bibliography, Appendices): Times New Roman 16, bold, aligned, numbered.

TABLE OF CONTENTS

It should be done automatically by using the appropriate Word option. It should contain the following elements: List of Abbreviations (if included), Introduction, Chapters, Paragraphs, Sub-paragraphs (if applicable), Conclusion, Bibliography, and Appendices (if included). It should include the page number for each section.

LIST OF ABBREVIATIONS (if applicable)

Text: Times New Roman 14, spacing 1.5, aligned left.

INTRODUCTION, MAIN BODY & CONCLUSION

Text: Times New Roman 14, spacing 1.5, justified, first line of each paragraph indented
Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1.1,1.2, etc.)

Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1.1, 1.1.2, etc.)
Footnotes: Times New Roman 11, single-spaced. Footnotes are to comply with the chosen style. If Chicago style is chosen, continuous numbering of footnotes is to be done.

BIBLIOGRAPHY

The entries should be alphabetized. Chicago Style applies (<https://www.chicagomanualofstyle.org/>).
Text: Times New Roman 14, aligned left

Additional Requirements

Length:

- Coursework: not less than 10 000 words (footnotes and bibliography are excluded from the count).
- Master's Thesis: not less than 15 000 words (footnotes and bibliography are excluded from the count).

Referencing style: Chicago Style with footnotes and bibliography – see Chicago Manual (<https://www.chicagomanualofstyle.org/>).

Page margins: upper – 2 centimetres, lower – 2,5 centimetres, left – 3 centimetres, right – 1,5 centimeters.

Page numbering: Page numbers should start from the Table of Contents (page 2) and end with the Bibliography (or Appendices, if any).

3.3. Stages of Coursework and Master's Thesis Development

Supervisor and Consultant

A Supervisor is to be chosen by a Student based on research priorities of a Student and professor's specialisation. A Student needs to submit the application with the proposed topic and the signature of a Supervisor. A Student may submit an application for the Supervisor change (See Appendix 4.5) not later than two months before the defence of Coursework and Master's thesis.

If necessary, a Consultant can be assigned to a Coursework or a Master's Thesis in addition to a Supervisor. Consultant's name is stated in the Coursework / Master's Thesis Application and thus is the result of consensus between a Supervisor and a Student. A Consultant provides advice to a Student in the choice of research methods, in the selection of literature and factual material, and gives expert advice on the content of the thesis.

A Supervisor provides support to Student's research, including:

- Provides advice to a Student in determining the final research topic, in selecting literature and factual material, in preparing a Research Proposal (and an Outline);
- Assists in the choice of research methodology and methods;
- Carries out systematic monitoring of a Student's research progress and compliance with the schedule;
- Gives expert advice on the content of a Coursework / a Master's Thesis;
- Assesses the quality of Student's performance in accordance with a Coursework / a Master's Thesis research requirements;
- Provides recommendation for promoting to the Defense and grades papers;
- Provides expert judgement on the presence of plagiarism or borrowing in a Student's text based on a Turnitin Report.

Supervisors provide individual consultations to Students. Students provide all materials in accordance with the individual schedule.

A Supervisor may reject his appointment on the basis of:

- Student's lack of response to the e-mail letters;
- regular failure to comply with Supervisor's instructions for a Coursework and a Thesis;
- Student's absenteeism.

Supervisor addresses a statement with a description of the situation and recommendations of solution to the Academic Supervisor.

Academic Supervisor may recommend a new Supervisor to a Student if the arguments for such a change are significant and relevant. The change of a Supervisor is followed by the revision or the change of the topic, which is the responsibility of a Student and fulfilled by submitting the form (see Appendix 2.2) signed by a new Supervisor to the Program Manager.

3.4. External Reviewer for Master's Thesis

Master's Theses are subject to mandatory external review by independent second readers, who are mainly experts in the field of research from other units of the HSE, and external organisations.

The review (see Appendix 4.4) should be a critical analysis of the content and the main provisions of the research under review, should assess the relevance of the chosen topic, independence of approach to its disclosure (of having their own point of view of the author), the ability to use modern methods of collecting and processing information, the extent of the validity of the findings and recommendations, the reliability of the results obtained, their novelty and practical significance. Weaknesses are also pointed out together with the positive aspects. In conclusion, the reviewer gives a description of the general level of a Master's Thesis and evaluates it on 10-points scale. Review volume should be one to three typewritten pages.

No external review or special second reading is required for a Coursework. This function is carried out by the Coursework Defense Commission members, who provide substantial review and recommendations.

3.5. Coursework and Master's Theses Defense

The Defense is held on a face-to-face basis when a Student presents the results of a Coursework / a Master's Thesis research in front of the Commission (in case of a Coursework) or the State Commission (in case of a Master's Thesis). The Defense is an open event, which may be attended by anyone interested in the research topic or the Defense procedure.

This event is guided by HSE regulations, which means special arrangements: total video recording, other special procedures, and strict time control.

The Programme Manager determines the individual Defense schedule. The Manager may but is not obliged to consider Students' requests for preferred Defense time.

3.6. Submitting Materials for Defence

Coursework

The student must upload the final version of the Coursework in the LMS (lms.hse.ru) in electronic non-scanned version not later than 7 days before the Defence. After the paper is uploaded, plagiarism checker is used to verify the originality of work.

The supervisor uploads in the electronic system (LMS, SmartLMS, EJK, others) the review for the coursework before the defence procedure. The student's bears the responsibility of reaching out to their Scientific supervisor for the coursework review.

Master's Thesis

The student must upload the final version of the Thesis in the LMS (lms.hse.ru) in electronic non-scanned version not later than 14 days before the Defence. After the paper is uploaded, plagiarism checker is used to verify the originality of work. The supervisor uploads in LMS the review for the

coursework before the defence procedure. After the review is uploaded to LMS, it is available to the student. The study office sends the thesis to the reviewer. After the review is uploaded to the LMS, it is available to the student.

Students submit Courseworks / Master's Theses and other documents for Defense via LMS. If a student fails to submit the documents on time there will be no admission to the Defense. This will result in an academic backlog for the 1st year Students and expulsion for the 2nd year Students.

In case of illness, Students may be granted extended deadline upon the medical certificate presentation. Other emergencies should be proven by a relevant document. More technical details can be announced closer to the date.

3.7 Specific Courseworks Defense Procedures

Coursework Defense approximate time breakdown:

- 10 minutes (up to 15 minutes) – Student's presentation of Coursework research.
- 5 minutes – questions/answers session, comments by a Supervisor and Commission members.

Coursework Defense Evaluation. Courseworks are graded by Commission members. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of the Commission members; only the final grade is publicly announced. The evaluation is influenced by:

- Research presentation,
- Student's answers to questions of Commission members,
- Text quality of Coursework,
- Evaluation of research by a Supervisor,
- Independent judgement of Commission members.

3.8. Specific Master's Thesis Defence Procedures

Master's Thesis Defence Admission. A Student gets admission to the defence in the case of:

1. Successful completion of the theoretical (courses from the Individual Study Plan) and practical (internship) parts of studies.
2. Submission of the Master's Thesis text and accompanying documents according to the Master's Thesis package to LMS and the Study Office by the established deadlines.
3. Absence of plagiarism in the text.

If one of the requirements is not met, the Study Office initiates the formal procedure for withdrawing the admission to the Defense and further expulsion.

Master's Thesis Defence approximate time breakdown:

- Each student is guaranteed to have up to 20 min for the presentation of the Master's research;
- Up to 10 minutes – questions from Commission members and answers of a Student;
- Up to 10 minutes – External review and Supervisor's review announcement (if applicable), feedback from Commission members, and concluding remarks by a Student.

Master's Thesis Defence is video recorded. If a Student has a complaint about the compliance to the procedures set by the HSE regulations (not the Master's Programme regulation, i.e. this text), then the official Appeal procedure based on video recording and other evidence may be initiated.

Master's Thesis Defence Evaluation. Master's Theses are graded by the State Commission members.

The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of Commission members. Only the final grade is publicly announced. The Commission takes into consideration Reviews by a Supervisor and an External Reviewer (including grades proposed).

Anti-plagiarism Report: Excessive Borrowing, Plagiarism and/or AI generated text

“Anti-plagiat” anti-plagiarism report is the mandatory requirement for admission to the defence of Courseworks and Master’s Theses. Turnitin report, prepared by the Programme Manager after the text of a Coursework/ a Master’s Thesis, is uploaded to LMS, initiates a special procedure:

1. A Supervisor is provided with a copy of the Turnitin report for all the relevant Students by the Programme Manager.
2. A Supervisor reviews the Turnitin report. If the 20% threshold of borrowing and/or AI generated text is not exceeded, the Supervisor’s review is done in a regular manner, unless there are signs of plagiarism.
3. If the 20% borrowing and/or AI generated text threshold is exceeded, then a Supervisor reviews the Turnitin report together with a Coursework/Master’s Thesis text and determines if there are problems of plagiarism and/or excessive borrowing.
4. If excessive borrowing and/or AI generated text (i.e. lack of independent analytical contribution of a Student to the development of the topic) is detected, a Supervisor comments on it in the Supervisor’s review. If borrowing and/or AI generated text is justifiable, then a Supervisor comments on it in the review and provides an explanation. The Defence Commission decides on grading taking into account Supervisor’s judgement. Extreme borrowing may be punished by a failure at the Defence.
5. If any plagiarism and/or AI generated text in the text is detected and confirmed, a Supervisor comments on it in the Supervisor’s Review and informs the Study Office about the plagiarism and/or AI generated text. After that, the Study Office initiates the formal procedure of the guilty Student’s expulsion (see Annex 2 to Internal Student Regulations at National Research University Higher School of Economics).

Stages of Coursework and Master’s Thesis Development

What	1st year – Coursework	2nd year – Master’s Thesis
Application for Coursework / Master’s Thesis to be submitted in LMS	Before November 01	Before November 01
The first draft of Coursework / Master’s Thesis	March Exact timing to be discussed with a Supervisor	March Exact timing to be discussed with a Supervisor
Preliminary defence of a Coursework / a Master’s Thesis	April To be discussed on the Research Seminar	End of March To be discussed on the Research Seminar
The final draft of a Coursework / a Master’s Thesis	Beginning of April Exact timing to be discussed with a Supervisor	Beginning of April Exact timing to be discussed with a Supervisor
Finalized Coursework / Master’s Thesis submission to LMS	Not less than 7 days before the defence	Not less than two weeks before the defence The Programme Manager will inform about the deadline

Defence of Coursework / Master's Thesis	Within the period of June 1 – June 30 Exact date to be set by the Study Office beforehand.	May – June The Programme Manager will inform about the exact day
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Appendices

Appendix 2.1. Project work evaluation sheet

Project Evaluation Sheet

_____ (project title)
 _____ (project type and
 timeline)

Project Supervisor:		
Full Name:		
Position:		
Project Participant¹:		
Full Name		
Programme	Politics. Economics. Philosophy	
Group №	MPF2__	
Elements of the resulting assessment ²	Rating on a 10-point scale	Remarks (if necessary)
O out - Project Outcome Evaluation		
O skill Evaluation of skills and technologies used		
O impl Evaluation of task implementation		
O kcom Evaluation of expecting competencies		
O group Evaluation of the individual contribution of the participant to group work		
O team Teamwork assessment		
O pres Evaluation of presentation/project defense		
O par Evaluation from other project participants		
O s Self-evaluation		
Formula for calculating the resulting evaluation (indicating elements and their weights)		
Final evaluation for the project³		Supervisor's Signature
Number of ECTS awarded for the project⁴		

Date of evaluation sheet completion _____

¹ For group projects, the evaluation sheet is filled in for each group member.

² Only the necessary elements are used, if an element is not used, then a dash is put in the corresponding line; special elements can be added if necessary.

³ Obligatory to fill in the field

⁴ To be filled in the study office

Appendix 3.1. Application for the Approval of the Topic

To the Academic Supervisor of the “Politics.
Economics.Philosophy” Master’s
Programme

From ____year student

(full name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить тему моей курсовой работы/ I submit for your approval the topic of
my coursework

Тема на английском языке/Topic in English:

*(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all
words except for articles and prepositions)*

Тема на русском языке/ topic in Russian (filled by the Student or by the Supervisor):

Supervisor

(Full name, signature, date)

Student

(Full name, signature,
date)

Consultant (optional)

(Full name, signature,
date)

Appendix 3.2. Application for the Topic Change

To the Academic Supervisor of the “Politics.
Economics. Philosophy” Master’s Programme

From ____ year student

(full name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить измененную тему моей курсовой работы/ I submit for your approval the
updated topic of my coursework

Тема на английском языке/Topic in English:

*(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalize all words except for
articles and prepositions)*

Тема на русском языке/ topic in Russian (filled by the Student or by the Supervisor):

Согласие научного руководителя/Signature of the Supervisor

(подпись/signature)

Date

(подпись студента/Signature of the Student)

**Review of the Coursework
by Scientific supervisor**

Scientific supervisor (full name, title) _____

Title of the Coursework _____

Author (full name) _____

General characteristics

1. Originality and relevance of the research question and (or) the hypothesis **Grade:** _____
2. Correspondence with the topic **Grade:** _____
3. Topic development, fullness of presentation of the topic **Grade:** _____
4. Elements of novelty in the results of research, quality of their meaningful interpretation (expressed in conclusions) **Grade:** _____

Methodology and methods

1. Correctness and validity of the methodology **Grade:** _____
2. Appropriateness of methods in relation to the topic, research question and research objectives **Grade:** _____

Theoretical and empirical basis

1. Quality of conceptualization and operationalization of concepts used in the study **Grade:** _____
2. Depth and breadth of acquaintance with the state of art in the field of study **Grade:** _____
3. Consideration of interdisciplinary relationships and interactions **Grade:** _____

Formal characteristics

1. Compliance with academic standards (style, terminology, citations) **Grade:** _____
2. Text figuration (conformity with Guidelines) **Grade:** _____

FINAL GRADE (does not need to be an average of previous grades): _____

Substantive comments on the coursework (with strengths and weaknesses of the coursework)

Date _____

Signature _____

Review of the Master's Thesis

Scientific supervisor (full name, title) _____
Or (choose one of the two options)

Reviewer (full name, title) _____

Title of the Thesis _____

Author (full name) _____

General characteristics

1. Originality and relevance of the research question and/or research hypothesis, correct statement of goals and objectives of research **Grade:** _____
2. Topic development, knowledge of the subject area **Grade:** _____
3. Elements of novelty in the results of research **Grade:** _____
4. Quality of meaningful interpretation of results **Grade:** _____

Methodology and methods

1. Validity of chosen methodology and correctness of its application **Grade:** _____
2. Appropriateness of methods in relation to the goals and objectives of the research **Grade:** _____

Theoretical and empirical basis

1. Quality of conceptualization and operationalization of the concepts used in research **Grade:** _____
2. Depth and breadth of acquaintance with the state of art in the sphere of study, knowledge of relevant interdisciplinary studies in the area **Grade:** _____
3. Consideration of interdisciplinary relationships and interactions **Grade:** _____

Formal characteristics

1. Compliance with academic standards (style, terminology, citations) **Grade:** _____
2. Text figuration (compliance with the Guidelines) **Grade:** _____

FINAL GRADE (does not need to be an average of previous grades): _____

Substantive and detailed comments on the Thesis (with strengths and weaknesses of the coursework)

Date _____

Signature _____

Appendix 3.5. Application for the Supervisor Change

To the Academic Supervisor of the “Politics.
Economics. Philosophy” Master’s Programme

From ____year student

(full name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу изменить ранее назначенного руководителя курсовой работы на/
I would like to submit a request for Coursework supervisor change

Имя и должность нового руководителя/
New Supervisor :

Student

(Full name, signature, date)

Supervisor

(Full name, signature, date)

New Supervisor

(Full name, signature, date)

FEDERAL STATE AUTONOMOUS EDUCATIONAL
INSTITUTION FOR HIGHER EDUCATION
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS
Faculty of Social Sciences

Student's name, surname

MASTER THESIS

**Economic Sanctions and Foreign Policy Change: a Comparative Analysis of their Effects on
the Russian and Iranian Oil and Gas Industries**

Field of study 41.04.04 Political Science
Master's program 'Politics. Economics. Philosophy'
Department of politics and governance

Reviewer
Candidate of Sciences (Phd)

Scientific Supervisor
Assistant professor

Reviewer's full name

Supervisor's full name

Moscow 2024