Master thesis

MA Thesis is an individual research work. It is impossible to create and defend group papers/theses or projects. The Term paper does not exists and it is replaced by Proposal Defense, Outline text and Individual project also there is a group project at the 2nd year, that is not the same work as MA Thesis.

1. Technical requirements

Language

English. In case of uploading the paper on the HSE official site (portal) a short (no longer than 250 characters) abstract in Russian as well as the translation of the title into Russian is required.

Components of MA Thesis

The components of Term Paper and MA Thesis are:

1. Cover Page

2. Table of Contents

3. List of Abbreviations (if included)

4. Introduction

5. Main Body (components: chapters, sub-chapters, etc.)

6. Conclusion

7. Bibliography

8. Appendices and Annexes (if included)

Term Papers and MA Theses should be submitted in one single file

Formatting

COVER PAGE

Title: Times New Roman 16, upper case letters, bold, centered, no full stop (.) at the end. Number of pages: All the pages of the file should be counted and listed, not just the numbered ones.

TABLE OF CONTENTS

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

Text: Times New Roman 12, spacing 1.5, justified./space between paragraphs removed/

LIST OF ABBREVIATIONS

Text: Times New Roman 12, spacing 1.5, aligned left.

INTRODUCTION

Text: Times New Roman 12, spacing 1.5, justified, first line of each paragraph indented

MAIN BODY

Text: Times New Roman 12, spacing 1.5, justified, first line of each paragraph indented

Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, Bibliography, Appendices, and Annexes): Times New Roman 16, bold, aligned, not numbered.

Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1,2, etc.)

Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.)

Paragraphs: There should be no spacing between a paragraph and the following one.

Block quotations: Times New Roman 10, single-spaced, justified, each line indented left.

Footnotes: Times New Roman 10, single-spaced, aligned left, no first line indentation.

CONCLUSION

Text: Times New Roman 12, spacing 1.5, justified, first line of each paragraph indented.

BIBLIOGRAPHY

The entries should be categorized and alphabetized. You can sort the entries in different categories, such as: Books, Essay, Newspaper Articles, Interviews, etc.

Text: Times New Roman 12, aligned left, single-spaced with spacing between each entry and the next one, no first line indentation, no numbering, no bullet points.

ADDITIONAL REQUIREMENTS

Length:

- MA Thesis: approximately 60 pages (not less than 40 pages), with all the formatting requirements outlined earlier.

Referencing style: APA with footnotes and bibliography – see http://www.apastyle.org/

Page margins: Normal/Default (top, bottom, right and left: 2.54 cm).

Foreign words and terms: isolated words and phrases in a foreign language (or in Latin) should be italicized if they are likely to be unfamiliar to readers

Page numbering: The page numbers should start from the Table of Contents (page 2) and end with the Bibliography. They should appear at the bottom of the page, centered. This is done by clicking on the option Different first page when inserting the numbers.

Page break between sections: There should be a page break between each section and the next one, that is, between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations and the Introduction, between the Introduction and the Main Body, between the Main body and the Conclusion, between the Conclusion and the Bibliography, between the Bibliography and the Appendices or Annexes (if included).

You must insert a page break at the end of each chapter (i.e. start each chapter on a new page).

2. Schedule of working on Master for students of Master program Population and Development

Master thesis	Deadline
Annotation of the research topic	October
First application of the topic to the academic advisor	October
Application for the topic approved by the academic advisor (signed)	**November**
Final draft for the supervisor	March-April
Last chance to modify the topic	End of the 3rd module
Preliminary defense on the research seminar	**April**
Full version of the paper with all the comments from preference (for advisor)	May 10th
Finalizing the paper using the comments from advisor	Deadline for sending the paper to the Program Office and uploading into LMS. May
Defense	**June**

Comments

The forms for the Reviews and mark lists are available in the Appendixes

The Preliminary defences of the papers are additionally to the commission of referees (teachers, lecturers and instructors) reviewed and commented either by the other students from the group or the English-speaking students from the other programmes. The Programme members also participate into the reviewing process for the other programmes. The activity at Preliminary defenses is included into the Research seminar mark

3. Masters Thesis Assessment Criteria
A. Master Thesis Assessment

The table for reviewers and advisors see in Appendix 4 and 5. We use 10 grades scale.

There are several requirements for the Master thesis

1. The literature review of the paper should contain the explanation of the using of the main sources and the research components based on the literature devoted to development issues and population studies.

2. The author should be ready to show the importance of the research for the development or population studies topics.

3. The part of the paper Results and Discussion should answer the question how the results could influence the development of the certain society, part or what is the role of the paper for the population studies.

4. Academic Advisor and External Reviewer

Academic Advisor – teacher, professor or scholar of the Higher School of Economics. The student can find the Academic Advisor in **different** faculties, **not** only on the Institute of Demography and Department of Public Administration.

Academic advisor must provide leadership thesis preparation, including:

- provide advice to the student in determining the final dissertation topic, in preparation Synopsys, PD, schedule Theses, in the selection of literature and factual material;
- Assist in the choice of research methodology;
- To carry out systematic monitoring of the progress of the preparation of the dissertation in accordance with the PD and the schedule of its implementation;
- To inform the head of the department in the event of non-compliance with the implementation schedule of a student thesis;
- Give expert advice on the content of Theses;
- Assess the quality of performance in accordance with the Theses demands made on it (review manager). In the recall scientific director characterizes the quality of the work, said the positive side, drew particular attention to the shortcomings, determines the degree of autonomy and creativity shown by a student during the writing of a thesis, the degree of compliance with the requirements for a master's thesis recommends a master's thesis to the protection and evaluates the master's thesis on a scale;
- To reconcile the data in detail, made by a student at LMS, and take control of data entering student at LMS.

Academic Advisor must provide personal consultations monthly student on the master's thesis. Student shall once a month inform him/her of the progress of work on the thesis and in time turned out to provide all materials in accordance with the timetable for preparing the master's thesis.

Academic Advisor must report quarterly on the progress of the preparation of course work and a thesis student ward in writing, providing the appropriate training of the report, or orally at the meetings of the department.

If necessary, the consultant can be assigned to theses.

Consultant must:

- Provide advice to the student in the choice of research methods in the selection of literature and factual material;
- Give expert advice on the content of a thesis.

The change of the Advisor is allowed per month to defense of course work and a thesis.

The initiator of the change of the Advisor may be:

- Academic Advisor (rejection of Academic Advisor on the basis of the student's lack of response to the letters at least 3 times, regular failure instructions of the Advisor to work with course work and thesis and student absenteeism in practice)
- Academic supervisor of the master's program (based on the lack of progress on the course work and master's thesis, which is fixed in the quarterly reports of the Academic supervisor)
- The student (in exceptional cases, due to the lack of support from the Academic Advisor on the literature review, formulation of research objectives, finding a place of practice, which is fixed in writing, correspondence with the Academic supervisor)

The change of the Advisors issued a statement in the name of the Initiator to the master program academic supervisor (manager of the program, if the initiator is master program academic director). Manager of master's program accepts these applications. Master program Academic supervisor recommends new Academic Advisor to student that is fixed by his signature on appropriate statement of the Initiator.

Master's thesis is subject to mandatory review. The reviewers involved mainly experts on studies from different parts of the HSE, and in some cases external organizations approved by the department.

The review should be an analysis of the content and the main provisions of the theses under review, 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. Along with the positive aspects of the work are marked disadvantages of work. In conclusion, the Reviewer gives a description of the general level of the master's thesis and evaluates it on a 10-grades scale. Review volume should be one to three typewritten pages. See Appendix 5.

5. Master Theses Defense and Pre-defense
1. The Pre-Defense procedure takes place within the dates specified on chapter 2.
2. The Defense / Pre-defense procedure is held on a face-to-face basis when student presents the results in front of the Commission from the Institute of Demography and invited specialists / State commission. The defense format to be determined nearer the process. The individual time schedule of the pre-defense is determined by the Master Program Manager. The Manager may but is not obliged to consider students requests on the individual time slots allocation.
5. Pre-defense procedure – approximate time breakdown:
- 10 min - Student presentation (it is recommended to prepare Power Point presentation);
- 5 min – question session from the commission;
- 5 min – students answers the questions;
- 2 min – Advisor feedback on the student performance.

A negative assessment in the pre-defense may be the basis for not being admitted to the final defense and subsequent retake of the master's thesis in the next academic year.

6. Evaluation criteria:

The grading is done at the closed concluding session at the end of each Defense day. The final grade is equal to the arithmetic mean of the grades given by all members of the commission. Only the final grade is publicly announced. The Commission takes into consideration Reviews by a Supervisor and an External Reviewer (including grades proposed).

7. The students should be prepared that their Master thesis drafts will undergo plagiarism check using software following the HSE procedures. The detailed report will be sent to the Advisors. The proven case of plagiarism in Thesis will be filed to the dean of the Faculty of Social Sciences and the student will be subject for a reprimand. Upon the Master Thesis detected case of plagiarism the student is automatically expelled from the university. The proven case of plagiarism leads to the 0 by the 10-point grade system.

8. Defense procedure – approximate time breakdown:

- 20 min - Student presentation (it is recommended to prepare Power Point presentation);

- 8 min – question session from the commission;

- 2 min – students answers the questions;

- 3 min – Reviewer feedback on the student performance (for Thesis).

- 2 min – Advisor feedback on the student performance.

In case of illness the students may be granted extended deadline upon the medical certificate presentation. Any other emergencies should be proven by a relevant document. More technical details could be announced closer to the date.

To the Academic Supervisor of the Master
Programme "Population and Development"

_____

_____

From student of ___ year ____ group

_____

(full name)

Application

I submit for your approval the topic of my master thesis (in English):

_____
_____
_____
_____

Topic in Russian (filled by the student or by the department) :

_____
_____
_____
_____

Research advisor

_____

(Full name, signature, date)

Consultant (optional)   _____

(Full name, signature, date)

Student

_____

(Full name, signature, date)

Contact phone number

_____

E-mail: _____

Appendix 2. Application for the change of topic

To the Academic Supervisor of Master in Population and Development

_____

from student, year of study and group number

_____

*name surname*_____

_____

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему выпускной квалификационной работы/ I submit for your approval the updated topic of my master thesis (thesis)

Тема на русском языке/ topic in Russian: _____

_____
_____
_____

_____

Тема на английском языке/TopicinEnglish:

(все слова в названии темы с большой буквы кроме артиклей и предлогов/capitalizeallwordsexceptforarticlesandprepositions)

_____
_____
_____

Согласие научного руководителя/Signature of the Academic Advisor
_____

(подпись/signature)

Date   Подпись студента/Signature of the student

Appendix 3. Research Advisor's Review Template

<div align="center">

RESEARCH SUPERVISOR'S REVIEW

of the Master Thesis

Review of the Thesis

</div>

by the Advisor (last name, first name)_____ _____

Thesis title _____

Author (full name): _____

Final grade (out of 10) _____

General characteristics

Overall assessment of the Thesis (with reviewing its strengths and weaknesses):

Date: _____   **Signiture:_____**

Appendix 4. External Review Template

External Review

of the Master Thesis

by the External Reviewer (last name, first name)_____ _____

    Thesis title _____

Author (full name): _____

General characteristics

    1. Formalization of the research problem, originality and correctness of the research   question and/or research hypothesis. **Grade**: _____

    2. Knowledge of the subject area (general scholarship in the field, awareness of the state of art in the neighboring areas and in social science at large). **Grade**: _____

    3. Correctness of the statements concerning subject matter, goals and objectives of the   research. **Grade**: _____

    4. Quality of interpretation of analytical results. **Grade**: _____

    5. Correspondence with academic and ethical norms and standards. **Grade**: _____

    6. Originality of scientific 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. The quality of conceptualization and operationalization of the concepts used in the   research. **Grade**: _____

    2. Scholarship in the specific research field of development or population studies, knowledge of relevant   interdisciplinary studies in the area. Grade: _____

Formal characteristics of the Thesis

    1. Compliance with the rules of academic writing. **Grade**: _____

    2. Correctness of the text design (compliance with the quidelines). **Grade**: _____

Overall assessment of the Thesis (with reviewing its strengths and weaknesses):

Date: _____   **Signiture:**_____

Annex 5. Requirements to the methods

	Mandatory	Voluntary
Qualitative Research		

	➔ Methods possible:
	  ➔ in-depth interviews with representatives of the studied group (not less then 8 depending on the methodology, duration of each interview not less than 30-40 minutes, really deep detailed discussion with each participant, containing his or her relevant biographic data);
	  ➔ expert interviews (no less than 5, 8 if this is the only method used and there is no triangulation, duration no less than 30-40 minutes each, containing relevant socio-demographic information);
	  ➔ focus-groups – not less than two but usually more, depending on the topic and sampling technique, no less than 6 participants each, containing relevant socio-demographic information on the participants;
	  ➔ qualitative analysis of large amounts of published or open source internet texts on the studied topic (can be one or more sites, but if it is just one site, analysis should really be detailed, systematizing quotations from no less than 20 relevant pages, period studied should be clearly specified and well-founded).
	  ➔ Interviews and focus groups should be audio-recorded and
		➔ Preferably, text analysis of the data should be done with the help of special programs, such as Athlas.ti or R.

	transcribed in full and ready to present to the examiner. ➔ Sample size and sample character should be well founded theoretically and methodologically. ➔ If the technique of case study is chosen, the analysis of the case should be really detailed and several methods, both qualitative and quantitative, should be used.	
Quantitative Research		
	Research problem or research question, object and subject of study	
	Econometric model incl. the list of variables	Formal hypothesis for the multivariate analysis
	Data description. If a student collected data by her own, the sample size should include at least 150 observations	
	If a student collected data by her own, the method of sampling should be explained	The procedure of sampling in the Paper Annex
	Univariate and bivariate analysis of the data. Descriptive statistics, cross-tabulations, correlation analysis	Non-parametric analysis of the data (classification analysis, trait-analysis,)
	Discussion on methods selected for testing the model	
	Testing different specifications using purposeful selection approach to achieve an optimal model	
	Main results – did the study solve the research puzzle and what are the new unexpected insights?	
	Interpretation of the results based on the past literature and recommendations	