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# EDUCATIONAL STANDARD OF NATIONAL RESEARCH UNIVERSITY

**HIGHER SCHOOL OF ECONOMICS**

Programme level: Master’s

Field of study

# 41.04.04 Political Science

Qualification: Master

2013

This HSE Educational Standard has been developed pursuant to p. 10, Article 11 of the Federal Law No. 317-FZ “On Education in the Russian Federation”, dated November 25, 2013, which stipulates that Lomonosov Moscow State University, Saint Petersburg State University, and other higher education institutions, which are referred to the category of a “federal university” or a “national research university”, as well as federal state higher education institutions, included in the list of organizations which is approved by the directive of the Russian President, shall be entitled to set forth and approve their own educational standards for all levels of higher education.

Requirements to degree programmes implementation and learning outcomes defined by these educational standards may not be lower than the respective provisions established under federal state educational standards.

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# 1. APPLICATION

1.1 This HSE educational standard (hereafter, “HSE ES”) features a set of requirements, which must be followed by Master’s programmes in **41.04.04 Political Science**.

# 2. TERMS, DEFINITIONS AND ABBREVIATIONS

Throughout this document, the following terms and definitions are used, as per the Federal Law “On Education in the Russian Federation”, as well as applicable international regulations in regards to higher education:

**Types of professional activities** *refer to different* *methods, ways, approaches and patterns for dealing with the object of an individual’s professional activities in order to carry out relevant changes and transformations;*

A **degree programme** *is a set of core educational characteristics (volume, scope and target learning outcomes), administrative and teaching provisions, and, in those cases stipulated by the Federal Law on Education, assessment methods presented as a curriculum, academic calendar, syllabuses for courses (modules), and other components, as well as various assessment and teaching materials.*

**Professional education** *refers to a type of education, whereby students can acquire professional knowledge, competencies and skills of a relevant level and scope in the course of studies under core professional degree programmes, thus enabling them to engage in professional activities in a specific area and/or pursue a specific career, or take up an occupation;*

A **field of study** *is a set of educational programmes for Master’s students in various areas, which are integrated on the basis of general principles of basic instruction;*

*Target systems, subjects, phenomena and processes are considered within the* **object of professional activities***;*

A**professional field** *is a complex of objects of professional activities in various scientific, social, economic and manufacturing contexts;*

**Competencies** *refer to the ability to use knowledge, skills and personal qualities to perform successfully in relevant areas.*

A**module** *refers to a logically completed part of a degree programme or course, which is closely connected to relevant goals and outcomes of the degree programme;*

*The given study load of a degree programme is measured in* **academic credits***;*

**Learning outcomes** *refer to knowledge, skills and competencies acquired by students;*

A**study block** *is comprised of courses (modules) of a given degree programme for the purpose of ensuring that students acquire the relevant knowledge, skills and competencies for research and/or professional activities;*

Throughout this document, the following abbreviations are used:

**HE** – higher education;

**HSE ES** – educational standards set forth by National Research University Higher School of Economics;

**UC** – universal competencies;

S**C** – systemic competencies;

**IC** – instrumental competencies;

**SIC** – social and individual competencies;

**PC** – professional competencies;

**DP SB** – a study block of a degree programme.

# 3. CHARACTERISTICS OF THE FIELD OF STUDY

* 1. Master’s programmes of higher education offered in a particular field of study (as well as inclusive education programmes offered to persons with disabilities) may only be provided at academic institutions. Master’s programmes in this field of study cannot be provided in a self-study mode.
  2. Master’s programmes in this field of study shall be provided in a full-time and part-time mode.
  3. Master’s programmes are equal to 120 credits (credit units), irrespective of the mode of study and applicable educational technologies, as well as whether or not a given programme is being implemented by several organizations in network-based mode, or based on an individual curriculum (including accelerated formats).
  4. The timeframe for completing a full-time Master’s programme in this field of study is equal to the period of time, during which the student shall be expected to complete all elements of the degree programme and subsequently pass the final state certification.
  5. Normally, students pursuing a Master’s programme implemented in a full-time mode are expected to earn 60 credits during an academic year. Students, who succeed in completing the standard coursework every year, are expected to complete the degree programme within two (2) years.

The duration of study under a part-time or long-distance programme can be increased by extra five (5) months.

* 1. The scope of instruction for a programme provided during a single academic year in any mode of study cannot exceed 75 credits.

# PROFESSIONAL ACTIVITIES OF MASTER’S STUDENTS

# Professional Activities of Master’s Programmes Graduates

Master’s students can pursue careers in the following professional fields:

* political relations and conditions for establishing political institutions and state authorities;
* civil society, its constituent entities and institutions, as well as their involvement in proposing and implementing the political agendas of state authorities;
* public policy at the local, regional, national and international level;
* political administration and interactions among political actors;
* economic relations and conditions for the realization of political interests;
* law (e.g., protection of civil rights);
* social sciences and interdisciplinary research;
* education.

Graduates of degree programmes in this field may pursue careers at:

* academic and research centres as researchers capable of carrying out research individually and/or as members of research teams;
* public authorities and administration, as staff members responsible for developing and carrying out the decisions made by such bodies;
* administration and offices of political parties, mass media, commercial and non-commercial organizations, engaged in projects, analytical, information and communication activities in the field of political relations and political administration as staff members responsible for the development and implementation of decisions made by such bodies;
* institutions of secondary, higher and continuing professional education, as lecturers of courses on social sciences, along with special sources in political science.

# Objects of Master’s Students’ Professional Activities

The objects of the Master’s Students’ Professional Activities include:

* political systems of Russia and other states, as well as contemporary systems of international relations and world policy;
* processes of political administration at a global, national, regional and local level, establishment and operation of global, national, regional and local political institutions, interactions with global, national, regional and local political actors;
* political institutions at both the macro- and micro-level, mechanisms, technologies and models for interactions among political actors, including the coordination of interests, administration and solving social and political conflicts;
* formulation and implementation, monitoring, assessment and adjustment of political decisions,
* civil society institutions, political and civic representation;
* protection of human rights;
* political culture (e.g., in the context of national and religious cultural patterns), political attitudes, public and political sentiments, processes and mechanisms of political socialization.

# Types of Professional Activities of Master’s Students

Graduates should be prepared to engage in the following types of professional activities:

* scientific research;
* management and administration;
* project work;
* analytical work;
* education (teaching).

Specific types of professional activities, which can be pursued by Master’s students in the future, shall be defined in HSE Master’s programmes in consultation with potential employers, as well as in line with the specific objectives of a given Master’s programme.

# Objectives of Professional Activities Pursued by Master’s Students

Master’s students should be capable of attaining the following objectives, within the auspices of their professional activities, as specified in p. 4.3.:

*Scientific research:*

* + - studying political systems, institutions and processes, political actors and related interactions at various levels of social organizations, processes of political management, public policy, political decision-making, political and public participation, and protection of human rights;
    - analyzing and summarizing research outcomes, based on contemporary research, domestic and global best practices in political studies;
    - mastering and enhancing theoretical and methodological approaches, as well as research techniques, for the purpose of studying subjects within the scope of one’s professional activities;
    - identifying and structuring research problems within relevant areas of one’s professional activities, selecting and establishing grounds for choosing the scope, subject matter, goals, objectives and methods for research activities in one’s field of professional activities, as well as conducting academic research;
    - collecting and engaging in initial analysis of political, social, economic and other empirical data, relying on a wide range of sources and employing contemporary data processing methods, as well as modern computation and communication technologies;
    - interpreting the results of initial analysis of empirical data, with a particular reliance on contemporary political theory;
    - preparing analytical presentations, reports and notes, as well as research papers and information materials, primarily based on the results of research activities;
    - presenting research outcomes, as well as making reports on topics related to ongoing research activities;
    - forecasting changes within the scope of one’s professional activities, based on the research results.

*Management and administration:*

* + - identifying goals and managing activities conducted by research, analytical, consulting, expert and project groups and organizations, as well as related subdivisions;
    - preparing and holding research seminars and conferences;
    - organizing and maintaining communications with research groups, subdivisions and information and analytical centres on any matters related to sharing information, consulting and expert reviews;
    - helping to provide organizational support with respect to decisions made by public authorities and organs of state administration, bodies and administrations of political parties, as well as public and political associations, local self-government organs, and subdivisions of commercial and non-commercial organizations.

*Project management:*

* project work, including the development of methodological tools, regulations and information materials, as well as engaging in research, analytical and consulting work (e.g., as commissioned by the actors directly involved in political processes);
* providing analytical, communication and consulting support for negotiating interests represented by different political actors;
* developing and conducting analytical activities as a research team member with a particular focus on monitoring and evaluating the implementation of various political lines, as well as enhancing the efficiency of political management;
* designing public campaigns with the aim of supporting public, collective and group interests;
* taking part in the design and implementation of practical projects and programmes, including regional strategic development programmes, with due consideration of the interests of various economic and political subjects.

*Analytical work:*

* searching for, monitoring and processing sources of information (including in foreign languages), as well as creating and maintaining databases for such information;
* carrying out political analysis of applied economic and sociological research data, relying on both qualitative and quantitative methods;
* providing analytical support for the development, approval, implementation and assessment of political decisions, as well as coming up with recommendations for leading political actors and public policy actors;
  + developing and providing analytical support for the implementation of strategic development programmes in politics;
  + identifying the respective interests of political parties, proposing mechanisms for negotiating the interests of political parties, along with the relevant political, social and economic goals of political actors and requirements for social and economic development;
  + carrying out political analysis of developed and adopted government programmes, projects, action plans, draft regulations, and methodological materials;
  + studying pertinent matters and developing recommendations for enhancing the efficiency of corporate governance, as well as enhancing the impact of corporate social responsibility policies;
  + developing recommendations for the representatives of public authorities, businesses, civil society, and international organizations, for the purpose of rectifying socially relevant issues and problems.

*Education (teaching)*

* + providing instruction in social sciences and special courses in political science at institutions of secondary, higher and continuing professional education;
  + organizing and supporting academic processes, designing academic programmes and courses in social science and special political science disciplines, as well as drafting and editing teaching and learning materials;
  + organizing and supporting self-study projects on the part of learners and students, encouraging them to develop their own civic stances, as well as engage in research and practical work in the political domain.

# REQUIREMENTS TO THE LEARNING OUTCOMES OF MASTER’S STUDENTS

Graduates of Master’s programmes in **Political Science** (**field of study:** **41.04.04)** should acquire the following competencies, in line with the objectives of their respective professional activities and goals of the given degree programme**.**

***Systemic competencies (SC):***

|  |  |  |
| --- | --- | --- |
| Competency code  in the sequential order | Competency code  as per the Unified Classifier | Description |
| SC – 1 | SC – М1 | Ability to analyze (i.e., assess and interpret) acquired research methods\* and work modes\*\* |
| SC - 2 | SC - М2 | Ability to propose concepts\* and models, test techniques and tools for conducting professional activities\*\* |
| SC - 3 | SC - М3 | Ability to independently master new research methods and adjust analytical and practical vectors of research activities |
| SC - 4 | SC – М4 | Ability to expand and develop one’s intellectual and cultural horizons, as well as build trajectories for professional development |
| SC -5 | SC – М5 | Ability to make managerial decisions, assess possible consequences and assume responsibility for one’s actions |
| SC - 6 | SC - М6 | Ability to analyze, verify and assess information in the course of professional activities, make up for and/or synthesize any lacking details and work in uncertain conditions |
| SC - 7 | SC - М7 | Ability to organize and manage multilateral (including inter-cultural) communications |
| SC - 8 | SC - М8 | Ability to engage in professional activities, including research, in a multicultural environment |

\* As an alternative for programmes with academic focus

\*\* As an alternative for programmes with applied focus

***Professional competencies (PC)***

|  |  |  |
| --- | --- | --- |
| Competency code in  Sequential order | Competency code in  as per the Unified Classifier | Description |
| ***A) Instrumental competencies (by types of activities)*** | | |
| PC-1 | IC-М 1.2н/и/э | Ability to organize research and analytical team projects |
|  |  |  |
| PC-2 | IC-М 1.3п/э/к | Ability to apply one’s organizational and administrative skills in project, analytical, expert and consulting work |
| PC-3 | IC-М2.4.1/2 | Ability to use Russian and foreign languages fluently  for business communication |
| PC-4 | IC-М2.5.2(П) | Ability to clearly communicate and express one’s opinion, depending on the target audience, with due consideration of their age, education, attitude and situation |
| PC-5 | IC-  М3.2\_2.2\_2.5.2 | Ability to formulate, present and report outcomes/results |
| PC-6 | IC-М3.1(П) | Ability to independently prepare analytical summaries (e.g., reviews, notes, presentations, reports, recommendations, etc.) and proposals to political decision-makers |
| PC-7 | IC-М4.1пр | Ability to acquire and apply new competencies and skills, using information technologies, in new unrelated domains of research, as well as expand one’s horizons and acquire in-depth scientific knowledge |
| PC-8 | IC-М3.1(П) | Ability to carry out political analysis of information based on applied political, economic and sociological research data, while also effectively applying qualitative and quantitative methods |
| PC-9 | IC- М6.1\_1.1пр | Ability to apply in-depth knowledge of legal and ethical standards in analysis of the consequences of one’s professional activities, as well as skills for designing and carrying out socially significant projects |
| PC-10 | IC-7 | Ability to apply knowledge of modern research methods, as well as interpret and present the results in a professional manner and in line with professional ethics |
| ***B) Social and personal competencies*** | | |
| PC-11 | SPC-М1.1  (П)\_6.2 | Ability to set forth and communicate legal and ethical standards  in both professional and social activities |
| PC -12 | SPC-М2.1(П) | Ability to understand social and multi-cultural differences when solving problems in both professional and social contexts |
| PC -13 | SPC-М3 | Ability to set forth and communicate common goals  in both professional and social contexts |
| PC -14 | SPC-М4.2 | Ability to make informed choices in regards to interpersonal communication strategies |
| PC -15 | SPC-М5 | Ability to communicate healthy lifestyle standards and set a positive example |
| PC -16 | SPC-М6 | Ability to solve philosophical, as well as relevant social and  personal problems |
| PC -17 | SPC-М7.1(П) | Ability to pursue a professional career, sticking to the values of social responsibility |
| PC -18 | SPC-М8 | Ability to generate completely new ideas and products, relying on one’s creative skills and proactive approach |
| PC -19 | SPC- М9.1(П)\_6.2 | Ability to create, describe and be responsible for the execution of applicable regulations in a professional context |

1. **REQUIREMENTS TO THE STRUCTURE OF MASTER’S PROGRAMMES**

Master’s degree programmes are comprised of the following blocks (Table 2):

* М.1 – study block comprised of common courses in the given field of study;
* М.2 – study block comprised of programme courses; and related sections;
* М.3 – internships and research;
* М.4 – the final state certification.

Table 2. Structure of Master’s degree programme

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code | Study blocks, related sections and target learning outcomes | Study load (credits) | List of courses for developing programmes, as well as textbooks and  study guides | Codes of  competencies |
|  | **Study block comprised of common courses in the field of study** | **6 – 9** |  | SC – М1 |
| М.1 | **Basic component** | **6 - 9** | Contemporary Political Science  Theory and Methodology of Political Studies | SC-М2 SC-М2 SC-М4 SC-8 SC-9 SC-10 SC-13  SC-16 |
| Upon completion of the basic component of the study block, the student must:  **Be acquainted with:**   * fundamental theoretical and methodological approaches that form the basis for social studies; * principles of scientific evidence in social sciences; * basic trends in the development of theory and methodologies for modern political studies; * political institutions and processes in regards to developmental trends at a local, regional, national and global level; * political management and mechanisms used by political actors to influence decision-making at the local, regional, national and global level. |  |
|  |
|  | **Be able to:**  - upgrade and develop one’s own professional competencies;  - adjust to changes in a professional environment. |  |
|  | **Acquire the following skills:**  - critical thinking abilities, formed on the basis of individual intellectual reflection;  - effective research methods for analyzing various types of political phenomena. |  |
| М.2 | **Programme courses** | **53-56** | Proposed by degree programmes | SC-М5 SC-М6 SC-М8 SC-2 SC-3 SC-6 SC-7 PC -11  PC -12  PC -13  PC -15  PC -17 |
| **Basic component** | **13-19** |
| Upon completion of the basic component of the study block, the student must:  **Be acquainted with:**   * basic theories, concepts and ideas pertaining to relevant fields of political science, which form the focus of a given Master’s programme; * research approaches and methodologies for carrying out applied analysis of phenomena, which form the focus of a given Master’s programme; * political issues with respect to contemporary international relations and global development, as well as the special aspects of modern political culture and ideology.   **Be able to:**   * utilize fundamental and applied competencies in one’s professional activities, which form the focus of a given Master’s programme; * independently acquire and apply new knowledge and skills, expand and upgrade analytical competencies in relevant fields of one’s professional activities, upon which a given Master’s programme is focused; * prepare and teach classes in social sciences and political science   in the relevant fields of one’s professional activities, upon which a given Master’s programme may be focused, at institutions of secondary, higher and continuing professional education.  **Acquire the following skills:**   * skills for organizing and conducting applied political analysis; |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * analytical writing skills for preparing presentations, reports, memos and academic papers in relevant fields of professional activities, upon which specific Master’s programmes are focused; * presentation skills for reporting on research outcomes related to one’s professional activities, upon which a specific Master’s programme is focused. |  |  |  |
| **Elective component** (knowledge, skills and competencies shall be defined by individual degree programmes) |  |  |
| М.3 | **Internships and research** - practical competencies and skills shall be defined by the given degree programme | **52** | Research internship  Pre-graduation  research internship  Research  seminar  Term paper | SC– М5 SC– М6 SC– М7 SC-1 PC-2 PC-3 PC-4 PC-6 PC-9 PC-10 PC -14  PC -19 |
| Including 18 | Master’s  thesis preparation |
| М.4 | **Final state certification** | **6** | Master’s thesis defence | SC-М4 SC-М6 PC-5 PC-6 PC-7  PC -8 |
|  | **Total study load of the**  **degree programme** | **120** |  |  |

# GENERAL REQUIREMENTS TO THE IMPLEMENTATION OF MASTER’S PROGRAMMES

# General Requirements to the Implementation of Degree Programmes

* + 1. Degree programmes shall be developed on the basis of the key goal (mission) and objectives, relating to education, training and personal development, as well as taking into account all relevant aspects, including the field of study, academic school specifics, and the relevant requirements of the job market.

A Master’s programme should include curriculum, course syllabuses, courses (modules) and other materials, which must be aimed at ensuring students’ personal development and quality of teaching, as well as programmes for internships and research work and final state certification. It should also include academic calendars, and teaching and learning materials relying on relevant educational technologies.

The basic curriculum of a Master’s programme shall include up to 12-14 courses for each student for the duration of their study, including up to six (6) compulsory courses and at least six (6) elective courses (up to three (3) courses can be chosen from other educational programmes).

The basic component of a Master’s programme includes two (2) courses, which are common for all Master’s programmes in the relevant field of study.

HSE updates degree programmes annually, with due consideration of recent developments in science, culture, economics, engineering, technologies and the social sphere.

* + 1. Master’s programmes are designed with due consideration of the opportunities for developing future graduates’ systemic, social and personal competencies. HSE thereby shapes the sociocultural environment and creates conditions for the personal socialization of students.
    2. A competence-focused approach must be followed through using a variety of active and interactive types of classes (e.g., seminars held as dialogues, debates, computer simulations, business and role games, case studies, training sessions, group discussions, research teams, in-house and inter-university conferences, etc.), combined with extra-curricular activities with the aim of shaping and developing professional skills of students. Research seminars are one of the key forms actively used under a given Master’s programme so that students can properly acquire professional competencies that are related to different areas of their prospective careers (e.g., research, organization and administration, project work, analytics, and teaching). Research seminars are held on an ongoing basis and constitute a compulsory part of degree programmes. Leading researchers and experts are involved in research seminars, which are used as a bottom line for shaping the Master’s students’ individual curriculums. Courses also provide students with an opportunity to meet representatives of Russian and global companies, government and public organizations, as well as take part in workshops with experts and specialists.

The proportion of classes held interactively shall depend on the key goal (mission) of a given degree programme, the total student population and contents of relevant courses. In general, interactive classes shall account for at least 40% of all in-class activities.The share of lectures may not account for more than 40% of in-class activities.

* + 1. Syllabuses of core courses in all study blocks must include assignments, which shall facilitate the development of relevant professional competencies to such an extent, whereby graduates are capable of acquiring the competencies stated in p. 5 of the HSE ES.
    2. Elective courses must account for at least 50% of theoretical studies under a given Master’s programme.
    3. The scope of optional courses, which are not included within the set 120 credits and are non-compulsory, shall be determined by the relevant Master’s programme and its administrating subdivision at its own discretion.
    4. Depending on the level of students admitted to Master’s programmes (this especially concerns Bachelor’s and/or Specialist graduates from other higher education institutions), they may be offered bridging courses, with the aim of ensuring high educational standards and alignment of starting positions for all learners under a given Master’s programme. Bridging courses may be included in the basic curriculum.
    5. The maximum study load for full-time Master’s programmes, as expressed in total contact hours per week, is usually up to 16 academic hours per week (20 academic hours, including research).
    6. If the Master’s programme is delivered through other modes of study, the maximum share of in-class activities shall be established at HSE’s discretion.
    7. Vacations shall come to 7-11 weeks during the academic year, including at least two (2) weeks in winter.
    8. HSE shall provide students with an opportunity to put together their own study tracks, including options for developing individual educational programmes.
    9. While developing an individual educational programme, HSE must familiarize students with their rights and responsibilities, explain that selected courses (modules) become compulsory for students, and their total study load may not be lower than the requirements set for their respective curriculum.
    10. HSE actively relies on innovative teaching technologies, which are essential for developing such skills as teamwork, interpersonal communication, decision-making, and leadership (e.g., through interactive lectures, group discussions and projects, business case studies, using simulation models, role games, training sessions and other technologies), as well as on delivering author courses for programmes developed on the basis of research conducted by HSE’s academic schools, with due consideration of specific regional and professional aspects, provided that the relevant contents of degree programmes ensure the formation of relevant competencies on the part of graduating students, as per the HSE ES.
    11. Master’s programmes must include seminars (practical classes) for all courses (modules), which are common for all Master’s programmes in modern political science, theory and methodology of political studies.
    12. Along with established regulations and bylaws, students have the following rights and responsibilities:

- students shall be entitled to select coursed (modules) within the timeframe allocated to the study of elective courses (modules) under a degree programme;

- when forming individual educational programmes, students are entitled to receive consultations at HSE with respect to their selection of courses (modules) and their relevance for future studies;

- upon the availability of relevant documents, when transferring from another organization of higher education, students are entitled to transfer of credits for completed courses (modules) based on their assessment results;

- students shall be required to duly complete all assignments, as stipulated by HSE Master’s programmes.

# Requirements to the Organization of Student Internships and Research

* + 1. Requirements to the organization of student internships

Internships constitute a compulsory part of Master’s programmes. This, in turn, represents a type of classes focused on students’ professional training. One or several internships can be included in Master’s programmes in this field of study: *research internship, including pre-graduation internship (in the course of preparation for the thesis defence).*

Specific types of internships shall be determined by a given degree programme. Goals and objectives, as well as programmes and forms of reporting, shall be established for each type of internship.

Internships may be held at other organizations (e.g., enterprises, research institutions, or companies) or at departments and laboratories of higher education institutions with qualified staff, as well as research and technical facilities.

* + 1. Requirements to the organization of student research projects

Student research shall be included in the compulsory part of the Master’s degree programmes, which are focused on developing systemic and professional competencies as per the requirements of the HSE ES and the degree programme itself.

The following types, stages and assessments of student research work may be applicable:

* *planning research work, including acquaintance with topics of research papers in a relevant field, selecting a topic, and writing a short report on the chosen topic;*
* *conducting research;*
* *adjusting the plan of research; preparing a report of research outcomes;*
* *public defence.*

The planning and alignment of individual student research project must include a rationale for the chosen topic, an overall plan and expected interim results of research activities presented at research seminars. Employers and leading experts shall be involved in public discussions of research projects and at the defence of research papers, in order to assess students’ acquired skills and competencies. Skills and competencies relating to a student’s professional and cultural outlook shall be also evaluated.

# Faculty and Staff

Faculty and staff, who have knowledge in a given field of study, as well as academic degrees and/or professional experience in a relevant field, and are also engaged in research and/or methodological activities on a regular basis, shall be engaged in the provision of Master’s programmes. At least 20% of instructors involved in the instruction of programme courses should be senior managers and/or leading experts at industry-specific organizations, enterprises and institutions. Furthermore, at least 80% of instructors (as per set wages rates), who are involved in the academic process under a given block or research seminars, must hold Russian or international academic degrees and titles. Also, at least 15% of instructors must be holders of a Doctor of Sciences degree (including recognized PhD) or the academic title of Professor.

For Master’s programmes with a particular focus on the training of academic staff and researchers, at least 75% of instructors, who are involved in the academic process, must hold the academic degrees of Candidate or Doctor of Sciences (including recognized PhD) and respective academic titles.

The overall supervision of the contents and educational component of a given Master’s programme shall be exercised by a full-time faculty member of the relevant educational programme, who must hold a Doctor of Sciences degree or a recognized PhD, and/or a Professor’s title in a given field, as well as at least three (3) years of experience working at higher education institutions.

A full-time faculty member may supervise up to two (2) Master’s programmes, while a part-time faculty member with internal secondary employment may supervise only one (1) Master’s programme.

Supervisors holding academic degrees and academic titles may be engaged in the direct supervision of Master’s students. Up to five (5) Master’s students may be supervised by one (1) supervisor at the same time.

Supervisors of Master’s programmes should be engaged in the implementation of projects devoted to political studies or take part in relevant projects and have publications in Russian research journals (including journals appearing on the List of the State Commission for Academic Degrees and Titles) and/or international peer-reviewed journals, reports of Russian and international conferences, as well as industry-specific symposiums. In addition, they are obliged to upgrade their qualification at least once in five (5) years.

# Teaching and Learning Methods. Information Support for Academic Process

All courses and disciplines (modules) provided under a given programme should be supported by teaching and learning documentation, as well as other relevant materials. The structure of each course (module) should be available on the Internet or via the University’s local network.

Internet access, as well as access to relevant databases and library sources, covering all courses (modules) under a given Master’s programme must be provided to each student in the course of his/her self-study activities.

Each Master’s student must be provided with at least one printed textbook and a study guide and/or an electronic publication for each course under the degree programme.

The library shall have on stock key printed and/or electronic research and academic publications for courses under relevant study blocks, published over the last five (5) years.

In addition to research publications, the library should provide official reference books, bibliographical editions and periodicals (1-2 copies per 100 students).

Furthermore, each student must be granted access to the library’s publications and/or electronic databases of periodicals, including at least 10 Russian journals included on the List of the State Commission for Academic Degrees and Titles, as well as at least five (5) leading international journals covering the field of the given degree programme.

Students should have the opportunity to promptly share information with Russian and international higher education institutions, enterprises and companies, as well as be provided with access to modern professional databases, information, reference and search systems, including Annual Reviews, JSTOR, Science Direct, EBSCO, ProQuest, Project Muse, Springer Link, Springer Books, Wiley InterScience, Sage Journals Online, Oxford Journals, Oxford Handbooks, Cambridge Journals Online, eLIBRARY.RU, EastView, Integrum, PressDisplay, Web of Knowledge, Scopus, World Bank resources (e.g., World Development Indicators database and WB e-Library), OECD resources, and HSE’s Joint Economic and Social Data Archives*.*

# Infrastructure, Resources and Learning and Teaching Facilities for Academic Process

HSE Master’s degree programmes have access to material resources and technical facilities, which can support all types of coursework and interdisciplinary training, as well as ensure students’ practical, laboratory and research activities, as per the curriculum of a relevant field of study at HSE and applicable health and fire safety rules and standards.

Equipment and facilities necessary for the provision of Master’s programmes shall include at least the following: laboratories, specially equipped classrooms and lecture rooms, classes with special equipment for video-conferencing.

If students need to use electronic publications, HSE shall provide them with workplaces in a computer class with Internet access. At least one (1) Internet access point shall be provided per four (4) students.

# EVALUATION OF ACADEMIC RESULTS OF STUDENTS PURSUING DEGREE PROGRAMMES

# 8.1 Requirements for Ongoing and Interim Assessments

* + 1. HSE must guarantee high standards of instruction through:
  + developing a strategy that can ensure high standards for teaching, thanks to the involvement of representatives of prospective employers;
  + monitoring and regular expert review of degree programmes;
  + developing impartial procedures for assessing students’ skills and target competencies;
  + ensuring that faculty members are highly qualified;
  + regular self-study reviews as per the criteria established for assessments of operations (strategy) and comparisons with other educational organizations, with the involvement of representatives of prospective employers;

- raising public awareness of HSE’s performance, plans and innovations.

Evaluation of academic results of Master’s students shall involve ongoing assessments of their academic performance, interim assessments, and final state certification.

* + 1. Specific forms and procedures for ongoing assessments and interim assessments with respect to each course must be developed and communicated to students, as per HSE internal bylaws.
    2. Assessment methods, including standard assignments, reviews and tests, shall be used to evaluate knowledge, skills and competencies acquired by students, as well as their performance and personal achievements in terms of the requirements set for each stage of a given Master’s programme (ongoing and interim assessments). With this in mind, assessment methods shall be developed and approved by a given Master’s programme and HSE.

Assessment methods must fully and adequately reflect the requirements of the HSE ES in the given field of study and correspond to the goals and objectives of the given Master’s programme and any related curriculum. They shall be designed to ensure quality assessments of systemic and professional competencies acquired by graduates.

Assessment methods employed for monitoring the academic results achieved by students taking specific courses (modules) and internships shall be developed so as to consider the interrelation between relevant skills and competencies, which thereby determine the quality of abilities acquired by students with due consideration of the types of professional activities and the extent of graduates’ readiness to pursue their careers.

Assessment methods are designed with due consideration of the need for evaluating students’ creativity and ability to identify novel solutions if they lack specific knowledge, and in case generally accepted professional approaches are unavailable.

Group evaluations and peer reviews shall be applied along with individual assessments, including student peer reviews of each other’s papers; acting as opponents at defences of reports, projects, theses and research papers, etc.; reviews by expert groups involving students, instructors and employers, etc.

* + 1. Students and representatives of potential employers must be given the opportunity to assess the contents, organization and quality of the overall academic process, as well as the quality of instruction demonstrated by individual faculty members.
    2. HSE strives to cultivate proper conditions for the closest alignment of the assessment system to the real-life professional environment. Potential employers (e.g., representatives of enterprises, research institutions and companies), as well as lecturers of other courses, etc., may be actively engaged to conduct assessments as experts, along with course lecturers.

# 8.2 Requirements to Final State Certification of Students

8.2.1 Final state certification is aimed at establishing whether or not the level of professional training of graduates is in line with HSE ES requirements.

Final state certification includes a Master’s thesis defence.

Requirements as to the contents, scope and structure of thesis shall be established as per the applicable Regulations for Final State Certification of Final-Year Students of Higher Education Institutions of the Russian Federation, approved by the federal executive body instrumental in the development of state policy and regulations in education, HSE bylaws, and this HSE ES, in the part relating to requirements to learning outcomes acquired by graduates of Master’s degree programmes.

A thesis, which must be presented as per requirements of the given Master’s programme, shall be prepared during the period allocated for student internships and research projects. Master’s theses shall be prepared as an independent and coherent paper dealing with matters relating to the focus of the student’s prospective employment (e.g., research and development, research and education, project work, experimental, engineering, technological, innovative and creative work, etc.).

Topics of student theses must be focused on solving professional tasks, as stipulated in p. 4.4. Furthermore, in their theses students must demonstrate relevant abilities and competencies, in-depth knowledge and skills, as well as target systemic and professional competencies in the given field. Students must be capable of solving professional tasks independently using up-to-date methods, giving an account of industry-specific information, being argumentative and defending one’s opinion.

# List of Academics and Employers Who Took Part in the Development of the HSE ES

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| --- | --- | --- | --- |
| N.Y. Belyaeva | | HSE Public Policy Department Head,  HSE Professor, Candidate of Legal Sciences (PhD), Chairperson of the Public Policy and Administration Research Committee, Russian Public Policy Association | |
| S.A. Zverev  M.V. Ilyin | | President of the CROS Group, Doctor of Political Science (post-doctoral degree)  Deputy Dean of HSE Faculty of Applied Political Science,  Honorary President of the Russian Public Policy Association | |
| A.S. Kadyrbaev | | Leading Researcher, Institute of Oriental Studies of the Russian Academy of Sciences, Doctor of Sciences in Historical Sciences (post-doctoral degree) | |
| S.S. Kakabadze | | Associate Professor, HSE Public Policy Department, Candidate of Political Science (PhD) | |
| N.V. Kravchuk | | Associate Professor, HSE Public Policy Department, Candidate of Legal Sciences (PhD) | |
| I.V. Krivushin | | Professor, HSE Department of World and Russian History,  Doctor of Sciences in Historical Sciences (post-doctoral degree) | |
| B.I. Makarenko | | Chairman of the Board of the Centre for Political Technologies | |
| A.Y. Melville | | Dean of HSE Faculty of Applied Political Science, Professor, Doctor of Sciences in Social Philosophy (post-doctoral degree), Meritorious Researcher, member of the Presidium of the Academic Methodological Association for Classical University Education (Political Sciences) | |
| M.G. Mironyuk | | Associate Professor of HSE Department of Applied Political Science,  HSE Faculty of Applied Political Science, Candidate of Political Science (PhD) | |
| G.I. Musikhin | | Professor, Public Policy Department,  HSE Faculty of Applied Political Science, Supervisor of HSE Master’s programme in Applied Political Science, Doctor of Political Science (post-doctoral degree) | |
| Y.S. Pivovarov | | Member of the Russian Academy of Sciences, Professor, Director of the Institute of Scientific Information on Social Sciences of the Russian Academy of Sciences (INION) | |
| A.Y. Ryabinin | | Professor, Deputy Department Head, HSE Department of World and Russian History, Professor, Lomonosov Moscow State University, Department of World Policy and Regional Studies Supervisor of HSE Master’s programme in  Contemporary Political Issues, Doctor of Sciences in Historical Sciences (post-doctoral degree) | |
| I.S. Semenenko | | Chief Researcher, Primakov National Research Institute of World Economy and International Relations of the Russian Academy of Sciences (IMEMO), Unit Head of Applied Social and Political Studies, IMEMO Centre for Comparative Social, Economic and Political Studies, Doctor of Sciences in Political Science (post-doctoral degree) | |
|  |  | |
| A.Y. Skopin | Professor, HSE Department of Regional Economy and Economic Geography,  Doctor of Sciences in Geographical Sciences (post-doctoral degree) | |
| A.Y. Sungurov | Professor, Head of Applied Political Science Department,  HSE St Petersburg regional campus, Doctor of Sciences in Political Science (post-doctoral degree) | |
| M.Y. Urnov | Academic supervisor, HSE Faculty of Applied Political Science,  Professor, member of the Presidium of the Academic Methodological Association for Classical University Education (Political Science) | |
| I.I. Filatova | HSE Professor, Meritorious Professor of University of KwaZulu-Natal (RSA),  Doctor of Sciences in Historical Sciences (post-doctoral degree) | |
| Y.B. Fogelson | Professor, HSE Department of Entrepreneurial Law, Doctor of Sciences in Civil Law (post-doctoral degree) | |

Experts

|  |  |
| --- | --- |
| A.S. Akhremenko | Lomonosov Moscow State University, Faculty of Political Science, Laboratory for Mathematical Methods of Political Analysis and Forecasts, Associate Professor  Doctor of Sciences in Political Science (postdoctoral degree) |
| A.A. Degtyarev | Professor, Department of Political Theory, Faculty of Political Science, MGIMO, Ministry of International Affairs of the Russian Federation  Candidate of Sciences (PhD) |
| N.V. Zagladin | IMEMO, Head of Centre for Comparative Social, Economic and Political Studies,  Doctor of Sciences in Historical Science (post-doctoral degree) |
| D.G. Zaitsev | Programme Coordinator of the ZIRCON Research Group,  Candidate of Political Science (PhD) |
| V.N. Zuev | Head of Department of Global International Economic Organizations and European Integration, HSE Professor,  Doctor of Economic Science (post-doctoral degree) |

HSE Rector Y.I. Kuzminov

HSE First Vice Rector V.V. Radaev

HSE Vice Rector S.Y. Roshchin