

**Stages and Deadlines for the Preparation and Defense of Theses
Written by the Master's Students of the 'Financial Analyst' Programme at
HSE Banking Institute**

No.	Preparation Stage	Owner of the Thesis Preparation Stage	Deadlines
1.	Collecting thesis topics proposed by the faculty. Uploading topics with names of academic supervisors to the LMS system and publishing topics on the degree programme's website	Academic Office of the Banking Institute	Before October 10 of the ongoing academic year
2.	Advising the academic supervisor of the degree programme about the proposed topics	Academic Office of the Banking Institute	Before October 11 of the ongoing academic year
3.	Getting the proposed topics approved by the degree programme management <i>(Within five (5) business days upon receipt of the information from the Academic Office; after the approval has been provided, the topics will be submitted to the Academic Office)</i>	Academic supervisor of the degree programme jointly with the RS supervisors	Before October 22 of the ongoing academic year
4.	Advising the faculty of the approved topics of theses <i>(Within one (7) business days upon receipt of the Academic supervisor's decision in regards to the list of recommended topics)</i>	Academic Office of the Banking Institute	Before October 30 of the ongoing academic year
5.	Further discussion of the topics followed up by drawing up the final list of topics, which are recommended to students <i>(Within three (10) working days upon receipt of a notice from the Academic Office of the Banking Institute, the faculty can discuss reasons for why certain topics have been turned down. The Academic supervisor can reinstate certain topics after this discussion.)</i>	Faculty / Academic supervisor/ Academic Office of the Banking Institute	Before November 10 of the ongoing academic year
6.	Publishing information in regards to the proposed topics, academic supervisors, rules and deadlines for thesis preparation on the website of the degree programme	Academic Office of the Banking Institute / Head of the Academic Office of the Banking Institute	No later than November 15 of the ongoing academic year
7.	Proposing new topics at the students' initiative	Students/ Faculty/ Academic supervisor of the degree programme	No later than November 22 of the ongoing academic year
8.	Discussing topics proposed by the students	Students/ Faculty/ Academic supervisor of the degree programme/ RS supervisors	No later than November 26 of the ongoing academic year
9.	Deadline for choosing the thesis topic by the student	Student	No later than December 01 of the ongoing academic year
10.	Assigning topics of theses as per the official directive and advising academic supervisors accordingly:	Academic supervisor of the degree programme jointly with the RS	

No.	Preparation Stage	Owner of the Thesis Preparation Stage	Deadlines
	10.1 Decision in regards to assigning topics of theses and academic supervisors <i>(Within five (5) working days after the topic has been chosen)</i>	supervisors/ Academic Office of the Banking Institute	No later than December 07 of the ongoing academic year
	10.2 Directive in regards to assigning topics of theses and academic supervisors <i>(with further notification of academic supervisors of theses)</i>		No later than December 15 of the ongoing academic year
11.	Submitting an outline of the student's thesis to the academic supervisor <i>(including the time assigned for allowing the student to revise and re-submit the thesis outline to the academic supervisor)</i>	Student/ Academic supervisor of the degree programme /Academic Office of the Banking Institute	No later than December 25 of the ongoing academic year
12.	Amending/clarifying the thesis topic, as well as replacing the academic supervisor, which is possible on the basis of the student's personal request, upon approval of the academic supervisor(s) <i>(the request should be submitted no later than 2 calendar months before the deadline for submitting the final version of the thesis to the Academic Office of the Banking Institute, as per the related directive)</i>	Student/ Academic supervisor of the degree programme /Academic Office of the Banking Institute	No later than March 31 of the ongoing academic year
13.	Considering requests submitted by students for amending/clarifying the thesis topic, as well as replacing the academic supervisor (followed by assigning the topic, as per the related directive) <i>(within five (5) working days after the student's request submission)</i>	Academic supervisor of the degree programme jointly with the RS academic supervisors/ Academic Office of the Banking Institute	No later than April 05 of the ongoing academic year
14.	Issuing the directive in regards to the thesis reviewers appointment <i>(No later than two (2) months before the scheduled defense date)</i>	Academic supervisor/ Academic Office of the Banking Institute	No later than April 10 of the ongoing academic year
15.	Postponing the period for the thesis submission and/or defense On the basis of the student's personal request, upon the academic supervisor's approval	Student/ Academic supervisor/ Academic supervisor of the degree programme/ Academic Office of the Banking Institute	No later than April 13 of the ongoing academic year
16.	Submitting the initial version of the thesis to the academic supervisor by the student	Academic supervisor/ Academic Office of the Banking Institute	No later than April 16 of the ongoing academic year
17.	Writing the thesis <i>(in the course of the academic year (by the deadline which is fixed in the directive))</i>	Student	No later than December 15 - May - 15 мая of the ongoing academic year
18.	Submitting the <u>final</u> version of the thesis to the academic supervisor by the student and getting the academic supervisor's approval for uploading the thesis to the Антиплагиат («Антиплагиат») system	Student	No later than May 10 of the ongoing academic year

No.	Preparation Stage	Owner of the Thesis Preparation Stage	Deadlines
19.	Checking the thesis in the Antiplagiat («Антиплагиат») system <i>(no less than 30 days before the scheduled date of the thesis defense)</i>	Student	No later than May 15 of the ongoing academic year
20.	Submitting the following papers for review to the academic supervisor: <ul style="list-style-type: none"> • The final version of the thesis (a printed hardcopy, and an electronic version); • The thesis abstract; • Printed standard registration form from the Antiplagiat («Антиплагиат») system (and an electronic version) 	Student/ Academic supervisor	No later than May 15 of the ongoing academic year
21.	Preparing and submitting the academic supervisor's written review (as per the established template form) to the student <i>(within a week upon receipt of the completed thesis from the student)</i>	Academic supervisor	No later than May 22 of the ongoing academic year
22.	Upon the academic supervisor's approval, the Academic Office submits the final version of the thesis for review to the second reader (reviewer)	Academic Office of the Banking Institute /Academic supervisor/ Reviewer	No later than May .17 of the ongoing academic year
23.	Preparing the reviewer's written opinion (as per the established template form) <i>(within a week upon receipt of the completed thesis)</i>	Reviewer	No later than May 24 of the ongoing academic year
24.	The written review should be provided to the: <ul style="list-style-type: none"> - student: a written review in regards to their thesis; and - Academic Office of the Banking Institute: the reviewer is entitled to provide a scanned copy of their review by e-mail (if they use an email address which can be clearly identified as belonging to them) <i>(within three calendar days after preparing their review)</i>	Reviewer / Academic Office of the Banking Institute / Student	No later than May 29 of the ongoing academic year
25.	Submitting the hardbound thesis to the Academic Office of the Banking Institute, including: <ul style="list-style-type: none"> • an electronic copy and one hardcopy; • the related abstract; • the academic supervisor's review; • a printed standard registration form from the Antiplagiat («Антиплагиат») system 	Student/ Academic Office of the Banking Institute	No later than May 31 of the ongoing academic year
26.	The written review of the second reader in regards to the final version of the thesis shall be provided to the student by the Academic Office (in the reviewer submits the signed opinion to the Academic Office of the Banking Institute <u>only</u>) <i>(within five calendar days upon receipt of the reviewer's opinion)</i>	Academic Office of the Banking Institute/ Student	No later than June 04 of the ongoing academic year

No.	Preparation Stage	Owner of the Thesis Preparation Stage	Deadlines
27.	Thesis defense	Student/ SEB/ Academic supervisor	June 06 of the ongoing academic year