**The Government of the Russian Federation**

**Federal State Autonomous Institution for Higher Professional Education National Research University Higher School of Economics**

**St. Petersburg Branch**

**St. Petersburg School of Economics and Management**

**GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER**

**MASTER’S PROGRAMME “MASTER IN MANAGEMENT AND ANALYTICS FOR BUSINESS”**

Area of Studies: 38.04.02 «Management»

Level: masters

Recommended by the Head of the Students’ Office for Master’s programme “Master in Management and Analytics for Business”

Nekludova M.A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_” \_\_\_\_\_\_\_\_ 20\_\_

Approved by the Academic Council of Master’s programme “Master in Management & Analytics for Business”

Chair: Barajas A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_” \_\_\_\_\_\_\_\_ 20\_\_

Minutes 4/2018

St.Petersburg, 2018

**GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER AT MASTER’S PROGRAMME “MASTER IN MANAGEMENT & ANALYTICS FOR BUSINESS”**

1. **GENERAL PROVISIONS** 
   1. These Guidelines have been developed on the basis of the *Regulations for Term Papers and Theses prepared by Students of the Bachelor’s, Specialist and Master’s Level at the National Research University Higher School of Economics* approved by the HSE Academic Council, minutes No.08 dated November 28, 2014.
   2. Term paper is prepared and defended during the 1st academic year. The term paper has a value of 6 ECTS.
   3. According to the program’s curriculum the term paper submission falls in Quarter 4 during the 1st academic year.
   4. According to the HSE regulations the term paper’s supervisor gives a grade for successful term paper completion. Term papers prepared on master’s programs are defended at the Defense Board.
   5. The term paper is completed in English. It could be prepared individually or in groups.
2. **TERM PAPER STRUCTURE, CONTENT AND FORMAT**

2.1. The term Paper is a structured paper in the format of an academic article. It should be 10,000 to 15,000 words (for group term papers the minimum should be 13,000 words) in length and should provide the foundation for the future master’s dissertation.

2.2. The structure of the term paper’s content must include the following main sections (the recommendation and more detailed guidelines are given in the presentation – Appendix G):

- title page with student name, title of the research project, and name of research supervisor (the template is provided in Appendix A)

- abstract of the paper and the list of key words (up to 6 words or phrases). The abstract should be no less than 150 words and should not exceed 250 words. It is recommended a ‘structured abstract’.

- introduction containing the research goal and objectives, arguments for the relevance of the research, a brief description of its distinctive features, the structure of the paper

- literature review

- methodology

- provisional methods of data sampling or data collection

- preliminary results and their description

- conclusion and discussion with the emphasis on contribution of the paper to the knowledge development and its possible practical implications

- references (in APA 6th style; in <https://www.apastyle.org/learn/index> there is a section with frequent questions on references).

2.3. The text of the term paper must be structured according to the sections detailed in 2.2 above. Each part should have an appropriate heading. All headings should use initial capitals only.

2.4. The term paper should be computer printed on white A4 paper in Times New Roman 12pt, 1.5 space intervals, single-sided. Single spacing should be used for footnotes and references.

Margins should be 2.5 cm on all sides. Paragraphs should be indented. Pages should be numbered at the bottom in the centre using Arabic numerals starting with the first page of the introduction.

Format your paper, using bold and italics as appropriate. Do not use any formatted styles other than bullets or numbers where required for lists. The text may contain appropriate figures and tables.

2.5. Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear above the figure.

2.6. Tables should be set as “Autofit to contents” and centered on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages. Table captions should appear above the table.

2.7. Use footnotes if necessary (Times New Roman 10 pt). Endnotes are not permitted.

1. **SELECTION AND APPROVAL OF TERM PAPER TOPICS**

3.1. The faculty of St. Petersburg School of Economics and Management may develop a provisional list of term paper topics or research areas to be subsequently finalized by Academic Council of the Master Programme. Potential employers can also propose topics and research areas. Academic Council also can consider topics that are proposed by students.

3.2. The Programme Office collects proposals (if any) for term paper topics or research areas and publishes them on the program website. Also the list of proposed topics is published in the LMS system.

3.3. Students may choose any member of the faculty of the Program as their term paper supervisor, subject to this member’s consent. One supervisor may supervise up to ten term papers per academic year.

3.4. Term paper topics are assigned to students upon their personal requests addressed to the Academic Director of the Programme. Requests must be signed by the respective term paper supervisors and submitted to the Programme Office. Term paper topics must be stated in the request. A template request for approval of the term paper topic is provided in Appendix B.

3.5. Requests signed by the respective supervisors must be submitted to the Programme Office no later than November 20 of the current academic year.

3.6. The list of term paper topics and supervisors must be finalized by the Academic Council by early December. Some term paper topics may be declined by the Academic Council if they do not suit to the field of study, purpose of a term paper or the level of complexity. In this case, the Academic Council must also provide a justification for its decision and recommendations on how to adjust the topic.

3.7. The Programme Office must notify students and their supervisors if their term paper topic was declined within one business day from such decision.

3.8. In the case of what is described in 3.6., students may submit a new request for a term paper topic to the Programme Office. The Academic Council must approve the final list of term paper topics and supervisors no later than December 10.

3.9. The students should submit a printed and filled in Term Paper Topic and Supervisor application form (Appendix B) to the program manager during the first week of December of the 1st academic year. The form should indicate the term paper’s title and be signed by the supervisor.

3.9. Upon the approval of the chosen topic by the academic council of the Master’s program, the program manager issues an order on the topic and supervisor for each student. The order is prepared no later than December 15th of the current academic year. The information on timing is presented in Appendix C.

**4. TERM PAPER SUPERVISION**

4.1. Term paper supervisors appointed, are responsible for the direct supervision of the term paper preparation.

4.2. Term paper supervisors have the following duties:

- Advise students on shaping the final topic of their term paper, drafting term paper outline, preparation schedule, and selecting scholarly literature and resources;

- Help students to choose the appropriate research methodology;

- Monitor the progress of the term paper preparation under the established outline and schedule;

- Notify to the Programme Academic Director and Programme Office if students are behind the schedule;

- Provide students with informed recommendations on the content of their term papers.

4.3. Term paper supervisors are entitled to:

- Select a suitable mode of interaction with students, in particular, agree on the term paper preparation schedule and the frequency of face-to-face meetings or other communications;

- Request that students prepare and present a brief summary of the received recommendations and further steps in term paper preparation after each face-to-face meeting;

- Request that students pay close attention to the received recommendations and come to meetings well-prepared;

- Take into account compliance with the preparation schedule when grading student term papers.

4.4. Supervisors assess the quality of term papers considering the requirements fixed by the Programme Academic Council. They must fill in a special form (see Appendix D) where they put their review and grade for the term paper.

4.5. Term paper supervisors must draw up an official memorandum to notify to the Programme Academic Director and the Dean any sign of plagiarism and/or any other violations of the academic code of ethics committed by students.

4.6. Requests to change the term paper topic (Appendix E), signed by the supervisor, and requests to change the term paper supervisor (Appendix F), signed by both (former and new) supervisors, and the student and addressed to the Programme Academic Director, may be submitted to the Programme Office no later than thirty days before the date of submission of the final draft of the term paper.

**5. TERM PAPER PREPARATION RESTRICTIONS**

5.1. Students must comply with the term paper preparation schedule developed and finalized together with their supervisors.

5.3. Term papers may be subject to external review.

5.4. Failure to complete a term paper by the fixed deadline constitutes academic failure that can only be remedied through the formal procedures established at HSE.

**6. TERM PAPER SUBMISSION**

6.1. Students must upload a .doc or .docx file (additional .pdf file is optative) with the final text of their term paper through their personal profiles in the LMS no later than 7 days before the officially scheduled day of defense.

6.2. Students must submit a draft of their term paper to their supervisors ten days before the upload date. Students who fail to do so may receive a fail grade for their term paper from the supervisor.

6.3. Submission deadlines for term papers that are subject to defense cannot be extended. Failure to complete a term paper by the fixed deadline (as per Clause 6.1 or Clause 6.2) constitutes academic failure that can only be remedied in autumn of the subsequent academic year, following the procedures established at HSE.

**7. TERM PAPER REVIEW AND DEFENSE**

7.1. Term paper defense takes place each academic year during the period May 20-30.

7.2. Defense dates and Board composition are set by the Programme Academic Director.

7.3. Defense is hold in the presence of a Dissertation Board of three faculty members or research fellows of the School of Economics and Management. Programme Academic Director can invite expert academics in the field of the term paper to be members of the Dissertation Board.

7.4. The Programme Office must provide the Board with at least one paper copy of each student’s term paper and of the review written by the term paper supervisor. The Board is provided with the version that had been uploaded through the student account in the LMS. If the term paper was reviewed by an external reviewer, the copy of the review is also given to the Board.

7.4. The defense is a public event open to faculty members of other faculties of HSE and the representatives of other universities or potential employers. The Programme Office must publish defense dates on the programme website at least one week in advance.

7.5. Assessment of a term paper defense is reflected in the Board minutes. The Chair of the Board is responsible for the Board’s operation and minutes preparation. The Chair is appointed by the Programme Academic Director after consultation with the members of the Academic Council of the Programme.

7.6. If students miss their term paper defense for a valid reason supported by documentary evidence, they will be allowed to defend their term paper on a different date within the specially designated period.

7.7. Missing term paper defense without a valid reason supported by documentary evidence is counted as academic failure.

7.8. Students whose supervisor gave their term paper a fail grade shall not be allowed to proceed to the defense. If a fail grade is received at the defense, no repeat defense shall be held during the current academic year.

7.9. Each term paper must go through the Turnitin (Anti-plagiarism) system pursuant to the *Procedures for Using Antiplagiat System for Collection and Checks of Academic Papers at HSE*. Term paper supervisors will be notified of the outcome of such checks and must take them into account when grading the term papers. Term paper supervisors grade the version that was uploaded through the student account in the LMS.

7.10. If plagiarism is discovered in a term paper, it is handled in accordance with the *Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE*.

**8. GRADING, RE-EXAMINATION AND APPEAL**

8.1. According to the HSE regulations, the final grade is made up of 1) the grade of the thesis supervisor, 2) the grade for oral defense of the term paper.

8.2. In addition to the grade the supervisor also gives detailed feedback according to the approved form (Appendix D).

8.3 The term paper’s supervisor assesses the coursework on a ten-point scale. To receive credits for the term paper, students should be awarded a grade of at least 4 on a ten-point scale.

8.4. Students are considered to have failed their term paper if they receive a fail grade after the defense or after a review by their supervisor.

8.5. Final grades for term papers are entered into student performance records by the Chair of the Defense Board in the end of June.

8.6. Students may access the grades and reviews of their term papers through the account in the LMS or at the Programme Office.

8.7. In the case where the term paper is graded less than 4 on a ten-point scale the student will not get ECTS’s awarded. The student is expected to resubmit the term paper in the next quarter. The term paper topic can be modified upon consultation of the term paper supervisor and program academic supervisor. In order to change the topic, the student must submit a new request signed by their term paper supervisor and addressed to the Programme Academic Director before the end of the current academic year. The student may resubmit the term paper only once.

8.8. The student may challenge the grades for the term paper following the general appeal procedures. The student may file an appeal to the academic supervisor of the program within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.

**9. TERM PAPER STORAGE**

The Study Office of the Master’s programme stores copies of term paper for 2 years (either in the form of hard copies or electronic files)

***Appendix A.***

**Template for a Title List**

**The Government of the Russian Federation**

**Federal State Autonomous Institution for Higher Professional Education National Research University Higher School of Economics**

**St. Petersburg Branch**

**St. Petersburg School of Economics and Management**

**AUTHOR’S NAME[[1]](#footnote-1)**

**TERM PAPER’S TITLE**

Term paper

Area of studies *38.04.02 «Management»*

Master Programme “Management & Analytics for Business”

|  |  |
| --- | --- |
| Reviewer[[2]](#footnote-2)  academic degree, position, department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Board members  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and signature)  Grade for the defense \_\_\_\_\_\_\_\_\_\_\_  Overall grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_ | Research Supervisor  academic degree, position, department  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |

Saint Petersburg - 2018

***Appendix B***

**Template Request for Approval of Term Paper Topic and Supervisor**

TO:

Academic Director of the Master’s Programme

“Master in Management & Analytics for Business”

Professor A. Barajas

*(full name)*

FROM:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_ student, group No.\_\_\_\_

Request

I hereby request to approve the following topic of my term paper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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for Year \_\_\_\_\_, and to appoint\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name, academic degree, position, subdivision)*

as my term paper supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 201

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201

***Appendix C***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Provisional Timing for the Selection and Approval of the Term Paper Topic** | | | | |
| **No** | **Stage** | **Responsible entities** | **Period** |
|  | Collection of topic proposals | Departments, research centres and Programme Office | **September, 10 – October, 10** |
|  | Approval of topics by the Academic Council | Academic Director, Academic Council and Programme Office | **October, 15** |
|  | Informing the initiators on approved and declined topics | Programme Office | **One working day**  upon receiving the Academic Council’s decision |
|  | Topic changing and finalizing | Departments, research centres, Academic Director and Programme Office | **Three working days** upon information distribution. |
|  | Information on topics published at the programme website and in LMS | Programme Office | **Before October, 25** |
|  | Collection of topic proposals from potential employers and students | Departments, research centres and Programme Office | **Before November, 10** |
|  | Approval of initiated topics by the Academic Council | Academic Director, Academic Council and Programme Office | **Before November, 20** |
|  | Selection of topics by students | Programme Office | **Before December, 1** |
|  | Issuing of the order | Director, Dean, Academic Director, Programme Office | **Before December, 15** |
|  | Topic change/clarification | Director, Dean, Academic Director, Academic Council and Programme Office | **Not later than 1 month before the final version submission** |

***Appendix D***

**Supervisor’s Review Template[[3]](#footnote-3)**

**Federal State Autonomous Institution for Higher Professional Education National Research University Higher School of Economics**

**St. Petersburg Branch**

**St. Petersburg School of Economics and Management**

**Supervisor Review of the Term Paper**

prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*(student’s full name)*

student of Master’s Programme “Master in Management & Analytics for Business”, group \_\_\_\_\_\_\_\_\_\_\_\_

Term paper topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Grade (on a 10-point scale)** |
| **1.** | Structure and logical organization |  |
| **2.** | Suitability of employed research methodology for stated goals and objectives |  |
| **3.** | Originality and innovativeness of the term paper |  |
| **4.** | Line of argument adopted to convey main ideas of the term paper |  |
| **5.** | Grammar and formatting |  |
|  | Final grade to be entered into the student performance record  *(an arithmetic mean of items 1-5)* |  |

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term Paper Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(signature) (full name, academic degree, position , subdivision)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_201

***Appendix E***

**Template Request for Change of Term Paper Topic**

TO:

Academic Supervisor of the Master’s Programme “Master in Management & Analytics for Business”

Professor A. Barajas

*(full name)*

FROM:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_ student, group No.\_\_\_\_

Request

I hereby request to change the topic of my term paper from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(Student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 201

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201

***Appendix F***

**Template Request for Change of Term Paper Supervisor**

TO:

Academic Supervisor of the Master’s Programme “Master in Management & Analytics for Business”

Professor A. Barajas

*(full name)*

FROM:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year \_\_\_ student, group No.\_\_\_\_

Request

I hereby request to change the supervisor of my term paper for Year \_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(title in English)

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(full name, academic degree, position, subdivision of the current supervisor)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(full name, academic degree, position, subdivision of the new supervisor)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 201

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(New supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_ 201\_

1. Full name [↑](#footnote-ref-1)
2. If any [↑](#footnote-ref-2)
3. The external reviewer completes a similar form [↑](#footnote-ref-3)