

Dear Students!

The Study Office reminds you that all the requests for the Term Papers and Master Theses in this Academic Year are to be made via LMS system exclusively!

The **LMS Paper Course Themes Request Module** opened for you on **October 15th, 2019**.

This is obligatory for every student! The 1st year students have to select their Term Paper topic while the 2nd year students have to choose their Thesis topic.

Please note that the deadline for making topic requests for Term Papers and Theses in the LMS system is Friday, November 15th, 2019, 23.59 Moscow Time.

Please find your topic request algorithm below:

- 1) At first, you have to meet a professor or a research fellow that agrees to be your Scientific Supervisor to make the following things clear:
 - a) Formulate your Topic in English;
 - b) Formulate your Topic in **Russian** (This is **obligatory**, please ask your Supervisor for help with translation issues);
 - c) Ask your Supervisor to confirm that he/she uses the LMS system and is ready to accept your request there.
- 2) After that, you have to **make a topic request in the LMS system**. The system is available via link: lms.hse.ru.

NB! If you do not have access to the LMS system, please contact the Study Office.

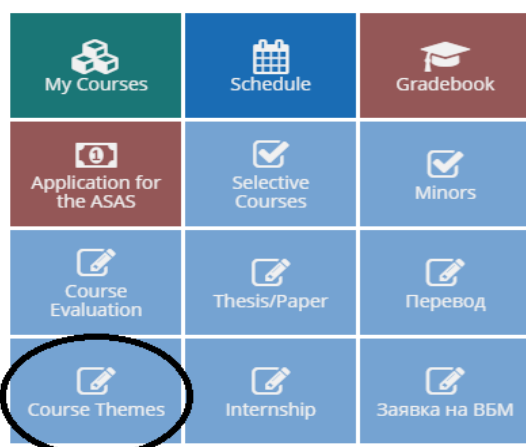
Please log in using your username and password to proceed to LMS main page.

- 3) You may make a request via a specific «**Course Themes**» module that you can find at the main page.



HSE Informational Learning Space

We study not for school but for life!



i | Старт кампании по в
Уважаемые студенть
15-го октября с 14:00
квалификационную ра
заявки. Ознакомитьс
Обращаем внимание
у сотрудников вашего
Уточнить тему работы,
При возникновении те
lms@hse.ru с пометкой
Инструкция

i | Объявляется набор с

This module contains information about your Term Paper or Thesis according to your Study Plan:

List of my themes	
Calendar Period: 2019/2020 учебный год 4 модуль Work Type: KP	Choose

NB! If there is no such record, please contact the Study Office to have this corrected.

4) Please click the green «**Choose**» button to open the next window:

On the list below you are able to find subjects for term papers or thesis for students of your educational programme suggested by HSE academic staff and approved by your Academic Supervisor. All the terms are approximate and this helps you to find out area of teacher's professional interest to work with.

What you should do:

- File an application for term paper subject and academic supervisor of your choice.
- Meet personally with supervisor you are interested in and discuss work's theme (check out work hours of teacher or academic staff at HSE personal web page).

Please mind that your teacher has a right not to confirm supervising of your term. In this case you need to make another application.

<input type="text"/> Theme search	Add new theme
No results found.	

5) Please click the green «**Add new theme**» button to open the Topic Request Window:

List of my themes	Theme choice	Theme
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Attention: your application will be sent to the teacher for approval! To cancel the application you should apply to your Head of Office.

Theme (russian) <input type="text"/>
Theme (english) <input type="text"/>
Professor Select professor <input type="text"/>
Accept Theme

You will need to fill all the gaps to make a request! Please specify your topics both in Russian and in English, which are agreed upon with your Supervisor. Please also choose the Supervisor from the list and press the blue «**Accept Theme**» button to finish your request.

NB! We know that the Supervisor selection list is now available only in Russian. Unfortunately, we cannot fix it ourselves. Please ask your Supervisor or coursemates to help you with selection.

- 6) Your request will proceed to your Supervisor then. He/she will have to log in to the LMS and approve it.

NB! If you have made a mistake in the topic wording, you can still change it but not before your Supervisor approved your request.

NB! If you have sent your request to a wrong Supervisor, please contact him/her or the Study Office to cancel it.

Please take into account that the very fact of the request being made does not automatically mean that the Supervisor will approve it. It can be still denied by the Supervisor due to a proper reason. Please maintain a constant communication with your Supervisor while making the request in order to avoid possible issues.

If you encountered unpredictable issues or LMS bugs while making a topic request, please contact the Study Office for help.