**Guidelines for Preparation and Defence of Term Papers and Theses Written by Students of**

**‘Political Science and World Politics’ Programme**

**of the HSE Saint-Petersburg School of Social Sciences and Area Studies**

**APPROVED**

**HSE St. Petersburg School of**

**Social Sciences and Area Studies,**

**Minutes No. \_\_\_\_\_\_\_\_\_\_\_   
as of \_\_\_\_\_\_\_\_\_\_\_**

**Chairperson**

**A.V. Starodubtsev**

1. GENERAL PROVISIONS

* 1. 1.1 These Guidelines for Preparation and Defence of Term Papers and Theses (hereafter, the Guidelines) have been prepared in line with the Regulations on Term Papers and Theses Prepared by Bachelor’s, Specialist and Master’s Students of National Research University Higher School of Economics (hereafter, the Regulations), approved by the HSE Academic Council (Minutes No. 08 dated November 28, 2014). As per the Regulations, these Guidelines must be observed by the faculty and students of the ‘Political Science’ and 'Political Science and World Politics’ degree programmes (hereafter, degree programmes, or the DP), as well as all persons involved in preparation and defence term papers and theses (including the Programme Office staff, adviser, reviewers, etc.).

2. GENERAL REQUIREMENTS TO TERM PAPERS AND THESES

* 1. Term papers shall be prepared as research papers, comprising analysis and consolidation of theoretical and empirical materials aimed at strengthening and showcasing knowledge and skills acquired in the course of the degree programme.
  2. Theses shall be prepared as academic papers, meaning that a study shall be conducted with the aim of gaining new insights into the structure, properties and patterns of the phenomenon under examination.
  3. A term paper is an independent work, which is prepared by students of the degree programme individually.
  4. A thesis is an independent work, which is prepared by students of the degree programme individually.
  5. Requirements to term papers are different depending on the year of study.
     1. Term papers prepared by the second-year students shall be a literature review on the topic chosen by the student and approved by the Academic Council of the degree programme. Such term papers are prepared to study current knowledge with respect to a research problem and formulate the hypothetical research point(s) for further study on the basis of the literature review completed in the term paper.
     2. Term papers prepared by third-year students focus on showcasing the student’s skills involving the analysis of theoretical approaches and research outcomes obtained as a result of studies of related research problems, as well as collecting, processing and analyzing empirical data, which should deepen the fundamental understanding of the problem under consideration.
  6. In their theses, students should present the final results of their research efforts and demonstrate their acquired skills and competencies, i.e. students are expected to be able to provide a quality literature review with respect to the current political science and related disciplines, a fundamental theoretical analysis of the problem under consideration as applicable to the student’s research project, as well as collect and analyze empirical data for formulating finding bearing theoretical and/or practical value.
  7. Second, third and fourth year students are free to choose the language of their term papers and theses (English or Russian), upon the academic supervisor’s approval, on the stage of choosing and approving the topic of their papers, as per the timeline, specified in paragraphs 3.1 and 3.2, as well as Annexes 1 and 2 (GOST – for the papers in Russian, Chicago Style – for the papers in English).

3. STAGES OF TERM PAPERS AND THESES PREPARATION

* 1. Deadlines for completing the main stages of the topic selection and approval, as well as the preparation and defence of the term paper, are specified in Annex 1.
  2. Deadlines for completing the main stages of the topic selection and approval, as well as the preparation of the thesis, are specified in Tables 1 and 2 of Annex 2.
  3. Stages of Term Paper Preparation
     1. The student and supervisor assigned as per the directive agree on the preparation schedule that may put forth the following milestones:

1. An outline of the term paper is submitted to the supervisor (as a rule, the outline should reflect the relevance, structure and conceptual framework of the term paper, main sources, and projected outcomes);
2. The first draft of the term paper is submitted to the supervisor, to be subsequently corrected, if necessary;
3. The finished term paper is submitted to the supervisor;
4. The term paper is uploaded to LMS and is checked for borrowed materials through the Antiplagiat system;
5. The academic supervisor prepares feedback in regards to the term paper and grades it;
6. The term paper is checked by a reviewer and is assigned a grade (for third-year students only);
7. Public defence of the term paper (for third-year students only).
   * 1. Dates for relevant milestones are provided in Annex 1 hereto.
     2. An electronic version of the term paper shall be uploaded to the special LMS module.
     3. Assessment of term papers written by third-year students is concluded by the term paper defence (see p. 8 hereof).
     4. One hard copy of the term paper shall be submitted by the student to the examination board for defence.
     5. Grades for term papers are communicated to students via the LMS module.
     6. Students are considered to have an academic failure if they receive a fail grade for their term paper. To have this academic failure waived as per the University bylaws, they must make appropriate corrections and revise the text of the term paper as may be necessary; the topic of the term paper and the academic supervisor may also be changed in this case, as per the relevant directive of HSE St. Petersburg Director.
     7. Term papers are evaluated against the criteria stipulated in these Guidelines.
   1. Stages of Thesis Preparation
      1. **Preparing the outline.** At this stage, students must prepare and submit the thesis outline, including the following elements (the academic supervisor, the 4th-year research seminar lecturer and a member of the degree programme Academic Council shall take part in the public presentation of the thesis outline):

* The provisional research topic;
* A literature review and the formulated target research issue;
* Object and subject of research:
* The goal and objectives of the paper, which must be completed in order to attain the research goal;
* The theoretical research basis, including, on the one part, the analysis of prior research outcomes in regard to the subject of research, and, on the other part, theories and concepts which can be used for studying relevant scientific problems;
* Underlying hypotheses, if the research is focused on discovering the cause-and-effect (causal) relations; if the research project is descriptive in nature, a clearly formulated research issue will suffice;
* The research strategy (case study, comparative or statistical study) and methods for data collection and/or analysis to be used in the course of research;
* Preliminary structure of the paper.
  + - 1. The thesis outline shall be evaluated by the committee comprised of the academic supervisor, the 4th-year research seminar supervisor and a member of the degree programme Academic Council, who will decide to ‘approve’ / ‘not approve’ the thesis. Students can revise the thesis outline, which has not been approved by the Academic Council of the degree programme, and duly resubmit it by the deadline specified in Table 1 of Annex 2.
    1. **Submitting the first draft of the thesis**. The first draft of the thesis shall be submitted to the supervisor for review; the text must then be revised accordingly if needed. The first draft of the thesis shall be submitted as per the schedule of theses preparation, specified in Table 2 of Annex 2. The supervisor must notify the Programme Office via email or special LMS module of any students who have failed to submit the first draft on time.
    2. **Revising and finalizing the thesis.** At this stage, student revises the thesis as may be needed and then submits the final text and abstract to the supervisor for review no later than the date stipulated in these Guidelines. The supervisor must prepare feedback and submit it to the Programme Office within one calendar week from receiving the finished thesis.
    3. **Uploading the thesis to the Antiplagiat system.** All students must upload electronic copies (not scans) of their theses to the special LMS module for term papers and theses which will forward them to the Antiplagiat system. If confirmed instances of plagiarism are uncovered in the thesis, the student may face disciplinary action in accordance with the Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE (Appendix 7 to HSE Internal Regulations).
    4. **Submitting the final version of the thesis.** Students submit one copy of the final version of theses in hardcopy to their Programme Office with an abstract attached and accompanied by the academic supervisor’s feedback (it must be prepared as per the template form in Annex 4 with due regard to the criteria established for assessment of term papers and theses provided in these Guidelines) and a certificate from the Antiplagiat system by the deadlines established by the relevant directive in regard to approving topics of theses and no later than three weeks before the thesis defence. Annex 3 contains a sample title page of a thesis.
    5. **Reviewing the thesis.** A reviewer is appointed from among the University’s academic staff. A reviewer may also be an employee of another university or an organisation whose professional focus matches the topic of the thesis.

A reviewer is proposed by the Programme Academic Supervisor and appointed by the Dean’s directive no later than one month before the scheduled defence. The directive must state the student’s full name, thesis topic and information about the reviewer (full name, academic degree, academic title, employer, position).

The reviewer must analyse the main tenets of the thesis under review, and assess if a personal standpoint is presented, how well research methods are applied, how well-grounded findings and recommendations are, if means selected to obtain the result are appropriate, if the final output is adequate, and how original and practical the presented solutions are. The reviewer may also evaluate how well the student has mastered the competencies prescribed in the HSE ES. Appendix 4 contains a sample review form to be filled in by the reviewer.

The Programme Office must forward each thesis for review within 3 calendar days from its receipt. The reviewer must prepare a review in writing and submit it to the Programme Office at least 6 calendar days before the defence.

The Programme Office must communicate the content of the review to the student at least 5 calendar days before the defence, so that the student has an opportunity to prepare answers to the reviewer’s comments.

The thesis, the academic supervisor’s feedback and reviewer’s opinion(s) shall be submitted to the SEC no later than 2 calendar days before the thesis defence.

* + 1. **The thesis defence** (related organizational and defence procedure) shall be set forth by the Regulations for the Final State Certification of Students of the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics.

1. SUPERVISION OF TERM PAPERS AND THESES
   1. Term Paper Supervision
      1. The academic supervisor appointed by the directive of the HSE St. Petersburg Director shall oversee the preparation of the student’s term paper.
      2. The academic supervisor can be replaced, and an adviser of the term paper can be appointed by the directive of the HSE St. Petersburg Director at the student’s request upon approval of the current academic supervisor, the new academic supervisor chosen by the student and the degree programme academic supervisor no later than 1 month before the deadline for submission of the final version of the term paper, as per the curriculum.

* 1. Thesis Supervision
     1. The academic supervisor appointed by the directive of the HSE St. Petersburg Director shall oversee the preparation of the student’s term paper.
     2. Thesis supervisors are appointed from among the University’s faculty, or professionals with at least 3 years of experience in the given field, including part-time employees of the University.
     3. Thesis supervisors may also be employees of external organizations with at least 3 years of professional experience in the given field or executive experience and/or holding an academic degree to certify their professional competencies in a relevant industry or field of study, provided that the student works on their thesis predominantly at such supervisor’s place of employment.
     4. The academic supervisor can be replaced, and an adviser of the thesis can be appointed by the directive of the HSE St. Petersburg Director at the student’s request upon approval of the current academic supervisor, the new academic supervisor and the degree programme academic supervisor no later than 1 month before the deadline for submission of the final version of the thesis, as per the curriculum.

1. GENERAL REQUIREMENTS TO TERM PAPERS AND THESES: SIZE AND CONTENT
   1. Normally, the research projects should be carried out within one academic year, otherwise the student is recommended to divide the research process into stages, so that it could be completed by the date of the thesis defence.
   2. If the student opts to continue the work which started in the previous years, the text of the term paper and the thesis can include references to this student’s term papers prepared in the previous years. However, word-for-word borrowings of entire paragraphs or chapters from past terms papers are deemed unacceptable and shall be qualified as turning in the same paper twice, as per the HSE Regulations on Checking Student Papers for Plagiarism. In exceptional cases, students are entitled to ask for the academic supervisor’s permission to use small extracts from their past term papers, but such extracts may not reproduce a whole paragraph or a chapter. Upon approval of the academic supervisor, small extracts, borrowed from a previously submitted term paper and duly formatted as quotations (with quotation marks and followed by a reference), shall not be regarded as turning in the same paper twice.
   3. The structure of term papers and theses includes the front page, an abstract in Russian and in English, the contents, the introduction, the main part, the conclusion, bibliography and related annexes (if any).
      1. Annex 3 contains a sample front page of a thesis.
      2. The contents should be automatically generated in Microsoft Word or other similar programmes.
      3. The introduction should feature the main idea and the programme of the completed study.
      4. The outcomes of the theoretical analysis and empirical research, as well as the above-mentioned elements of research project, should be presented in the main part of the thesis. Each chapter and paragraph should include fundamental ideas, followed by brief findings and a summary in conclusion. Key theoretical statements underlying each conclusion should be confirmed by references to the opinions put forward by scholars and experts, as well as statistical data and outcomes of sociological surveys, formatted in line with applicable standards. Students are allowed to use their own practical experience.
      5. Research outcomes of the term paper/thesis should be summarized in the conclusion. It is essential that such research outcomes should respond to the paper’s objectives, offer solutions to the key research issue and thereby attain the research goal. The conclusion can also include proposals in regards to how the topic of the term paper/thesis can be further elaborated.
      6. The bibliography includes all regulatory acts, research papers, specialized publications and other sources used in the course of preparing and writing term papers and theses. Bibliography prepared by second-year students should be comprised of at least 20 items of academic publications (monographs and articles), for third-year students – at least 25 titles, by fourth-year students – at least 35 titles. Academic sources in Russian may account for up to a half of the total number of titles in the bibliography. Students are recommended to refrain from including course books and teaching aids in the bibliography.
   4. If students fail to observe the minimal requirements established for the number of bibliography items as specified in p. 5.3.6, one point (on a 10-point grading scale) shall be deducted from their final grade for each title lacking in the bibliography.
      1. Annexes should be used, if the author would like to include large materials which can support the contents of the main body of the paper. Source information, the author’s tables and calculations, diagrams, figures and other materials can be presented as annexes.
   5. The size of term papers and theses is as follows:

* 2nd year of study: 40,000 up to 60,000 characters with spaces (including all elements of the term paper, mentioned above, except annexes);
* 3rd year of study: 60,000 up to 80,000 characters with spaces (including all term paper elements, mentioned above, except annexes);
* 4th year of study (thesis): at least 90,000 characters with spaces (including all term paper elements, mentioned above, except annexes);
  1. If second-year and third-year students fail to observe the above-mentioned requirements to the term paper size, one point (on a 10-point grading scale) will be deducted from their final grade for every 5,000 characters with spaces lacking or in excess.[[1]](#footnote-1)
  2. Narrative style. A term paper and thesis must be compiled with due regard to the terminology accepted in the relevant field, as well as notations, applicable abbreviations and symbols. The author of the term paper/thesis should stick to the academic style of presentation and focus the reader’s attention on the issue under consideration. Journalistic clichés, slang words, terms and expressions, which are typically not used in scientific literature, as well as words with diminutive suffixes, should be avoided. Research papers should be free of excessive enthusiasm, as well as populist and political slogans, accusations and emotional evaluations.

1. GENERAL REQUIREMENTS FOR THE FORMATTING OF TERM PAPERS AND THESES
   1. The term papers and theses shall be prepared on computer and typewritten using Times New Roman 12 font size (footnotes should be provided using 10 font size), 1.5 spacing. Margins: left – 2.5 cm, right – 1 cm, upper and bottom – 2 cm. The front page should be prepared as per the template form provided in these Guidelines. Abstracts, up to 1.5 page in length, in Russian and in English should follow the front page.
   2. All pages should be consecutively numbered in the top margin in the centre of the page, starting from the second page (the front page is left unnumbered). Page numbers shall be provided for all elements of the Contents (chapters, paragraphs). The consecutive numbering shall be used for all tables and diagrams with related titled provided.
   3. 6.3 New chapters begin on a new page; the same rule applies to other main parts of the paper (i.e. the introduction, the conclusion, the bibliography and annexes). Furthermore, chapters shall be subdivided into paragraphs which are numbered as follows – 1.1, 1.2, 1.3, …, 2.1, 2.2 etc. The word “Chapter” shall not be inserted before the title, and a full stop sign should not be used. Arabic numerals shall be used for chapter numbering; a dot should be placed after the figure with a space before the chapter title. Titles of all main parts of the paper and page numbering in the text shall correlate with the contents. Titles shall be highlighted in semi-bold.
   4. Width alignment shall be applied throughout the paper, including footnotes. References to the source of information shall be provided as footnotes placed in the bottom margin.
   5. If there is a reference to personal names (of scholars, researchers, experts), their initials usually precede the last name (i.e. V.M. Petrov, rather than Petrov V.M., as it is customary for bibliographies compiled in Russian).
   6. Each annex should start from a new page with the word “Annex” given in the upper right corner, above the title. The main body of the text should correlate with annexes via links. Annexes should retain continuous numbering of pages originating from the main text.
   7. If the author uses quotations, extracts from documents, research monographs, reference books or statistical data in the paper with the aim of supporting their own ideas and conclusions, relevant footnotes to sources shall be given (GOST – for the papers in Russian, Chicago Style – for the papers in English). If the source is quoted word-for-word, the author shall provide the material ‘as is’, with quotation marks and a reference to the source of information. References shall also be provided if somebody’s opinion is rephrased (with a reference to the author’s name), or some lesser known information is provided, etc. No references are required for commonly known events and facts. Continuous numbering shall be applied to footnotes on all pages (starting from the first to the last footnote).
   8. If the paper is based on a wide range of sources and scientific materials, the bibliography can be divided into several parts, including: regulatory acts and official documents; specialized literature: monographs, research articles, publications in periodicals, etc. Russian sources are given first to be followed by materials in foreign languages. All papers included in the list are given in alphabetical order (by the author’s name) with full details of the publication provided. If no author’s name is available (in case the article was published in a collection of research papers or in a collective monograph), the paper shall be put on the list by the first letter in its title. The list of regulatory documents can be compiled in the chronological order with due regard to the legal effect of documents (international enactments are given first, to be followed by federal constitutional and federal laws, legislation of constituent bodies, and bylaws). If electronic resources are used, the author shall indicate the title of relevant materials, the source, and the access code with the application date. The bibliography shall be comprised of only those papers and sources to which the author has made references in the footnotes.
2. CRITERIA FOR THE TERM PAPERS’ ASSESSMENT
   1. The following criteria shall be used for assessment of term papers prepared by second-year students:

* Correlation between the topic, the goal, objectives, content and research outcomes of the paper;
* Quality of the literary overview: the number of studied papers, the balance between the classical and the most recent materials dedicated to the research problem; quality of conclusions;
* The structure of the paper, logical reasoning, reliability and accuracy of conclusions;
* Conformity with requirements for the formatting, quotation rules, as well as bibliographical references and lists.
  1. The following criteria shall be used for assessment of term papers and theses prepared by third-year students:
* Relevance of the research topic, the paper’s theoretical and practical value;
* Correlation between the research goal, objectives, contents and outcomes;
* Quality of the literary overview: the number of studied papers, the balance between the classical and the most recent materials dedicated to the research problem;
* Ability to use theoretical concepts for building theoretical and methodological research framework, as well as formulating hypotheses;
* Ability to effectively use methods for data collection and analysis;
* The structure of the paper, logical reasoning, reliability and accuracy of conclusions and outcomes;
* Conformity with requirements for the formatting, quotation rules, as well as bibliographical references and lists.
* Defence: the presentation (content of oral and visual presentation, availability of handouts and illustrations), adequate answers to the reviewer’s questions and comments, using relevant political terminology.

1. RULES FOR TERM PAPERS DEFENCE
   1. The grade for term papers prepared by second-year students shall be assigned by the academic supervisor on the basis of the submitted text, without the reviewer’s participation, and no public defence shall be held. In addition to the grade, the academic supervisor shall prepare detailed feedback in regards to the student’s term paper, which shall be submitted to the Programme Office before the deadline established by the academic supervisor of the programme, after the final version of the paper has been submitted by the student.
   2. The grade for term papers prepared by third-year students shall be given after the term paper public defence.
   3. Dates for the public defence shall be appointed by the degree programme academic supervisor upon approval of the Programme Office head.
   4. The term paper defence shall be held not earlier than within 7 days after the term paper submission.
   5. Examination boards shall be set up on the basis of the degree programme academic supervisor’s resolution for holding the defence of term papers and assigning relevant grades. The examination board shall be comprised of no less than three lecturers of the degree programme, and one of them shall be appointed as the chairperson.
   6. The academic supervisor’s feedback shall be submitted to the Programme Office no later than 24 hours before the term paper defence. In case the academic supervisor’s feedback has not been provided, the term paper defence shall be postponed. The Programme Office informs the chairperson of the examination board, the degree programme academic supervisor, as well as the head of the academic supervisor’s department, thereof, and disciplinary measures may be applied, if the feedback has not been submitted without a valid reason.
   7. In order to maintain high quality of student term papers, the academic supervisor initiates and coordinates the preparation of reviews on term papers written by third-year students. To this end, the academic supervisor shall appoint reviewers from among the faculty of the degree programme.
   8. The term paper defence includes the following stages:
2. The student describes their term paper’s goal, objectives, theoretical framework, research methods, analytical outcomes, as well as key conclusions.
3. The student provides answers to the questions of the examination board’s members and the audience to further clarify certain points and arguments that have been presented;
4. Presentation of the review;
5. Presentation of the academic supervisor’s feedback;
6. Student’s comments in regards to the critical comments mentioned in the review and in the academic supervisor’s feedback;
7. General discussion of the term paper contents and presentation.
   1. The defence procedure shall be established by the examination board, and its chairperson shall inform the students thereof no later than 24 hours before the defence. The examination board can omit certain stage of the term paper defence, specified in p. 8.8 hereof, at their own discretion, with a notification provided to all interested parties (including students, the degree programme academic supervisor, academic supervisors, reviewers, etc.).
   2. Reviews to term papers shall be provided by the reviewer to the student and the examination board in writing no later than 24 hours before the defence. In case the review has not been provided, the term paper defence shall be postponed. The Programme Office informs the chairperson of the examination board, the degree programme academic supervisor, as well as the head of the reviewer’s department, thereof, and disciplinary measures may be applied, if the feedback has not been submitted without a valid reason.
   3. The final grade for the term paper shall be assigned by the examination board with due regard to the opinions of the academic supervisor and the reviewer and calculated as per the following formula: (**G**supervisor + **G**reviewer + **G**board) / 3. The applicable rounding method: arithmetical. If the academic supervisor sits on the examination board, he/she shall not be involved in assigning the grade by the committee (**G**board). Final grades shall be announced by the examination board’s chairperson based on the defence outcomes.

**Annex 1**

**Guidelines for Preparation and Defence of Term Papers and**

**Theses**

**Written by Students of ‘Political Science and World Politics’ Programme**

**STAGES OF THE TERM PAPER TOPIC SELECTION, APPROVAL, AND PREPARATION AND DEFENCE OF THE TERM PAPER**

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| --- | --- |
| STAGES OF TERM PAPER PREPARATION | DEADLINES |
| **Second-year undergraduate students** | |
| The Programme Office collects topics of term papers proposed by the faculty members of the ‘Political Science’ and the ‘Political Science and World Politics’ degree programmes. | September 9 – September 30 |
| The list of proposed topics is approved by the degree programme’s Academic Council. | October 1 - October 9 (until October 11, in case of dispute) |
| The Programme Office publishes proposed topics of term papers in the special LMS module, with names of respective academic supervisors provided. | October 10 - October 14 |
| Students fill in a request to assign them a topic and an academic supervisor, upon the proposed academic supervisor’s approval via LMS. | October 15 - November 11 |
| If none of the proposed topics matches the student’s interests, the student is entitled to propose another topic and an academic supervisor at their own initiative, upon the proposed academic supervisor’s approval via LMS. | October 15 - November 10 |
| Topics of term papers and related academic supervisors shall be assigned to students upon the decision of the degree programme’s Academic Council. | November 11 - December 1 |
| The Programme Office prepares and issues a directive on assigning the topics of term papers. | December 2 - December 15 |
| A term paper topic can be revised | Up to February 13, inclusively |
| The student’s work on the term paper and communication with the academic supervisor | November 11 - March 31 |
| Deadlines for online submission of the final version of the term paper to the Programme Office via LMS | April 1 |
| The academic supervisor writes detailed feedback on the student’s term paper and enters the grade in the examination record sheet. | April 2 - April 16  Grades shall be added to the examination record sheet no later than April 16 |
| **Third-year undergraduate students** | |
| The Programme Office collects topics of term papers proposed by the faculty members of the ‘Political Science’ and the ‘Political Science and World Politics’ degree programmes. | September 9 - September 9 |
| The list of proposed topics is approved by the degree programme’s Academic Council. | October 1 - October 9 (until October 11, in case of dispute) |
| The Programme Office publishes proposed topics of term papers in the special LMS module, with names of academic supervisors provided. | October 10 - October 14 |
| Students fill in a request to assign them a topic and an academic supervisor, upon the proposed academic supervisor’s approval via LMS. | October 15 - November 10 |
| If none of the proposed topics matches the student’s interests, the student is entitled to propose another topic and an academic supervisor at their own initiative, upon the proposed academic supervisor’s approval via LMS. | October 15 - November 10 |
| Topics of term papers and related academic supervisors shall be assigned to students by the decision of the degree programme’s Academic Council. | November 11 - December 1 |
| The Programme Office prepares and issues a directive on assigning term paper topics. | December 2 - December 15 |
| A term paper topic can be revised | Up to March 26, inclusively |
| The student’s work on the term paper and communication with the academic supervisor | November 11 - May 10 |
| Deadlines for online submission of the final version of the term paper to the Programme Office via LMS | May 11 |
| The Programme Office forwards term papers to reviewers who prepare their reviews. Academic supervisors write up their feedback.  Reviews and feedback shall be sent to members of the examination board and students by reviewers and academic supervisors no later than 24 hours before the defence. | May 12 - May 24 |
| Term papers’ public defence | May 25 - May 31 |

**Annex 2**

**Guidelines for Preparation and Defence of Term Papers and**

**Theses**

**Written by Students of ‘Political Science and World Politics’ Programme**

Table 1

**STAGES OF SELECTION AND APPROVAL OF THE THESIS TOPIC**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Stage of preparation** | **Subdivision/person responsible for the given stage** | **Deadlines** |
|  | **Collecting proposed topics** for student theses, entering data on proposed topics and supervisors into the LMS, and publishing the information on the programme’s website | Departments and research subdivisions/ Programme Office | **From September 9 to September 30** of the ongoing academic year.  Information must be sent to the Programme Academic Supervisor within 2 business days after September 30 |
|  | **Getting the proposed topics approved** by the degree programme management | Academic Supervisor and Academic Council/ Programme Office | **October 1 - 9** |
|  | **Notifying** departments and research subdivisions of approved thesis topics | Programme Office | **Within 1 business day**  from receipt of the Academic Council’s resolution on the approved list of topics |
|  | **Further discussion of the topics, drawing up the final list of topics recommended to students** | Departments and research subdivisions / Academic Supervisor / Programme Office | Departments and research subdivisions may discuss reasons for exclusion of their topics **within 4 business days** after receiving the notification from the Programme Office. Following such discussions, the Academic Supervisor may return certain topics on the list. |
|  | **Publishing** information about topics and supervisors, the Guidelines and deadlines on the programme’s website | Programme Office / Programme Coordinator | **No later than October 15** of the ongoing academic year |
|  | **Students may propose their own topics** | Students/ Departments/ Academic Supervisor | **No later than October 21** of the ongoing academic year |
|  | **Deadline for choosing the thesis topic by the student** | Students | **No later than October 21** of the ongoing academic year |
|  | **Preparing a draft thesis which is submitted to the academic supervisor and the 4th-year RS lecturer via LMS** | Students / Academic supervisor / 4th-year RS lecturer | **No later than November 17** of the ongoing academic year |
|  | **Defence of the draft thesis at the meeting of the board**, comprised of the academic supervisor, the 4th-year RS lecturer and a member of the degree programme’s Academic Council) | Students / Academic supervisor / 4th-year RS lecturer / Member of the degree programme’s Academic Council | **November 18 - 23** of the ongoing academic year |
|  | **Revising the draft thesis, in case a relevant resolution has been made** (the revised topic shall be forwarded for approval to the 4th-year RS lecturer and the degree programme’s Academic Council) | Students/ Academic supervisor | **Within 2 working days** after the draft thesis defence |
|  | **Approving revised topics of theses by the board** | 4th-year RS lecturer/member of the degree programme’s Academic Council | **Within 3 working days** upon submission of the revised topic |
|  | **The 4th-year** **RS lecturer submits the list of approved revised thesis topics to the academic supervisor and the Programme Office** | 4th-year RS lecturer / Programme Office | **No later than December 3** of the ongoing academic year |
|  | **Assigning thesis topics as per the official directive and advising academic supervisors accordingly:** | Academic Council/ Programme Office/ Academic Supervisor of the degree programme | The Academic Council approves the resolution on assigning thesis topics and supervisors – **no later than December 5.**  The directive shall be issued  **no later than December 15** of the ongoing academic year |
|  | **Revising/rephrasing the thesis topic** (on the basis of the student’s request approved by the academic supervisor and the degree programme’s Academic Supervisor) | Student/ Programme Office / DP Academic Supervisor | **No later than April 5** of the ongoing academic year |

Table 2

**STAGES OF THESIS PREPARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Stage** | **Parties involved in the thesis preparation** | **Deadlines** |
|  | **Preparing a draft thesis and its submission to the academic supervisor and the 4th-year** **RS lecturer via LMS** | Students / Academic supervisor / 4th-year RS lecturer | No later than November 17 of the ongoing academic year |
|  | **Holding draft thesis defence** at the meeting of the board comprised of the academic supervisor, the 4th-year RS lecturer and members of the degree programme’s Academic Council) | Students / Academic supervisor / 4th-year RS lecturer / Member of the degree programme’s Academic Council | November **18 - 23** of the ongoing academic year |
|  | **Revising the draft thesis, in case a relevant resolution has been made** (the revised topic shall be forwarded for approval to the 4th-year RS lecturer and the degree programme’s Academic Council) | Students/ Academic supervisor | Within 2 working days after the draft thesis defence |
|  | **Submitting the first draft of the thesis** | Student/ Supervisor / Programme Office | Before April 17 |
|  | **Revising and finalizing the thesis.** | Student/ Supervisor | Before May 15 |
|  | **Uploading the final version of the thesis to the Antiplagiat system** (via special LMS module). | Student | Before May 15 |
|  | **Supervisor’s feedback on the thesis** | Supervisor/ Programme Office | Before May 21 |
|  | **Submitting a printed version of the thesis to the Programme Office after uploading the final version to the LMS special module, along with the academic supervisor’s feedback and a confirmation from the Antiplagiat system (plagiarism check)** | Student/ Programme Office | May 22 |
|  | **Reviewing the thesis:**  The reviewer’s appointment on the basis of a relevant directive | Academic supervisor of the degree programme/ Programme Office/ Reviewer | Before May 10 |
|  | **Reviewing the thesis:**  The thesis is sent to the reviewer | Programme Office/ Reviewer | The Programme Office forwards the thesis for review **no later than three calendar days** after its receipt |
|  | **Reviewing the thesis:**  A review is submitted | Reviewer/ Programme Office | **No later than 6 days** before the thesis defence |
|  | **Reviewing the thesis:**  Notifying the student of the review’s content | Programme Office / Student | **No later than 5 days** before the thesis defence |
|  | **Thesis defence** | Student/ Academic supervisor/ DP Academic Supervisor | Deadlines shall be set forth in the curriculum and the FSC schedule as per the Regulations for the Final State Certification of Students of the Bachelor’s, Specialist and Master’s Level Programmes at National Research University Higher School of Economics |

**Annex 3**

**Guidelines for Preparation and Defence of Term Papers and**

**Theses**

**Written by Students of ‘Political Science and World Politics’ Programmes**

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

###### HSE Saint-Petersburg School of Social Sciences and Area Studies

The author’s full name

**TERM PAPER/THESIS TITLE**

Term paper / Thesis

in the field of study 41.03.04 ‘Political Science’

Student of Group No. 1234 (‘Political Science and World Politics’ degree programme)

|  |  |
| --- | --- |
| Reviewer  Doctor of …. Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last name  Saint Petersburg 201\_ | Academic supervisor  Doctor of …. Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last name  Adviser  Doctor of …. Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last name |

**Annex 4**

**Guidelines for Preparation and Defence of Term Papers and**

**Theses**

**Written by Students of ‘Political Science and World Politics’ Programme**

## National Research University Higher School of Economics

## HSE Saint-Petersburg School of Social Sciences and Area Studies

‘Political Science and World Politics’ programme

## Academic supervisor’s feedback/review on term paper/thesis

2-nd/3-rd year student[[2]](#footnote-2) of ‘Political Science and World Politics’ programme of HSE Saint-Petersburg School of Social Sciences and Area Studies

Full name

Topic:

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Academic supervisor’s / Reviewer’s comments** |
| 1. | Relevance of the research problem, the paper’s theoretical and practical value |  |
| 2. | Correlation between the research paper topic, goal, objectives, contents and findings/research outcomes |  |
| 3. | Quality of the literary overview: the number of studied papers, the balance between the classical and the most recent materials on research problem. |  |
| 4. | Ability to use theoretical concepts for building theoretical and methodological research framework, as well as formulating related hypotheses (except for term papers written by 2nd-year students). |  |
| 5. | Ability to use methods of data collection and analysis (except for term papers written by 2nd-year students). |  |
| 6. | The paper structure, logical reasoning, reliability and accuracy of outcomes and conclusions; |  |
| 7. | Conformity with requirements for the formatting, quotation rules, as well as bibliographical references and lists. |  |
| 8. | **Recommended grade for the term paper/thesis** |  |

Other comments

Academic Supervisor/Reviewer

academic degree, academic title

department/subdivision

(Place of employment)\_\_\_\_\_ /signature/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials and Last name

Date

**Annex 5**

**Guidelines for Preparation and Defence of Term Papers and**

**Theses**

**Written by Students of ‘Political Science and World Politics’ Programme**

## National Research University Higher School of Economics

**HSE Saint-Petersburg School of Social Sciences and Area Studies**

‘Political Science and World Politics’ degree programme

## Academic supervisor’s feedback on a term paper

written by the 3rd-year student: full name

Title:

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Academic supervisor’s comments** |
| 1. | Ability to achieve the goal set by the academic supervisor |  |
| 2. | Evaluation of the student’s diligence demonstrated in the course of preparing the paper (communication with the academic supervisor, independent work, response to recommendations and comments) |  |
| 3. | Dynamics of development of the student’s competencies in the course of preparing the paper |  |
|  | **Academic supervisor’s grade** |  |

Academic Supervisor/Reviewer

academic degree, academic title

department/subdivision

(Place of employment)\_\_\_\_\_ /signature/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials and Last name

Date

1. One point is deducted (for 1 - 5000 characters), two points (for 5001 - 10 000 characters), three points (for 10 001 – 15 000 characters), four points (for 15 001 – 20 000 characters), five points (for 20 001 – 25 000 characters), six points (for 25 001 – 30 000 characters), seven points (for 30 001 – 35 000 characters), eight points (for 35 001 – 40 000 characters), nine points (for 40 001 – 45 000 characters), ten points (for 45 001 – 50 000 characters). [↑](#footnote-ref-1)
2. See Annex 5 for the template form of the academic supervisor’s feedback on papers prepared by 3rd-year students. [↑](#footnote-ref-2)