

GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER (MA RESEARCH PROPOSAL) AT MA PROGRAM IN APPLIED AND INTERDISCIPLINARY HISTORY «USABLE PASTS»

Approved by Resolution
of Master Program's Academic Council on August 26, 2019

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.

1. GENERAL PROVISIONS

1.1. Term paper on the MA Program in Applied and Interdisciplinary History “Usable Pasts” is a presentation of a MA student’s research project that reflects two years research leading to the MA Thesis (Dissertation) and represents a detailed MA Research Proposal (Synopsis). It is the only format of course work accepted at the end of the first year of MA studies on this Program.

1.2. The research area of each term paper must be relevant to the corresponding degree program.

1.3. According to the program’s curriculum the term paper submission falls on Module 4 during the 1st academic year. The term paper has a value of 6 ECTS. 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 may also be defended at the discretion of the Program Academic Supervisor.

1.4. Term paper is completed in English.

1.5. Students attend the Research Seminar (HIC) during Module 1-4 of the 1st academic year, where they discuss their research projects, work out the subject of MA thesis and get regular feedback on their progress from his instructor and peers.

2. SELECTION AND APPROVAL OF TERM PAPER TOPICS

2.1. The faculty of the Department of History may develop a provisional list of term paper topics or research areas to be subsequently finalized by Academic Council of the Master Program.

2.2. HSE academic staff members (including those outside the Department of History) and potential employers may also propose topics and research areas to be added to the list.

2.3. Proposals must be structured as follows:

- Topic or research area of the term paper;
- Term paper supervisor (full name, position, academic degree, place of employment);
- Year of study for which the given topic or research area is intended.

2.4. The Program Office collects proposals (if any) for term paper topics or research areas and publishes the information along with the Guidelines for preparation and processing the term papers on the program website.

2.5. Students may propose a topic of their own or choose one of the topics from the list.

2.6. Students may choose any member of the faculty of the Program as their term paper supervisor, subject to this member's consent.

2.7. Term paper topics are assigned to students upon their personal requests submitted by the LMS system by November 15-th, 2019.

2.8. 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 are not suited 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.

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

2.10. Students may submit a new request for the term paper topic to the Programme Office. The Academic Council must approve the final list of term paper topics and supervisors no later than 5 working days after supervisor's approval.

2.11. 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 15 of the current academic year.

2.12. If students fail to choose a term paper topic by the deadline, or if their topic is declined by the Academic Council, they are facing academic failure. Such students may select their term paper topic during the extension period – from the start of the Module 3 to the end of the retake period for Modules 1 and 2. If the new topic is selected on time and approved by the Academic Council, academic failure is waived.

3. TERM PAPER SUPERVISION

3.1. Term paper supervisors appointed by the Dean's directive are responsible for direct supervision of term paper preparation.

3.2. Term paper supervisors have the following duties:

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

- Help students choose appropriate research methodology;

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

- Notify the Program Academic Supervisor and Program Office if students are behind the schedule;

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

3.3. 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.

3.4. Supervisors assess quality of term papers against fixed requirements. They must fill in a special form (see Appendix 5) where they put their review and grade for the term paper.

3.5. Term paper supervisors must draw up an official memorandum to notify the Program Academic Supervisor and the Dean of plagiarism and any other violations of academic code of ethics committed by students.

4. CHANGING TERM PAPER TOPIC AND SUPERVISOR

4.1. Requests to change the term paper supervisor signed by both supervisors and addressed to the Program Academic Head may be submitted to the Program Office no later than 2 months before the date of submission of the final draft of research proposal.

4.2. Requests to change the term paper topic or title signed by the supervisor may be submitted to the Program Office no later than thirty days before the date of submission of the final draft of research proposal.

4.2. Changing term paper topics or supervisors must be authorized by the Program Academic Supervisor and Academic Council within the terms mentioned in Clause 4.1.

5. TERM PAPER PREPARATION RESTRICTIONS

5.1. Students must prepare term papers as prescribed by the Guidelines on Term Paper Writing for Students of MA Program in Applied and Interdisciplinary History “Usable Pasts” (approved by the Master Program’s Academic Council on August 26, 2019).

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

5.3. Term papers are not subject to external review.

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

6. TERM PAPER CONTENT AND STRUCTURE

6.1. Term Paper (MA Research Proposal) must be a structured, 40 000 to 80 000 character-long (with spaces), presentation of student’s research project.

6.2. Formal requirements (except the structure) and reference style for footnotes and bibliography for this work are the same as for the MA Thesis (Chicago style).

6.3. The text must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources).

6.4. The structure of the term paper’s content must include the following main sections:

- title page with student name, title of the research project, and name of research supervisor

- abstract of the research project
- aims of the proposed research
- historiography
- methodology
- student background and skills
- proposed MA Thesis structure

- summary of project's contribution
- bibliography (use Chicago style)

6.5. Title Page should have the full title of the term paper, the student's name, the department and name of the university, the supervisor's name, the place of submission, and the year of submission.

6.6. Abstract of the research project is a short introduction which reflects the overall scope and importance of your project and specifies the time period and geographical scope of the research.

6.7. Aims of the proposed research must reflect:

- (1) broader aims of the project
- (2) student's specific research question/hypothesis or research objective.

6.8. The section "Historiography" must be not less than two thirds of the length of the whole document. It must reflect the state of the field relevant to the project and analysis of the questions which have not been studied in depth so far. The student should develop this section to the condition suitable to be used as a first version of the relevant chapter of the future MA Thesis.

6.10. The section "Methodology" should include:

- (1) detailed description of the historical sources on which the MA Thesis will potentially be based
- (2) analysis of feasibility of the proposed project made on the basis of its aim and available sources.
- (3) description of research tasks which are needed for achieving the aims of the research.

6.11. In the section "Student background and skills" information on student's training (such as student's language competence, technical skills, previous research and any other relevant experience) and skills to be developed in order to carry the project (such as language learning, work with material artefacts, oral history materials) must be provided. The description of any work student has already done on his project, and/or the way how the project relates to his prior research may also be presented in this section. If student is collaborating with other academic colleagues, their role in the project and the nature of collaboration must be described.

6.12. In the section "Proposed MA Thesis structure" a preliminary contents page of student's future MA Thesis must be provided.

6.13. In the section "Summary of project's contribution" the author must focus on description of contribution which the presented research project makes to theory in history and/or related disciplines. The broader relevance of the project beyond its specific regional or chronological frames must be indicated. A successful proposal will emphasise the contribution that the proposed research will make, not only to the specific area of research being addressed, but also to the broader field of inquiry. Academic areas other than history that student will engage with during this project (i.e., history of art, social theory, political theory, philosophy, anthropology) must be indicated.

7. FORMATTING OF THE TERM PAPER

The term paper should be computer printed on white A4 paper in Times New Roman 12pt, 1.5 space intervals, either single-sided or double-sided. Single spacing should be used for block quotations, footnotes, and bibliography.

Margins should be 2.5 cm on all sides. Paragraphs should be indented, or an empty line left between paragraphs. Pages should be numbered at the bottom in the centre using Arabic numerals starting with the first page of the first page of the introduction.

Each chapter should start on a new page.

8. TERM PAPER SUBMISSION

8.1. The students should submit a printed and filled in Term Paper Topic and Supervisor application form (Appendix 1) to the program manager on 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.

8.2. Students must upload a .doc, .docx or .pdf file with the final text of their term paper through their personal profiles in the LMS no later than 23:59 of June 16.

8.3. 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.

8.4. 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 8.1 or Clause 8.2) constitutes academic failure that can be remedied in autumn of the subsequent academic year, following the procedures established at HSE.

9. TERM PAPER REVIEW AND DEFENSE

9.1. Term paper defense takes place each academic year during the period June 20-25.

9.2. Defense dates and Board composition are stipulated by the Dean's directive.

Defense is held in the presence of the Dissertation Board of at least three faculty members, research fellows or doctoral students of HSE, including one supervisor of the given term paper. Faculty members from other HSE faculties and subdivisions who wish to participate may be appointed to the Board.

9.3. The Program Office and IT Assistant 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.

9.4. Each term paper defense is a public event. The Program Office must publish defense dates on the program website at least one week in advance.

9.5. Results of a term paper defense are reflected in the Board minutes. Chair of the Board is responsible for the Board's operation and minutes preparation. The Chair is appointed by the Program Academic Supervisor jointly with the members of the Academic Council of the Program.

9.6. 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.

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

9.8. 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.

9.9. Each term paper must go through the Antiplagiat (Антиплагиат) 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.

9.10. 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*.

10. GRADING, RE-EXAMINATION AND APPEAL

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

10.2. In addition to the grade the supervisor also gives detailed feedback according to the approved form (Appendix 5).

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

10.4. 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.

10.5. Final grades for term papers are entered into student performance records by respective supervisors in the end of June.

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

10.7. In the case where the coursework 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 coursework in the next module. The coursework topic can be modified upon consultation of the coursework supervisor and program academic supervisor. In order to change the topic student must submit a new request signed by their term paper supervisor and addressed to the Program Academic Supervisor before the end of the current academic year. The student may resubmit the coursework only once.

10.8. The student may contest the grades for the coursework 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.

11. TERM PAPER STORAGE

The Study Office of the Master's program stores copies of coursework for 2 years (either in the form of hard copies or electronic files).