Санкт-Петербургский филиал
Федеральное государственное автономное образовательное учреждение высшего образования
"Национальный исследовательский университет "Высшая школа экономики"

Факультет Санкт-Петербургская школа наук и искусств

Утверждена Советом факультета
Санкт-Петербургская школа гуманитарных наук и искусств
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Председатель
_____И.Ю. Щемелева
«____» _____2019 г.

Правила подготовки выпускной квалификационной работы студентов, обучающихся на образовательной программе «Прикладная и междисциплинарная история», направления подготовки 46.04.01 «История» подготовки магистров

Согласовано

«14» октября 2019 г.

Академический руководитель ОП «Прикладная и междисциплинарная история»

Н.В. Ссорин-Чайков _____
подпись

GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MA DISSERATION (THESIS) AT MA PROGRAM IN APPLIED AND INTERDICSIPLINARY 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 ON THE MASTER THESIS

1.1. The MA dissertation, or thesis, is a compulsory part of the curriculum of Master Program in Applied and Interdisciplinary History and is the most important component of a research degree. In the MA program in Applied and Interdisciplinary History «Usable Pasts» students have to choose between two formats of MA Thesis:

- an academic MA Thesis in the form of research paper of publishable quality;
- an applied MA Thesis in the form of a project developed to a stage suitable for practical use by a museum, the media, a tourist firm, an NGO or another professional user.

1.2. According to the Program's curriculum thesis submission falls on Module 4 during the 2nd year of study. The submission and defense of the thesis have a combined value of 24 ECTS.

1.3. MA thesis should be a work of independent research reflecting one's ability:

- formulate a problem or research question,
- undertake and complete a piece of independent research and analysis,
- collect, analyze and interpret historical sources,
- adequately use the methodology or theoretical framework relevant to the research question and historical sources,
- demonstrate knowledge of the historiography and other analytical traditions relevant for the chosen subject,
- produce an academic text with appropriate structure and idiomatic use of language,
- discuss coherently the outcome of the research, its relevance for the public, possible implications and applications for non-academic spheres (where applicable).

1.4. An MA thesis accepted to the defense at the MA program in Applied and Interdisciplinary History «Usable Pasts» should be a piece of publishable quality.

1.5.

2. SELECTION AND APPROVAL OF MASTER THESIS TOPIC

2.1. The supervisor of student's MA thesis may be either a HSE staff member (from any department) or an academic from outside of HSE (for example from the organization where student had the internship). In case student has an external supervisor HSE should appoint a curator from the HSE staff. The supervisors and curators should held PhD or Candidate of Sciences or Doctor of Sciences degrees.

2.2. Student submit the Thesis Topic and Supervisor via LMS system not later than November 15-th of the 2d academic year.

2.3. 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 Academic Council may recommend that the student makes changes to the topic. The order is prepared by December 15 of the 2d academic year.
2.4. The student may request a supervisor change no later than 2 months before the date of submission of the final draft of MA Thesis. (Appendix 1)
2.5. The student may request a subject of the Thesis change no later than 30 days the date of submission of the final draft of MA Thesis.

3. THESIS SUPERVISION AND SUBMISSION

3.1. The student and the supervisor agree on the time schedule for thesis completion. According to HSE regulations the main elements are:
• Thesis Research proposal (equal to the term paper) which is prepared and defended by the student during the 1st academic year [1];
• Submission of a first version by April 3 of the 2nd academic year and feedback on it by the supervisor in 1 week after submission;
• Final text submission of the thesis to the supervisor and the external reviewer by May 22;
• "Turnitin" (or relevant English-language anti-plagiarism software) text check-up by May 24 and attached to the thesis;
• Feedback from the external reviewer and the thesis supervisor no later than 5 days before the thesis defense;
• Thesis defense on the second week of June of the 2nd academic year.
3.2. It is the student's responsibility to ensure that the thesis meets the standards described in Clause 1.3, and the duty of the supervisor and department to ensure that the student takes the necessary steps to meet these requirements.

4. THESIS CONTENT AND STRUCTURE

4.1. General requirements
4.1.1. MA thesis is a structured, 60 000 to 120 000 characters-long (with spaces), It is preceded by writing the MA research proposal in the first year of MA studies.
4.1.2. The MA thesis submitted to the defense at the MA program in Applied and Interdisciplinary History "Usable Pasts"' should be written in English. Words and phrases in other languages, such as 'videlicet' or 'raison d'état' should be put in italics. Titles of the bibliography entries should appear in their original language, however, titles in Cyrillic should be transliterated according to the Library of Congress style in parentheses.
4.2. Thesis content
4.2.1. The thesis must include substantial original content produced by the student, including an obligatory and profound empirical part as core of the thesis.

[1] See: Guidelines for preparation, defence and processing of term paper (MA research proposal) at MA program in applied and interdicsiplinary history «Usable Pasts» (approved by Resolution of Master Program's Academic Council on August 29, 2017).

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

4.3. Thesis structure

4.3.1. Sections of the thesis should be ordered in the following way:

- Title page (Appendix 2)
- Abstract (between 300 and 500 words), including a statement of the problem, the methodology used, and the major findings
- Acknowledgements
- Table of contents with chapter headings, section headings and sub-headings
- List of Figures, Tables or Illustrations
- Tables of measures (where applicable)
- List of Abbreviations
- Body of the thesis
- Bibliography
- Appendices, e.g. formulae, maps, diagrams, interview (where applicable)[2]
- Glossary of special technical words or acronyms (where applicable)

4.3.2. MA Thesis should be submitted in one single file.

4.3.3. The thesis 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.

4.3.4. The title page should have the full title of the thesis, the student's name, the department and name of the university, the supervisor's name, the place of submission, and the year of submission.

4.3.5. The thesis should be structured into logical chapters with an introduction and a conclusion, which do not count as chapters.

4.3.6. The bibliographic citations are provided in the footnotes, supplemented by a final bibliography. The final bibliography must include all works cited in the footnotes throughout the text.

4.3.7. The quotation style is one and the same for both research proposals and MA theses submitted to the defense at the MA program in Applied and Interdisciplinary History «Usable Pasts». It is the same for the footnotes and the final bibliography and should be made according to Chicago style http://www.chicagomanualofstyle.org/tools_citationguide.html

5. GRADING, RE-EXAMINATION AND APPEAL

5.1. According to the HSE regulations, the final grade is awarded by the State Examination Committee which consists of no less than 3 members of HSE faculty and 3 external members, the members should include representatives of potential employees. A Head of the Committee should not be a member of HSE faculty. The Committee considers the grade by the thesis supervisor and the opinion by an external reviewer (who must not hold a position at HSE) but are not bounded by them. The Committee also considers the quality of the oral defense of the student.

[2] Applied theses may have numerous non-paper appendices – PC data, software, or audio-visual material.

5.2. The student must submit a hard copy and an electronic file of the completed thesis to the thesis supervisor, the external reviewer and the Master's program manager. The report from the "Turnitin" or other relevant anti-plagiarism software should be attached.
5.3. The thesis supervisor and the external reviewer assess the final version of the thesis on a ten-point scale and also give more detailed feedback according to a review template (Appendix 3).
5.4. The final grade will be given by the dissertation committee, which will base its decision on the supervisor's grade, the reviewer's grade and the grade for defending the thesis before the committee. (Appendix 4) Special attention will be paid to the following criteria:
• Adequacy of thesis topic and the contents of the research, both of which should lay clearly in the field of comparative sociology
• Fulfillment of goals and objectives of the research project
• Originality and novelty of the thesis
• Adherence to professional ethics and citation standards
• Level of student's personal contribution into the topic development
• Thesis formatting
5.5. In the case where the thesis is graded less than 4 on a ten-point scale the student will not get awarded ECTS points. The student is expected to resubmit the thesis in the next module. The student may resubmit the thesis only once.
5.6. The student may contest the grade for the thesis 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.

6. FORMATTING OF THE MA THESIS

Text format
1. Headings of sections
• Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes.
• Times New Roman 16, bold, aligned left, not numbered.
• Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1, 2, etc.).
2. Headings of sub-chapters and sub-sub-chapters
• Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).
3. Paragraphs
• Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.
4. Main text:
• Times new Roman 12, spaced 1.5
Block quotations
• Times New Roman 11, single-spaced, justified, each line indented left.
5. Footnotes
• Times New Roman 11, single-spaced, aligned left, no first line indentation.
6. Page numbers
• All the pages of the file should be counted and listed.

7. Margins
• Left – 3 cm, right – 1 cm.
• Bottom, top – 2 cm.
8. Bibliography
• Entries should be categorized and alphabetized.
• Times New Roman 12, aligned left, single-spaced with spacing between each entry and the next one.
• No first line indentation, no numbering, no bullet points.
9. Page numbering
• Page numbers start from the Table of Contents (page 2) and end with the Bibliography.
• Appear at the bottom of the page, centered.
10. Page break between sections
• Page break between sections, e.g. between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations, list of tables, list of figures and Introduction, between the Introduction and the Main Body, between the Main body and the Conclusion, between the Conclusion and the Bibliography, between the Bibliography and the Appendixes or Annexes (if included).
• Page break at the end of each chapter (i.e. start each chapter on a new page) is required.

7. MASTER THESIS PAPER STORAGE

The Study Office of the Master's program stores copies of MA Thesis in the form of hard copies and electronic file.

Appendices

to the Rules of the preparation of the master's thesis

Appendix 1

TO:
Academic Supervisor of the Master Program in
Applied and Interdisciplinary History «Usable Pasts»
Nikolai V. Ssorin-Chaikov
(full name)

FROM:
_____
(full name)
_____
_____
Year ___ student, group No.____

Request

I hereby request to change the supervisor of my thesis
_____
_____
(title in English)
_____
_____
(title in Russian)

from _____
_____
(full name, academic degree, position, subdivision of the current supervisor)
_____
_____
to _____
_____
(full name, academic degree, position, subdivision of the new supervisor)

_____
(Student's signature)
"___"_____ 202_

_____
(Supervisor's signature)
"___"_____ 202_

_____
(New supervisor's signature)
"___"_____ 202_

Appendix 2

FEDERAL STATE EDUCATIONAL INSTITUTION

OF HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

Saint-Petersburg School of Arts and Humanities

Department of History

Last name First name Middle name of the author

name of the topic of the master's thesis

Master's thesis

In the field 'History'

Educational programme Applied and Interdisciplinary History "Usable Pasts".

Saint Petersburg 2019

Appendix 3

Example of the form of the report of the supervisor of master's theses written in a research format

Federal State Educational Institution of Higher Education

'National Research University Higher School of Economics'

Saint-Petersburg School of Arts and Humanities

Department of History

Report of the supervisor on the master's thesis

Student_____

Last name, first name, middle name

Of the 2nd year of the educational programme Applied and Interdisciplinary History "Usable Pasts"

On the theme: '_____'

_____
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_____
_____

Scientific advisor

Scientific degree, position,

Faculty/department

(Place of work)_____ /signature/_____Initials Last name

Date

Appendix 3

Example of the formulation of the review

Federal state educational institution of higher education National Research University ‘Higher School of Economics’

Saint-Petersburg School of Arts and Humanities

Department of History

Review

of the master’s thesis

Student_____ ,

Last name, First name, Middle name

2nd year, educational programme ‘Applied and Interdisciplinary History “Usable Pasts”.’_____

on the theme:

‘_____

_____’

Please characterise:

- **The general characteristics of the thesis:** the presence of a research question; the clarity of the formulation of the problem and hypotheses of the research; the correspondence of the research question to the topic of the thesis; the discussion of the topic, the completeness of the presentation of the material on the topic; the logic of the thesis and its correspondence to the tasks of the research

- **The methodology and methods:** the appropriateness and justification of the methods; the correspondence between the methods of the thesis, the research question and the tasks of the thesis

- **The theoretical and empirical foundation of the thesis**: the thoroughness of the discussion of relevant theory; the quality of the discussion about the condition of the

research question; the use of appropriate data sources.

- **Conclusions:** to what extent the conclusions and recommendations are justified based on the empirical results; the credibility of the results
- **Formatting:** the thesis's correspondence to academic standards in style and use of terminology
- **Strong points and weak points of the thesis**
- **Whether the thesis should be admitted to defence**
- **Recommended evaluation on a five-point and ten-point scale**

Reviewer

Scientific degree, position,

Place of work_____ /Signature/_____Initials Last name

Appendix 4.
Assessment criteria for master's thesis evaluation

	This part weight 80%						
	25%	30%	30%	30%	30%	30%	25%
Assessessment criteria[1]	1. Purpose, planning and problems of the thesis - choice, specification and justification of topic - definition and usage of concepts - presentation of problems and hypotheses - scientific significance, novelty value and innovativeness of the thesis	2. Familiarization with literature - knowledge of the subject area and critical use of sources	3. Research methods - choice of research approach - data collection - suitability and use of methods	4. Research results - presentation - use of tables and figures	5. Discussion and conclusions - evaluation of the strengths and weaknesses of the research - research ethics	6. Structure and coherence of the thesis. Linguistic form and final polishing of the text	7. Student's learning process: studying and working methods, selfdirection
Sufficient 4	The purpose of the study is unclear or the topic has been insufficiently specified. The justifications for topic choice are insufficient. The research problems or hypotheses have been insufficiently defined.	The literature is limited, secondary or only partly relevant. Limited use of scientific publications. Familiarization with the literature is insufficient or superficial, and source synthesis2 is missing. Definition of concepts is insufficient or their use inconsistent.	The suitability of the research frame and methods in relation to the purpose of the study is weak. The methods have been described inaccurately. Their use is insufficient and inconsistent. *The chosen method is not wholly suitable for the purpose of the study, and the choice of method is insufficiently justified.	The way of presenting results is limited, and relevant results are not distinguished from irrelevant. Presentation is somewhat unclear and unorganized. There are technical limitations in e.g. tables and figures. The interpretation of results is narrow, superficial, and only answers some of the research problems.	Discussion and conclusions are narrow and superficial. The research problems are not exactly answered. Discussion is not in line with the results. Comparison of the results to previous research data is insufficient. Critical evaluation of the study is missing or superficial.	The content of the study is mainly unorganized. The text is illogical, contains lots of colloquial expressions, and is hard to read. The finishing of the work is insufficient.	To some extent the student lacks initiative in his/her own work
Satisfactory 5	The purpose of the study is clear, but	The sources have been chosen in	The methods used are basic, and	The results provide solutions to	Discussion is superficial but mainly	The structure of the work is	The student is active but not able to

	the justifications for topic choice are superficial and partly illogical. The research problems or hypotheses are intelligible.	line with the topic, and some scientific publications have also been used as source materials. Critical use of sources and source synthesis2 are partly insufficient. The essential concepts have been defined	the volume of data is limited in relation to the purpose of the study. The description of methods is intelligible. Ethical principles have been presented superficially. *The choice of research method and research frame is mechanistic and the justifications superficial.	research problems, but their presentation is narrow and partly unclear and formulaic. *In a qualitative study, it is difficult to follow the relationship between interpretations and authentic material.	in line with the results. The results have been discussed, to some extent, in relation to previous literature. The study makes an effort to critically evaluate the results.	illogical in places and contains partly unfinished text.	sufficiently utilize the supervision provided for him/her.
Good 6-7	The purpose and problems of the study are clear and justified. The topic has been successfully specified. The study is primarily a thesis, and does not significantly contribute to the field.	The source material is relevant to the topic, fresh, and the majority of the sources are scientific publications. The work demonstrates some source criticism and source synthesis[2] . The background theory sufficiently justifies the purpose and problems of the study. The use of concepts is fluent and consistent.	Suitable basic methods have been chosen for the research problems, and they have been used duly. A sufficient amount of research material has been used in relation to the research task. The research process has been implemented faultlessly. Ethical issues have been considered sufficiently.	The results have been presented clearly but conventionally. Tables and figures are faultless and support the interpretation. *data has been comprehensively analysed. The results have been presented in an organized way and on the basis of authentic material.	The discussion and conclusions are anchored to the main results. Discussion may still contain some incomplete and unorganized parts. The results are presented in relation to earlier literature and theoretical view-points, but argumentation is mainly declaratory.	The structure is clear and consistent, and the research process is easy to follow. The text is written with an appropriate academic style and register.	The student has been active and committed to his/her work.
Very good 8	The research topic is significant for the discipline. The research task and problems are	The source material is based on scientific and original publications and is appropriate	The reliability of the method has been evaluated on the basis of previous studies. The	The results have been presented in an organized manner, faultlessly and illustratively	Discussion is a harmonious, welljustified entity, in which the main results are clearly	The structure is clear and logical, and the research process is easy to follow. The	The work process has been self-directed and fluent

	clear and carefully justified.	to the theme of the research task. The use of sources demonstrates familiarity with the studied phenomenon. The background theory has a strong, logical connection to the research task and problems, as well as to the method choice and methodological solutions.	research methods are challenging and have been used successfully. Ethical issues have been carefully examined.	. The essential results can be found easily. Figures and tables support the interpretation of results particularly well. *data has been carefully analysed and the synthesis is convincing. The interpretation of results is credible and easily traceable to authentic material.	highlighted. The results are presented in relation to previous studies in a versatile manner. The strengths and weaknesses of the work have been evaluated in a critical way that develops the author's own work.	text is written with a fluent academic style and register and is easy to read.	
Excellent 9-10	The study is interesting and significant for the discipline. The topic is exceptionally challenging. The work contributes significantly to the field.	The literature is essentially related to the theme of the research task and problems, and it consists of high-level scientific and original publications. Literature is also evaluated and analysed with regard to the degree of reliability in the studies and the observations made in them[3].	The research methods are reliable and have been evaluated by the student. The methods are demanding and have been successfully mastered in the work.	The results have been presented in an interesting, clear and organized way. The text and figures/tables constitute a harmonious entity, which allows a more profound interpretation.	Discussion, as well as the entire work, reflects scientific thought and a critical insight into the matter. The strengths and weaknesses of the study have been discussed from the perspective of scientific criteria.	Language in the study is of a high quality.	The student has demonstrated initiative in his/her work, and the process represents a critical and personal view of developing one's own scientific working.

Assessment criteria for presentation evaluation

This part weight 20%			
Category	Scoring Criteria	Total Points	Score
Organization (1.5 points)	The type of presentation is appropriate for the topic and audience	0.5	
	Information is presented in a	0.5	

	logical sequence.		
	Presentation appropriately cites requisite number of references	0.5	
Content (4.5 points)	Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation.	0.5	
	Technical terms are well-defined in language appropriate for the target audience.	0.5	
	Presentation contains accurate information	1	
	Material included is relevant to the overall message/purpose	1	
	Appropriate amount of material is prepared, and points made reflect well their relative importance.	1	
	There is an obvious conclusion summarizing the presentation.	0.5	
Presentation (4 points)	Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).	0.5	
	Speaker uses a clear, audible voice	0.5	
	Delivery is poised, controlled, and smooth.	0.5	
	Good language skills and pronunciation are used.	0.5	
	Visual aids are well prepared, informative, effective, and not distracting.	0.5	
	Length of presentation is within the assigned time limits.	0.5	
	Information was well communicated.	1	
Score	**Total Points**	**10**	

[1]The requirements provided for the lower levels also apply to the higher levels
[2]Source synthesis refers to the critical evaluation of the sources used in the work, and comparing, concluding and interpreting the data in them.
[3]In systematic literature reviews, this is paid attention to even in the lower grades.