The Government of the Russian Federation

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

St. Petersburg Branch

St. Petersburg School of Economics and Management

GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER

MASTER’S PROGRAMME “MASTER IN INTERNATIONAL BUSINESS”

Area of Studies: 38.04.02 «Management»

Level: masters

Recommended by Academic Supervisor of the Master’s programme “Master in International Business”

D.A. Trubnikov \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “12” October 2020

Approved by the Academic Council of St. Petersburg School of Economics and Management

Dean: Rogova E.M. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “15” October 2020

Minutes: No. 8.3.2.4-09/20 dated 15 October 2020

St Petersburg, 2020

GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER AT MASTER’S PROGRAMME “MASTER IN INTERNATIONAL BUSINESS”

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

2.1. The Term Paper (TP) is a structured research paper on the issues directly related to the International Business sphere. It should be 8 000 to 12 000 words in length (for group term papers the length should be 12 000 to 15 000 words).

2.2. There are two main TP formats:

- academic format, when research focuses at obtaining new or extending existing knowledge about particular international business phenomena;

- consulting project format, when study aims to solve a practical task for a particular company, what results in development of practical recommendations.

2.3. In the case of the academic format, the structure of TP’s content must include the following main sections:

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

- abstract of the paper and the list of key words (up to 6 words or phrases). The abstract should be no less than 150 words and should not exceed 300 words;

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

- literature review;

- methodology, including methods of data sampling or data collection;

- main results and their discussion;

- contribution of the paper to the theory and its possible practical implications;

- references (in APA style; the provisional template is provided in Appendix B).

2.4. In the case of the consulting project format, the structure depends on the particular tasks of the project. Regardless of the problem solved by the consulting project, TP must contain a theoretical part and explain its novelty and practical significance for general cases.

2.5. The text of TP must be structured according to the sections detailed in 2.3 - 2.4 above. Each part should have an appropriate heading. All headings should use initial capitals only.

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

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

TP can be also prepared with LaTeX. In this case, the student must approve the template with the Study Office at least thirty days before the date of submission of the final draft of the term paper.

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

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

2.9. Use footnotes if necessary, endnotes are not permitted.

2.10. For citations in the text the name and year (separated by comma) in parentheses format should be used (Some examples are presented in Appendix B).

1. SELECTION AND APPROVAL OF TERM PAPER TOPICS

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

3.2. The faculty places the provisional topics in the LMS directory. Students also may place their proposals in the LMS directory. The study office coordinates these activities and makes the list of TP topics available for Academic Supervisor of the Programme.

3.3. Students may choose any member of the faculty of the Program as their TP supervisor, subject to this member’s consent. One supervisor may supervise up to six term papers per academic year. Exemptions from this rule consider specially by Academic Council (or Academic Supervisor) of the Programme.

3.4. TP topics are assigned to students upon the approval of their applications via LMS by the respective TP supervisors and Academic Supervisor of the Programme or alternatively upon the submission of their personal requests to the Study Office. The request must include the TP topic both in Russian and English (for Russian-speaking students) or only in English (for non-Russian speaking students) and be signed by the respective TP supervisor. A template request for approval of the TP topic is provided in Appendix C.

3.5. Applications must be approved by the TP supervisor via LMS or alternatively personal requests signed by the TP supervisor must be submitted to the Study Office no later than November 20 of the current academic year.

If students fail to choose a TP topic by the given deadline, they are facing academic failure which must be remedied during the subsequent retake period (until 15 February of the current academic year).

3.6. The Academic Council (or Programme Academic Supervisor) must make a decision on the the list of TP topics and supervisors within five business days. Some TP topics may be declined by the Academic Council (or Programme Academic Supervisor) 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 (or Programme Academic Supervisor) must also provide a justification for the decision and recommendations on how to adjust the topic.

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

3.8. Students must submit a new request for a TP topic to the Study Office by early December. The Academic Council (or Programme Academic Supervisor) must approve the final list of TP topics and supervisors no later than December 10.

3.9. Upon the approval of the chosen topic by the Academic Council (or Academic Supervisor) of the Master’s program, the program manager issues a directive on the topic and supervisor for each student. The directive is prepared no later than December 15 of the current academic year. The information on timing is presented in Appendix D.

4. TERM PAPER SUPERVISION

4.1. TP supervisors appointed by the directive are responsible for direct supervision of TP preparation.

4.2. TP supervisors have the following duties:

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

- Help students choose appropriate research methodology;

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

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

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

4.3. Term paper supervisors are entitled to:

- Select a suitable mode of interaction with students, in particular, agree on the TP 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 TP 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 students’ term papers.

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

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

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

5. TERM PAPER PREPARATION RESTRICTIONS

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

5.3. TPs may be subject to external review.

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

6. TERM PAPER SUBMISSION

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

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

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

7. TERM PAPER REVIEW AND DEFENSE

7.1. Term paper defence takes place each academic year during the period June 20-30.

7.2. Defence dates and Board composition are set by the Programme Academic Supervisor. Programme Academic Supervisor is the chair of the board.

7.3. Defence is held in the presence of the Defence Board of at least three faculty members or research fellows of the School of Economics and Management. The Programme Academic Supervisor may also invite external members to the Defence Board (from other universities or business representatives).

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

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

7.5. Results of a term paper defence are reflected in the Board minutes. The Chair of the Board is responsible for the Board’s operation and minutes preparation.

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

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

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

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

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

8. GRADING, RE-EXAMINATION AND APPEAL

8.1. The final grade is made up of 1) the grade of the thesis supervisor (20%), 2) the grade for oral defence of the term paper (80%).

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

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

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

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

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

8.7. In the case where the term papers graded less than 4 on a ten-point scale the student will not get ECTS’s awarded. The student is required to resubmit the term paper in the autumn retake period. The term paper topic can be modified upon consultation of the term papersupervisor and Programme Academic Supervisor. In order to change the topic, the student must submit a new request signed by their term paper supervisor and addressed to the Programme Academic Supervisor not later than one month before the retake. The student may resubmit the term paper only once.

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

9. TERM PAPER STORAGE

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

***Appendix A.***

*Template for a Title List*

The Government of the Russian Federation

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

St. Petersburg Branch

St. Petersburg School of Economics and Management

AUTHOR’S NAME[[1]](#footnote-2)

TERM PAPER’S TITLE

Term paper

Area of studies *38.04.02 «Management»*

Master Programme “Master in International Business”

|  |  |
| --- | --- |
|  | Research Supervisor  academic degree, position, department  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |

Saint Petersburg - 2020

***Appendix B***

Provisional Template for References

**Citations in the text** (some examples)**:**

The European approach has been studied from various perspectives (see, e.g., Hancher and Larouche, 2013).

The idea was explained by Littlechild (2018).

For Austrian economists, the market is a permanent process of entrepreneurial discovery (Sautet, 2010).

**References**

**Journal articles**

Littlechild, S. (2018). Regulation and the nature of competition. *Journal of Air Transport Management*, *67*, 211–223.

Ostrom, E. (2008). Institutions and the environment. *Economic Affairs*, *28*(3), 24–31.

**Books or chapters:**

Hancher, L., & Larouche, P. (2013). From a formalistic to an integrative model: The case of EU economic regulation. In *National Legal Systems and Globalization: New Role, Continuing Relevance*. TMC Asser Press, The Hague, The Netherlands.

Sautet, F. (2010). The competitive market is a process of entrepreneurial discovery. In P.J. Boettke (ed.) *Handbook on Contemporary Austrian Economics*. Edward Elgar Publishing.

**Sources in Russian language**[[2]](#footnote-3):

Auzan, A. A. (2017). Razvitie i “koleja” zavisimosti [Path dependence problem and possibilities of its overcoming]. *World Economy and International Relations*, *61*(10), 96–105.

Shastitko, A. Y., & Pavlova, N. S. (2019). Uslugi V Komplekse: Opredelenie Produktovyh Granic Rynka V Mobil’noj Svjazi [Complex services: Product market definition in mobile communications]. *Ekonomicheskaya Politika*, *14*(4), 120–141.

***Appendix C***

Template Request for Approval of Term Paper Topic and Supervisor

TO:

Academic Supervisor of the Master’s Programme

“Master in International Business”

Dr. Dmitrii Trubnikov

FROM:

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

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

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

(student’s full name)

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

Group No.

**Request**

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

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”(topic in Russian)

and to appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

as my term paper supervisor.

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

*(student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

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

*(supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

***Appendix D***

|  |  |  |
| --- | --- | --- |
| **Stage** | **Responsible entities** | **Period** |
| Collection of topic proposals | Departments, research centres and Study Office | **September, 10 – October, 13** |
| Approval of topics by the Academic Supervisor | Academic Supervisor and Study Office | **October, 14** |
| Information on topics published in LMS directory | Study Office | **Before October, 15** |
| Collection of topic proposals from potential employers and students | Departments, research centres and Study Office | **Before November, 10** |
| Selection of topics by students | Study Office | **Before November, 20** |
| Approval of the list of topics and supervisors by Programme Academic Supervisor | Academic Supervisor, Study Office | **Before November, 25** |
| Issuing of the directive | Director, Dean, Academic Supervisor, Study Office | **Before December, 15** |
| Topic change/clarification | Director, Dean, Academic Supervisor and Study Office | **Not later than 1 month before the final version submission** |

***Appendix*** E

Supervisor’s Review Template[[3]](#footnote-4)

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

St. Petersburg Branch

St. Petersburg School of Economics and Management

Supervisor Review of the Term Paper

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

*(student’s full name)*

student of Master’s Programme “Master in International Business”, group \_\_\_\_\_\_\_\_\_\_\_\_

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

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

Overall Comments:

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

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

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

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_

***Appendix F***

Template Request for Change of Term Paper Topic

TO:

Academic Supervisor of the Master’s Programme “Master in International Business”

Dr. Dmitrii Trubnikov

FROM:

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

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

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

Student’s full name

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

Group No.

**Request**

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

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

(topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”(topic in Russian)

to“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

(topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”(topic in Russian)

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

*(Student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

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

*(Supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_

***Appendix G***

Template Request for Change of Term Paper Supervisor

TO:

Academic Supervisor of the Master Program in “Master in International Business”

Dr. Dmitrii Trubnikov

FROM:

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

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

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

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

Student’s full name

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

Group No.

**Request**

I hereby request to change the supervisor of my term paper

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”(topic 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)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

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

*(Current supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(New supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

1. Full name [↑](#footnote-ref-2)
2. For transliteration use special websites as <http://www.translit.ru/> [↑](#footnote-ref-3)
3. The external reviewer completes a similar form [↑](#footnote-ref-4)