**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**

**GUIDELINESFORPREPARATION, DEFENSE AND PROCESSING OF TERM PAPER**

**MASTER’S PROGRAMME “MASTER IN FINANCE”**

Area of Studies: 38.04.08 “Finance and Credit”

Level: masters

Approved by the Academic Council of Master’s programme “Master in Finance”

Chair: Rogova E.M. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “14” October 2020

Minutes dated 14 October 2020

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

Chair: 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 FINANCE”**

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 6 ECTS.
   3. According to the program’s curriculum, the term paper submission falls on Quarter 4 during the 1stacademic 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 Defense Board.
   5. The term paper is completed in English. It could be prepared individually or in small groups (up to 3 students).
2. **TERM PAPER STRUCTURE, CONTENT AND FORMAT**
   1. The term Paper is a structured paper in the format of an academic article. As a rule, it has 40 000 to 60 000 characters in length (including spaces) for an individual paper and 60 000 to 120 000 characters for a group paper. Term paper provides the foundation for the future master’s dissertation.
   2. The term paper may be completed in one of the following formats:

**Research** - the term paper should be based on empirical research that attempts to obtain new knowledge about the structure, properties or empirical regularities of the object of the research. Relevant types of analysis include treatment effects, the testing of hypotheses, and the testing of theoretical models. The term paper is focused on achieving various types of objectives, such as the following:

* an exploratory study with the objective of obtaining new knowledge about the structure, properties or empirical regularities of the object of the research
* research with the objective of testing scientific hypotheses, theories, models or concepts that could be applied to business organisations or business processes
* research with the objective of developing new scientific positions based on the generalisation of scientific theories, models, concepts, etc.

**Project-based** - developing a solution to a practical problem based on a comprehensive analysis of this problem. Project-based paper contains the analysis of a problematic situation, developing a set of tools that can be used to solve the challenges in this situation and making recommendations for how to use these tools to solve these challenges. With this format, the paper is required to have practical significance. This format may be used only if the project the paper is based on is proposed by someone from business (or applied research department) and is approved by both the student’s academic supervisor and the academic council of the programme.

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

- title page with student name(s), title of the research project, and name of 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). As a rule, the abstract has a length between 150 and 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;

- provisional methods of data sampling;

- preliminary results and their discussion;

- conclusion: the contribution of the paper to the theory and its possible practical implications; limitations of the study and the ways of their overcoming in the future research;

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

For the project-based paper, the following sections must be included:

- title page with student name(s), title of the project, and name of 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). As a rule, the abstract has a length between 150 and 300 words;

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

- literature review;

- analysis of the problem;

- tools for solving the problem;

- preliminary results and their discussion;

- recommendation proposed by the student(s);

- conclusion: practical implications of the term paper results; limitations of the study and the ways of their overcoming in the future research;

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

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

2.5. The term paper 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.

Format your paper, using bold and italics as appropriate. Do not use any formatted styles other than bullets or numbers where required for lists. The text may contain appropriate figures and tables.

2.6. 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.

2.7. Tables should be set as “Autofit to contents” and centered 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.

2.8. Use footnotes if necessary (Times New Roman 11 pt), endnotes are not permitted.

1. **TERM PAPERS PERFORMED BY GROUPS**
   1. A term paper may be developed by a group of students (two or three students). In this case, it is assumed that the term paper solves more significant problems than an individual paper. For example, multiple hypotheses can be tested, several models developed, the larger dataset collected. It is important to remember about the internal logic of the whole research if several students implement a paper together.
   2. If a term paper is written by a group, its length can be larger than the upper limit. As a rule, its length is between 60,000 and 80,000 characters, including spaces.
   3. The contribution of each member of the group should be clearly stated in the introduction to the term paper. If students are working together at all the sections and tasks of the term paper, it also should be stated in the introduction.
2. **SELECTION AND APPROVAL OF TERM PAPER TOPICS**

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

4.2. The faculty places the provisional topics in the LMS directory. Students also may place their proposals in the LMS directory. The Programme Office coordinates these activities and makes the list of term paper topics available for Academic Council.

4.3. Students may choose any member of the faculty of the Program as their term paper supervisor, subject to this member’s consent. One supervisor may supervise up to seven term papers per academic year. Exemptions from this rule consider specially by Academic Council.

4.4. Term paper topics are assigned to students upon the approval of their applications via LMS by the term paper supervisor and the Academic Director of the Programme or upon their personal requests submitted to the Programme Office. Requests must include term paper topics and be signed by the respective term paper supervisors. A template request for approval of the term paper topic is provided in Appendix C.

4.5. Applications must be approved by the respective supervisors via LMS or alternatively personal requests signed by the respective supervisors must be submitted to the Programme Office no later than November 20 of the current academic year.

4.6. The list of term paper topics and supervisors must be finalized by the Academic Council by November 25. 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.

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

4.8. Students must submit a new request for a term paper topic to the Programme Office. The Academic Council must approve the final list of term paper topics and supervisors no later than December 3.

4.9. The students should submit a printed and filled in Term Paper Topic and Supervisor application form (Appendix C) to the program manager during 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.

4.10. Upon the approval of the chosen topic by the academic council 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.

**5. TERM PAPER SUPERVISION**

5.1. Term paper supervisors appointed by the directive, are responsible for direct supervision of term paper preparation.

5.2. Term paper supervisors have the following duties:

- Advise students on shaping the final topic of their term paper, drafting term paper outline, 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 Programme Academic Director and Programme Office if students are behind the schedule;

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

5.3. 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 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.

5.4. 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.

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

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

**6. TERM PAPER PREPARATION RESTRICTIONS**

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

6.2. Term papers may be subject to external review.

6.3. 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.

**7. TERM PAPER SUBMISSION**

7.1. 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 defense.

7.2. 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 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.

**8. TERM PAPER REVIEW AND DEFENSE**

8.1. Term paper defense takes place each academic year during the period June 20-30.

8.2. Defense dates and Board composition are set by the Programme Academic Director.

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

8.4. The Programme 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.

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

8.6. The defense is organized as follows: up to 12 minutes for the presentation, and up to 8 minutes for the discussion (questions from the board and answers).

If a term paper is completed in group, the time for the presentation is extended to 20 minutes, and for the discussion to 10 minutes.

8.7. 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 Programme Academic Director jointly with the members of the Academic Council of the Programme.

8.8. 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.

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

8.10. 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.

8.11. Each term paper must go through the 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.

8.11. 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*.

**9. GRADING, RE-EXAMINATION AND APPEAL**

9.1. According to the HSE regulations, the final grade is made up of 1) the grade of the term paper supervisor (20%), 2) the grade for oral defense of the term paper (80%). Assessment criteria for the oral defense are enclosed in Appendix H.

If a term paper is completed by a group, the grades may differ within the group. If the authorship is stated separately, both grades may differ, in the other case, only the grades for the defense may differ, depending on the quality of students’ answers and their contribution to the presentation.

9.2. In addition to the grade the supervisor also gives detailed feedback according to the approved form (Appendix E). The grade and the review of the supervisor should be uploaded via LMS system at least, three days ahead the defense.

9.3 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.

9.4. 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.

9.5. Final grades for term papers are entered into student performance records by the Chair of the Defense Board in the end of June.

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

9.7. In the case where the term paper 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 term paper in the next quarter. The term paper topic can be modified upon consultation of the term paper supervisor and program 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 Director not later than one month before the retake. The student may resubmit the term paper only once.

9.8. 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.

**10. TERM PAPER STORAGE**

The Programme Office stores copies of coursework 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(S)[[1]](#footnote-1)**

**TERM PAPER’S TITLE**

Term paper

Area of studies *38.04.08 «Finance and Credit»*

Master Programme “Finance”

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

Saint Petersburg - 2020

***Appendix B***

**Provisional Template for References**

**References**

**Journal articles**

1 Langetieg, T. (1978), “An Application of a Three-Factor Performance Index to Measure Stockholders Gains from Mergers”, *Journal of Financial Economics*, vol. 6, pp. 365-384

2 Agrawal, A., and Jaffe, J.F. (2003), “Do Takeover Targets Underperform? Evidence from Operating and Stock Return”, *Journal of Financial and Quantitative Analysis*, vol. 38, no. 4, p. 721-746.

**Books or chapters:**

3. Auerbach, A. (1988), *Corporate Takeovers: Causes and Consequences*. University of Chicago Press, Chicago, United States.

4.Chen, K.C.W., Chen,Z., Wei,K.C.J. (2003), “*Disclosure, corporate governance, and the cost of equity capital: evidence from Asia’s emerging markets*”, Proceedings of the 3rd Asian corporate governance conference, Korea University and the Hong Kong University of science and technology.

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

5. Ovchinnikova T. I., Pakhomov A. I., Bulgakova I. N. Sovershenstvovanieorganizatsionnoistrukturypishchevykhpredpriiatiinaosnoveotsenkideiatel'nostipersonala [Improving the Organizational Structure of Food Companies Based on the Evaluation of Staff]. *Kadrypredpriiatiia*, 2005, no. 8, pp. 10–12. (In Russian).

6. Monitoring «Ob itogakhsotsial'no-ekonomicheskogorazvitiiaRossiiskoiFederatsii v 2014 godu» [Monitoring “On the Results of Socio-Economic Development of the Russian Federation in 2014”]. *MinekonomrazvitiiaRossii*, 2015, 6 February. Available at: http://economy.gov.ru/minec/ activity/sections/macro/monitoring/monitoring2014 (accessed 07.07.2015). (In Russian).

***Appendix C***

**Template Request for Approval of Term Paper Topic and Supervisor**

TO:

Academic Director of the Master’sProgramme

“Master in Finance”

Professor E.M. Rogova

FROM:

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

*(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***

**The Provisional Timing for the Selection and Approval of the Term Paper Topic**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Stage** | **Responsible entities** | **Period** |
|  | Collection of topic proposals | Departments, research centres and Programme Office | **September, 10 – October, 510** |
|  | Approval of topics by the Academic Council | Academic Director, Academic Council and Programme Office | **October, 9** |
|  | Informing the initiators on approved and declined topics | Programme Office | **One working day**  upon receiving the Academic Council’s decision |
|  | Topic changing and finalizing | Departments, research centres, Academic Director and Programme Office | **Three working days** upon information distribution. |
|  | Information on topics published in LMS directory | Programme Office | **Before October, 15** |
|  | Collection of topic proposals from potential employers and students | Departments, research centres and Programme Office | **Before November, 10** |
|  | Selection of topics by students | Students | **Before November 20** |
|  | Approval of initiated topics by the Academic Council | Academic Director, Academic Council and Programme Office | **Before November, 25** |
|  | Issuing of the directive | Director, Dean, Academic Director, Programme Office | **Before December, 15** |
|  | Topic change/clarification | Director, Dean, Academic Director, Academic Council and Programme Office | **Not later than 1 month before the final version submission** |

***Appendix*** E

**Supervisor’s Review Template**

**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(s) of Master’s Programme “Master in Finance”, group \_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Grade (on a 10-point scale)** |
| **1.** | Structure and logical organization |  |
| **2.** | Suitability of employed research methodology for stated goals and objectives |  |
| **3.** | Line of argument adopted to convey main ideas of the term paper |  |
| **4.** | Contribution to the existing knowledge/practical implications |  |
| **5.** | Grammar and formatting |  |
|  | Final recommended grade |  |

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’sProgramme“Master in Finance”

Professor E.M. Rogova

FROM:

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

*(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 Academic Supervisor of the Master’s Programme“Master in Finance”

Professor E.M. Rogova

FROM:

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

*(full name)*

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

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

Group No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request**

I hereby request to change the supervisor of my term paper

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from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(full name, academic degree, position, subdivision of the current supervisor)

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(full name, academic degree, position, subdivision of the new supervisor)

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

*(Student’s signature)*

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

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Current supervisor’s signature)*  “\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(New supervisor’s signature)*  “\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_ 20\_ |

***Appendix H***

**Assessment Criteria for the Oral Defense**

|  |  |
| --- | --- |
| **Grades** | **Assessment Criteria** |
| «Excellent» (8-10) | A well-structured, analytical presentation of term paper. Shows strong evidence and broad background knowledge. In a group term paper all members contribute equally and each contribution builds on the previous one clearly. Answers to follow-up questions reveal a good range and depth of knowledge beyond that covered in the presentation and show confidence in discussion. |
| «Good»  (6-7) | Clearly organized analysis, showing evidence of a good overall knowledge of the topic. The student of the term paper highlights key points and responds to follow up questions appropriately. In group presentations there is evidence that the group has met to discuss the topic and is presenting the results of that discussion, in an order previously agreed. |
| «Satisfactory» (4-5) | Takes a very basic approach to the topic, using broadly appropriate material but lacking focus. The presentation of term paper is largely unstructured, and some points are irrelevant to the topic. Knowledge of the topic is limited and there may be evidence of basic misunderstanding. In a group term paper, most of the work is done by one student and the individual contributions do not add up. |
| «Fail»  (0-2) | Fails to demonstrate any appropriate knowledge. |

1. Full name [↑](#footnote-ref-1)
2. For transliteration use special websites as <http://www.translit.ru/> [↑](#footnote-ref-2)