

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 "ARTS AND CULTURE MANAGEMENT"

Area of Studies: 38.04.02 "Management"

Level: masters

Recommended by the lecturer Aleksei Gorgadze and Associate Professor Elena Zelenskaya
_____ " ____ " _____ 20__

Approved by the Academic Council of Master's programme "Arts and Culture Management"

Academic Supervisor: Trabskaya J. _____ " ____ " _____ 20__

St.-Petersburg, 2021

DEFINITIONS AND ABBREVIATIONS

Academic Supervisor of a master's programme is the HSE academic staff member appointed by the Rector's directive and responsible for development, implementation and quality of the given degree programme.

Academic Council of a degree programme is the agency responsible for academic supervision of the given degree programme. If there is no Academic Council, its duties may be assumed by the Academic Supervisor of the degree programme.

FSC – final state certification

SEB – State Examination Board

Department/school is a structural unit of an HSE faculty or other subdivision delivering bachelor's, master's and specialist level programmes and employing faculty members.

Degree programme is a set of core educational characteristics (volume, scope, expected outcomes), administrative and teaching provisions and assessment methods presented as a curriculum, academic calendar, syllabuses for courses and other components, as well as assessment and teaching materials

HSE ES – educational standards for higher education set forth by HSE

Guidelines (for term paper/thesis preparation) are standards and recommendations for preparation and evaluation of term papers/theses.

Employer is a party to the educational process, an individual or a legal entity incentivized for student training on the given degree programme to subsequently hire its alumni.

Students are individuals studying on bachelors', specialist and master's level programmes.

University, HSE is the federal state autonomous educational institution for higher professional education National Research University Higher School of Economics.

Programme Office is a curriculum support unit or programme coordinator responsible for administrative support of processes related to studying on the given degree programme¹.

Faculty is any University subdivision implementing bachelor's, master's and specialist level programmes (faculty, school, institute).

HE FSES – federal state educational standards of higher education

LMS (Learning Management System) is a platform for online support of the educational process at HSE.

1. GENERAL PROVISIONS

1.1 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.03 dated November 26, 2016.

1.2 These regulations define deadlines and recommended procedures for preparation, evaluation, defence and publication of term papers and theses written by students of Arts and Culture Management Master's Programme.

¹ Emails of the heads of programme offices (programme coordinators) are stated on programme webpages on the HSE corporate portal (website).

1.3 These Regulations do not cover term papers/projects prepared for ongoing assessment on specific courses. Requirements for their preparation and evaluation are detailed in syllabuses for the respective courses.

1.4 Term paper is prepared and defended during the 1st academic year.

1.5 According to the program's curriculum the term paper submission falls in Quarter 4 during the 1st academic year.

1.6 According to the HSE regulations the term paper's supervisor gives feedback for successful term paper completion. Term papers prepared on master's programs are defended at the Defense Board.

1.7 The term paper is completed in English or Russian. It could be prepared individually or in small groups (up to 2 students).

2. TERM PAPER STRUCTURE, CONTENT AND FORMATThe term paper may be completed in one of the following formats:

2.1.1. **Research-based (monography)** - the term paper should be based on theoretical research that attempts to obtain new knowledge about the structure and properties of the object of the research. The term paper is focused on theoretical model and research methodology development.

2.1.2. **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 term paper is required to have practical significance. This format may be used only if the project the term paper is based on is proposed by someone from business, non-profit organisations or experts of the field and is approved by both the student's academic supervisor of the programme.

2.2. The term paper (monography or project-based) 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.

2.3. The structure of the **research-based (monography)** 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 and contains several parts: purpose, design/methodology/approach, findings, originality/value, practical value;

- **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 and analyses**;

- preliminary **results/solutions** 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 GOST (ГОСТ), Harvard or APA style).

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 GOST (ГОСТ), Harvard or APA style).

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 center 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. Figures should be accompanied by sources (for example, developed by author or reference).

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.

3. TERM PAPERS PERFORMED BY GROUPS

3.1. A term paper may be developed by a group of students (two 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.

3.2. 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 to 120 000 characters, including spaces.

3.3. 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.

4. SELECTION AND APPROVAL OF TERM PAPER TOPICS

4.1. The lecturers develop a provisional list of term paper topics or research areas to be subsequently finalized by Academic Supervisor and Academic Council of the Master Programme. Potential employers can also propose topics and research areas. Academic Supervisor also can consider topics that are proposed by students.

4.2. The Programme Academic Supervisor can exclude proposed topics from the list if they are not relevant to the level or area of the degree programme.

4.3. The lecturers and employers whose topics were excluded by the Academic Council may discuss the reasons for such exclusion with the Academic Supervisor within three business days from receiving the notification. Following such discussions, the Academic Supervisor may return some topics on the list.

4.4. 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 term paper topics available for Academic Supervisor. Topics of term papers can be proposed to students via e-mail.

4.5. Students may choose any member of the faculty of the Program as their term paper supervisor, subject to this member's consent. The choice of term paper supervisor should be approved by Academic Supervisor of the Programme.

4.6. Term paper topics are assigned to students upon their personal requests addressed to the Academic Supervisor of the Programme. Requests must be signed by the respective term paper supervisors and submitted to the Study Office. Term paper topics must be stated in the request. A template request for approval of the term paper topic is provided in Appendix B.

If a dissertation is completed in group, all students that form a group should sign the request, thus confirming their intention to work in group.

4.7. Requests signed by the respective supervisors must be submitted to the Study Office no later than November 20 of the current academic year.

4.8. The list of term paper topics must be approved by the Academic Supervisor and Academic Council by early December. Some term paper topics may be declined by the Academic Supervisor if they are not suited to the field of study, purpose of a term paper or the level of complexity. The list of supervisors must be approved by Academic Supervisor. The Study Office must notify students and their supervisors if their term paper topic was declined within one business day from such decision.

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

4.10. The students should submit a printed and filled in Term Paper Topic and Supervisor application form (Appendix B) to the program manager before November 20. The form should indicate the term paper's title and be signed by the supervisor.

4.11. Upon the approval of the chosen topic by the Academic Supervisor 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. The information on timing is presented in Appendix C.

5. TERM PAPER SUPERVISION

5.1. Term paper supervisors appointed by the order, 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 Supervisor and Study 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 or on-line meetings or other communications;

- 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 D) where they put their review for the term paper.

5.5. 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.

5.6. Requests to change the term paper topic (Appendix E), signed by the supervisor, and requests to change the term paper supervisor (Appendix F), 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.

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. The external review is obligatory for project-based term paper, the review should be provided by representative on organization-initiator of the topic.

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. Students must submit a draft of their term paper to their supervisors 10 days before the upload date. Students who fail to do so may receive a fail grade for their term paper from the supervisor.

7.3. 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 15-30.

8.2. Defense dates and Board composition are set by the Programme Academic Supervisor. Defense is held in the presence of the Defense Board of at least three Programme members. The Programme Academic Supervisor may also invite external members of the Defense Board (from other universities or business representatives).

8.3. 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.

8.4. The Study Office must publish defense dates on the programme website at least one week in advance.

8.5. 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 15 minutes, and for the discussion to 10 minutes.

8.6. 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 Supervisor jointly with the Academic Council of the Programme.

8.7. 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.

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

8.9. 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.

8.10. 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*. Work with signs of plagiarism will be examined at a meeting of the Dissertation Board. If plagiarism is confirmed, the thesis will receive an evaluation of ‘Unsatisfactory’, regardless of which section of the thesis the plagiarism appears in. Plagiarism can be identified by supervisor, academic director, members of Dissertation Board and other lecturers of master programme.

9. GRADING, RE-EXAMINATION AND APPEAL

9.1. The final grade for the master’s thesis is calculated using the following formula:

$$\text{Final grade} = 0.6 * \text{term paper} + 0.2 * \text{presentation} + 0.2 * \text{pre-defence},$$

where “term paper” is an average evaluation of the members of the Dissertation Board for the text of thesis, “presentation” is average evaluation of the members of the Dissertation Board of the presentation and “pre-defence” is the grade for an oral pre-defence of the thesis. Evaluation criteria are given in Appendix H. All parts of final grade (term paper, presentation, pre-defence) are obligatory parts of the defence. Absence one of the parts will be graded as 0 points for final grade.

If a term paper is completed by a group, the grades may differ within the group. If the authorship is stated separately, grades may differ, depending on the quality of students’ answers and their contribution.

9.2. The defense board consider supervisor’s detailed feedback according to the approved form (Appendix D). The review of the supervisor should be uploaded via LMS system at least three days ahead the defense.

9.3. Defense board 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.

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

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

9.6. 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 papers supervisor and the 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. The student may resubmit the term paper only once.

9.7. The student may individually file an appeal to the appeal committee within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal should be based just on disagreement with the procedure of conducting the state’s final attestation. The student will make a decision within 3 working days.

10. TERM PAPER STORAGE

The Study Office of the Master’s programme 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)²

TERM PAPER'S TITLE

Term paper

Area of studies 38.04.02 "Management"

Master Programme "Arts and Culture Management"

Research Supervisor
academic degree, position, department

Name

Saint Petersburg – 202_

²Full name

Appendix B. Template Request for Approval of Term Paper Topic and Supervisor

TO:
Academic Supervisor of the
Master's Programme
"Arts and Culture Management"
Professor J. Trabskaya
(full name)

FROM:

(full name)

Year ____ student, group No. ____

Request

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

for Year _____, and to
appoint _____

(full name, academic degree, position, subdivision)

as my term paper supervisor.

(Student's signature)
" ____ " _____ 202

(Supervisor's signature)
" ____ " _____ 202

Appendix C. The Provisional Timing for the Selection and Approval of the Term Paper Topic

No	Stage	Responsible entities	Period
1.	Collection of topic proposals	Departments and Study Office	September, 10 – October, 10
2.	Approval of topics by the Academic Council or Academic Supervisor	Academic Supervisor, Academic Council and Study Office	October, 15
3.	Informing the initiators on approved and declined topics	Study Office	One working day upon receiving the Academic Council's or Academic Supervisor's decision
4.	Topic changing and finalizing	Departments, Academic Supervisor and Study Office	Three working days upon information distribution.
5.	Information on topics published in LMS directory	Study Office	Before October, 25
6.	Collection of topic proposals from potential employers and students	Departments and Study Office	Before November, 10
7.	Approval of initiated topics by the Academic Council or Academic Supervisor	Academic Supervisor, Academic Council and Study Office	Before November, 20
8.	Selection of topics by students	Study Office	Before December, 1
9.	Issuing of the order	Director, Dean, Academic Supervisor and Study Office	Before December, 15
10.	Topic change/clarification	Director, Dean, Academic Supervisor and Study Office	Not later than 1 month before the final version submission

Appendix D. Supervisor's Review Template

Supervisor's Review Template³
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 "Arts and Culture Management", group
Term paper topic:

No.	Evaluation criteria	Detailed feedback
1.	The quality of the justification of the relevance of the research question	
2.	The quality of the literature review	
3.	The contribution to the existing knowledge and/or practice	
4.	The quality of the methodology and argumentation of research design	
5.	The correspondence between the methodology and the research question	
6.	The completeness of the description of the expected results/solutions	
7.	The quality and completeness of the conclusions	
8.	The quality of the layout	

Final comments:

Term Paper Supervisor

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

“ ____ ” _____ 202

³The external reviewer completes a similar form

Appendix E. Template Request for Change of Term Paper Topic

TO:

Academic Supervisor of the
Master's Programme
"Arts and Culture Management"
Professor J. Trabskaya
(full name)

FROM:

(full name)

Year ____ student, group No. ____

Request

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

to _____

(Student's signature)

" ____ " _____ 201

(Supervisor's signature)

" ____ " _____ 201

Appendix F. Template Request for Change of Term Paper Supervisor

TO:
Academic Supervisor of the
Master's Programme
"Arts and Culture Management"
Professor J. Trabskaya
(full name)

FROM:

(full name)

Year ____ student, group No. ____

Request

I hereby request to change the supervisor of my term paper for Year ____

(title in English)

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 G. Assessment Criteria for the Oral Defense

<i>i</i>	Component	<i>Ki</i>	LO	Criteria
1	Justification of the topic choice. Accuracy in defining the aim and objectives of the thesis	0.1	<ul style="list-style-type: none"> ▪ Is able to reveal and formulate topical problems in arts and culture management ▪ Formulates aims, objectives, research problem ▪ Can justify the choice of the topic 	<ul style="list-style-type: none"> ▪ Justification of the topic choice; accuracy in defining the aim and tasks of the thesis; ▪ originality of the topic and the extent to which it was covered; ▪ alignment of the thesis' topic, aim and objectives.
2	Literature review	0.2	<ul style="list-style-type: none"> ▪ Is able to find relevant literature ▪ Can make a critical review of the body of academic papers 	<ul style="list-style-type: none"> ▪ Number of references ▪ Relevance of references ▪ Quality of critical review
3	Quality of data collection and description	0.2	<ul style="list-style-type: none"> ▪ Is able to collect data ▪ Makes the search of data ▪ Creates and validates samples ▪ Justifies methods of data collection ▪ Processes the data according to the research objectives 	Quality of selecting research tools and methods; data validity adequacy; adequacy of used data for chosen research tools and methods.
4	Quality of the methodology	0.2	<ul style="list-style-type: none"> ▪ Is able to pose hypotheses, can choose methods and approaches, ▪ Is able to identify practical problems ▪ Uses appropriate and relevant methods of analysis, modeling and data empirical testing ▪ Makes appropriate conclusions and discusses them <p>Proposes valuable solutions for practical problems</p>	Independent scientific thinking in solving the set problem/objectives; the extent to which the student contributed to selecting and justifying the research model, developing methodology/approach to set objectives developing valuable solution of practical problems review from a company(organisation) for which the project is developed
6	Report and presentation of results	0.15	<ul style="list-style-type: none"> ▪ Reports clearly ▪ Presents results of the research in an appropriate manner ▪ Discusses the results 	<ul style="list-style-type: none"> ▪ The quality of the presentation and layout ▪ The coverage of main issues ▪ The structure of the presentation
7	Answers on the questions	0.15	<ul style="list-style-type: none"> ▪ Gives clear and profound answers ▪ Argues the main positions of the dissertation ▪ Comments the referee's remarks 	<ul style="list-style-type: none"> ▪ Clearness and profoundness of answers ▪ Full coverage of all critical remarks

Appendix H. Assessment criteria for master's thesis evaluation

	This part weight 60% from the final grade						
	10%	25%	25%	10%	10%	10%	10%
Assessment criteria ⁴	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. Expected results	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 synthesis ² 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	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	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

⁴ The requirements provided for the lower levels also apply to the higher levels

	This part weight 60% from the final grade						
	10%	25%	25%	10%	10%	10%	10%
			study, and the choice of method is insufficiently justified.		superficial.		
Satisfactory 5	The purpose of the study is clear, but the justifications for topic choice are superficial and partly illogical. The research problems or hypotheses are intelligible.	The sources have been chosen in line with the topic, and some scientific publications have also been used as source materials. Critical use of sources and source synthesis ² are partly insufficient. The essential concepts have been defined	The methods used are basic, and 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.	The results provide solutions to 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.	Discussion is superficial but mainly 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.	The structure of the work is illogical in places and contains partly unfinished text.	The student is active but not able to 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 ⁵ . The background theory sufficiently justifies the purpose and problems of the study. The use of	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	The results have been presented clearly but conventionally. Tables and figures are faultless and support the interpretation. *data has been comprehensively analyzed. 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	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.

⁵ Source synthesis refers to the critical evaluation of the sources used in the work, and comparing, concluding and interpreting the data in them.

	This part weight 60% from the final grade						
	10%	25%	25%	10%	10%	10%	10%
		concepts is fluent and consistent.	faultlessly. Ethical issues have been considered sufficiently.		mainly declaratory.		
Very good 8	The research topic is significant for the discipline. The research task and problems are clear and carefully justified.	The source material is based on scientific and original publications and is appropriate 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.	The reliability of the method has been evaluated on the basis of previous studies. The research methods are challenging and have been used successfully. Ethical issues have been carefully examined.	The results have been presented in an organized manner, faultlessly and illustratively. The essential results can be found easily. Figures and tables support the interpretation of results particularly well. *data has been carefully analyzed and the synthesis is convincing. The interpretation of results is credible and easily traceable to authentic material.	Discussion is a harmonious, welljustified entity, in which the main results are clearly 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.	The structure is clear and logical, and the research process is easy to follow. The text is written with a fluent academic style and register and is easy to read.	The work process has been self-directed and fluent
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 analyzed with regard to the degree of reliability in the studies and the	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.

	This part weight 60% from the final grade						
	10%	25%	25%	10%	10%	10%	10%
		observations made in them ⁶ .					

⁶ In systematic literature reviews, this is paid attention to even in the lower grades.