Санкт-Петербургский филиал

Федеральное государственное автономное образовательное учреждение высшего образования

"Национальный исследовательский университет

"Высшая школа экономики"

Факультет

Санкт-Петербургская школа социальных наук и востоковедения

Правила подготовки курсовой работы

студентов, обучающихся на образовательной программе магистратуры

по направлению 58.04.01 «Востоковедение и африканистика»

Согласована менеджером ОП «Бизнес и политика в современной Азии»

август 2022 г.

Д.Э. Ахмеджанова _____ [подпись]

Академический руководитель ОП «Бизнес и политика в современной Азии»

Л.С. Веселова _____ [подпись]

Утверждены советом факультета Санкт-Петербургская школа социальных наук и востоковедения НИУ ВШЭ, протокол 15 от 25 августа 2022 года

Санкт-Петербург – 2022

Guidelines for Preparation and Defense of Term Papers written by the students of the MA programme in Business and Politics in Modern Asia at St. Petersburg School of Social Sciences and Area Studies HSE in St. Petersburg

Approved by Master Program's Academic Council on August 25, 2022

1. GENERAL PROVISIONS

1. These Guidelines for Preparation and Defense of Term Papers and Theses (hereinafter, the Guidelines) have been prepared in line with the Regulations on Term Papers and Theses written by BA, Specialist and MA Students of the National Research University Higher School of Economics (hereinafter, the Regulations), approved by the HSE Academic Council (Minutes No. 08 dated November 28, 2014). As per the Regulations, these Guidelines shall be observed by the faculty and students of the 'Business and Politics in Modern Asia' programme (hereinafter, the Programme), as well as all persons involved in preparation and defense of the term papers and theses (including the Programme's Study Office staff, advisors, reviewers, etc.).

2. GENERAL REQUIREMENTS FOR TERM PAPERS AND THESES

2.1.   A term paper is a research paper comprising analysis and consolidation of theoretical and empirical materials aimed at strengthening and showcasing knowledge and skills acquired by the students in the course of their studies at the Programme.

2.2.   Term paper on the MA Programme 'Business and Politics in Modern Asia' is a presentation of the original research which is, normally, should be designed as the initial stage of the broader research project leading to preparation of MA Thesis (Dissertation). It is the only format of course work accepted at the end of the first year of MA studies on the following Program.

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

2.4.   A term paper is an independent work performed and written by the students of the Programme individually.

2.5.   According to the program's curriculum the term paper submission falls on Module 4 during the 1st academic year. The term paper has a value of 6 ECTS. According to the HSE regulations the term paper's supervisor gives a grade for successful term paper completion. Term papers prepared on Master's programs may also be defended at the discretion of the Program Academic Supervisor.

2.6.   Term paper is completed in English.

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

3. STAGES OF TERM PAPERS PREPARATION

3.1. Deadlines for completing the main stages of the topic selection and approval, as well as the preparation and defense of the term papers, are specified in Annex 1.

4. SELECTION AND APPROVAL OF TERM PAPER TOPICS

4.1. The faculty of the Department of Political Science and International Affairs and Asian and African Studies may develop a provisional list of term paper topics or research areas to be subsequently finalized by Academic Council of the Master Program.

4.2. HSE academic staff members (including those outside the Department of Department of Political Science and International Affairs and Department of Asian and African Studies) and potential employers may also propose topics and research areas to be added to the list.

4.3. Proposals must be structured as follows:
- Topic or research area of the term paper;
- Term paper supervisor (full name, position, academic degree, place of employment);
- Year of study for which the given topic or research area is intended.

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

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

4.6. The supervisor of student's MA thesis may be either an HSE staff member (from any department and campus) or an academic from outside of HSE (for example, from the organization where student had the internship). In case student has an external supervisor HSE should appoint a curator from the HSE staff. One supervisor may supervise up to 5 term papers per academic year.

4.7. Term paper topics must be downloaded by student in the LMS and be approved by the future supervisor. After it, the Program Academic Supervisor should also confirm the topic through LMS.

4.8. Confirmation from the supervisors must be submitted to the Program Office no later than November 20 of the current academic year.

4.9. The list of term paper topics and supervisors must be finalized by the Academic Council by October 24. 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.

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

4.11. Students may submit a new request for the term paper topic to the Programme Office. The Academic Council must approve the final list of term paper topics and supervisors no later than November 1.

4.12. Upon the approval of the chosen topic by the Academic Council of the Master's program, the program manager issues an order on the topic and supervisor for each student. The order is prepared no later than December 14 of the current academic year.

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

5. TERM PAPER SUPERVISION

5.1. The academic supervisor appointed by the Campus Director shall oversee the preparation of the student's term paper.

5.2. Term paper supervisors have the following duties:

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

- Help students choose appropriate research methodology;

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

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

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

5.3. Term paper supervisors are entitled to

- Select a mode of interaction with students, in particular, agree on the term paper preparation schedule and the frequency of face-to-face meetings or other communications;

- Request that students prepare and present a brief summary of the received recommendations and further steps in term paper preparation after each face-to-face meeting;

- Request that students pay close attention to the received recommendations and come to meetings well-prepared;

- Take into account compliance with the preparation schedule when grading student term papers.

5.4. Supervisors assess quality of term papers against fixed requirements. They must fill in a special form (see Annex 5) 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 Program Academic Supervisor and the Dean of plagiarism and any other violations of academic code of ethics committed by students.

6. CHANGING TERM PAPER TOPIC AND SUPERVISOR

6.1. Requests to change the term paper topic (Annex 2) signed by the supervisor and requests to change the term paper supervisor (Annex 3) signed by both supervisors and addressed to the Program Academic Supervisor may be submitted to the Program Office no later than 60 days before the date of submission of the final draft of research proposal. If the term paper topic needs just small correction, the student can make it with the confirmation of the supervisor no later than 30 dates before the date of submission.

6.2. Changing term paper topics or supervisors must be authorized by the Program Academic Supervisor and Academic Council within the terms mentioned in Clause 6.1.

7. TERM PAPER PREPARATION RESTRICTIONS

7.1. Students must prepare term papers as prescribed by the Guidelines on Term Paper Writing for Students of MA Programme in 'Business and Politics in Modern Asia' (approved by the Master Program's Academic Council on August 25, 2022).

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

7.3. Term papers are not subject to external review.

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

8. TERM PAPER CONTENT AND STRUCTURE

8.1. Term Paper must be a structured, 60,000 up to 80,000 characters with spaces (including all term paper elements, mentioned above, except annexes).

8.2. Formal requirements and reference style for footnotes and bibliography for this work are the same as for the MA Thesis.

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

8.4. The structure of the term papers includes the front page, abstract in English, the table of contents, the introduction, the main body, the conclusion, bibliography and related annexes (if any). The structure of the term paper must include the following main sections:

- title page with student name, title of the research project, and name of research supervisor
- abstract of the research project
- table of contents
- aims of the proposed research
- methodology
- literature review and theoretical discussion
- data collection and analysis
- research findings
- conclusion
- bibliography
- related annexes (if any)

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

8.6. Abstract of the research project is a short introduction which reflects the overall scope and importance of the project and specifies its main goals and findings.

8.7. The table of contents shall be automatically generated in Microsoft Word or any other word processor of student's choice.

8.8. The introduction shall define the main idea and the research design of the study.

8.9. The results of the theoretical analysis and empirical research, as well as the above-mentioned elements of a research project, shall be presented in the main body of the paper. Each chapter and paragraph shall include fundamental ideas, followed by a description of findings and a summary. Key theoretical statements, underlying each conclusion, shall be substantiated with references to the scholarly works and experts' opinions, as well as statistical data and findings of sociological polls, following the applicable standards. Students can refer to their own practical experience.

8.10. Aims of the proposed research must reflect:
- broader aims of the project and the research problem,
- research question/hypothesis or research objective.

8.11. The section "Methodology" describes research techniques a student plans to employ in his/her work and what data he/she will need to collect to substantiate the research results? This section should include:
- detailed description of the data on which the paper is to be based
- detailed description of the research methods and techniques to be employed

8.12. The section "Literature review and theoretical discussion" reviews the relevant literature, identifies research problem and suggests conceptual framework for the research. It is to

explain how does the research build on existing scholarship in Political Science and, if applicable, related interdisciplinary fields? How does the project extend beyond what has already been done? How does this theoretical discussion lead to identify goals of the research? How it helps to shape research question(s) and hypotheses? This section should be not less than half of the length of the whole document.

8.13. The section "Data collection and analysis" describes the research database and presents results of preliminary data analysis.

8.14. The section "Research findings" explains the research findings and elaborates on how they fit the conceptual framework and research hypotheses.

8.15. Research findings shall be summarized in the conclusion of the term paper. It is of utmost importance that such research findings shall correspond to the paper's objectives, provide solutions to the key research problem(s) and thereby achieve the stated research goal. The conclusion can also include proposals as to how the topic of the term paper can be developed further on.

8.16. If a student opts to continue the work that he/she did in the previous years, the text of the term paper and the thesis can include references to the previous student's term papers. However, word-for-word borrowing of entire paragraphs or chapters from the previous term papers are considered unacceptable and shall be qualified as resubmitting the same paper, as defined by the HSE Regulations on Checking Student Papers for Plagiarism. In exceptional cases, students are entitled to ask for the academic supervisor's permission to use small excerpts from their previous term papers, but such excerpts cannot reproduce a whole paragraph or a chapter. Upon approval of the academic supervisor, small excerpts borrowed from a previously submitted term paper and properly formatted as quotations (with quotation marks and followed by a reference), shall not be regarded as self-plagiarism.

8.17. If a student fails to comply with the above-mentioned requirements for the term paper word count, one point (based on a 10-point grading scale) will be deducted from their final grade for every 5,000 characters (spaces included) missing or in excess[1].

8.18. The bibliography includes all legislative acts, research papers, specialized publications and other sources used while preparing and writing term papers and theses and referenced in the text. The bibliography shall consist of at least 50 academic items. It is recommended to refrain from including textbooks and teaching aids in the bibliography.

8.19. Annexes shall be used if the author uses a large body of materials which can support the contents of the main body of the paper. Source information, the author's tables and calculations, diagrams, figures and other materials can be presented in annexes.

9. GENERAL REQUIREMENTS FOR THE FORMATTING OF TERM PAPERS

9.1. The term papers shall be prepared electronically and typewritten using Times New Roman 12 font size (footnotes shall be provided using 10 font size), 1.5 spacing. Margins: left – 2.5 cm, right – 1 cm, upper and bottom – 2 cm. The front page shall be prepared using the template form provided in these Guidelines (Annex 4).

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[1] One point is deducted for 1 – 5000 characters, two points for 5001 – 10 000 characters, three points for 10 001 – 15 000 characters, four points for 15 001 – 20 000 characters, five points for 20 001 – 25 000 characters, six points for 25 001 – 30 000 characters, seven points for 30 001 – 35 000 characters, eight points for 35 001 – 40 000 characters, nine points for 40 001 – 45 000 characters, ten points for 45 001 – 50 000 characters.

9.2. New chapters begin on a new page; the same rule applies to other main parts of the paper (i.e. the introduction, the conclusion, the bibliography and annexes). Furthermore, chapters shall be subdivided into sections which are numbered as follows – 1.1, 1.2, 1.3, …, 2.1, 2.2 etc. The word "Chapter" shall not be inserted before the title, and a full stop sign shall not be used. Arabic numbers shall be used for chapter numbering; a dot shall be placed after the figure with a space before the chapter title. Titles of all main parts of the paper and page numbering in the text shall be reflected in the table of contents. Headings shall be highlighted in semi-bold.

9.3. All pages shall be consecutively numbered in the page header in the centre of the page, starting from the second page (the front page is left unnumbered). Page numbers shall be provided for all elements of the Table of Contents (chapters, sections, etc.). The consecutive numbering shall be used for all tables and figures. Tables and figures shall be titled.

9.4. If there is a reference to personal names (of scholars, researchers, experts), their initials shall precede the last name (i.e. V.M. Petrov, rather than Petrov V.M., as is customary for the bibliography).

9.5. Each annex shall start from a new page with the word "Annex" given in the upper right corner, above the title. The main body of the text shall correlate with annexes via links. Annexes shall retain continuous numbering of pages, originating from the main text.

10. TERM PAPER SUBMISSION

10.1. Term paper topics must be downloaded by student in the LMS and be approved by the future supervisor not later than October 17 of the 1st academic year.

10.2. Students must upload a .doc, .docx or .pdf file with the final text of their term paper through their personal profiles in the LMS no later than 23:59 of June 19.

10.3. Submission deadlines for term papers that are subject to defense cannot be extended. Failure to complete a term paper by the fixed deadline constitutes academic failure that can be remedied in autumn of the subsequent academic year, following the procedures established at HSE.

11. TERM PAPER REVIEW AND DEFENSE

11.1. Term paper defense takes place 28th and 30th June 2023.

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

11.3. The Program Office and IT Assistant must provide the Board with at least one paper copy of each student's term paper and of the review written by the term paper supervisor. The Board is provided with the version that had been uploaded through the student account in the LMS.

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

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

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

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

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

11.9. Each term paper must go through the Antiplagiat 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.

11.10. 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*.

12. GRADING, RE-EXAMINATION AND APPEAL

12.1. The grade for term papers prepared by the students shall be based on the grade by academic supervisor (the grade will follow from his/her detailed feedback) and the grade by the defense committee. The grade will be calculated as an average of the two grades as follows:

G supervisor (30%) + G committee (70%)

If the supervisor's and the committee's grades differ by four points or more (e.g., 10 and 6, 9 and 5, etc.), the grade is entirely determined by the defense committee.

12.2. The scientific supervisor's feedback (Annex 5) shall be submitted to the Study Office after the submission of the term paper by the student, no later than the date set by the Academic Director of the Programme.

12.3 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.

12.4. 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.

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

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

12.7. In the case where the coursework is graded less than 4 on a ten-point scale the student will not get ECTS's awarded. The student is expected to resubmit the coursework in the next module. The coursework topic can be modified upon consultation of the coursework supervisor and program academic supervisor. In order to change the topic student must submit a new request signed by their term paper supervisor and addressed to the Program Academic Supervisor before the end of the current academic year. The student may resubmit the coursework only once.

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

13. TERM PAPER STORAGE

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

Guidelines for Preparation and Defence of Term Papers
written by the students of the MA Programme in Business and Politics in modern Asia

STAGES OF THE TERM PAPER TOPIC SELECTION, APPROVAL, AND PREPARATION AND DEFENCE OF THE TERM PAPERS

Module	**Deadline**	
2nd Module	17 October	The deadline for the submission of the negotiated topics through the LMS
	21 October	The student has to propose the negotiated topic and to pick an academic supervisor at his/her own initiative via LMS; Consequently, supervisors agree to the students' selection via the LMS.
	26 October	Topics of term papers and their academic supervisors shall be assigned to students upon the decision of the Academic Board of the Programme. If the Academic Board finds that some of the topics need adjustments, the Academic Director and the Deputy Director contact the respective supervisors with a request to introduce necessary adjustments.
3rd Module	17 January	Student provides the first version of the term paper to the academic supervisor
	25 March	Pre-defense of the 1st version of term paper (not compulsory)

4th Module	10 May , 18:00	Deadline for the revision of the term paper topic and the last deadline for the student to change the academic supervisor
	19 June, 23:59	Deadline for online submission of the final version of the term paper via the LMS, the Study Office starts to check the term paper through the "Antiplagiat" System
	26 June	The deadline for the academic supervisors to write their feedbacks.
	28 and 30 June	Defenses take place, and the committees grade the term papers.

Template Request for Change of Term Paper Topic

TO:
Academic Supervisor of the Master Program in Business and Politics in Modern Asia
Liudmila S. Veselova

FROM:

_____

(full name)

_____

_____

Year ___ student, group No.____

Request

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

_____

_____

_____

_____

to

_____

_____

_____

_____
(Student's signature)
"___"_____ 2023

_____
(Supervisor's signature)
"___"_____ 2023

Template Request for Change of Term Paper Supervisor

TO:
Academic Supervisor of the Master Program in Business and Politics in Modern Asia
Liudmila S. Veselova

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)
" ___ " _____ 2023

_____
(Supervisor's signature)
" ___ " _____ 2023

_____

Guidelines for Preparation and Defense of Term Papers
written by the students of the MA Programme in Business and Politics in Modern Asia

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

St. Petersburg School of Social Sciences and Area Studies

Programme Business and Politics in Modern Asia

The author's full name

TERM PAPER/THESIS TITLE

Term paper / Thesis

in the field of study 58.03.01 'Asian and African Studies'

Reviewer	Academic supervisor
Doctor of …. Sciences, Professor	Doctor of …. Sciences, Professor
_____	_____
Initials and Last name	Initials and Last name
	Adviser
	Doctor of …. Sciences, Professor
	_____
	Initials and Last name

Guidelines for Preparation and Defence of Term Papers

written by the students of the MA Programme in Business and Politics in Modern Asia

National Research University Higher School of Economics

St. Petersburg School of Social Sciences and Area Studies

MA Programme in Business and Politics in Modern Asia

Academic supervisor's feedback

1-st year student of the MA Programme in Business and Politics in Modern Asiaof the St. Petersburg

School of Social Sciences and Area Studies

Full name:

Topic:

No.	Evaluation criteria	Academic supervisor's comments (on a 10-point scale)
1.	Explanation and substantiation of the research puzzle by the student	
2.	Justification of the puzzle's relevance to the state of the art in the field, and its connection to the academic debate;	
3.	Correspondence between the topic (title), research goal, objectives, content and empirical findings (conclusions) of the paper: Does the paper answer the research question?	
4.	Breadth and coverage of the literature review and its analytic depth: the number of papers reviewed; quality of conclusions; explication of the logic underlying the selection of the sources	
5.	Ability to use theoretical concepts for building theoretical and methodological research framework, as well as formulating the research expectations and/or hypotheses (if a research question requires them)	
6.	Effective use of methods for data collection and analysis	

7.	Structure of the paper, logical reasoning in building connections within the argument and between different parts of the paper; reliability and accuracy of the findings	
8.	Conformity with requirements for the formatting, citation rules, as well as bibliographical references and lists	
9.	Conformity with the formal requirements with regard to the number of academic sources (no fewer than 50 academic items) and the word count (no fewer than 60,000 characters with spaces for the whole piece)	
10.	**Recommended grade for the thesis**	

Comments:

_____

_____

_____

Term Paper Supervisor _____

_____

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

"___" _____2023