**GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER. MA “MASTER IN INTERNATIONAL BUSINESS” AT ST.PETERSBURG SCHOOL OF ECONOMICS AND MANAGEMENT**

**Area of Studies: 38.04.02 «Management»**

Approved by Master Program’s Academic Council

Minutes No. 8.3.2.4.16-11/02 – 1, dated 25 August 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.6 dated June 17, 2021.
   2. Term Paper (hereinafter, TP) is prepared and defended during the 1st academic year.
   3. According to the program’s curriculum, the term paper submission falls in Module 4 during the 1st academic year.
   4. According to the HSE regulations, the term paper’s supervisor gives a grade for successful term paper completion. Term Papers prepared on MA programmes are defended at the Defence Board.
   5. The Term Paper is completed in English. It could be prepared individually or in groups (the maximum number of students in a group is 3).
2. **TERM PAPER STRUCTURE, CONTENT AND FORMAT**

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

2.2. Term paper is an element of practical training and can be a project-based or research-based practice. There are two main TP formats:

* academic format, when research focuses at obtaining new or extending existing knowledge about particular international business phenomena;
* consulting project format, when study aims to solve a practical task for a particular company, what results in development of practical recommendations.

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

* title page with the student’s name, the title of the TP, and the name of the research supervisor (the template is provided in Appendix A);
* abstract of the paper and the list of key words (up to 6 words or phrases). The abstract should be no less than 150 words and should not exceed 300 words;
* table of contents
* introduction containing the research goal and objectives, research question, arguments for the relevance of the research, a brief description of its distinctive features, the structure of the paper;
* literature review;
* methodology, including methods of data sampling or data collection;
* main results and their discussion;
* contribution of the paper to the theory and its possible practical implications;
* references (in APA style; the provisional template is provided in Appendix B).

2.4. The section “Literature review” outlines 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.

2.5. The section “Data collection and analysis” describes the research database and presents results of preliminary data analysis.

2.6. The section “Main results and their discussion” explains the research findings and elaborates on how they fit the conceptual framework and research hypotheses.

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

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

2.9. 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.

Paragraphs should be indented. Pages should be numbered at the bottom in the centre using Arabic numerals starting with the first page of the introduction.

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

2.10. 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.

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

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

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

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

2.14. 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.

2.16. 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 final grade.

2.17. 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.

2.18. 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.

1. **SELECTION AND APPROVAL OF TERM PAPER TOPICS**

3.1. The faculty of St. Petersburg School of Economics and Management may develop a provisional list of TP topics or research areas to be subsequently approved by Academic Council of the Master Programme. Potential employers may also propose topics and research areas to be added to the list.

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

3.3. Students may choose any member of the faculty of the Program as their TP supervisor, subject to this member’s consent. One supervisor may supervise up to 10 term papers per academic year. Exemptions from this rule consider specially by Academic Council (or Academic Supervisor) of the Programme.

3.4. TP topics are assigned to students upon the approval of their applications via LMS by the respective TP supervisors and Academic Supervisor of the Programme.

3.5. Applications must be approved by the TP supervisor via LMS no later than **20th November 2022**. In exceptional cases, when the use of LMS is technically impossible for any reason, personal requests can be submitted to the Study Office signed by the TP supervisor no later than **20th November 2022**.

3.6. The list of term paper topics and supervisors must be finalized by the Academic Council of the MA Programme by **25th November 2022**. 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 Supervisor must also provide a justification for its decision and recommendations on how to adjust the topic.

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

3.8. Students may submit a new request for the term paper topic to the Programme Office. The Academic Supervisor must approve the final list of term paper topics and supervisors no later than 29th November 2022.

3.9. Upon the approval of the chosen topic by the Academic Supervisor of the Master’s programme, the program manager issues an order on the topic and supervisor for each student. The order is prepared no later than **15th December 2022**. TP topics are registered in the individual study plans of students, which means the emergence of an obligation to complete the work by students. The information on timing is presented in Appendix C.

3.10. If students fail to choose a term paper topic by the deadline, or if their topic is declined by the Academic Supervisor, 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 (until 15 February of the current academic year). If the new topic is selected on time and approved by the Academic Supervisor, academic failure is waived.

4. TERM PAPER SUPERVISION

4.1. TP supervisors are responsible for direct supervision of TP preparation.

4.2. TP supervisors have the following duties:

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

- Help students choose appropriate research methodology;

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

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

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

4.3. Term paper supervisors are entitled to:

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

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

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

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

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

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

4.6. Applications to change the TP topic and/or the TP supervisor must be submitted via LMS no later than thirty days before the date of submission of the final draft of the term paper. In exceptional cases, when the use of LMS is technically impossible for any reason, personal requests to change the TP topic (Appendix E), signed by the supervisor, and requests to change the TP supervisor (Appendix F), signed by both supervisors, may be submitted to the Study Office by the same deadline.

5. TERM PAPER PREPARATION RESTRICTIONS

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

5.3. TPs may be subject to external review.

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

6. TERM PAPER SUBMISSION

6.1. Students must upload a .doc, .docx or .pdf file with the final text of their term paper through their personal profiles in the LMS no later than 7 days before the examination period of Module 4~~.~~

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

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

7. TERM PAPER REVIEW AND DEFENSE

7.1. Term paper defence takes place **21, 23 and 26 June 2023**.

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

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

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

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

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

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

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

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

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

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

8. GRADING, RE-EXAMINATION AND APPEAL

8.1. The 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.

8.2. In addition to the grade, the supervisor also gives detailed feedback according to the approved form (Appendix E) and according to the fixed date provided by the Programme.

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

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

8.5. Final grades for term papers are entered into student performance records by the Chair of the Defence Board and submitted to Programme Office within five working days after the end of the examination period.

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

8.7. In the case where the term papers graded less than 4 on a ten-point scale the student will not get ECTS’s awarded. The student is required to resubmit the term paper in the autumn retake period. The term paper topic can be modified upon consultation of the term paper supervisor and Programme Academic Supervisor. The term paper supervisor can also be changed. 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 no later than one month before the retake. In order to change the supervisor, the student must submit a new request signed by the new term paper supervisor and addressed to the Programme Academic Supervisor no later than one months before the retake. The student may resubmit the term paper only once.

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

9. TERM PAPER STORAGE

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

***Appendix A***

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

St. Petersburg School of Economics and Management

Master Programme “Master in International Business”

The author’s full name

**TERM PAPER/THESIS TITLE**

Term paper / Thesis

Area of studies 38.04.02 «Management»

|  |  |
| --- | --- |
|  | Academic supervisor  Doctor of …. Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last name  Adviser  Doctor of …. Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last name |

Saint Petersburg - 2023

***Appendix B***

Provisional Template for References

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

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

The idea was explained by Littlechild (2018).

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

**References**

**Journal articles**

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

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

**Books or chapters:**

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

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

**Sources in Russian language**[[1]](#footnote-2):

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

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

***Appendix C***

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Stage** | **Responsible entities** | **Period** |
|  | Collection of topic proposals | Departments, Research Centres and Programme Office | **September, 10 – October, 10** |
|  | Approval of topics | Academic Supervisor, Academic Council and Programme Office | **Within 4 days after a proposal is placed** |
|  | Selection of topics / Proposing topics by students | Students, Academic Supervisor | **October, 10 – November, 10** |
|  | Approval of topics proposed by students | Departments, Research Centres | **November, 10 – November, 15** |
|  | The second period of selection of topics / proposing topics by students | Students, Academic Supervisor, Departments, Research Centres | **November, 10 – November, 20** |
|  | Checking that topics are approved by supervisors | Programme Office | **November, 20 – December, 15** |
|  | Registering topics in students’ individual study plans | Programme Office | **Not later than 15 December 2022** |
|  | Supervisor change | Students, Supervisors, Academic Supervisor and Programme Office | **28 April, 18:00 2023** |
|  | Topic change/clarification | Students, Supervisors, Academic Supervisor and Programme Office | **28 April, 18:00 2023** |
|  | Upload a file with the final text of TP to the LMS | Students | **15 June, 23:59 2023** |
|  | TP defence | Academic Supervisor, Programme Office, Defence Board | **21, 23 and 26 June 2023** |

***Appendix*** D

**National Research University Higher School of Economics**

**St. Petersburg School of Economics and Management**

MA Programme in International Business

**Scientific supervisor’s feedback**

**1st year** student of the Master’s Programme “Master in International Business”

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 and the word count (no fewer than 8 000 words for individual TP, 12 000 for group TP) |  |
| **10.** | **Recommended grade for the thesis** |  |

Comments:

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

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

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

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2023

***Appendix Е***

Template Request for Change of Term Paper Topic

TO:

Academic Supervisor of the MA Programme

Master in International Business

Prof. Veselova Liudmila

FROM:

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

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

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

Student’s full name

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

Group No.

**Request**

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

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

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

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

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

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

*(Student’s signature)*

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

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

*(Supervisor’s signature)*

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

***Appendix F***

Template Request for Change of Term Paper Supervisor

TO:

Academic Supervisor of the MA Programme

Master in International Business

Prof. Veselova Liudmila

FROM:

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

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

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

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

Student’s full name

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

Group No.

**Request**

I hereby request to change the supervisor of my term paper

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

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

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

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

to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

*(Student’s signature)*

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

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

*(Current supervisor’s signature)*

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

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

*(New supervisor’s signature)*

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

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