**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 MASTER DISSERTATION**

**MASTER’S PROGRAMME “Master in International Business”**

Area of Studies: 38.04.02 «Management»

Level: masters

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

Chair: Trubnikov D.A.

Minutes No. 8.3.2.4.16-11/02 -1 dated 18 Nov. 2021

St. Petersburg, 2021

[GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MASTER DISSERTATION AT MASTER’S PROGRAMME “Master in International Business” 3](#_Toc88567986)

[1. GENERAL PROVISIONS 3](#_Toc88567987)

[2. DISSERTATION STRUCTURE, CONTENT AND FORMAT 3](#_Toc88567988)

[3. DISSERTATIONS WRITTEN IN GROUPS 5](#_Toc88567989)

[4. SELECTION AND APPROVAL OF DISSERTATION TOPICS 5](#_Toc88567990)

[5. DISSERTATION SUPERVISION 6](#_Toc88567991)

[6. DISSERTATION PREPARATION RESTRICTIONS 7](#_Toc88567992)

[7. DISSERTATION SUBMISSION 7](#_Toc88567993)

[8. DISSERTATION REVIEW AND DEFENSE 7](#_Toc88567994)

[9. GRADING, RE-EXAMINATION AND APPEAL 8](#_Toc88567995)

[10. DISSERTATION STORAGE 8](#_Toc88567996)

[*Appendix A* 9](#_Toc88567997)

[*Appendix B* 10](#_Toc88567998)

[*Appendix С* 11](#_Toc88567999)

[*Appendix D* 12](#_Toc88568000)

[*Appendix E* 13](#_Toc88568001)

[*Appendix F* 14](#_Toc88568002)

[*Appendix G* 15](#_Toc88568003)

[*Appendix I* 16](#_Toc88568004)

# GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MASTER DISSERTATION AT MASTER’S PROGRAMME “Master in International Business”

## GENERAL PROVISIONS

* 1. These Guidelines have been developed on the basis of the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University approved by the HSE Academic Council, minutes No.6 dated June 17, 2021.
	2. The master dissertation, or thesis, is a compulsory part of the curriculum is the most important component of a research degree. Students can choose between two formats of master dissertation: an academic dissertation in the form of research paper of publishable quality; or an applied dissertation in the form of a project developed to a stage suitable for practical use by a business entity.
	3. Master dissertation is prepared and defended during the 2nd academic year. The preparation and defense have a combined value of 21 ECTS.
	4. According to the Program’s curriculum, dissertation submission falls on Quarter 4 during the 2nd year of study. According to the HSE regulations master dissertation is reviewed by an external reviewer. Master dissertations are defended at the Defense Board.
	5. The dissertation is completed in English. It could be prepared individually or in groups (the maximum number of students in a group is 3).

## DISSERTATION STRUCTURE, CONTENT AND FORMAT

2.1. The master dissertation is a structured paper. It should be, as a rule, 20 000 to 25 000 words in length for an individual dissertation and 25 000 to 30 000 words for a group dissertation. It should demonstrate the student’s ability to:

* formulate a problem or research question,
* undertake and complete a piece of independent research and analysis,
* collect, analyze and interpret data,
* adequately use the methodology or theoretical framework relevant to the research question and the body of academic research in the chosen field,
* produce an academic text with appropriate structure and idiomatic use of language,
* discuss coherently the outcome of the research, its relevance for the practical implications.
	1. The dissertation may be completed in one of the following formats:

**Research** format - the dissertation is based on empirical research that attempts to obtain new knowledge about the structure, properties or empirical regularities of the object of the research. The dissertation is focused on achieving various types of objectives, such as the following:

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

**Consulting-project format** – the dissertation is aimed at the development of a solution to a practical problem based on a comprehensive analysis of this problem. Consulting-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 thesis is required to have practical significance. This format may be used only if the task for consulting-project proposed by someone from business (or applied research department) and is approved by both the student’s academic supervisor and the academic supervisor of the programme.

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

*Research format*

- title page with student(s) name, 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 length of the abstract is between 200 and 500 words.

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

- literature review;

- methodology / research design;

- main results and their discussion;

- conclusion: contribution of the dissertation to the existing knowledge and its possible practical implications; limitations of the study and research strategies for their overcoming; directions for the further development of research outcomes;

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

- appendices (if necessary).

*Consulting project format*

- 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 length of the abstract is between 200 and 500 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;

- research designs and methods for solving the problem;

- results and their discussion;

- recommendations proposed by the student(s);

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

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

appendices (if necessary).

The structure of a consulting project thesis may deviate from the outlined above format if it is required by the particular tasks of the project. Regardless of the problem solved by the consulting project, the thesis must contain a theoretical part and explain its novelty and practical significance for general cases.

2.4. As a rule, the text of the dissertation is structured according to the sections detailed in 2.3 above. Generally, three chapters cover these sections: Chapter 1 covers the literature review and the argumentation of the research question, Chapter 2 can describe study design, methodology and data, and Chapter 3 is devoted to the report on the results and their discussion. Contribution to the existing knowledge and practice is provided in the Conclusion. Other options of structuring the dissertation are possible, according with the logic of the research. Each part should have an appropriate heading. All headings should use initial capitals only.

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

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

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

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

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

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

2.9. The text of the thesis 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 paper.

## DISSERTATIONS WRITTEN IN GROUPS

* 1. A dissertation may be developed by a group of students (two or three students). In this case, it is assumed that the dissertation 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 work on a dissertation together.
	2. If a dissertation is written by a group, its length can exceed the upper limit. As a rule, its length is between 25 000 to 30 000 words.
	3. The contribution of each member of the group should be clearly stated in the introduction to the dissertation. If students are working together at all the sections and tasks of the dissertation and their contribution cannot be evaluated separately, it also should be stated in the introduction.

## 4. SELECTION AND APPROVAL OF DISSERTATION TOPICS

4.1. The faculty of St. Petersburg School of Economics and Management may develop a provisional list of dissertation topics or research areas to be subsequently finalized by Academic Supervisor of the Master Programme. Potential employers can also propose topics and research areas. It is logical that the dissertation finalizes the findings and results of the term paper completed at the 1st year of studies, but it should not use the term paper literally.

4.2. The provisional topics are placed in the LMS directory. Students also may place their proposals in the LMS directory.

4.3. Students may choose any member of the faculty of the Programme as their dissertation supervisor, subject to this member’s consent. One supervisor may supervise up to five dissertations per academic year (there could be some exceptions that are considered specially by the Academic Supervisor).

4.4. Dissertation topics are assigned to students upon the approval of their applications via LMS by the dissertation supervisor and the Academic Director of the Programme .

If a dissertation is completed in group, all students that form a group should select or propose the same topic via LMS, thus confirming their intention to work in group.

4.5. Applications must be approved by the respective dissertation supervisors via LMS no later than November 20 of the current academic year.

4.6. From November 20 to December 15 of the current academic year, Programme Office makes the final list of the thesis topics selected by students and supervisors assigned to them.

4.7. Not later than December 15 of the current academic year, Programme Office issues a directive on thesis topics and supervisors for all students; thesis topics are registered in the individual study plans of students, which means the emergence of an obligation to complete the work by students.

4.7. The information on timing is presented in Appendix C.

## 5. DISSERTATION SUPERVISION

5.1. Dissertation supervisors appointed by the directive are responsible for direct supervision of dissertation preparation.

5.2. Dissertation supervisors have the following duties:

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

- Help students choose appropriate research methodology;

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

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

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

5.3. Dissertation supervisors are entitled to

- Select a suitable mode of interaction with students, in particular, agree on the dissertation 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 dissertation 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 dissertations.

5.4. Supervisors assess quality of dissertation against fixed requirements. They must fill in a special form (see Appendix D) where they put their review for the dissertation.

5.5. 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 dissertation topic (Appendix E), signed by the supervisor, and requests to change the dissertation supervisor (Appendix F), signed by both supervisors and addressed to the Programme Academic Supervisor, may be submitted to the Programme Office no later than one month and two months before the date of submission of the final draft of the dissertation respectively.

## 6. DISSERTATION PREPARATION RESTRICTIONS

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

6.2. Dissertations are subject to external review. The reviewers are assigned by the Academic Supervisor no later than thirty days before the date of submission of the final draft of the dissertation. The reviewer is giving a grade according to the HSE system of grading.

6. 3. Failure to complete a dissertation by the fixed deadline constitutes academic failure that can only be remedied through the formal procedures established at HSE.

## 7. DISSERTATION SUBMISSION

7.1. Students must upload a .doc, .docx or .pdf file with the final text of their dissertation through their personal profiles in the LMS no later than 14 days before the officially scheduled day of defense.

7.2. Submission deadlines for dissertations that are subject to defense cannot be extended. Failure to complete a dissertation by the fixed deadline (as per Clause 6.1) constitutes academic failure.

## 8. DISSERTATION REVIEW AND DEFENSE

8.1. Dissertation defense takes place each academic year during the period June 1-10.

8.2. Defense dates and Board composition are set by the Programme Academic Supervisor and approved by the HSE rector.

8.3. Defense is held in the presence of the Dissertation Board of at least two faculty members or research fellows of the School of Economics and Management, and at least three external members representing employers. The Chair is an external member, an expert in the area of international business or economics.

8.4. The Board is provided with access to uploaded dissertations, supervisor’s, and external reviews via LMS.

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

8.6. The defense is organized in a following way: student(s)’ presentation of the research results (up to 20 minutes); answers at the Board’s questions (up to 10 minutes), comments on external reviewer’s notes and final remarks (up to 5 minutes); in total the defense lasts up to 35 minutes.

If a dissertation is completed by a group of students, the time for their presentation can be extended (up to 25 minutes), as also the time for the discussion (up to 15 minutes). In total in this case the defense lasts up to 45 minutes.

8.7. Results of a dissertation defense are reflected in the Board minutes. Chair of the Board is responsible for the Board’s operation and minutes’ preparation.

8.8. If students miss their dissertation defense for a valid reason supported by documentary evidence, they will be allowed to defend their dissertation on a different date within the specially designated period (not later than 6 months since the appointed date of the defense).

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

8.10. Students whose supervisor or reviewer gave their dissertation a fail grade are allowed to proceed to the defense.

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

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

## 9. GRADING, RE-EXAMINATION AND APPEAL

9.1. According to the HSE regulations, the final grade is made up of 1) the grade of the thesis supervisor (10% of the final grade), 2) the grade of the reviewer (10% of the final grade), 3) the grade for oral defense of the dissertation (80% of the final grade).

9.2. The supervisor, while grading the dissertation on a ten-point scale, makes the conclusion on the overall quality of the dissertation and its eligibility for the defense and the master’s degree. The supervisor also gives detailed feedback according to the approved form (Appendix E).

9.3 The external reviewer assesses the dissertation on a ten-point scale according to the list of criteria that is provided in the approved form (Appendix H).

9.4. The oral defense is assessed according the list of criteria provided in Appendix I.

9.5. If a dissertation is performed by a group of students, the grades within the group can differ. If students state clearly their contribution to the dissertation, all three grades may differ, if the authorship is unseparated, the grade for the defense may differ depending on the students’ presentation and their answers at the questions from the Board.

9.6. The student may contest the grades for the defense following the general appeal procedures. The student may file an appeal to the secretary of the appeal committee not later than the following working day upon receiving the grades with detailed grounds for appeal. They will make a decision within 3 working days.

## 10. DISSERTATION STORAGE

The Programme Office stores copies of dissertations for 5 years (either in the form of hard copies or electronic files).

# *Appendix A*

*Template for a Title List*

The Government of the Russian Federation

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

St. Petersburg Branch

St. Petersburg School of Economics and Management

AUTHOR’S NAME[[1]](#footnote-1)

**DISSERTATION TITLE**

Master’s dissertation

Area of studies *38.04.02 «Management»*

Master Programme “Master in International Business”

|  |  |
| --- | --- |
| ReviewerPosition, degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | Research Supervisoracademic degree, position, department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name |

Saint Petersburg - 2022

# *Appendix B*

Provisional Template for References

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

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

The idea was explained by Littlechild (2018).

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

**References**

**Journal articles**

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

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

**Books or chapters:**

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

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

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

The Provisional Timing for the Selection and Approval of the Dissertation Topic

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Stage** | **Responsible entities** | **Period** |
|  | Collection of topic proposals | Departments, Research Centres and Programme Office | **September, 10 – October, 10** |
|  | Approval of topics  | Academic Supervisor and Programme Office | **Within 4 days after a proposal is placed** |
|  | Selection of topics / Proposing topics by students | Students, Academic Supervisor | **October, 10 – November, 1** |
|  | Approval of topics proposed by students | Departments, Research Centres | **November, 1 – November, 20** |
|  | 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 December 15** |
|  | Supervisor change | Students, Supervisors, Academic Supervisor and Programme Office | **Not later than 2 month before the final version submission** |
|  | Topic change/clarification | Students, Supervisors, Academic Supervisor and Programme Office | **Not later than 1 month before the final version submission** |
|  | Upload a file with the final text to the LMS | Students | **No later than 14 days before the officially scheduled day of defence** |
|  | Defence | Academic Supervisor, Programme Office, Defence Board | **during the period June 1-10** |

# *Appendix D*

Supervisor’s Review Template

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

**St. Petersburg Branch**

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

**Supervisor Review of the Dissertation**

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

*(student’s full name)*

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

Dissertation topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |
| --- | --- | --- |
| № | Evaluation criteria | Comments |
| 1. | Structure and logical organization  |  |
| 2. | The quality of the justification of the relevance of the research question |  |
| 3. | Originality and innovativeness  |  |
| 4. | Line of argument adopted to convey main ideas of Master’s thesis  |  |
| 5. | Grammar and formatting  |  |
| 6. | The quality of the literature review |  |
| 7. | The relevance of collected data |  |
|  | Approval for the defense | Yes/No |

Each item above is evaluated on the 10-grade scale: 0-3 – failed, 4-5 – satisfactory, 6-7 – good, 8-10 – excellent.

Additional comments[[3]](#footnote-3):

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

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_\_

# *Appendix E*

Template Request for Change of Dissertation Topic

TO:

Academic Supervisor of the Master’s Programme

“Master in International Business”

Dr. Dmitrii Trubnikov

FROM:

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

*(full name)*

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

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

**Request**

I hereby request to change the topic of my dissertation 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 Dissertation Supervisor

TO:

Academic Supervisor of the Master’s Programme

“Master in International Business”

Dr. Dmitrii Trubnikov

FROM:

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

*(full name)*

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

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

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

**Request**

I hereby request to change the supervisor of my dissertation

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

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

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

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

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

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*(Student’s signature)*

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

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

# *Appendix G*

Reviewer’s Report Template

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

**St. Petersburg Branch**

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

**Referee’s Review of the Dissertation**

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

*(student’s full name)*

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

Dissertation topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Criteria | Comments | Grade |
| Justification of the topic choice. Accuracy in defining the aim and objectives of the thesis |  |  |
| Structure and logic of the text flow |  |  |
| Quality of analytical approach and quality of offered solution to the research objectives |  |  |
| Quality of data collection and description |  |  |
| Quality of the research to set objectives. |  |  |
| Practical value of the research  |  |  |
| Quality of thesis layout |  |  |

Each item above is evaluated on the 10-grade scale: 0-3 – failed, 4-5 – satisfactory, 6-7 – good, 8-10 – excellent.

**Additional comments:**

**Final conclusion and grade**

**Master dissertation of …….. meets the requirements of the Master in International Business programme, and according to the reviewer’s opinion deserves a “*…*” grade, thus the author can be given the master’s degree in the area of studies Area of studies 38.04.02 «Management».**

Date

Signature

Job position

Stamp

# *Appendix I*

Assessment Criteria for the Oral Defense

|  |  |
| --- | --- |
| Criteria | Weight |
| Justification of the topic choice, including the definition of the aimand objectives of the thesis, research questions  | 10 % |
| Theoretical foundation and literature review  | 15 % |
| Research methods, including the choice of the research approach,quality of data collection, suitability and use of the methods  | 20 % |
| Research results, including the novelty of the main findings or theirpractical applicability, strengths and weaknesses of the researchargumentation and conclusions, research ethics  | 25 % |
| Report and presentation of the thesis  | 15 % |
| Answers on the questions  | 15 % |

1. Full name [↑](#footnote-ref-1)
2. For transliteration use special websites as <http://www.translit.ru/> [↑](#footnote-ref-2)
3. These comments contain an assessment of the overall quality of the thesis, the positive aspects of the thesis and the negative aspects of the thesis that the supervisor provided comments on but that the student did not fix. It also contains a discussion of to what extent the student complied with the plan of preparation for the master’s thesis, the frequency of consultations, the diligence of the student in working on the thesis, the degree of the student’s independence in working on the thesis, the creative approach of the student and the extent of the thesis’s compliance with the requirements for the master’s thesis. [↑](#footnote-ref-3)