

APPROVED BY
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educational program
"Data Analytics for Politics and Society"
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Practice program
Educational program "Data Analytics for Politics and Society"

*Developed by the Academic Supervisor of the EP "Data Analytics for Politics and Society"
for the educational program "Data Analytics for Politics and Society"
for 2021 students recruiting*

Annotation

Practical training on the educational program "Data Analytics for Politics and Society" is implemented in the form of Term Paper, Master Thesis, and Projects. It sets the main goal for students to obtain practical competencies in the direction of training "Political Science". Participation in such elements of practical training as scientific and applied projects, term paper and master thesis contributes to the formation, consolidation, development of practical skills and competencies in the profile of the educational program, including:

- Being capable of using relevant research findings in political science and related disciplines, applying political science to solve practical problems in professional activity;
- Being capable of working with contemporary scientific literature (including in English), analyzing the state of the art and trends in the development of political science;
- Being capable of analyzing empirical data (political, economic, and sociological research) using contemporary qualitative and quantitative methods and relevant software;
- Being capable of developing scientific and applied research design, including team research, based on contemporary political science methodologies and general scientific approaches;
- Being capable of self-directed production of integrative analytical materials (reviews, notes, papers, reports, recommendations, etc.) and proposals for decision-makers in the political area.

The practice program includes a description of the curriculum elements of the educational program, organized in the form of practical training and grouped in the "Practice" module of the curriculum.

SECTION 1. General information

Study year	Practice type	Type of practice	Feature	ECTS	Volume in academic hours for 1 student	Implementation period
<i>1</i>	<i>Research</i>	<i>Term paper</i>	<i>Compulsory</i>	<i>4</i>	<i>152</i>	<i>1st year of education</i>
<i>1,2</i>	<i>Project /Research</i>	<i>Projects</i>	<i>Elective</i>	<i>3</i>	<i>114</i>	<i>1st year of education</i>

2	Research	Master thesis preparation	Compulsory	21	798	2 nd year of education
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SECTION 2. Description of the content of the practice

Type	Control point for signing the assignment to the student	Control point for providing an intermediate version of the text / report	Control point for the delivery of the final text / report
Term papers	<p>The choice of the topic of the term paper by 1st year students is carried out until November 10th, 2021 23:59.</p> <p>No later than November 17th, 2021 – approval of the topics by academic supervisors</p> <p>No later than December 1st, 2021 23:59 – approval of the topics of the term paper by the academic council of the program</p>	<p>For the 1st year students:</p> <ul style="list-style-type: none"> - No later than December 1st, 2021 - providing a project plan of the term paper to the scientific supervisor; - No later than May 20th, 2022, provision of the draft version of the full text of the term paper to the scientific supervisor. 	<ul style="list-style-type: none"> - no later than June 15th, 2022 23:59 – submission of the final text of the term paper to LMS - June 22nd, 2022 – submission of the supervisor’s review to LMS - June 28th, 2022 – defense of the term papers
Master Thesis	<p>The choice of the Master thesis topic by 2nd year students is carried out until November 1st, 2022.</p> <p>No later than November 8th, 2022 – approval of the topics by the academic advisors.</p> <p>No later than November 15th, 2022 – approval of Master thesis topics by the academic council.</p>	<ul style="list-style-type: none"> - No later than November 30th, 2022 of the current academic year - submission of the Master Thesis proposal to the scientific supervisor; - No later than February 10th, 2023 – submission of the extended project proposal to the academic supervisor - No later than May 1st, 2023 – submission of the final version of the Master thesis text to the supervisor. 	<ul style="list-style-type: none"> - February 19th, 2023 - defense of the Project Proposal within research seminar; - April 13th, 2023 – pre-defense of the Master Thesis; - no later than May 15th, 2023 – submission of the final thesis paper to the LMS; - no later than May 22nd, 2023 – submission of the supervisor’s review - no later than May 26th, 2023 – submission of the external reviewer’s review - June 5th, 2023 – Master thesis defense.

Projects	The date for selecting a project is determined individually in project proposals at the HSE Project Fair.	It is determined individually in project proposals at the HSE Project Fair.	Determined individually in project proposals at the HSE project fair no later than the beginning of the third module.
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2.1. Term papers

2.1.1 The purpose and objectives of the Term Paper is the development of analytical and research competencies, as well as the practical application of theoretical and practical knowledge gained during lectures and seminars during the corresponding academic year. Prerequisites are the successful mastery of the material of lectures and seminars during the corresponding academic year.

2.1.2 Term papers of the MA Programme "Data Analytics for Politics and Society" are carried out in a research format. Term papers are performed individually. Term Paper is performed and defended in English. Term papers must be written in accordance with the Guideline for the Term Paper Preparation for the Master's degree program "Data Analytics for Politics and Society".

2.1.3 Features of assessment:

During the 1st study year, the term paper is assessed by the scientific supervisor in the Academic supervisor's feedback and by a commission consisting of HSE teachers in the process of defending the term paper.

Term paper performed by 1st year master's students are subject to mandatory public defense. On defense, the student makes an introductory speech and presentation, in which the relevance of the research, the goal and objectives, the structure and the main conclusions of the term paper should be stated. At the end of the speech, the student answers the questions and comments of the commission. Term papers are not subject to peer review. Term paper is assessed by the supervisor in the Academic supervisor's grading sheet. Based on the results of the discussion, the members of the Commission announce the assessments. The final grade for the term paper is set by the commission by adding the grade given by the supervisor and the arithmetic average grade given by the members of the commission following the results of the defense. The grade is rounded arithmetically.

Evaluation criteria:

- Compliance of the content of the work with the topic;
- Relevance and completeness of the literature review;
- Fulfillment of the set tasks in the main part;
- Match between the conclusions and the research goal;
- Adequacy of the methods used to the goals and objectives of the study;
- Compliance of the structure of the work with the goals and objectives of the study, the consistency of presentation and the completeness of the coverage of the topic;
- Compliance of the design of the work with the Guideline for the Term Paper Preparation.

The volume of the borrowed text in the term paper cannot exceed 20%. In the case of self-citation, the volume of borrowing in the term paper is defined by the supervisor in each case individually.

2.1.4 Resources and material and technical base required for the implementation of the practice

In the term paper students use materials from external resources - museums, libraries and archives, the resources of the HSE library, as well as electronic information resources provided by the HSE library by special subscription: databases of domestic and foreign periodicals, scientific citation databases, electronic databases. books, dictionaries and encyclopedias, databases of digital images.

2.1.5 Features of the performance of tasks for practice under conditions of restrictive or other measures.

Under the conditions of restrictive measures, offline internship (if it is the norm under normal conditions) by the decision of the University or, in the case of delegation of these powers to the educational program, the Academic Council of the educational program can be replaced by a remote one. Other features of the implementation of assignments for practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty, or educational program.

2.2. Master Thesis Preparation

2.2.1 The purpose and objectives of the "Preparation of the Master Thesis" are the accumulation and application of all mastered professional research skills: the ability to independently formulate a research problem and substantiate its relevance, substantiate the research methodology, conduct a competent literature review, demonstrate proficiency in methods, etc. The prerequisites are the successful mastery of the material of lectures and seminars during all the years of study on the MA Programme.

2.2.2 Master Thesis topic must be approved by the Academic Supervisor and the Academic Council of the Programme "Data Analytics for Politics and Society".

Students of the MA Programme "Data Analytics for Politics and Society" carry out Master thesis in an academic format (individual research). The Master thesis is carried out and defended in English. During the preparation and defense of the Master thesis on the MA Programme "Data Analytics for Politics and Society", the principle of zero tolerance to plagiarism is implemented. The share of self-citation is defined by the academic advisor and if needed programme council for each case individually.

Students submit a developed plan of the Master Thesis (Project Proposal), 2500-3500 words, which contains the statement of the goals of the thesis, literature review, and methodology. The oral presentation of the Project Proposal is an inherent part of the Thesis according to the standards of the Master's education at the HSE.

Other information on the preparation and defense of Master Thesis is set out in the Guideline for the Master Thesis Preparation for the MA Programme "Data Analytics for Politics and Society".

2.2.3. Assessment features:

Grading the Project Proposal defense. The defense procedure includes presenting for 6-10 minutes the elaborated plan of the research project and participating in the subsequent oral academic discussion. The resulting grade for the defense is composed of the grade for the oral presentation and the grade for the text of the Project Proposal submitted earlier. The grade is rounded arithmetically.

For every Master Thesis, a reviewer must be appointed. The reviewer is obliged to conduct a qualified analysis of the main provisions of the peer-reviewed Master Thesis, the presence of the author's own point of view, their ability to use research methods, the degree of validity of conclusions and recommendations, the adequacy of the means of achieving results, the reliability of the results obtained, their novelty and practical significance.

When giving an assessment, the content, formatting, and presentation of the paper are taken into account, based on the assessment criteria described in the Guideline for the Master Thesis Preparation. Taking into account the results of the defense and the assessments of the advisor and the reviewers, the final assessment of the work is formed. The grade is determined by the open voting of the State Examination Commission (for the text of the thesis, its defense, including the presentation and

answering the reviewer's questions). In case of disputable situation, the Chairman of the State Examination Commission has a casting vote.

Evaluation criteria:

- Correctness of the formulation of the object, setting goals, the validity of the structure of work;
- Relevance of work for the current state of scientific knowledge;
- Justification of the selection of methods and independence in the analysis;
- The presence of an independent position in relation to the studied material and the points of view existing in the scientific literature;
- Compliance of the design of the work with the established requirements and norms of academic writing.

2.2.4 Resources and material and technical base required for the implementation of the practice

During the Master thesis writing, students use materials from external resources - museums, libraries and archives, the resources of the HSE library, as well as electronic information resources provided by the HSE library by special subscriptions: databases of domestic and foreign periodicals, scientific citation databases, electronic databases. books, dictionaries and encyclopedias, databases of digital images.

2.2.5 Features of the implementation of assignments for practice in conditions of restrictive or other measures.

Under the conditions of restrictive measures, offline internship (if it is the norm under normal conditions) by the decision of the University or, in the case of delegation of these powers to the educational program, the Academic Council of the educational program can be replaced by a remote one. Other features of the implementation of assignments for practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational program.

2.3. Projects

2.3.1 The purpose of the project activity is to use the knowledge, skills and abilities acquired during training for the formulation and solution of practical problems of both academic and applied nature.

Goals, objectives, prerequisites, dates of control points, content, development features, assessment and reporting of each project are determined by its leader. The project activity of students belongs to the variable part of the curriculum. Students of the MA Programme "Data Analytics for State and Society" choose research and applied projects at the [HSE Project Fair](#), group or individual, related to the subject of the program, corresponding to the objectives of the Programme and helping to develop the students' skills and competencies stipulated in the HSE, from among those recommended by the academic supervisor.

2.3.2 The academic supervisor of the Programme has the ability to block a project proposal for students of the Programme, if the project does not belong to service projects, and if the academic supervisor believes that the proposed project does not meet the above criteria. The blocked project proposal is not displayed at the Project Fair for students of the Programme, the academic leader of which made such a decision.

The student is not prohibited from performing projects from among those not recommended by the academic supervisor. The results obtained by a student on such projects can be optionally credited in excess of the standard credit points. The student has the right to decide: whether to participate in an uncoordinated project on an optional basis and choose another project for credit within the Programme, or change the selected project to another, which will be approved by the academic supervisor of the Programme.

After registering for the project and subsequent approval of the candidacy by the project manager, the student cannot leave the project without permission, without the consent of the manager. In the case

of unauthorized withdrawal, the supervisor has the right to rate the work of the respective student as unsatisfactory, which means academic debt.

The project activities of students are regulated by the Regulation on the practical training of students in basic educational programs of higher education - bachelor's, specialist's and master's programs of the National Research University Higher School of Economics.

2.3.3 Features and evaluation criteria:

The assessment of the student's work is carried out by the project manager in accordance with the principles specified in the assessment sheet / statement of the project. At the end of the project, the project manager fills in an assessment sheet, giving a grade for the work done by the student and the number of credits for the amount of work on the project. The assessment sheet must be submitted to the training office no later than 5 days from the date of the end of the project.

2.3.4 Resources and material and technical base required for the implementation of practice:

The set of necessary resources is determined by the specifics of each specific project, their choice is made by the project manager.

2.3.5 Features of performing tasks on practice in conditions of restrictive or other measures:

In the context of restrictive measures, preference is given to projects that can be implemented in a remote format. Other features of the performance of tasks on practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational program.

SECTION 3. Features of the organization of training for persons with disabilities and disabled people

Practical training of students with disabilities and disabled people is organized taking into account the characteristics of psychophysical development, individual capabilities and health status. If necessary, students from among persons with disabilities (at the request of the student) and for persons with disabilities also in accordance with an individual rehabilitation program for a disabled person may be offered the following options for the perception of educational information, taking into account their individual psychophysical characteristics, including using e-learning and remote technologies:

- for persons with visual impairments: in printed form in an enlarged font; in the form of an electronic document; in the form of an audio file (translation of educational materials into audio format); in printed form in Braille; individual consultations with the involvement of a tiflosurd interpreter; individual assignments and consultations;

- for persons with hearing impairments: in printed form; in the form of an electronic document; videos with subtitles; individual consultations with the involvement of a sign language interpreter; individual assignments and consultations;

- for persons with disabilities of the musculoskeletal system: in printed form; in the form of an electronic document; in the form of an audio file; individual assignments and consultations.

For people with disabilities and people with disabilities, the choice of places for training should take into account the health status and accessibility requirements for these students.