| **Practice program**  **Educational programme “Comparative Politics of Eurasia”**  **Area of studies 41.04.04 “Political Science”**  **for 2024 students recruiting** | |
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|  | APPROVED BY  Academic Council of  The educational programme  "Comparative Politics of Eurasia" |
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**Annotation**

Practical training on the educational programme "Comparative Politics of Eurasia" is implemented in the form of Term Paper and Master Thesis, Projects and 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 "Projects" contributes to the formation, consolidation, development of practical skills and competencies in the profile of the educational program, including:

* Able to use latest results of the scientific research in political science and neighboring disciplines; develop application of political science research for solving practical tasks;
* Able to work with the contemporary academic literature (including literature in English language), analyze current state and tendencies in political science
* Able to use empirical databases (including international ones) for the scientific and project work, create and develop datasets independently for the realization on scientific and practical tasks
* Able to conduct analysis of empirical data (from political, economic, social studies) with the help of qualitative and quantitative data analysis methods with the help of modern data analysis software
* Able to develop research design and design of applied study, including those conducted by research teams using modern political science methodologies and scientific approach
* Able to conduct professional communication with bodies of state and municipal authorities

The internship 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** | **Name of practice** | **Feature** | **ECTS** | **Volume in academic hours for 1 student** | **Implementation period** |
| --- | --- | --- | --- | --- | --- | --- |
| *1* | *Internship* | *Term paper* | *Compulsory* | *6* | *228* | *1st year of education* |
| *1,2* | *Internship* | *Project Internship* | *Compulsory* | 6 | *114* | *1st year of education,*  *2d year of education* |
| *2* | *Internship* | *Master thesis preparation* | *Compulsory* | *24* | *912* | *2d year of education* |

**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 | Students submit the approved topics and an academic supervisor via LMS: **November, 26 – December, 1 2024, 18:00** | **For the 1st year students:**  - No later than **November 1, 2024** providing a project plan of the term paper to the scientific supervisor and the members of the Academic Council;  - No later than **January 20, 2025**, the provision of a draft version of the text of the term paper to the scientific supervisor.  - No later than **May 16, 2025**, the provision of the final text of the term paper to the scientific supervisor. | **Uploading the final version of term paper to the LMS (via the dedicated LMS module):**  - 1st course: **no later than June 10, 22:59** of the current academic year. |
| Master Thesis | To be announced | To be announced | To be announced |
| 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 of the graduation course.** |

**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 must be written in accordance with the Rules for the preparation of term papers for the Master's degree program "Comparative Politics of Eurasia". Term paper and MA thesis are two separate but interrelated forms of student research work. As a general rule, MA research projects should be carried out within two academic years. In the first year, students prepare their term paper, whereas in the second year, they complete the entire research project as an MA thesis. Term paper should be written as an extended (detailed) research proposal comprising some of the core elements of the future MA thesis: statement of a research problem, its timeliness and research relevance, literature review, research question(s), theoretical and methodological framework including hypotheses (if applicable for chosen methodology), research design (research strategy, methods of data collection and analysis, research ethics), list of references. Term paper may result from the student’s research work accomplished in the framework of a research group (as part of research projects, laboratory research, study groups, etc.). If this is the case, this should be clearly stated in the preface or in the introduction of Term paper. Research focus of the term paper should fall within the scope of the Programme. Term paper is an independent research work and should be written individually. Term Paper is performed and defended in English.

The timing of the Term paper is regulated by the Term paper dates and deadlines.

Term paper volume:

1st year students – 6,000 – 8, 000 words (including all term paper elements, mentioned above, except annexes).

**2.1.3** **Features of assessment**

Term papers performed by the 1st year master's students are subject to mandatory public defenсe. Grades for term papers should be given after public defence. The dates for the public defence should be approved by the Academic Supervisor of the Programme upon prior agreement by the Head of the Programme Office. The term paper defence should be held not earlier than within 7 days after term paper submission deadline.

Examination committees should be set up by the decision of the Programme Academic Supervisor. An examination committee should include no less than three HSE faculty members (academic or research staff) with one of them acting as the chairperson The chairperson is appointed by the Programme Academic Supervisor.

Feedback from the student’s supervisor should be submitted to the Programme Office no later than 3 working days before the term paper defence. In case the supervisor’s feedback has not been provided, the Programme Office informs the chairperson of the examination committee, the Academic Supervisor of the Programme, as well as the Head of the student’s supervisor department, thereof, and disciplinary measures may be applied, if the feedback has not been submitted without a valid reason. In order to maintain high quality of student term papers, the Programme Academic Supervisor initiates and coordinates the preparation of reviews on term papers written by the 1st-year students. To this end, the Programme Academic Supervisor should appoint reviewers from among the HSE University faculty (academic and research staff members). Reviews for term papers shall be provided by the reviewer to the student and the examination committee no later than 3 working days before the defence. In case the review has not been provided, the Programme Office informs the chairperson of the examination committee, the Programme Academic Supervisor, as well as the Head of the reviewer’s department, thereof, and disciplinary measures may be applied, if the feedback has not been submitted without a valid reason.

Each term paper should be subject to anti-plagiarism checks by the Programme Office using appropriate software (e.g. TurnItIn) in accordance with the Regulations. Supervisors and reviewers should be notified of the outcome of such checks and should take them into account when preparing their feedback and reviews. If instances of plagiarism are uncovered in the term paper, the student may faces disciplinary action in accordance with the Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE (Appendix 7 to HSE Internal Regulations).

Term paper defence includes the following elements:

- The student describes their research problem, research question, literature review, theoretical framework, hypothesis (if applicable), proposed methodology and methods of data collection and analysis;

- The student provides answers to the questions of the examination committee’s members to further clarify certain points and arguments that have been presented;

- The chairperson presents the feedback of the supervisor and the review;

- The student is given possibility to reply to critical comments mentioned in the review and in the supervisor’s feedback;

- The defence is concluded by a general discussion of the term paper and its presentation.

At the end of the opening speech, the student answers the questions and comments of the commission. The term paper is assessed by the supervisor/ a reviewer in their feedback:

* Explanation and substantiation of the research question/puzzle by the student. Student’s justification of the puzzle’s relevance to the state of the art in the field, and its connection to the academic debate OR the puzzle’s relevance to policy/political problems in countries under analysis;
* Correspondence between the topic (title), research goal(s), research question/puzzle, objectives, theoretical framework and proposed methodology;
* 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 academic sources;
* Ability to use theoretical concepts for building theoretical and methodological research framework, as well as formulating the research expectations and/or hypotheses (if applicable).
* Suitability of proposed research methodology for stated goals and objectives.
* The paper structure, logical reasoning, reliability and accuracy.
* Conformity with requirements for the formatting, quotation/citation rules, as well as bibliographical references and lists.

The final grade for the term paper should be assigned by the examination committee with due regard to the opinions of the supervisor and the reviewer expressed in their feedback and review. However, the final grade is entirely determined by the defence committee based on the defence outcomes. If the supervisor sits on the examination committee, they should not be involved in assigning the grade by the committee. If a student misses their term paper defence for a valid reason supported by documentary evidence, they will be allowed to defend their term paper either on another date originally scheduled within the current examination period or on a different date within the specifically designated retake period without being penalised (i.e. such cases are not counted as academic failure). Failure to complete and/or defend term paper in the period fixed by the Programme without a valid reason constitutes an academic failure that can be remedied following the procedures established by the Regulations. Students can defend their term paper during the retake period. These rules also apply to term papers that were not defended for reasons of plagiarism. In addition to constituting an academic failure, such cases also lead to administrative penalties.

**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 implementation of assignments for practice in conditions of restrictive or other measures.**

Under the conditions of restrictive measures, stationary 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 historiographic analysis, 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** As a general rule, MA research projects should be carried out within two academic years. In the first year, students prepare their term paper, whereas in the second year, they complete the entire research project as an MA thesis. MA thesis should be a complete piece of research performed by a student under the guidance of their supervisor. In MA thesis, students should develop a theoretical framework and conduct empirical analysis based on the core methodological and theoretical elements presented in their term paper. In exceptional cases, students may prepare MA thesis on a topic substantially different from the topic of their term paper subject to prior approval by their supervisor and the Academic Supervisor of the Programme. Research focus of MA thesis should fall within the scope of the Programme. Master Thesis topic must be approved by the Academic Supervisor and the Academic Council of the Programme "Comparative Politics of Eurasia".

MA thesis may be prepared in one of the following formats: a regular MA thesis or a journal article. Preparation of an MA thesis in the format of a journal article should be approved by both the student’s supervisor and the Academic Supervisor of the Programme. Such approvals should be obtained by the formal deadline for the final modification of MA thesis topic.

MA thesis may result from student’s research work accomplished in the framework of a research group (as part of research projects, laboratory research, study groups, etc.). If this is the case, this should be clearly stated in the preface or in the introduction of the MA thesis. In such cases, the introduction of the MA thesis should also contain information about the collective research project necessary for contextualising and understanding the student’s contribution.

Irrespective of the thesis format (regular MA thesis or journal article), the research environment or the topic of research, the work should allow the readers and reviewers to evaluate the individual contribution of the author to the research paper and to what extent this contribution adheres to the requirements of these Guidelines and the Regulations. A MA thesis should reflect the author’s skills in working with academic literature, as well as collecting and analysing empirical material with the help of theoretical knowledge and methodological competencies obtained during their studies in the Programme.

If an MA thesis is prepared as a journal article it should comply with standard requirements applied to this type of academic research outputs. It should be written as an English-language research paper for a relevant academic journal from *the List of Journals approved for HSE Academic Bonuses* or for another academic journal from the first and second quartiles (Q1-Q2) as indexed by the Web of Science or SCOPUS. MA thesis is performed and defended in English.

The timing of the MA thesis is regulated by the MA thesis dates and deadlines.

MA thesis volume:

- for MA thesis prepared in a regular format: minimum 15,000 words (including all elements mentioned above, except annexes);

- for MA thesis prepared as a journal article: according to the requirements of the journal to which it is submitted.

**2.2.3**. **Assessment features**

MA theses are subject to mandatory public defenсe. Grades for MA theses should be given after the public defence. The MA thesis defence procedure should be established in line with the Regulations for the Final State Certification of Students of the BA, Specialist and MA Level at National Research University Higher School of Economics. Dates for MA thesis defence should be approved by the Academic Supervisor of the Programme upon prior agreement by the Head of the Programme Office and fixed in the Directive issued by the HSE St. Petersburg Director or Deputy Director. The State examination committee should be set up by the decision of the Programme Academic Council in line with the Regulations for the Final State Certification of Students of the BA, Specialist and MA Level at National Research University Higher School of Economics.

Feedback from the student’s supervisor should be submitted to the Programme Office no later than 7 calendar days after the receipt of the final version of MA thesis (date of MA thesis submission). In case the supervisor’s feedback has not been provided, the Programme Office informs the chairperson of the State examination committee, the Academic Supervisor of the Programme, as well as the Head of the student’s supervisor department, thereof, and disciplinary measures may be applied, if the feedback has not been submitted without a valid reason.

In order to maintain high quality of MA theses, the Programme Academic Supervisor initiates and coordinates the preparation of reviews on MA theses. The reviewer of MA thesis is a representative of an external organisation of higher education or an employee of an organisation from a professional sphere that corresponds to the theme of MA thesis. Student’s supervisor should propose a potential reviewer to the Programme Office. The Programme Academic Council considers and approves the list of MA thesis reviewers. Reviewers should provide their reviews to the Programme Office no later than 7 days prior to MA thesis defence. The Programme Office should provide students with content of such reviews no later than 6 days prior to MA thesis defence.

Each MA thesis should be subject to anti-plagiarism checks by the Programme Office using appropriate software (e.g. TurnItIn) in accordance with the Regulations. Supervisors and reviewers should be notified of the outcome of such checks and should take them into account when preparing their feedback and reviews. If instances of plagiarism are uncovered in an MA thesis, the student may face disciplinary action in accordance with the Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE (Appendix 7 to HSE Internal Regulations).

MA thesis defence includes the following elements:

- The student describes their research puzzle/research question(s), literature review/theoretical framework, hypothesis (if applicable), methodology and methods of data collection and analysis; major research findings and their interpretation; major research outcomes formulated in the conclusion of MA thesis.

- The student provides answers to the questions of the State examination committee’s members to further clarify certain points and arguments that have been presented;

- The chairperson presents the feedback of the supervisor and the review;

- The student is given possibility to reply to critical comments mentioned in the review and in the supervisor’s feedback;

- The defence is concluded by a general discussion of the term paper and its presentation.

MA thesis is assessed by the supervisor/ a reviewer in the Academic supervisor’s / Reviewer’s feedback:

- Explanation and substantiation of the research question(s)/puzzle by the student. Student’s justification of the puzzle’s relevance to the state of the art in the field, and its connection to the academic debate OR the puzzle’s relevance to policy/political problems in countries under analysis (in accordance with the student’s trajectory).

- Correspondence between the topic (title), research goal(s), objectives, content and empirical findings (conclusions) of the paper: Does the paper answer the research question?

- 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.

- Ability to use theoretical concepts for building theoretical and methodological research framework, as well as formulating the research expectations and/or hypotheses (if applicable).

- Ability to use methods of data collection and analysis.

- Structure of MA thesis, logical reasoning in building connections within the argument and between different parts of the thesis. Reliability of research outcomes and conclusions.

- Conformity with requirements for the formatting, citation/quotation rules, as well as bibliographical references and lists.

The final grade for MA thesis should be assigned by the State examination committee with due regard to the opinions of the supervisor and the reviewer expressed in their feedback and review. However, the final grade is entirely determined by the State examination committee based on the defence outcomes. If the supervisor sits on the State examination committee, they should not be involved in assigning the grade by the committee.

**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, stationary 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. Depending on the trajectory, students choose either a research project (for students in the research trajectory) or an applied project (for students in the general trajectory).

Goals, objectives, prerequisites, dates of control points, content, development features, assessment and reporting of each project are determined by the project’s leader. The project activity of students belongs to the variable part of the curriculum. Students of the MA Programme "Comparative Politics of Eurasia'' choose research and applied projects at the [HSE Project Fair](https://pf.hse.ru/en/), 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 director.

2.3.2 The academic director 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 leader 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 director. 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 agreed by the academic director 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 leader in accordance with the principles specified in the assessment sheet / statement of the project. At the end of the project, the project leader fills out 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.