**The Government of the Russian Federation**

**Federal State Autonomous Institution for Higher 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 “International Business in the Asia-Pacific Region”**

Area of Studies: 38.04.02 «Management»

Level: Master

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

Minutes No. 3 from 29 November 2024

St. Petersburg, 2024-2025

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

## 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 defence have a combined value of 17 ECTS for both tracks.
  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 State Examination Board.
  5. The dissertation is completed in English. It should be prepared individually.

## DISSERTATION STRUCTURE, CONTENT AND FORMAT

2.1. The master dissertation is a structured paper. **It should be prepared individually.** The volume must be from 20 000 to 25 000 words in length. 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:

**Academic** 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 dissertation supervisor and the academic supervisor of the programme.

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

***Academic format***

- title page with student(s) name, title of the research project, and name of dissertation 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[[1]](#footnote-1);

- method and data;

- results and 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 dissertation 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.

## 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 Supervisor of the Programme.

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 on the official web-site of the Programme.

## 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 C) 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 D), signed by the supervisor, and requests to change the dissertation supervisor (Appendix E), 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. If a student uses automated content generation algorithms while preparing the thesis, they must include a section titled “Description of Used Generative Model” in the thesis text. This section should encompass a description of the objectives for using the generative model, the name of the generative model, link to the website on the Internet (or a description of another source of the model), and a description of its application method.

6.4. The application of generative models in written assignments is subject to disclosure declarations when uploading the final version of the thesis in the LMS. If a student uses generative models, then the student must complete the section titled "Description of Generative Models Applied" in the uploading form, which indicates:

- the specific parts of the text that were drafted using generative models (the entire body of the work, separate sections of the work, or individual fragments of the work);

- the objectives for and means of applying generative models for each such part of the text (fully generated text, generated text subject to editing by the author, or text written by the author with the use of generated materials);

- the name of each generative model used, with a link to it in the internet (or, for other model sources, a description of the specific source);

- an assessment of the efficiency of using generative models and their effectiveness in achieving the assigned goals.

The information could be checked by the following link: <https://www.hse.ru/en/docs/934833726.html>

## 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. Those who fail to meet the set deadline are to be dismissed from the university owing to failure to carry out their obligations to master the respective degree programme with due diligence, as well as complete the relevant curriculum.

## 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 State Examination 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 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, supervisors, 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.

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 failure to pass the Final State Certification and results in the dismissal from the university owing to failure to carry out their obligations to master the respective degree programme with due diligence, as well as complete the relevant curriculum.

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 Antiplagiat (Anti-plagiarism) system pursuant to the *Regulations on Checking Student Papers for Plagiarism, the Use of Generative Models, and the Publication of Bachelor's, Specialist, and Master's Theses on the HSE University Corporate Website*. Dissertation 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*.

8.13. The application of generative models in written assignments is subject to disclosure declarations. If a student/group of students uses generative models, they must disclose this fact in a special section, specifically declaring:

- the specific parts of the text that were drafted using generative models (the entire body of the work, separate sections of the work, or individual fragments of the work);

- the objectives for and means of applying generative models for each such part of the text (fully generated text, generated text subject to editing by the author, or text written by the author with the use of generated materials);

- the name of each generative model used, with a link to it in the internet (or, for other model sources, a description of the specific source);

- an assessment of the efficiency of using generative models and their effectiveness in achieving the assigned goals.

8.14. If a student or group of students uses automated content generation algorithms while completing an assignment, they must include a section titled “Description of a Generative Model Used” in their assignment. **This section should encompass a description of the objectives for using the generative model, the name of the generative model, link to the website on the Internet (or a description of another source of the model), and a description of its application method.**

8.15. If academic misconduct occurs, as listed in the Student Internal Regulations, such as copying at written or verbal examinations, using unauthorised materials / cheat sheets at verbal examinations, collusion, duplicate submissions of a paper, plagiarism in written works, fraud in written and verbal works, and fabricating data or results, using generative models without proper attribution, 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 **State Examination Board provides the final grade for the Dissertation**. The Board will take into account Supervisor and External Reviewer feedbacks. The Board evaluates not just the text of the Dissertation, but also the oral defense of the Dissertation.

Grade of the Board is the arithmetic mean of the overall assessments of each Board member. So, G committee= (GCM1+GCM2+GCM3+….)/3…

CM1G is Grade of the Board Member 1

9.2. **Assessment Criteria for the Academic Format**

|  |  |
| --- | --- |
|  | **Evaluation criteria** |
| 1. | The quality of the justification of the research motivation and the research framework (including literature review) |
| 2. | The quality of the research design (the fit of the chosen theoretical foundation and the research question formulation to the methodological choice) |
| 3. | Clear and validated results (robustness \ validity \ reliability tests, qualitative research protocols) |
| 4. | The quality of the discussion and conclusion sections (clearly presented value added of the research, intended scientific contribution, relevant managerial implications) |
| 5. | Responses to the questions |

**Academic format**

The **"Excellent" rating (10)** implies meeting the criteria for the grade 8 and clear perspective for a publication of research materials in a highly ranked journal (**HSE** **List of Eligible Journals:** **https://www.hse.ru/en/science/scifund/an/spiski\_all/**) and the presence of a positive review from the editorial board of the journal.

Assessment **“Excellent” (9):** Meeting all the criteria for the grade 8 plus demonstrating extensive knowledge of the topic, theories or practical aspects of the research problem. All additional questions from the Board were eagerly answered

Assessment **"Excellent" (8):** Formulation of a specific research problem, a meaningful and complete literature review on the research topic, critical analysis of the main results obtained in this literature, identification of a research gap, identification of a niche for independent research and elements of such research in accordance with modern methodology, correct use of research tools, methods and data, presence of the results, conclusions and managerial implications.

Assessment **"Good" (6-7):** Thesis defines the field of research, and also contains (perhaps not completely) the following elements: a review of the literature on the research topic, a critical analysis of existing approaches, the formulation of tested hypotheses, the presentation of formal and/or empirical models, analysis and analysis the prerequisites of these models, independent collection and/or empirical analysis of these data, interpretations of the results obtained.

Assessment **"Satisfactory" (4-5):** Thesis is mainly abstract in nature, vague or imprecise, while it cannot be rated "excellent" or "good" (see above). Attempts at independent research, however containing significant errors, can also be assessed as "satisfactory".

Rating **"Unsatisfactory" (1-2-3):** thesis paper that does not meet the criteria described above.

9.3. **Assessment Criteria for the Consulting Format**

|  |  |
| --- | --- |
|  | **Evaluation criteria** |
| 1. | Understanding the problem being solved by a consulting project. The quality of the justification of the reasons why it is necessary to analyse and develop measures for the improvement of the object of the research |
| 2. | Quality and depth of the analysis of the identified problem. Formulation of company needs and expected results. |
| 3. | Evaluation of alternative solutions to the problem and justification of the choice of a solution. |
| 4. | Quality of project. Project implementation and risk evaluation. |
| 5. | Project customer report and company report on the implementation of project results in the company. |
| 6. | Responses to the questions |

**Consulting format**

The **"Excellent" rating (9-10)** assumes, confirmed by the company, the effect of implementing the recommendations.

Assessment **"Excellent"(8):** Statement of a practical problem faced by the organization-customer, a meaningful and complete review of the literature on the research topic, critical analysis of the main results obtained in this literature, identification of the main methods of solving the problem, identification of a niche for independent research, correct use of research tools, methods and data, the presence of conclusions. The practical part of the thesis should contain a business plan (in the case of developing a new business direction) or a project charter (in the case of solving the problem of internal processes of the customer's organization) in accordance with accepted international standards.

Assessment **"Good" (6-7):** The thesis defines the field of research (possibly without posing a research question), and also contains (perhaps not completely) the following elements: a review of the literature on the research topic, a critical analysis of existing approaches, a presentation of formal models for solving a management problem, independent collection and/or empirical analysis of data interpretations of the results obtained, the business plan or the charter of the project are incomplete or contain significant errors.

Assessment **"Satisfactory" (4-5):** The thesis is mainly abstract in nature, while it cannot be rated "excellent" or "good" (see above). Attempts at independent research, practical calculations and recommendations that are not structured in form and contain significant errors can also be evaluated as "satisfactory".

Rating **"Unsatisfactory" (1-2-3):** The thesis that does not meet the criteria described above.

9.4. 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 F).

9.5. 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 F).

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 Education National Research University Higher School of Economics

St. Petersburg Branch

St. Petersburg School of Economics and Management

Student’s surname and name[[2]](#footnote-2)

**DISSERTATION TITLE**

Master’s dissertation

Academic format / Consulting format Area of studies *38.04.02 «Management»*

Master’s Programme “International Business in the Asia-Pacific Region”

|  |  |
| --- | --- |
| Reviewer  Position, degree  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name | Dissertation Supervisor  academic degree, position, department  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |

Saint Petersburg - 2025

# *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).

In case of a direct citation, there must be a page number. E.g.:“Asian developmental states moving up the GVC tend to develop tighter linkages with businesses through strategic and aggressive industrial policies and innovation partnerships.” (Pan, 2015: 1).

**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**[[3]](#footnote-3):

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*

**National Research University Higher School of Economics**

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

Master’s Programme “International Business in the APR”,

**Dissertation supervisor’s feedback**

1. **st year** student of the MA Programme “International Business in the APR”,

Full name:

Topic:

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Dissertation supervisor’s comments** |
| **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 |  |
| **10.** | **Recommended grade for the thesis (on a 10-point scale)** |  |

Comments:

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

Dissertation Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

# *Appendix D*

Template Request for Change of Dissertation Topic

TO:

Academic Supervisor of the Master’s Programme

“International Business in the APR”

Prof. Veselova Liudmila

FROM:

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

*(full name)*

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

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

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 E*

Template Request for Change of Dissertation Supervisor

TO:

Academic Supervisor of the Master’s Programme

“International Business in the APR”

Prof. Veselova Liudmila

FROM:

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

*(full name)*

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

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

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

**Request**

I hereby request to change the supervisor of my dissertation

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (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\_ |

# *Appendix F*

Reviewer’s Report Template

**National Research University Higher School of Economics**

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

Master’s Programme “International Business in the APR”

**Review**

**2nd year** student of the MA “International Business in the APR”

Full name:

Topic:

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Reviewer’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 |  |
| **10.** | **Recommended grade for the thesis** |  |

Comments:

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

Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

1. The preferred type of source is academic papers published in English in top tier journals from Academic journal guide of the Association of Business Schools [https://charteredabs.org/academic-journal-guide-2021-view]. In case of a strong necessity, an alternative source of the relevant journals can be the website https://www.scimagojr.com/journalrank.php, but in this case, the journal has to be at least of Q1 rank in the corresponding knowledge area. It is highly recommended to consult your dissertation supervisor regarding the correct keywords for your article search [↑](#footnote-ref-1)
2. Full name [↑](#footnote-ref-2)
3. For transliteration use special websites as <http://www.translit.ru/> [↑](#footnote-ref-3)