

**National Research University  
"High School of Economics"  
School of Arts and Humanities  
Department of history**

**MA "Global and Regional History"**

**Practical training programme**

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of the program "Global and Regional History"**

Practical training in the educational program 'Global and Regional History' is implemented in the form of research and project activities. Participation in such elements of practical training (EPT), as research as part of the implementation of coursework, final qualification and project work, and professional research practice, contributes to the formation, consolidation, development of practical skills and competencies in the profile of the educational program, including the development of skills independent study of the material on the topic of work, as well as the competencies of analytical and research activities, work with information. The practice program includes a description of the elements of the curriculum of the educational program, organised in the form of practical training and grouped in the 'Practice' module of the curriculum.

**Section 1. General information:**

**Distribution of EPT by years of training:**

<b>Year of study</b>	<b>type of practice</b>	<b>Elements of practical training (EPT)</b>	<b>Feature 1</b>	<b>Feature 2</b>	<b>Credit units per student</b>	<b>Academic hours per student</b>	<b>Period of implementation</b>
1	Research	First-year paper	C	F	6	228	2025/2026 academic year
1, 2	Research-/project-based	Projects	E	F	3+3	114+114	1 module 2025-2026 – 3 module 2026/2027 ac. year
2	Scientific research	Thesis preparation	C	F	18	684	2026/2027 ac. year

Overview table with points of control for all EPT:

Type of practice	Control point for signing the task to the student	Control point for providing an intermediate version of the text/report	Control point for providing the final text/report
First-year paper (working title: proposal for a master's research project)	<ul style="list-style-type: none"> <li>- The formulation of the topics of the first year paper is carried out from September 15 to November 7.</li> <li>- The second wave of wording of topics after their criticism from November 7 to November 20 of the current academic year.</li> <li>- Approval of the topics of term papers in individual study plan of students no later than 15 December of the current academic year.</li> </ul>	<ul style="list-style-type: none"> <li>- January 9: submission of the first draft of the paper to the supervisors and on January 30 to the Research Seminar</li> <li>- April 1-5 presentation of the master's research project (First-year paper) at a conference with second-year students;</li> <li>- May 7: deadline for changing the project title (and its supervisor)</li> <li>- May 12: submission of the draft of the Master's research project (First-year paper) to the Research Seminar for its pre-defence, tentatively scheduled for May 18-21.</li> </ul>	<ul style="list-style-type: none"> <li>- June 16: downloading the First-year paper to the LMS and the "Anti-plagiarism" system</li> <li>- 23-30 June: defence of the First-year paper</li> </ul>
Projects	The date of project selection is determined individually in the project proposals at the HSE Fair of EPT	Determined individually in the project proposals at the HSE Fair of EPT	determined individually in the project proposals at the HSE Fair of EPT but not later than the beginning of the module 3 of the second year of study

MA Thesis	<p>The formulation of the MA Thesis topic is carried out from October 10 to November 1 of the second year of study.</p> <p>Confirmation of MA Thesis topics, or offer to those students by the managers is carried out from November 2 to 15.</p> <p>Approval of MA Thesis topics in students' individual study plans, finalising the topics and supervisors of MA Thesis to students by the HSE order no later than December 15 of the current academic year.</p>	<p>– No later than on 15 November the outline of the MA Thesis is to be submitted to the supervisors for marking ‘confirmed’ or ‘not confirmed’ Не позднее 15 ноября;</p> <p>– Submit the topic and the MA Thesis abstract in English to the LMS;</p> <p>– 30 November: turning in the first draft of the first chapter of the thesis to the Research Seminar</p> <p>- 2-8 December: defence of the draft of the first chapter or case study at the Research Seminar;</p> <p>– By 24 January: submission of the draft of the second chapter or case study to the Research Seminar for its defence there between 27 January and 5 February</p> <p>– 4 April 4, providing a draft version of the thesis to the supervisor, with feedback from the supervisor no later than 11 April;</p> <p>- 15 April: submission of the draft version of the thesis for pre-defence on 22 - 30 April.</p> <p>- 30 April: deadline for changing the wording of the thesis topic and its supervisor</p>	<p>- 24 May: loading the thesis up on to the LMS and checking it by the “Anti-plagiarism” software;</p> <p>- 31 May: the MA Thesis supervisor’s and examiners’ reports</p> <p>- 8-11 June: MA Thesis viva</p>
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## Section 2. Description of the content of the EPTs

### 2.1. EPT “First year paper”

2.1.1. The purpose and objectives of the “First year paper” EPP type is the development of analytical and research learning outcomes, as well as the application of theoretical and practical knowledge obtained during lectures and seminars during the relevant academic year. The prerequisites are successful mastering of the material of lectures and seminars during the relevant academic year. The First year paper within the MA "Global and Regional History" is carried out in a research format, and it is carried out individually. The papers must be written and designed in accordance with the Guidelines for Writing First-Year Papers.

#### 2.1.2. Control points:

##### 2.1.2.1. Control point for signing the task to the student

- The formulation of the topics of the first year paper is carried out from September 15 to November 7.
- The second wave of wording of topics after their criticism from November 7 to November 20 of the current academic year.

- Approval of the topics of term papers in individual study plan of students no later than 15 December of the current academic year.

#### **2.1.2.2. Control point for providing an intermediate version of the text/report:**

- January 9: submission of the first draft of the paper to the supervisors and on January 30 to the Research Seminar
- April 1-5 presentation of the master's research project (First-year paper) at a conference with second-year students;
- May 7: deadline for changing the project title (and its supervisor)
- May 12: submission of the draft of the Master's research project (First-year paper) to the Research Seminar for its pre-defence, tentatively scheduled for May 18-21.

#### **2.1.2.3. Control point for providing the final text/report:**

- June 16: downloading the First-year paper to the LMS and the "Anti-plagiarism" system
- 23-30 June: defence of the First-year paper

#### **2.1.3. Grading and results on this EPT**

Forms of results of this EPT:

- selection of topics of the First-year paper;
- discussion of its draft at the Research Seminar
- submission of the First-year paper for the pre-defence
- admission to defence on the basis of Research Seminar mark;
- final version of the First-year paper;
- anti-plagiarism report;
- supervisor's report;
- defence of the First-year paper.

Admission to defence of the First-year paper depends on the student performance at the Research Seminar and the pre-defence mark of the First-year paper which should be "satisfactory" and higher (4 and higher on the 10-point gradating scale).

Timetable for the writing up the First-year paper is according to the MA and First-year paper guidelines, and also to the control above points.

First-year paper should be between 40 and 90 charters-long.

Each work is checked in the "Anti-plagiarism" software for the presence of borrowings. The volume of borrowed text in the First-year paper cannot exceed 20%. In case of self-citation, the volume of borrowing in the First-year paper cannot exceed 40%. Exceeding this figure is brought to the attention of the student's supervisor and defence board, and may become the basis for lowering the mark, giving an unsatisfactory assessment, as well as for disciplinary action.

The paper is evaluated by the student's supervisor using the Supervisor's Report Template, and at the defence of First-year paper. At the defence, the student makes an opening speech and presentation, which should set out the relevance of the study, the purpose and objectives, the structure and main conclusions of the paper. After this, the student responds to the questions and comments of the commission. First-year papers are not subject to review by internal and external examiners.

Following the defence, the chairman of the first-year defence board fills out the Evaluation Sheet based on the results of the defence. The board takes into account the assessment and feedback of the scientific, but is independent in its grading.

The evaluation criteria are set out in the Methodological guidelines for writing First-year paper as part of MA "Global and Regional History".

#### **2.1.4. Resources and material and technical base necessary for the implementation of the EPT**

In working on the first-year paper, students use materials from external resources - museums, libraries and archives, and other sources (ethnography, oral history), the resources of the HSE library, as well as electronic information resources provided by the HSE library on special subscriptions: databases of domestic and foreign periodicals, scientific citation databases, e-book databases, dictionaries and encyclopaedias, digital image databases.

#### **2.1.5. Performance of this EPT tasks under restrictive conditions or other measures**

Under the conditions of restrictive measures, the stationary passage of the EPT (if it is the norm under normal conditions) by the decision of the University or, in the case of delegating these powers to the educational program, by the Academic Council of the educational program, can be replaced by distance learning. Other features of the performance of tasks for EPT under 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. EPT “Projects”**

**2.2.1** The purpose of the project activity is to use the knowledge, skills and abilities acquired during the training for setting and solving practical problems, both academic and applied.

Goals, objectives, prerequisites, dates of control points, content, features of development, evaluation and reporting of each project are determined by its supervisor. The project activity of students belongs to the variable part of the curriculum. Students of the MA in "Global and Regional History" choose at the "Project Fair" of the Higher School of Economics, research and applied projects, group or individual, related to the subject of the program, corresponding to the objectives of studying at the EP and helping to develop the skills and competencies of the students of the EP, provided for in the OS HSE, from those recommended by the academic supervisor.

The academic supervisor of the MA program has the authority to block a project proposal for MA students if the project does not belong to fit the program profile. A blocked project proposal is not displayed in the "Project Fair" for MA students, if the academic supervisor made such a decision.

The student is not prohibited from completing projects that are not recommended by the academic supervisor. The results obtained by a student on such projects can be optionally credited in excess of the normative credit units. The student has the right to decide whether to participate in an uncoordinated project on an optional basis and choose another project for credit in the framework of the MA or change the selected project to another one, which will be agreed by the MA academic supervisor.

After enrolling in the project and the subsequent approval of the candidacy by the project leader, the student cannot leave the project arbitrarily, without the consent of the leader. In the event of unauthorised withdrawal, the superintendent has the right to assess the work of the respective student as unsatisfactory, which means academic debt. The project activity of students is regulated by the [Regulations on Practical Training of Students under Core Bachelor's, Specialist and Master's Programmes at HSE University](#).

#### **2.2.2. Control points**

**2.2.2.1.** Control point for student signing the task: The date of project selection is determined individually in project proposals at the HSE Project Fair.

**2.2.2.2.** Control point for providing an intermediate version of the text/report: Determined individually in project proposals at the HSE Project Fair.

**2.2.2.3.** Control point for the submission of the final text/report: Determined individually in project proposals at the HSE Project Fair no later than the beginning of the 3rd module of the second year of study.

### 2.2.3. Project evaluation procedure:

Evaluation of the student's work is carried out by the project leader on the basis of the task received by the student, the leader's receipt of its results (text, bibliography, etc.) and in accordance with the principles specified in the project evaluation sheet (Appendix 2). At the end of the project, the project manager completes this evaluation sheet, grading the student's work and the number of credits for the amount of work on the project. The evaluation sheet must be submitted to the study office no later than 5 days from the end date of the project. The appraisal funds fund depends on the project and is formulated in the project proposal published at the HSE Project Fair.

Examples:

project [Directed reading in global history and anthropology: Exploration of global connections and relations by in-depth study of relevant, research project related literature](#)

project [Медицинский архив: Проект предполагает выявление и описание архивных коллекций историко-медицинского музея в г. Москве. Результаты проекта дальнейшем могут быть в дальнейшем использованы в просветительской, образовательной и научно-исследовательской деятельности музея](#)

### 2.2.4. Evaluation fund:

- Evaluation of the result / product of the project
- Evaluation of the methods and technologies used in the project
- Evaluation of the progress of the project
- Assessment of the formation of planned competencies
- Evaluation of the participant's individual contribution to group work
- Evaluation of the presentation / defence of the project

### 2.2.5. Resources and material and technical base necessary for the implementation of the EPT:

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

### 2.2.6. Features of the performance of tasks for the EPT under restrictive or other measures:

In the context of restrictive measures, preference is given to projects that can be implemented remotely. Other features of the performance of tasks for EPC under 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. EPT MA Thesis preparation

**2.3.1.** The purpose and objectives of the MA "Thesis preparation" (AKA Thesis) are 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 first and second academic year.

MA Theses in "Global and Regional History" are carried out in a research format. They are performed individually. In terms of content, this is a dissertation-style work based on original research using historical sources (archival, museum and, where required, oral history) and/or anthropological sources (ethnographic interviews and, where possible, participant observation). For more details, see Guidelines for the MA Thesis of the master's program "Global and Regional History" [Hyperlink 2]. The deadlines for the thesis completion are regulated by the Schedule for the completion and delivery of term papers - control points:

### **2.3.2. Control points**

#### **2.3.2.1. Control points for signing the task for the student:**

- The formulation of the topics of the first year paper is carried out from September 15 to November 7.
- The second wave of wording of topics after their criticism from November 7 to November 20 of the current academic year.
- Approval of the topics of term papers in individual study plan of students no later than 15 December of the current academic year.

#### **2.3.2.2. Control points for providing an intermediate version of the text/report**

- January 9: submission of the first draft of the paper to the supervisors and on January 30 to the Research Seminar
- April 1-5 presentation of the master's research project (First-year paper) at a conference with second-year students;
- May 7: deadline for changing the project title (and its supervisor)
- May 12: submission of the draft of the Master's research project (First-year paper) to the Research Seminar for its pre-defence, tentatively scheduled for May 18-21.

#### **2.3.2.3. Control points for providing the final text/report**

- June 16: downloading the First-year paper to the LMS and the "Anti-plagiarism" system
- 23-30 June: defence of the First-year paper

### **2.3.3. The procedure for evaluating the MA Thesis:**

- formulation and approval of the theme of the thesis
- draft topic title and abstract of the thesis
- submission of a draft of the first chapter or case study to the Research Seminar and its discussion (defence)
- submission of a draft of the second chapter or case study to the Research Seminar and its discussion (defence)
- admission to protection based on the assessment for Research Seminar
- final text
- anti-plagiarism report
- reports (reviews) on the final text by the supervisor, internal and external examiners

Admission to the MA Thesis viva depends on the successful completion of the student's work at the Research Seminar of the second year of study and receiving a grade for it not lower than "satisfactory" (4 on a 10-point scale)

The MA Thesis volume: 60-120 thousand characters.

Each work is checked in the Anti-Plagiarism system for borrowings. The volume of borrowed text in the paper cannot exceed 15%. In the case of self-citation, the volume of borrowing cannot exceed 40%. Exceeding this figure is brought to the attention of the program head and the first year paper examination board may result in the reduction in the grade or an unsatisfactory grade, as well as for a disciplinary sanction.

MA Theses are subject to mandatory public defence. At the defence, the student makes an introductory speech and presentation, which should outline the relevance of the study, the purpose and objectives, the structure and main conclusions of the thesis. At the end of the introductory speech, the student answers the questions and comments of the examination board. The review and assessment of the work is prepared for defence by 1) the supervisor in the form of the Supervisor's Review (Appendix 5), 2) the internal reviewer of the work of the HSE St. Petersburg employee and 3) the external reviewer of the employee of other HSE campuses or other universities or academic institutions on the basis of the Internal/External Examiners' Reports (Appendix 6).

Based on the results of the discussion, the examination board members fill in the Evaluation sheet based on the results of the discussion of the commission. The commission takes into account the assessment and review of the supervisor and examiners, but is independent in setting the final grade.

#### **2.3.4. Resources and material and technical base necessary for the implementation of the EPT**

In their work on the thesis, students use materials from external resources - museums, libraries and archives, and other sources (ethnography, oral history), the resources of the HSE library, as well as electronic information resources provided by the HSE library under special subscriptions: databases of domestic and foreign periodicals, scientific citation databases, e-book databases, dictionaries and encyclopaedias, digital image databases.

#### **2.3.5. Features of the performance of tasks for the EPP in the restrictive conditions or other measures.**

Under the conditions of restrictive measures, the stationary passage of the EPC (if it is the norm under normal conditions) by the decision of the University or, in the case of delegating these powers to the educational program, by the Academic Council of the educational program, can be replaced by distance learning. Other features of the performance of tasks for EPT under 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 organisation of training for persons with restricted abilities**

Practical training of students with disabilities and disabled people is organised taking into account the peculiarities of psychophysical development, individual capabilities and health status.

Practical training of students with disabilities and disabled people is organised taking into account the peculiarities of psychophysical development, individual capabilities and health status. If necessary, students from among persons with disabilities (at the request of the student) and for the disabled, also in accordance with the individual program for the rehabilitation of a disabled person, may be offered the following options for perceiving 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 enlarged type; 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 typhlo-sign language 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 disorders 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 internships should take into account the state of health and accessibility requirements for these students.