Annex 8

to Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University

**Procedure for Writing Term Papers and Theses Prepared by Students of Bachelor’s, Specialist and Master’s Programmes at HSE University**

1. **General Provisions**
	1. This Procedure sets forth the deadlines and recommended procedures for the preparation, assessment and publication of term papers and final graduation papers (hereafter “theses”), prepared by degree students of HSE University.
	2. Term papers and theses shall be prepared and submitted in Russian, as well as other languages (if a degree programme is delivered fully or partially in a foreign language). If a degree programme is taught in a foreign language, term papers and theses submitted thereto must be prepared in said foreign language.
	3. The terms and conditions for the preparation, assessment, defence and publication of term papers and theses, with respective deadlines provided for their preparation under a given degree programme (or groups of programmes), shall be indicated in the respective sections of the internship programme, which shall be developed by academic committees / academic supervisors of degree programmes or a group of programmes implemented at the same faculty.
	4. Guidelines for the preparation of term papers and theses, as well as requirements as to their structure, contents, scope, composition and formats of papers, as well as the samples and/or templates for final drafts, applications, official memorandums, etc., can be developed by academic committees / academic supervisors of degree programmes or a group of degree programmes provided by the same faculty, as annexes describing the special aspects of the respective types and forms of internships to the respective internship programmes.
2. **General Requirements for Term Papers**
	1. A term paper is a practical training element, which may be completed as a project- or research-based type of internship, in line with a relevant field of study and following the decision of the programme’s academic supervisor.
	2. Preparation of a term paper should allow a student to obtain in-depth knowledge and skills, which are acquired during learners’ theoretical and practical course of study, instill skills for self-directed study with materials on the topic of the term paper, as well as competencies for carrying out analytical, research and project activities, e.g., data processing skills.
	3. The preparation of a research-based term paper should involve an analysis and generalization of theoretical and empirical materials, which, in turn, shall contribute to the consolidation and effective use of the knowledge and skills that students have acquired during their studies under the given programme.
	4. The preparation of a project term paper must be focused on finding a well-grounded solution to a practical problem based on the systemic analysis of the chosen object, subject, and relevant problem (situation).
	5. Term papers can be written individually or through group work.
3. **General Requirements for Theses**
	1. A thesis is a mandatory element under a degree programme and a type of research and project work carried out by learners. The thesis defence process is a mandatory part of the final state certification (hereafter the “FSC”).
	2. In line with the respective degree level, theses shall be prepared as follows:
* under Bachelor’s programmes – as a Bachelor’s paper;
* under Specialist programmes – as a diploma paper;
* under Master’s programmes – as a Master’s thesis, or a Master’s project.
	1. The academic committee of a respective degree programme[[1]](#footnote-1) shall decide on which year of study students are expected to choose their thesis topic. This decision must be stated in the internship programme.
	2. A research thesis work refers to research work, which is implemented with the aim of students acquiring new knowledge about the structure, characteristics and patterns of the object (phenomenon) under study.

A project-based thesis work refers to the analysis (individually or through team efforts) of an applied problem, resulting in the generation of a respective product (project solution).

Additional thesis formats can be proposed by the degree programme in the internship programme.

1. **Stages of Term Papers and Theses Preparation**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Stage of Preparation**  | **Parties Responsible for Respective Stages of Term Papers/Theses Preparation**  | **Deadlines** |
|  | **Submitting proposals on the term paper/thesis topics** via HSE University’s virtual learning environment (VLIS) | Faculty members and researchers, with support of administrative staff of schools/departments and research subdivisions, and the faculty’s project managers | **September 1 up to October 10** of the ongoing academic year |
|  | **Approving the proposed topics** of term papers/theses by the degree programme’s administration | DP’s academic supervisor in conjunction with the DP’s Academic Committee  | Technical test: within **72 hours** after submitting an application for approval;To be checked for the meeting of set criteria by academic supervisors of the degree programme: **up to 96 hours** after the submission of the application for approval |
|  | **Selection of topics of term papers/theses by students** **Proposing topics upon students’ initiative**  | Students / DP academic supervisor  | **October 10 up to November 1** of the ongoing academic year |
|  | **Selection topics of term papers/theses from among submitted proposals**  | Faculty members and researchers, with the support of administrative staff at departments, research subdivisions, and faculty project managers | **November 1- 10** of the ongoing academic year |
|  | **Second round for selection of topics of term papers/theses; or putting forward topics by those students whose previous applications have been rejected**  | Students / DP academic supervisors / Faculty members and researchers, with the support of administrative staff of schools/departments, research subdivisions, and the faculty’s project managers | **November 1- 20** of the ongoing academic year |
|  | **Checking that students have received topics for their term papers/theses, as validated by their academic supervisors**  | Programme office | **November 20 until December 15** of the ongoing academic year |
|  | **Approval of topics of terms papers/theses in the students’ IC;****Issue of a directive to assign respective topics and thesis supervisors to students** | Programme office | **Before December 15** of the ongoing academic year |

* 1. **Proposing Topics of Term Papers and Theses**
		1. Faculty members of the University’s schools/departments and researchers, whose research focus is in line with the respective field of study of students’ degree programme, can propose the topics of term papers and theses for students taking part in any degree programme.
		2. The topics of term papers and theses can be proposed by representatives of companies (industry-specific organizations).
		3. The topics of term papers and theses shall be proposed through the filing of an application via HSE University’s virtual learning information system (VLIS).
		4. Information about proposed topics shall be uploaded to the University’s virtual learning information system (VLIS) from September 1 until October 10 of the ongoing academic year[[2]](#footnote-2).
	2. **Approving Proposed Topics for Term Papers and Theses**
		1. After applications have been submitted, the proposed topics for term papers and theses shall be automatically referred via VLIS to term paper/thesis supervisors for approval, as specified in the DP application. The application will be checked within 96 hours after the receipt of a proposed topic for consideration.
		2. The DP academic supervisor has the right to decline an application, if the proposed topic does not correspond to the degree level or the field of a student’s studies. A proposed topic cannot be rejected whereby the proposed supervisor of the term paper or thesis works in a school/department or research subdivision of a faculty that is not involved in the respective DP implementation.
		3. A proposal shall be subject to approval within 5 (five) working days and must be reviewed before October 10 of the ongoing academic year.
	3. **Choosing Topics of Term Papers and Theses**
		1. From October 10 of the ongoing academic year, students may choose topics of term papers and theses via the University’s virtual learning environment (VLIS).
		2. Students can familiarize themselves with proposed topics and submit applications for chosen topics from October 10 until November 1 of the ongoing academic year.
		3. Students should consult their future term paper/thesis supervisor (hereafter the “supervisor”) in order to make a decision in regards to selecting or finalizing a topic for their term paper or thesis.
		4. At this time, students can also file an application with a proposal for their own topic for their term paper or thesis. This proposal shall be subject to approval of a student’s degree programme academic supervisor.
		5. After reviewing a topic of a term paper or thesis, as proposed by a student, his/her DP academic supervisor can either accept or reject the proposal with respective arguments provided, or revise it jointly with the student.
		6. If a topic for a term paper or a thesis is approved, the DP academic supervisor shall coordinate the appointment of the Supervisor of the term paper/thesis with the school/department (subdivision) where the Supervisor is employed on a permanent basis. If the University’s VLIS is used, the academic supervisor must indicate the Supervisor’s full name in the student’s application.
		7. In the period from November 1 to November 10 of the ongoing academic year, supervisors shall select applications submitted by students, which can be either accepted or declined.
		8. If none of a student’s applications with proposed topics for a term paper or thesis have been approved, he/she has the right to choose another topic again from November 1 until November 20 of the ongoing academic year.
		9. Finalized lists of term papers and theses topics, as selected by students, as well as appointed supervisors, shall be prepared by the DP programme office from November 20 until December 15 of the ongoing academic year.
		10. By December 15 of the ongoing academic year, the topics of students’ term papers and theses shall be included in their individual curricula (IC), and, thus, respective obligations on the part of students to write papers on said topics will arise.
		11. Topics of papers, appointed supervisors and deadlines for the submission of final versions of term papers/theses by students shall be fixed in a respective directive before December 15 of the ongoing academic year. The directive shall be drafted by the programme office of the respective degree programme as per a sample kept in the Catalogue of HSE University’s templates for directives with respect to student affairs and signed by the faculty’s dean.
		12. Any changes, including clarifications with respect to the topic of a term paper or thesis, must be made no later than 1 (one) calendar month before the deadlines for the submission of the final version of a term paper or thesis date on the basis of an application addressed to the faculty’s dean.
		13. Applications for revising or specifying a paper’s title can be submitted via VLIS. An application must be subject to approval of the academic supervisor of the student’s DP, and thereafter:
* the revised topic of a student’s term paper shall be integrated into his/her IC;
* the revised topic of a student’s thesis shall be set as per the directive issued by the faculty dean.
	+ 1. If a topic for a term paper or thesis has not been chosen by a student in due time, this shall be regarded as a failed assignment. He/she must remove such academic failure as per the established procedure and within the deadlines provided in the Regulations for Interim and Ongoing Assessments of Students at HSE University.
	1. **Preparing and Grading Term Papers**
		1. After a term paper topic and the supervisor have been approved in a student’s IC, he/she shall receive a PTE assignment from the supervisor with the conditions and the schedule of the works to be completed. A template form for PTE assignments is provided in Annex 6 to the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University.
		2. The signing of a PTE assignment is the first and mandatory deadline in each student’s completion process of any element of their practical training.
		3. A draft term paper, which is submitted by a student to his/her supervisor, is considered the second mandatory deadline in his/her work on the term paper. A draft term paper, as a rule, must demonstrate the relevance and structure of the paper, its main idea, bibliography, including the main sources to be used for preparing this paper, as well as the anticipated outcomes.
		4. A student can finalize and re-submit the draft term paper, which has not yet been approved by their supervisor (exact dates for the term paper resubmission and assessment shall be agreed upon with the supervisor).
		5. The submission of a final version of a term paper to a supervisor with the subsequent uploading of the text to the respective module via VLIS in order to check the paper for plagiarism with the use of an Antiplagiat system is the third mandatory deadline in the term paper composition;
		6. In addition to the 3 (three) above-mentioned mandatory deadlines, the following interim stages can be introduced under the internship programme and the PTE assignment:

– a provisional presentation of the term paper as part of a research seminar;

– submission of a final version of the term paper to the supervisor, subject to any further adjustments;

– a peer-review of the term paper;

– the term paper’s public defence;

– miscellaneous other stages included in the given DP internship programme.

* + 1. Students shall submit a final version of their term paper to their supervisor and the programme office of their degree programme by the deadlines established pursuant to the internship programme and the respective PTE assignment.
		2. The final version of a student’s paper shall be uploaded to the special module via VLIS and, thus, checked for plagiarism using the Antiplagiat system.
		3. Finally, term papers shall be assessed by supervisors and/or subject to the public defence, if this procedure is stipulated in the respective internship programme.
		4. A respective supervisor shall assign a grade for a student’s term paper with the use of online evaluation record sheets, as per HSE University’s respective bylaws.
		5. An appeal can be filed with respect to a student’s term paper as per the procedure established by the Regulations for Interim and Ongoing Assessments of Students at HSE University for appeals against examination results.
		6. If an instance of plagiarism is identified in a term paper, disciplinary sanction can be applied to the respective student.
		7. If a student was given an unsatisfactory grade for his/her term paper, he/she shall be considered to have a failed assignment. The student must then liquidate this academic failure, as per the procedure provided in HSE University’s bylaws, by eliminating faults and finalizing the text of their term paper, if necessary; the topic[[3]](#footnote-3) of a term paper can be revised.
		8. The procedure for retakes in regards to students with academic failure resulting from their term papers’ submissions is specified in the Regulations for Interim and Ongoing Assessments of Students at HSE University.
		9. Term papers shall be assessed pursuant to criteria provided in the respective internship programme and the requirements specified in the PTE assignment.
	1. **Preparing Theses**
		1. After a thesis topic and supervisor are approved in a student’s IC, he/she shall receive a PTE assignment from the supervisor with the conditions and schedule of works to be completed. A template form for PTE assignments is provided in Annex 6 to the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University.
		2. The signing of a PTE assignment is an **initial and mandatory deadline** in each student’s progress with any element of practical training.
		3. A draft thesis, which is submitted by a student to their supervisor, shall be the **second mandatory deadline** in his/her work on a given thesis. At this stage, students must formulate a provisional hypothesis/main idea for their papers, pinpoint the problem that their thesis will be focused upon, and outline a structure of the thesis.
		4. A draft thesis can be prepared by a student as part of the research seminar and individual consultations with his/her thesis supervisor (or future supervisor).
		5. Students can finalize their draft theses, which have not yet been approved by their supervisor, and re-submit a finalized version. The exact dates for re-submission and assessment of the paper shall be agreed upon with the thesis supervisor, but this deadline should be appointed before December 25 of the ongoing academic year. If a draft paper has not been submitted before the deadline, the respective supervisor shall notify the student’s DP programme office by corporate e-mail or via LMS’ special module.
		6. The submission of the first version of the thesis shall be the **third mandatory deadline**. The thesis’ first version will be submitted to the supervisor for review; the version may be edited further on (if necessary). The first version of the thesis shall be submitted as per the work schedule, which shall be fixed in the internship programme.
		7. As the **fourth mandatory deadline** of thesis preparation, the final version of a thesis shall be submitted to the supervisor as a non-scanned e-copy of the paper, which should be uploaded online via a special module in VLIS. A template form for a thesis’ cover page is provided in Annex 3 hereto.
		8. Within 7 (seven) calendar days after receiving the final version of a thesis, a respective thesis supervisor shall provide their feedback to the student’s programme office. Feedback must contain a recommended grade for the student’s thesis on a 10-point grading scale. When utilizing the VLIS, the thesis supervisor shall upload the feedback in the special module with the recommended grade provided thereto. A template form for feedback can be found in Annex 1 hereto.
		9. After uploading a final version of a thesis to the special module in VLIS, the paper shall be automatically checked for plagiarism via the Antiplagiat system[[4]](#footnote-4). If proven facts of plagiarism are uncovered in the thesis, disciplinary sanction can be applied to the relevant student pursuant to the Procedure for Taking Disciplinary Actions for Violations of Academic Standards in Student Papers at HSE University (Annex 7 to HSE University Internal Regulations).
		10. **Thesis peer-review** shall serve as the **fifth mandatory deadline**[[5]](#footnote-5) in the thesis composition process. A reviewer shall be appointed from among faculty members or researchers at the University. Representatives of another academic institution or a staff member of another professional organization operating in the industry/field in line with the given thesis topic can also act as a reviewer.
		11. A directive with respect to a reviewer’s appointment shall be signed by a faculty’s dean as per the recommendation of the DP’s academic supervisor at least a month before the appointed date for the thesis defence. The student’s full name, the thesis topic and the reviewer’s details (full name, academic degree, academic title, place of employment and the position) must be provided in the directive.
		12. If a reviewer is appointed from among the University’s staff, the thesis shall be made available to him/her for review via VLIS immediately after the approval of the directive on his/her appointment and the thesis final version’s upload by the student to the latter’s personal account.
		13. If a reviewer is not an HSE University staff member and, or for any other reason he/she cannot get access to a student’s thesis via VLIS at HSE University, the relevant programme office shall forward him/her the student’s thesis from the latter’s corporate e-mail within 3 (three) calendar days after the text has been downloaded to VLIS.
		14. Reviewers are obliged to conduct an in-depth analysis of the main provisions of theses submitted for peer-review in terms of the presentation of an author’s own point of view / solutions to the given project’s goals, their ability to use research methods / project work, valid grounds for conclusions and recommendations / appropriateness of the means used to achieve the results, the reliability and validity of the obtained results and solutions, along with their novelty and practical significance. Reviewers may also assess competencies acquired by a thesis author as provided for by the University’s educational standards.
		15. The recommended grade for a student’s thesis on a 10-point scale must be provided in the review. If the University’s VLIS is utilized, the peer-review shall be uploaded by the reviewer to the special module with the recommended grade provided. If a review is provided without using the VLIS, the reviewer shall then submit a review on the student’s thesis in writing to the programme manager of the respective degree programme to the latter’s corporate e-mail at least 6 (six) calendar days before the thesis defence date. The template form for reviewer feedback is provided in Annex 2 hereto.
		16. A respective programme office shall upload a scanned copy of the peer-review to a respective electronic module via VLIS with the recommended grade specified. After downloading the text in the VLIS, the review shall be made available for a student’s viewing.
		17. Students must familiarize themselves with respective reviews and prepare their comments on the subject of a reviewer’s notes.
		18. The text of the thesis, the Supervisor’s feedback and the peer-review(s) shall be submitted to the State Examination Board (hereafter the “SEB”) at least 2 (two) calendar days prior to the thesis defence.
		19. The thesis defence process (i.e., procedures for thesis defence) shall be governed by the Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at HSE University.
		20. A provisional list of the stages for thesis preparation shall be as follows (for full-time degree programmes implemented as per a semester-based timetable and/or as per the four-module schedule for the study process):

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Stage of Preparation**  | **Parties Responsible for Respective Stages of Theses Preparation**  | **Deadlines** |
|  | **Preparing the draft thesis,** assessment by the supervisor  | student/ supervisor | Deadlines are set in the internship programme, pursuant to the schedule of the thesis composition |
|  | Resubmitting the draft thesis (if not approved by the supervisor earlier)  | student/ supervisor | **Before December 25** of the ongoing academic year |
|  | **Presenting the first version of the thesis** | student/ supervisor | Deadlines are set in the internship programme, pursuant to the schedule of the thesis preparation, **at least 1 (one) calendar month** before the scheduled date of the thesis defence |
|  | **Presenting the final version of the thesis** | Student/ supervisor | By the date set in the internship programme, pursuant to the schedule of the thesis preparation  |
|  | **Uploading the thesis to the Antiplagiat system** | student (automatically when uploading the final version of the thesis) | By the date specified in internship programme, pursuant to the timetable for thesis preparation |
|  | **Supervisor’s feedback with respect to the thesis** | supervisor/ programme office | Within 1 (one) calendar week after receiving the final version of the thesis  |
|  | **Thesis review:**Appointing the reviewer as per the faculty dean’s directive upon recommendation of the academic supervisor  | programme office / faculty dean / DP academic supervisor / reviewer | A directive shall be signed by the faculty dean **at least 1 (one) month** before the scheduled date of the thesis defence  |
|  | **Thesis review:**Submitting the thesis to the reviewer | programme office/ reviewer | The programme office makes sure that the final thesis versions are received by all reviewers within **3 (three) calendar days** after their uploading  |
|  | **Thesis peer-review:****Uploading the received feedback to the online module for review by the students**  | **reviewer / programme office / students** | **At least 6 (six) calendar days before the theses defence date**  |
| **12.** | **Submitting a thesis to SEB along with the supervisor’s and reviewer’s feedback**  | **programme office / SEB** | **Within 2 (two) calendar days before the theses defence date** |
| **13.** | **Thesis defence**  | **student/ supervisor / academic supervisor/ faculty dean** | **Deadlines are set in the curriculum and the FSC schedule pursuant to the Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at HSE University, but prior to June 30 of the ongoing academic year.**  |

1. **Supervision of Term Papers**
	1. The supervisor specified in the application with a proposal of the student’s term paper topic, which has been included in the student’s IC[[6]](#footnote-6) and approved by the DP academic supervisor, shall be directly responsible for supervising the student’s term paper.
	2. The supervisor shall be responsible for term paper oversight, including:
		1. providing students with consultations with regard to finalizing the term paper topic, preparing a term paper plan and a work timetable, as well as selecting bibliographical sources and materials;
		2. helping students select research methods and methodologies for project implementation;
		3. exercising systematic oversight during the term paper’s preparation pursuant to its plan and work timetable;
		4. informing the DP’s academic supervisor and the respective DP programme office should a student fail to comply with the timetable for the term paper’s preparation;
		5. giving students useful recommendations with respect to their term paper contents;
		6. evaluating the quality of term paper preparation as per the established requirements (i.e. through feedback on term papers);
		7. preparing feedback for term papers with a grade provided; feedback shall be issued as per the recommended form (see Annex 1 hereto), unless otherwise specified in the respective internship programme.
	3. The term paper supervisor has the right to:
		1. select a mode of interaction, which would be suitable both for the supervisor and the student, as well as coordinate the timetable for term paper composition and establish intervals for personal meetings and other contacts;
		2. based on each meeting’s results, request that a student prepare and submit for approval a short summary of the received recommendations, as well as further steps with respect to their term paper’s preparation;
		3. make sure that the student follows recommendations and comes well-prepared to respective meetings;
		4. assign a grade for the term paper with due regard to the student’s compliance with the deadlines for the term paper’s composition.
	4. Provided that a term paper is created as a real practical/research project, a co-supervisor for it can be appointed. The co-supervisor of a term paper can be appointed from among staff members of a third-party organization, acting as a key employer for the given degree programme, as well as from among the staff of another academic organization (in case of joint degree programme implementation). The criteria for selection of term paper co-supervisors, if any, shall be described in the respective internship programme or a proposal for a term paper topic.
	5. Should any assistance in the form of consultations be needed, consultants on a term paper can be appointed from among faculty or researchers of a third-party organization whose professional activities and/or scientific interests correlate with the term paper’s focus.
	6. A supervisor can be replaced and co-supervisors or consultants for a term paper may be appointed at a student’s request addressed to the faculty dean, which must be submitted 1 (one) month before the deadline for the presentation of the final version of the term paper, as specified in the respective curriculum.
2. **Thesis Supervision**
	1. A supervisor appointed following the faculty dean’s directive shall be directly responsible for thesis supervision.
	2. Thesis supervisors shall be appointed from among the University’s staff, who hold Doctor of Sciences, the Candidates of Sciences degrees[[7]](#footnote-7), or a PhD degree, as well as practitioners with at least 3 (three) years’ work experience in the respective industry/field, or staff employed by HSE University under conditions of secondary employment.
	3. If it is necessary to provide assistance in the form of consultations, thesis consultants can be appointed from among the University’s staff or employees of any third-party organizations whose professional activities and/or scientific interests correlate with the given thesis focus. Consultants shall give recommendations during thesis preparation, and they shall be responsible for providing consultations to the student.
	4. Directives that include students who write theses under co-supervision of persons not employed by HSE University shall designate said persons as external thesis co-supervisors.
	5. Two consultants can be engaged if a paper is written at the intersection of the two different fields of study.

Consultants must:

* provide advice to students with respect to their selection of research methods / project implementation, as well as selecting bibliographical sources and materials;
* give recommendations with respect to contents of the student’s thesis.
	1. A decision about the appointment of a consultant(s) shall be made by the DP academic supervisor (as per the recommendation of the supervisor and upon approval of the faculty dean) on the basis of the student’s request approved by the Supervisor.
	2. A supervisor’s replacement, as well as the appointment of thesis consultants and co-supervisors, shall be enacted by the faculty dean’s directive upon the recommendation of the DP’s academic supervisor.
	3. The course and quality of work on the thesis preparation for the defence shall be supervised by the thesis supervisor and/or co-supervisor, as well as the DP programme office, with respect to any matters relating to the deadlines for the submission of all necessary documents by students and meeting the established deadlines of thesis preparation.
	4. A thesis supervisor can be replaced no later than 2 (two) months before the thesis defence.
	5. Supervisors shall be responsible for thesis supervision, including:
		1. providing consultations to students with respect to formulating the final version of the thesis topic, preparing the schedule of work, a draft thesis, and the first version of the thesis, as well as choosing bibliographical sources and materials;
		2. providing assistance with respect to the selection of research methods / project implementation;
		3. determining provisional stages of work on the thesis jointly with the student;
		4. exercising systematic control in the course of thesis composition with respect to the plan and the work timetable;
		5. informing the respective DP programme office should a student fail to follow the timetable for thesis preparation;
		6. giving students advice with respect to the thesis contents;
		7. evaluating the quality of thesis preparation as per established requirements (i.e. as feedback);
		8. approving details of the thesis prepared by the student for publication on HSE University’s website (portal) or other online resources.
	6. The supervisor has the right to:
		1. select a mode of interaction, which would be suitable both for the Supervisor and the student, coordinate the schedule of the thesis preparation and establish intervals for personal meetings and other contacts;
		2. based on each meeting’s results, request that the student prepare and submit a short summary of received recommendations for approval, along with further steps for thesis preparation;
		3. make sure that the student follows the recommendations and comes well-prepared to meetings;
		4. assign a grade for the thesis with due regard to the student’s compliance with the deadlines for submitting a draft and the final version of their thesis, as well as the completion of the respective stages of the thesis preparation as per the plan approved by the supervisor;
		5. take part in the SEB meeting at the thesis defence.
1. **Term Papers and Theses Publication**
	1. Publications of term papers and theses made available to the public on HSE University’s website (portal) shall be regulated by the respective DP internship programme, pursuant to the current legislation and the University’s internal bylaws.
	2. Publications of abstracts and full versions of theses available to the public on HSE University’s website (portal) shall be regulated pursuant to the current legislation and the University’s internal bylaws.

Annex 1

to Procedure for Writing Term Papers and Theses Prepared by Students of Bachelor’s, Specialist and Master’s Programmes at HSE University

***Template Form of the Supervisor’s Feedback[[8]](#footnote-8) on a Term Paper/Thesis***

## National Research University Higher School of Economics

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

faculty/institute

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

subdivision/school/department

## Supervisor’s feedback on the term paper/thesis, written by

student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(student’s full name)

\_\_\_\_\_\_\_ year of study, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_level[[9]](#footnote-9),

degree programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_

on the topic: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

|  |  |  |
| --- | --- | --- |
| No. | **Assessment Criteria[[10]](#footnote-10)** | **Supervisor’s Grade** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  | Grade[[11]](#footnote-11) **for the term paper/** recommended grade **for the thesis** |  |

Comments on grades: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Supervisor*

*academic degree, academic title,*

*department/subdivision* \_\_\_\_\_\_\_ /signature/\_\_\_\_\_\_\_\_ initials and last name

*(place of employment)*

*date*

Annex 2

to Procedure for Writing Term Papers and Theses Prepared by Students of Bachelor’s, Specialist and Master’s Programmes at HSE University

***Template Form of the Reviewer’s Feedback on a Thesis***

## National Research University Higher School of Economics

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

faculty/institute

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

subdivision/school/department

**Review with respect to**

the Bachelor’s thesis/ Specialist’s diploma paper/ Master’s thesis/Master’s project, prepared by

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

(student’s full name)

\_\_\_\_\_\_\_ year of study, degree programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

on the topic: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

*Please provide your opinion:*

*[Criteria shall be defined in the internship programme.]*

Reviewer

academic degree, academic title,

department/subdivision \_\_\_\_\_\_\_ /signature/\_\_\_\_\_\_\_\_ initials and last name

(place of employment)

Date

Annex 3

to Procedure for Writing Term Papers and Theses Prepared by Students of Bachelor’s, Specialist and Master’s Programmes at HSE University

***Template for Thesis/Term Paper Cover Page***

**National Research University Higher School of Economics**

###### Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*author’s full name[[12]](#footnote-12)*

**THESIS/term paper TOPIC**

Term Paper / Final Graduation Paper - BACHELOR’S THESIS/ SPECIALIST’S DIPLOMA PAPER/ MASTER’S THESIS/MASTER’S PROJECT, written

in the field *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

degree programme “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

|  |  |
| --- | --- |
| Reviewer (if applicable)Doctor of\_\_\_\_\_\_Sciences, Professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_initials and last nameMoscow, 202\_ | Supervisor Doctor of\_\_\_\_\_\_Sciences, Professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_initials and last nameConsultant Doctor of\_\_\_\_\_\_Sciences, Professor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_initials and last name |

1. If the thesis preparation requires more than 1 (one) academic year, the academic supervisor’s workload will be planned for 1 (one) academic year. The workload can be split between several years or assigned for the last year of the student's paper supervision, but in total it cannot exceed standard ratios established at HSE University for this type of work. [↑](#footnote-ref-1)
2. The dates provided in Section 4 cannot be amended through the given DP internship programme. [↑](#footnote-ref-2)
3. The term paper supervisor in such cases may be replaced as provided for in the DP internship programme. [↑](#footnote-ref-3)
4. With respect to some fields of study, i.e., design, full thesis versions can be posted on the programme’s website (in cases when papers cannot be uploaded to the Antiplagiat system). [↑](#footnote-ref-4)
5. At least 30 calendar days prior to the FSC, based on the decision of the academic committee / academic supervisor (if there is no academic committee) of a given degree programme, the requirement for a mandatory peer-review of Bachelor’s theses may be cancelled. Peer-review of Master’s and Specialist degree theses, however, is mandatory and cannot be cancelled. [↑](#footnote-ref-5)
6. Doctoral students can be appointed as supervisors of term papers written by students under the Bachelor’s programmes; this provision shall be governed by the respective internship programme. [↑](#footnote-ref-6)
7. Faculty members without academic degrees and doctoral students can be engaged in thesis supervision activities in certain cases, as outlined in the respective internship programme. [↑](#footnote-ref-7)
8. Feedback on term papers shall be written only for the public defence of term papers. [↑](#footnote-ref-8)
9. Bachelor’s, Specialist and Master’s degree level. [↑](#footnote-ref-9)
10. Criteria shall be defined with respect to the internship programme. [↑](#footnote-ref-10)
11. The final grade for a term paper shall be put down in the evaluation record sheet. [↑](#footnote-ref-11)
12. All authors must be specified, if a term paper / thesis was prepared by a group of authors. [↑](#footnote-ref-12)