

**Санкт-Петербургский филиал  
Федеральное государственное автономное образовательное учреждение  
высшего образования  
"Национальный исследовательский университет  
"Высшая школа экономики"**

**Факультет Санкт-Петербургская школа наук и искусств**

**Правила подготовки выпускной квалификационной работы  
студентов, обучающихся на образовательной программе «Глобальная и  
региональная история»,**

**направления подготовки 46.04.01 «История» подготовки магистров**

# **GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MA DISSERTATION (THESIS) AT MA PROGRAM “GLOBAL AND REGIONAL HISTORY”**

## **1. GENERAL PROVISIONS ON THE MASTER THESIS**

1. The MA dissertation, or thesis, is a compulsory part of the curriculum of Master Program in Global and Regional History and is the most important component of a research degree. In the MA program in Global and Regional History students have to choose between two formats of MA Thesis:
  - an academic MA Thesis in the form of research paper of publishable quality;
  - an applied MA Thesis in the form of a project developed to a stage suitable for practical use by a museum, the media, a tourist firm, an NGO or another professional user.
2. According to the Program’s curriculum thesis submission falls on Module 4 during the 2<sup>nd</sup> year of study. The submission and defense of the thesis have a combined value of 24 ECTS.
3. MA thesis should be a work of independent research reflecting one’s ability:
  - formulate a problem or research question,
  - undertake and complete a piece of independent research and analysis,
  - collect, analyze and interpret historical sources,
  - adequately use the methodology or theoretical framework relevant to the research question and historical sources,
  - demonstrate knowledge of the historiography and other analytical traditions relevant for the chosen subject,
  - produce an academic text with appropriate structure and idiomatic use of language,
  - discuss coherently the outcome of the research, its relevance for the public, possible implications and applications for non-academic spheres (where applicable).

## **2. SELECTION AND APPROVAL OF MASTER THESIS TOPIC**

- 2.1. The supervisor of student’s MA thesis may be either a HSE staff member (from any department) or an academic from outside of HSE (for example from the organization where student had the internship). In case student has an external supervisor HSE should appoint a curator from the HSE staff. The supervisors and curators should hold PhD or Candidate of Sciences or Doctor of Sciences degrees.
- 2.2. Student submit the Thesis Topic and Supervisor via LMS system not later than November 15-th of the 2d academic year.

2.3. Upon the approval of the chosen topic by the academic council of the Master's program, the program manager issues an order on the topic and supervisor for each student. The Academic Council may recommend that the student makes changes to the topic. The order is prepared by December 15 of the 2d academic year.

2.4. The student may request a supervisor change no later than 2 months before the date of submission of the final draft of MA Thesis. (Appendix 1)

2.5. The student may request a subject of the Thesis change no later than 15 April the date of submission of the final draft of MA Thesis.

### **3. THESIS SUPERVISION AND SUBMISSION**

3.1. The student receives the task of completion of the thesis.

3.2. The student and the supervisor agree on the time schedule for thesis completion:

The wording of the thesis topic is carried out from October 10 to November 1 of the second academic year.

Confirmation of topics by the supervisors is carried out from November 2 to November 15.

Approval of thesis topics in the individual study plans of students no later than December 25 of the current academic year.

Signing the task for the implementation of the TQM no later than December 25

No later than November 15, the submission of the thesis project to the supervisor and its evaluation ("approved" / "not approved");

No later than November 15, uploading the thesis topic and abstract to the LMS;

No later than November 30, submission of a draft of the first chapter or case study to Research Semina

December 1-8: defense of the draft of the first chapter or case study at Research Seminar;

No later than January 24, submission of a draft of the second chapter or case study to Research Seminar

January 26 - February 5, defense of the draft of the second chapter or case study at Research Seminar;

April 4: the provision of a draft version of the thesis to the supervisor; with feedback no later than April 11;

April 15:

submission of a draft version of the thesis for pre-defence on April 22-30.

deadline for changing the wording of the thesis theme and changing the supervisor

May 23: Uploading the thesis into the LMS and checking it with Anti-Plagiarism:

peer review: the reviewer must submit a review no later than May 31

Thesis defence: June 7-11

## 4. THESIS CONTENT AND STRUCTURE

4.1. MA thesis is a structured, 60 000 to 120 000 characters-long (with spaces), It is preceded by writing the MA research proposal in the first year of MA studies.

4.1.1. The MA thesis submitted to the defense should be written in English. Words and phrases in other languages, such as ‘videlicet’ or ‘raison d’état’ should be put in italics. Titles of the bibliography entries should appear in their original language, however, titles in Cyrillic should be transliterated according to the Library of Congress style in parentheses.

4.2. Thesis content

4.2.1. The thesis must include substantial original content produced by the student, including an obligatory and profound empirical part as core of the thesis.

4.2.2. The thesis must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources).

4.3. Thesis structure

4.3.1. Sections of the thesis should be ordered in the following way:

- Title page (Appendix 2)
- Abstract (between 300 and 500 words), including a statement of the problem, the methodology used, and the major findings
- Acknowledgements
- Table of contents with chapter headings, section headings and sub-headings
- List of Figures, Tables or Illustrations
- Tables of measures (where applicable)
- List of Abbreviations
- Body of the thesis
- Bibliography
- Appendices, e.g. formulae, maps, diagrams, interview (where applicable)<sup>2</sup>
- Glossary of special technical words or acronyms (where applicable)

4.3.2. MA Thesis should be submitted in one single file.

4.3.3. The thesis should be computer printed on white A4 paper in Times New Roman 12pt, 1.5 space intervals, either single-sided or double-sided. Single spacing should be used for block quotations, footnotes, and bibliography. Margins should be 2.5 cm on all sides. Paragraphs should be indented, or an empty line left between paragraphs. Pages should be numbered at the bottom in the centre using Arabic numerals starting with the first page of the first page of the introduction. Each chapter should start on a new page.

4.3.4. The title page should have the full title of the thesis, the student’s name, the department and name of the university, the supervisor’s name, the place of submission, and the year of submission.

4.3.5. The thesis should be structured into logical chapters with an introduction and a conclusion, which do not count as chapters.

4.3.6. The bibliographic citations are provided in the footnotes, supplemented by a final bibliography. The final bibliography must include all works cited in the footnotes throughout the text.

4.3.7. The quotation style is one and the same for both research proposals and MA theses submitted to the defence at the MA program. It is the same for the footnotes and the final bibliography and should be made according to Chicago style [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

## **5. GRADING, RE-EXAMINATION AND APPEAL**

5.1. According to the HSE regulations, the final grade is awarded by the State Examination Committee which consists of no less than 3 members of HSE faculty and 3 external members, the members should include representatives of potential employees. A Head of the Committee should not be a member of HSE faculty. The Committee considers the grade by the thesis supervisor and the opinion by an external reviewer (who must not hold a position at HSE) but are not bounded by them. The Committee also considers the quality of the oral defense of the student.

5.2. The student must submit a hard copy and an electronic file of the completed thesis to the thesis supervisor, the external reviewer and the Master's program manager. The report from the "AntiPlagiat" or other relevant anti-plagiarism software should be attached.

5.3. The thesis supervisor and the external reviewer assess the final version of the thesis on a ten-point scale and also give more detailed feedback according to a review template (Appendix 3).

5.4. The defence procedure involves the presentation of the thesis (15 min) and subsequent discussion with student answering the questions from the committee (15 minutes or longer should the committee decide so). The final grade will be given by the dissertation committee, which will base its decision on the the reviewers' assessment and their suggested grades and the grade for defending the thesis before the committee. (Appendix 4) Special attention will be paid to the following criteria:

- Adequacy of thesis topic and the contents of the research, both of which should lay clearly in the field of comparative sociology
- Fulfillment of goals and objectives of the research project
- Originality and novelty of the thesis
- Adherence to professional ethics and citation standards
- Level of student's personal contribution into the topic development
- Thesis formatting

5.5. In the case where the thesis is graded less than 4 on a ten-point scale the student will not get awarded ECTS points. The student is expected to resubmit the thesis in the next module. The student may resubmit the thesis only once.

5.6. The student may contest the grade for the thesis following the general appeal procedures. The student may file an appeal to the academic supervisor of the program within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.

## **6. FORMATTING OF THE MA THESIS**

### *Text format*

#### 1. Headings of sections

- Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes.
- Times New Roman 16, bold, aligned left, not numbered.
- Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1, 2, etc.).

#### 2. Headings of sub-chapters and sub-sub-chapters

- Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).

#### 3. Paragraphs

- Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.

#### 4. Main text:

- Times new Roman 12, spaced 1.5

#### Block quotations

- Times New Roman 11, single-spaced, justified, each line indented left.

#### 5. Footnotes

- Times New Roman 11, single-spaced, aligned left, no first line indentation.

#### 6. Page numbers

- All the pages of the file should be counted and listed.

#### 7. Margins

- Left – 3 cm, right – 1 cm.
- Bottom, top – 2 cm.

#### 8. Bibliography

- Entries should be categorized and alphabetized.
- Times New Roman 12, aligned left, single-spaced with spacing between each entry and the next one.
- No first line indentation, no numbering, no bullet points.

#### 9. Page numbering

- Page numbers start from the Table of Contents (page 2) and end with the Bibliography.
- Appear at the bottom of the page, centered.

#### 10. Page break between sections

- Page break between sections, e.g. between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations, list of tables, list of figures and Introduction, between the Introduction and the Main Body, between the Main body and the Conclusion, between the Conclusion and the Bibliography, between the Bibliography and the Appendixes or Annexes (if included).
- Page break at the end of each chapter (i.e. start each chapter on a new page) is required.

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## Appendices

### to the Rules of the preparation of the master's thesis

#### Appendix 1

TO:

Academic Supervisor of the Master Program in  
Applied and Interdisciplinary History «Usable Pasts»

**Nikolai V. Ssorin-Chaikov**

*(full name)*

FROM:

\_\_\_\_\_  
*(full name)*

\_\_\_\_\_  
Year \_\_\_\_ student, group No. \_\_\_\_

Request

I hereby request to change the supervisor of my thesis

\_\_\_\_\_  
*(title in English)*

*(title in Russian)*

from \_\_\_\_\_

*(full name, academic degree, position, subdivision of the current supervisor)*

to \_\_\_\_\_

*(full name, academic degree, position, subdivision of the new supervisor)*

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*(Student's signature)*

“ \_\_\_\_ ” \_\_\_\_\_ 202\_

*(Supervisor's signature)*

“ \_\_\_\_ ” \_\_\_\_\_ 202\_

*(New supervisor's signature)*

“ \_\_\_\_ ” \_\_\_\_\_ 202\_



**Appendix**  
**2**

FEDERAL STATE EDUCATIONAL INSTITUTION  
OF HIGHER EDUCATION  
NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS

**Saint-Petersburg School of Arts and Humanities**  
**Department of History**

Last name First name Middle name of the author

**name of the topic of the master's thesis**

Master's thesis

In the field 'History'

Educational programme Global and Regional History.

Saint Petersburg 2023

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**Appendix 3**

**Example of the form of the report of the  
supervisor of master's theses written in a research  
format**

**Federal State Educational Institution of Higher Education**

**'National Research University Higher School of Economics'**

**Saint-Petersburg School of Arts and Humanities**

**Department of History**

**Report of the supervisor on the master's thesis**

Student \_\_\_\_\_

Last name, first name, middle name

Of the 2<sup>nd</sup> year of the educational programme Global and Regional History

On the theme: ' \_\_\_\_\_ '

Scientific advisor

Scientific degree, position,

Faculty/department

(Place of work)\_\_\_\_\_ /signature/\_\_\_\_\_ Initials Last name

Date

## Appendix 3

### ***Example of the formulation of the review***

Federal state educational institution of higher education National Research University  
'Higher School of Economics'

**Saint-Petersburg School of Arts and Humanities**

**Department of History**

#### **Review**

of the master's thesis

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

Last name, First name, Middle name

2<sup>nd</sup> year, educational programme Global and Regional History on the theme:

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

*Please characterise:*

- **The general characteristics of the thesis:** the presence of a research question; the clarity of the formulation of the problem and hypotheses of the research; the correspondence of the research question to the topic of the thesis; the discussion of the topic, the completeness of the presentation of the material on the topic; the logic of the thesis and its correspondence to the tasks of the research
- **The methodology and methods:** the appropriateness and justification of the methods; the correspondence between the methods of the thesis, the research question and the tasks of the thesis
- **The theoretical and empirical foundation of the thesis:** the thoroughness of the discussion of relevant theory; the quality of the discussion about the condition of the

research question; the use of appropriate data sources.

- **Conclusions:** to what extent the conclusions and recommendations are justified based on the empirical results; the credibility of the results
- **Formatting:** the thesis's correspondence to academic standards in style and use of terminology
- **Strong points and weak points of the thesis**
- **Whether the thesis should be admitted to defence**
- **Recommended evaluation on a five-point and ten-point scale**

Reviewer  
name

Scientific degree, position,

Place of work \_\_\_\_\_ /Signature/ \_\_\_\_\_ Initials Last

## Assessment criteria for master's thesis evaluation

10 - no errors were made in the work. The thesis substantiated all relevant statements and argument. The work contains an literature relevant to the argument posed.

9 - no errors were made. The thesis substantiated all relevant statements, formulated all necessary clear, concise, and logically connected assertions that support the author's argument. The paper contains an analysis of self-researched literature relevant to the argument posed.

8 - no errors were made in the essay. The thesis substantiated all relevant statements, formulated all necessary clear, concise, and logically connected assertions that support the author's argument.

7 - no factual or methodological errors were made in the essay. The thesis substantiated all relevant statements, formulated all necessary clear, concise, and logically connected assertions that support the author's argument but contains a minor amount of technical or linguistic errors.

6 – there are one or two factual or methodological errors in the essay. The thesis substantiated all relevant statements, formulated all necessary clear, concise, and logically connected assertions that support the author's argument. The paper contains a minor technical or linguistic errors.

5- there are one or two factual or methodological errors in the essay. The essay does not fully substantiate all meaningful assertions, or inconsistently formulates all the author's argument. Contains a minor amount of technical or linguistic errors.

4- there are one or two factual or methodological errors in the paper. It does not fully substantiate its assertions, or inconsistently formulates all the necessary statements to support the author's argument. Contains a significant amount of technical or linguistic errors.

3 - there are more than two factual or methodological errors in the paper. The work does not fully substantiate all its assertions, or inconsistently formulates all the author's argument. Limited use of literature; and a significant amount of technical or linguistic errors.

2- there are more than two factual or methodological errors in the paper. The paper does not fully substantiate its assertions, or inconsistently formulates its argument. The essay does not contain an analysis of any works and contains a significant amount of technical or linguistic errors.

1- the paper contains a significant amount of factual or methodological errors does not substantiate its assertions, or inconsistently formulates the author's argument. Does not contain an analysis of any works and shows a significant amount of technical or linguistic errors.

0- The first year paper does not have a central research question. It shows poor knowledge of the scholarly context and little evidence of independent thought. The research proposed is superficial, unsystematic, and shows little effort.

This part weight 20%			
Category	Scoring Criteria	Total Points	Score
Organization (1.5 points)	The type of presentation is appropriate for the topic and audience	0.5	
	Information is presented in a	0.5	

	logical sequence.		
	Presentation appropriately cites requisite number of references	0.5	
Content (4.5 points)	Introduction is attention- getting, lays out the problem well, and establishes a framework for the rest of the presentation.	0.5	
	Technical terms are well- defined in language appropriate for the target audience.	0.5	
	Presentation contains accurate information	1	
	Material included is relevant to the overall message/purpose	1	
	Appropriate amount of material is prepared, and points made reflect well their relative importance.	1	
	There is an obvious conclusion summarizing the presentation.	0.5	
Presentation (4 points)	Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.).	0.5	
	Speaker uses a clear, audible voice	0.5	
	Delivery is poised, controlled, and smooth.	0.5	
	Good language skills and pronunciation are used.	0.5	
	Visual aids are well prepared, informative, effective, and not distracting.	0.5	



	Length of presentation is within the assigned time limits.	0.5	
	Information was well communicated.	1	
<b>Score</b>	<b>Total Points</b>	<b>10</b>	

<sup>[1]</sup>The requirements provided for the lower levels also apply to the higher levels

<sup>[2]</sup>Source synthesis refers to the critical evaluation of the sources used in the work, and comparing, concluding and interpreting the data in them.

<sup>[3]</sup>In systematic literature reviews, this is paid attention to even in the lower grades.