# Appendix A. GUIDELINES FOR PREPARATION, DEFENCE AND PROCESSING OF TERM PAPER

**MASTER’S PROGRAMME “FINANCE”**

Area of Studies: 38.04.08 “Finance and Credit”

Level: Master

1. **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 17 June, 2021.
   2. Term paper is prepared and defended during the 1st academic year. The term paper has a value of 2 ECTS.
   3. According to the program’s curriculum, the term paper submission falls on Module 4 during the 1st academic year.
   4. According to the HSE regulations the term paper’s supervisor gives a grade for successful term paper completion. Term papers prepared on master’s programs are defended at the Defence Board.
   5. The term paper is completed in English. It could be prepared individually or in small groups (up to 3 students).
2. **TERM PAPER STRUCTURE, CONTENT AND FORMAT**
   1. The term paper is a structured paper in the format of an academic article. As a rule, it has 7,000 to 9,000 words in length for an individual paper and 10,000 to 12,000 words for a group paper. Term paper provides the foundation for the future master’s dissertation.
   2. The term paper as an element of practical training may relate to a research or project type of practical training and therefore, be completed in one of the following formats:

**Research** - the term paper should be based on empirical research that attempts to obtain new knowledge about the structure, properties, or empirical regularities of the object of the research. Relevant types of analysis include treatment effects, the testing of hypotheses, and the testing of theoretical models. The term paper 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.

**Project-based** - developing a solution to a practical problem based on a comprehensive analysis of this problem. 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 paper is required to have practical significance. This format may be used only if the project the paper is based on is proposed by someone from business (or applied research department) and is approved by both the student’s academic supervisor and the academic council of the programme.

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

- title page with student name(s), title of the research project, and name of research supervisor (the template is provided in Appendix A-1)

- abstract of the paper and the list of key words (up to 6 words or phrases). As a rule, the abstract has a length between 150 and 300 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 paper;

- literature review;

- methodology;

- provisional methods of data sampling;

- preliminary results and their discussion;

- conclusion: the contribution of the paper to the theory and its possible practical implications; limitations of the study and the ways of their overcoming in the future research;

- references (in APA style; the provisional template is provided in Appendix A-2).

For the project-based paper, the following sections must be included:

- title page with student name(s), title of the project, and name of research supervisor (the template is provided in Appendix A-1)

- abstract of the paper and the list of key words (up to 6 words or phrases). As a rule, the abstract has a length between 150 and 300 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;

- tools for solving the problem;

- preliminary results and their discussion;

- recommendation proposed by the student(s);

- conclusion: practical implications of the term paper results; limitations of the study and the ways of their overcoming in the future research;

- references (in APA style; the provisional template is provided in Appendix A-2).

2.4. The text of the term paper must be structured according to the sections detailed in 2.3 above. Each part should have an appropriate heading. All headings should use initial capitals only.

2.5. The term paper 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 centred 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.

1. **TERM PAPERS PERFORMED BY GROUPS**
   1. A term paper may be developed by a group of students (two or three students). In this case, it is assumed that the term paper solves more significant problems than an individual paper. For example, multiple hypotheses can be tested, several models developed, the larger dataset collected. It is important to remember about the internal logic of the whole research if several students implement a paper together.
   2. If a term paper is written by a group, its length can be larger than the upper limit. As a rule, its length is between 10,000 and 12,000 characters, including spaces.
   3. The contribution of each member of the group should be clearly stated in the introduction to the term paper. If students are working together at all the sections and tasks of the term paper, it also should be stated in the introduction.
2. **SELECTION AND APPROVAL OF TERM PAPER TOPICS**

4.1. The faculty of St. Petersburg School of Economics and Management develop a provisional list of term paper topics or research areas to be subsequently approved by the Academic Supervisor together with the Academic Council of the Master Programme. Potential employers can also propose topics and research areas.

4.2. The provisional topics are placed in the LMS directory. Students also may place their proposals in the LMS directory. The Programme Office coordinates these activities and makes the list of term paper topics available for Academic Council.

4.3. Students may choose any member of the faculty of the Programme as their term paper supervisor, subject to this member’s consent. One supervisor may supervise up to seven term papers per academic year. Exemptions from this rule are considered specially by Academic Council.

4.4. Term paper topics are assigned to students upon the approval of their applications via LMS by the term paper supervisor and the Academic Supervisor of the Programme.

4.5. Applications must be approved by the respective supervisors via LMS no later than November 20 of the current academic year.

4.6. From 20 November to 15 December of the current academic year, Programme Office makes the final list of the term paper topics selected by students and supervisors assigned to them.

4.7. Not later than 15 December of the current academic year, term paper topics are registered in the individual study plans of students, which means the emergence of an obligation to complete the work by students. The information on timing is presented in Appendix A-3.

4.8. After the approval, the student receives from her/his supervisor and signs an individual assignment containing the tasks, the timeline and the necessary resources and conditions for developing, writing, and submitting the term paper. Signing the assignment is compulsory for any element of practical training including the term paper.

**5. TERM PAPER SUPERVISION**

5.1. Term paper supervisors are responsible for direct supervision of term paper preparation.

5.2. Term paper supervisors have the following duties:

- Discuss with the student the tasks and a timeline of the term paper, develops the student’s individual assignment.

- Advise students on shaping the final topic of their term paper, drafting term paper outline, preparation schedule, and selecting scholarly literature and resources.

- Help students choose appropriate research methodology.

- Monitor the progress of term paper 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 term papers.

- Accept and grade the interim text report submitted by the student.

5.3. Term paper supervisors are entitled to:

- Select a suitable mode of interaction with students agree on the term paper preparation schedule and the frequency of face-to-face meetings or other communications.

- Request that students prepare and present a summary of the received recommendations and further steps in term paper preparation after each meeting.

- Request that students pay close attention to the received recommendations and come to meetings well-prepared.

- Consider compliance with the preparation schedule when grading student term papers.

5.4. Supervisors assess quality of term papers against fixed requirements. They must fill in a special form (see Appendix A-4) where they put their review and grade for the term paper. Term paper supervisors grade the version that was uploaded through the student account in the LMS.

5.5. Term paper 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 term paper topic (Appendix A-5), signed by the supervisor, and requests to change the term paper supervisor (Appendix A-6), signed by both supervisors and addressed to the Programme Academic Supervisor, may be submitted to the Programme Office no later than thirty days before the date of submission of the final draft of the term paper.

**6. TERM PAPER PREPARATION RESTRICTIONS**

6.1. Students must comply with the term paper preparation schedule developed and finalised together with their supervisors.

6.2. Students should present an interim text report according to their supervisors’ requirements.

6.3. Term papers may be subject to external review.

6.4. Failure to complete a term paper by the fixed deadline constitutes academic failure that can only be remedied through the formal procedures established at HSE.

**7. TERM PAPER SUBMISSION**

7.1. Students must upload a .doc, .docx or .pdf file with the final text of their term paper through their personal profiles in the LMS no later than 7 days before the officially scheduled day of defence.

7.2. Submission deadlines for term papers that are subject to defence cannot be extended. Failure to complete a term paper by the fixed deadline constitutes academic failure that can only be remedied in autumn of the subsequent academic year, following the procedures established at HSE.

**8. TERM PAPER REVIEW AND DEFENCE**

8.1. Term paper defence takes place each academic year during the period 20-30 June.

8.2. Defence dates and Board composition are set by the Programme Academic Supervisor.

8.3. Defence is held in the presence of the Defence Board of at least three faculty members or research fellows of the School of Economics and Management. The Programme Academic Supervisor may also invite external members of the Defence Board (from other universities or business representatives).

8.4. The Programme Office must provide the Board with access to each student’s term paper and the review written by the term paper supervisor. The Board is provided with the version that had been uploaded through the student account in the LMS. If the term paper was reviewed by an external reviewer, the copy of the review is also given to the Board.

8.5. The defence 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 defence dates on the programme website at least one week in advance.

8.6. The defence is organised as follows: up to 12 minutes for the presentation, and up to 8 minutes for the discussion (questions from the board and answers).

If a term paper is completed in group, the time for the presentation is extended to 20 minutes, and for the discussion to 10 minutes.

8.7. Results of a term paper defence are reflected in the Board minutes. Chair of the Board is responsible for the Board’s operation and minutes preparation. The Chair is appointed by the Programme Academic Supervisor jointly with the members of the Academic Council of the Programme.

8.8. If students miss their term paper defence for a valid reason supported by documentary evidence, they will be allowed to defend their term paper on a different date within the autumn retake period.

8.9. Missing term paper defence without a valid reason supported by documentary evidence is counted as academic failure.

8.10. Students whose supervisor gave their term paper a fail grade shall not be allowed to proceed to the defence. If a fail grade is received at the defence, no repeat defence shall be held during the current academic year.

8.11. Each term paper must go through the Anti-plagiarism system pursuant to the *Procedures for Using Antiplagiat System for Collection and Checks of Academic Papers at HSE*. Term papers written in English are checked through *HSE Antiplagiat*. Term paper supervisors will be notified of the outcome of such checks and must take them into account when grading the term papers.

8.11. If plagiarism is discovered in a term paper, 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 final grade is made up of 1) the grade of the term paper supervisor (20%), 2) the grade for oral defence of the term paper (80%). Assessment criteria for the oral defence are enclosed in Appendix 7.

If a term paper is completed by a group, the grades may differ within the group. If the authorship is stated separately, both grades may differ, in the other case, only the grades for the defence may differ, depending on the quality of students’ answers and their contribution to the presentation.

9.2. In addition to the grade the supervisor also gives detailed feedback according to the approved form (Appendix A-4). Students may access the reviews through their LMS account at least, one day ahead the defence.

9.3 The term paper’s supervisor assesses the coursework on a ten-point scale. To receive credits for the coursework, students should be awarded a grade of at least 4 on a ten-point scale.

9.4. Students are considered to have failed their term paper if they receive a fail grade after the defence or after a review by their supervisor.

9.5. Final grades for term papers are entered into the record sheet by the Chair of the Defence Board and submitted to Programme Office within five working days after the end of the examination period.9.6.

9.7. In the case where the term paper is graded less than 4 on a ten-point scale the student will not get ECTS’s awarded. The student is expected to resubmit the term paper in the autumn retake period. The term paper topic can be modified upon consultation of the term paper supervisor and programme academic supervisor. In order to change the topic, the student must submit a new request signed by their term paper supervisor and addressed to the Programme Academic Supervisor not later than one month before the retake. The student also can change the supervisor by submitting a similar request signed by both previous and new supervisors. The student may resubmit the term paper only once.

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

**10. TERM PAPER STORAGE**

The Programme Office stores copies of term papers for 2 years (either in the form of hard copies or electronic files).

***Appendix A-1***

**Template for a Title List**

**The Government of the Russian Federation**

**Federal State Autonomous Institution for Higher Professional Education National Research University Higher School of Economics**

**St. Petersburg Branch**

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

**AUTHOR’S NAME(S)[[1]](#footnote-1)**

**TERM PAPER’S TITLE**

Term paper

Area of studies *38.04.08 Finance and Credit*

Master Programme “Finance”

|  |  |
| --- | --- |
|  | Research Supervisor  academic degree, position, department  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |

Saint Petersburg - 2024

***Appendix A-2***

**Provisional Template for References**

**References**

**Journal articles**

1 Langetieg, T. (1978), “An Application of a Three-Factor Performance Index to Measure Stockholders Gains from Mergers”, *Journal of Financial Economics*, vol. 6, pp. 365-384

2 Agrawal, A., and Jaffe, J.F. (2003), “Do Takeover Targets Underperform? Evidence from Operating and Stock Return”, *Journal of Financial and Quantitative Analysis*, vol. 38, no. 4, p. 721-746.

**Books or chapters:**

3. Auerbach, A. (1988), *Corporate Takeovers: Causes and Consequences*. University of Chicago Press, Chicago, United States.

4.Chen, K.C.W., Chen, Z., Wei, K.C.J. (2003), “*Disclosure, corporate governance, and the cost of equity capital: evidence from Asia’s emerging markets*”, Proceedings of the 3rd Asian corporate governance conference, Korea University and the Hong Kong University of science and technology.

**Sources in Russian language[[2]](#footnote-2):**

5. Ovchinnikova T. I., Pakhomov A. I., Bulgakova I. N. Sovershenstvovanieorganizatsionnoistrukturypishchevykhpredpriiatiinaosnoveotsenkideiatel'nostipersonala [Improving the Organisational Structure of Food Companies Based on the Evaluation of Staff]. *Kadrypredpriiatiia*, 2005, no. 8, pp. 10–12. (In Russian).

6. Monitoring «Ob itogakh sotsial'no-ekonomicheskogo razvitiia Rossiiskoi Federatsii v 2014 godu» [Monitoring “On the Results of Socio-Economic Development of the Russian Federation in 2014”]. *Minekonomrazvitiia Rossii*, 2015, 6 February. Available at: http://economy.gov.ru/minec/ activity/sections/macro/monitoring/monitoring2014 (accessed 07.07.2015). (In Russian).

***Appendix A-3***

**The Provisional Timing for the Selection and Approval of the Term Paper Topic**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Stage** | **Responsible entities** | **Period** |
|  | Collection of topic proposals | Departments, Research Centres, and Programme Office | **10 September – 10 October** |
|  | Approval of topics | Academic Supervisor, Academic Council, and Programme Office | **Within 4 days after a proposal is placed** |
|  | Selection of topics / Proposing topics by students | Students, Academic Supervisor | **10 October – 1 November** |
|  | Approval of topics proposed by students | Departments, Research Centres | **1 November – 10 November** |
|  | The second period of selection of topics / proposing topics by students | Students, Academic Supervisor, Departments, Research Centres | **10 November – 20 November** |
|  | Checking that topics are approved by supervisors | Programme Office | **20 November – 15 December** |
|  | Registering topics in students’ individual study plans | Programme Office | **Not later than 15 December** |
|  | Supervisor change | Students, Supervisors, Academic Supervisor, and Programme Office | **Not later than 1 month before the final version submission** |
|  | Topic change/clarification | Students, Supervisors, Academic Supervisor, and Programme Office | **Not later than 1 month before the final version submission** |

***Appendix A-4***

**Supervisor’s Review Template**

**Federal State Autonomous Institution for Higher Professional Education**

**National Research University Higher School of Economics**

**St. Petersburg Branch**

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

**Supervisor Review of the Term Paper**

prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*(student’s full name)*

Student(s) of Master’s Programme “Finance”, group \_\_\_\_\_\_\_\_\_\_\_\_

Term paper topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Grade (on a 10-point scale)** |
| **1.** | Structure and logical organisation |  |
| **2.** | Suitability of employed research methodology for stated goals and objectives |  |
| **3.** | Line of argument adopted to convey main ideas of the term paper |  |
| **4.** | Contribution to the existing knowledge/practical implications |  |
| **5.** | Grammar and formatting |  |
|  | Final recommended grade |  |

Comments:

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

Term Paper Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_

***Appendix A-5***

**Template Request for Change of Term Paper Topic**

TO:

Academic Supervisor of the Master’s Programme “Finance”

Associate Professor V.V. Nazarova

FROM:

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

*(full name)*

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

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

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

**Request**

I hereby request to change the topic of my term paper from

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

(topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

(topic in Russian)

to

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

(topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”(topic in Russian)

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

*(Student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_

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

*(Supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_

***Appendix A-6***

**Template Request for Change of Term Paper Supervisor**

TO:

Academic Supervisor of the Master’s Programme “Finance”

Associate Professor V.V. Nazarova

FROM:

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

*(full name)*

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

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

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

**Request**

I hereby request to change the supervisor of my term paper

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (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 A-7***

**Assessment Criteria for the Oral Defence**

|  |  |
| --- | --- |
| **Grades** | **Assessment Criteria** |
| «Excellent» (8-10) | A well-structured, analytical presentation of term paper. Shows strong evidence and broad background knowledge. In a group term paper all members contribute equally and each contribution builds on the previous one clearly. Answers to follow-up questions reveal a good range and depth of knowledge beyond that covered in the presentation and show confidence in discussion. |
| «Good» (6-7) | Clearly organised analysis, showing evidence of a good overall knowledge of the topic. The student of the term paper highlights key points and responds to follow up questions appropriately. In group presentations there is evidence that the group has met to discuss the topic and is presenting the results of that discussion, in an order previously agreed. |
| «Satisfactory» (4-5) | Takes a very basic approach to the topic, using broadly appropriate material but lacking focus. The presentation of term paper is largely unstructured, and some points are irrelevant to the topic. Knowledge of the topic is limited and there may be evidence of basic misunderstanding. In a group term paper, most of the work is done by one student and the individual contributions do not add up. |
| «Fail» (0-2) | Fails to demonstrate any appropriate knowledge. |

1. Full name [↑](#footnote-ref-1)
2. For transliteration use special websites as <http://www.translit.ru/> [↑](#footnote-ref-2)