APPROVED BY

Academic Supervisor of

educational programme

"International Business in the Asia-Pacific Region"

Minutes No. № 1 from 25.08.2023

**Internship programme**

**Educational Programme "International Business in the Asia-Pacific Region"**

*Developed by the Academic Supervisor of the EP "International Business in the Asia-Pacific Region" for the educational programme "International Business in the Asia-Pacific Region" for students of 2023 intake*

**Abstract**

Practical training on the degree programme “International Business in the Asia-Pacific Region” is implemented in the form of Term paper, Project, Work Experience Internship, and Thesis preparation. Students’ participation in all of the elements of practical training contributes to the development and advancement of practical skills and competencies relevant to the profile of the programme, including:

**International Business Operations in Asia-Pacific trajectory:**

* PC-1 Able to apply various methods and techniques for analysis of business cases
* PC-2 Able to identify main risks and business opportunities in the global economy
* PC-3 Able to develop reasonable practical solutions to reach organisational goals
* PC-4 Able to prepare official business, scientific, and informal documents using Asian and English languages in accordance with the norms
* PC-5 Able to analyse the historical roots of modern processes in Asia and Africa and make medium-term and long-term forecasts of development trends
* PC-6 Able to conduct business negotiations in foreign languages

**Business Innovations in Asia-Pacific Markets trajectory:**

* PC-1 Able to apply appropriate methods and techniques for research projects in the international business area
* PC-2 Able to identify main risks and business opportunities in the global economy
* PC-3 Able to analyse the global trends in the world economy through appropriate theoretical frameworks
* PC-4 Able to prepare official business, scientific, and informal documents using Asian and English languages in accordance with the norms
* PC-5 Able to analyse the historical roots of modern processes in Asia and Africa and make medium-term and long-term forecasts of development trends
* PC-6 Able to conduct business negotiations in foreign languages

The Internship Programme includes a description of the curriculum elements of the degree programme, organised in the form of practical training and grouped in the "Internship" module of the curriculum.

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# **SECTION 1. General information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Study year** | **Practice type** | **Name of practice** | **Feature** | **ECTS** | **Volume in academic hours for 1 student** | **Implementation period** |
| *1* | *Project / Research* | *Term Paper* | *Compulsory* | *4* | *152* | *1st year of education* |
| *1,2* | *Project* | *Projects* | *Elective* | *3* | *114* | *1st and 2nd year of education, no later than Module 3 of the 2nd year* |
| *2* | *Professional* | *Work Experience Internship* | *Compulsory* | *8* | *304* | *Module 3 of the 2nd year of education* |
| *2* | *Research* | *Thesis Preparation* | *Compulsory* | *15* | *570* | *2nd year of education* |

In case a practical training element (PTE) is performed in a group and any of the group members cannot attend the defence, it is required to notify the Study Office not later than 1 working day BEFORE the defence. If any of the group members cannot attend the defence for a valid reason supported by documentary evidence (medical certificate, request to the Programme coordinator, academic mobility documents), the remaining group members can apply to the Study Office with a request for defence on the established date with incomplete participation, or submit individual written applications to the Study Office with a request to shift the defence to an earlier or later date, when all members of the group can attend, due to the impossibility to attend the defence of one of the members of the group.

# **SECTION 2. Description of the content of the practice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Control point for signing the assignment to the student** | **Control point for providing an intermediate version of the text / report** | **Control point for the delivery of the final text / report** |
| Term Paper | The choice of the topic of the course work by 1st year students is carried out until 20**November, 2023.**  Approval of the topics of coursework in the individual curriculum of students **no later than 29 November, 2023.** | **For 1st year:**  - No later than **15 January, 2024**, the provision of a draft version of the text of the term paper to the scientific supervisor.  - No later than **15 May, 2024**, the provision of the final text of the term paper to the scientific supervisor. | **Loading of Term paper into the "Antiplagiat" system:**  - 1st year: **no later than 16 June, 18:00** **2024** of the current academic year. |
| Master Thesis | Selection of the topic/Proposing one's own topic by students until 20 November of the current academic year  Appointing topics in the student’s study plan until 15 December of the current academic year | Determined by the supervisor of the master’s thesis | Uploading the final version of the master’s thesis into LMS not later than 14 days before the official date of the defence |
| Project | No later than the official start of the project | Determined by the project supervisor | Specified in the project proposal but not later than the end of the 3rd module of the 2nd year |
| Work Experience Internship | Determined by the internship supervisor but not later than the official start of the internship | Determined by the internship supervisor individually | Determined by the internship supervisor but not later than 5 working days after the end of the internship |

## **2.1. Term paper**

**2.1.1.** The purpose and objectives of the Term Paper is 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 corresponding academic year.

**2.1.2.** Term papers of the MA Programme “International Business in the Asia-Pacific Region” are carried out in a research format. Term papers are performed **individually or in group (max 2 students)**. Term Paper is performed and defended in English. Term papers must be written in accordance with the Guidelines for Preparation, Defense and Processing of Term Paper for the Master's degree programme “International Business in the Asia-Pacific Region” (Appendix A).

**IMPORTANT!** Student could prepare the group term paper only after confirmation from the Term Paper Supervisor and Programme Academic Supervisor.

The timing of the Term paper is regulated by the [Term paper dates and deadlines](https://spb.hse.ru/en/ma/interbusiness/theses)*.*

Term paper volume:

1st year students - 8 000 to 12 000 words in length (for group term papers the length should be 12 000 to 15 000 words).

**IMPORTANT!** For group term paper it is compulsory in the appendix of term paper provide the information about the participation in the preparation of the term paper by every group member (in percentage).

**2.1.3.** Features of assessment*:*

During the 1st study year, the term paper is assessed by the term paper supervisor in the supervisor’s feedback and by a commission consisting of HSE teachers in the process of defending the term paper.

Term paper performed by 1st year master's students are subject to mandatory public defence. During defence, the student makes an introductory speech and presentation, in which the relevance of the research, the goal and objectives, the methods, the structure and the main conclusions of the term paper should be stated. At the end of the opening speech, the student answers the questions and comments of the commission. Term papers are not subjected to peer review. Term paper is assessed by the supervisor in the supervisor’s feedback (Appendix A-4). Based on the results of the discussion, the members of the Commission announce the assessments. The final grade for the term paper is set by the commission by adding the grade given by the supervisor (30%) and the arithmetic average grade given by the members of the commission following the results of the public defence of the term paper (70%). **The final grade is the arithmetic mean of the supervisor's assessment and the committee's assessment. If the grades differ significantly, the commission has the right to change the grade at its discretion, based on the quality of the defence of the term paper, as well as the answers to the questions.**

If the supervisor’s and the committee’s grades differ by four points or more (e.g., 10 and 6, 9 and 5, etc.), the grade is entirely determined by the defence committee.

Evaluation criteria:

- Compliance of the content of the work with the topic;

- Relevance and completeness of the historiographic review;

- Implementation of the assigned tasks in the main part;

- Conformity of the conclusions to the set goal;

- Adequacy of the methods used to the goals and objectives of the study;

- Compliance of the structure of the work with the goals and objectives of the study, the consistency of presentation and the completeness of the disclosure of the topic;

- Compliance with the design of the work with the Guidelines for Preparation, Defense and Processing of Term Paper for the Master's degree programme “International Business in the Asia-Pacific Region”

Each work is checked in the "Antiplagiat" system for borrowings. The volume of citation of correctly formatted borrowed text (with all the references) in the term paper cannot exceed 20%. In the case of self-citation, the volume of borrowing in the term paper cannot exceed 20%. Exceeding this figure is brought to the attention of the head of the term paper and the defence committee by the manager of the Programme and may become the basis for a decrease in the mark or an unsatisfactory assessment, as well as for the imposition of a disciplinary sanction.

**2.1.4.** Resources and material and technical base required for the implementation of the practice

In the term paper students use materials from external resources - museums, libraries and archives, the resources of the HSE library, as well as electronic information resources provided by the HSE library by special subscription: databases of domestic and foreign periodicals, scientific citation databases, electronic databases. books, dictionaries and encyclopaedias, databases of digital images.

**2.1.5.** Features of the implementation of assignments for practice in conditions of restrictive or other measures.

Under the conditions of restrictive measures, stationary internship (if it is the norm under normal conditions) by the decision of the University or, in the case of delegation of these powers to the educational programme, the Academic Council of the educational programme can be replaced by a remote one. Other features of the implementation of assignments for practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational programme.

## **2.2. Master Thesis Preparation**

**2.2.1.** The purpose and objectives of the "Thesis Preparation" are the accumulation and application of all mastered professional research skills: the ability to independently formulate a research problem and substantiate its relevance, substantiate the research methodology, conduct a competent historiographic analysis, demonstrate proficiency in methods, etc. The prerequisites are the successful mastery of the material of lectures and seminars during all the years of study on the MA Programme.

**2.2.2.** Master Thesis topic must be approved by the Academic Supervisor and the Academic Council of the Programme “International Business in the Asia-Pacific Region”

Students of the MA Programme "International Business in the Asia-Pacific Region" carry out Master thesis in an academic format (individual/group). The Master thesis is carried out and defended in English. During the preparation and defence of the Master thesis on the MA Programme “International Business in the Asia-Pacific Region”, the principle of zero tolerance to plagiarism is implemented.

Other information on the preparation and defence of Master Thesis is set out in the Guidelines for Preparation, Defense and Processing of Master Thesis for the MA Programme "International Business in the Asia-Pacific Region". The timing of the Master Thesis is regulated by the [Master Thesis dates and deadlines](https://spb.hse.ru/en/ma/interbusiness/assessment).

Master Thesis volume:

It should be, as a rule, 20 000 to 25 000 words in length for an individual dissertation and 25 000 to 30 000 words for a group dissertation.

**2.2.3. Assessment features:**

The supervisor assesses the Master thesis in accordance with Academic supervisor’s feedback of Guidelines for Preparation, Defense and Processing of Master Thesis for the MA Programme "International Business in the Asia-Pacific Region". For every Master Thesis a reviewer must be appointed.

The reviewer is obliged to conduct a qualified analysis of the main provisions of the peer-reviewed Master Thesis, the presence of his own point of view / design solution, the ability to use research / design methods, the degree of validity of conclusions and recommendations / the adequacy of the means of achieving results, the reliability of the results obtained / the feasibility of the obtained products, solutions, their novelty and practical significance. The reviewer evaluates the Master thesis in accordance with Review of the Master thesis of the Guidelines for Preparation, Defense and Processing of Master Thesis for the MA Programme "International Business in the Asia-Pacific Region".

When giving an assessment, the content, design and presentation of the text of the work are taken into account, based on the assessment criteria contained in the Guidelines for Preparation, Defense and Processing of Master Thesis. Taking into account the results of the defence and the assessments of the manager and the reviewers, the final assessment of the work is formed. The final grade is an arithmetic mean, consisting of the assessment of the thesis supervisor, the reviewer and the arithmetic mean, given by the members of the commission following the results of the public defence of the Master Thesis.

According to the HSE regulations, Final State Certification Commission provides the final grade for the Dissertation. Commission will take into account Supervisor and External Reviewer feedbacks. Comission evaluates not just the text of the Dissertation, but also the oral defense of the Dissertation.

In case of disputable situation, the Chairman of the State Examination Commission has a casting vote.

Evaluation criteria:

- Correctness of the research question and the corresponding methodological fit, formulation of the object and subject, setting goals and objectives, the validity of the structure of work;

- Correlation of work with the current state of scientific knowledge;

- Justification of the selection of works of art and independence in their analysis;

- The presence of an independent position in relation to the studied material and the points of view existing in the scientific literature;

- Compliance with the design of the work with the established requirements and norms of academic writing.

**2.2.4.** Resources and material and technical base required for the implementation of the practice

During the Master thesis writing, students use materials from external resources - museums, libraries and archives, the resources of the HSE library, as well as electronic information resources provided by the HSE library by special subscriptions: databases of domestic and foreign periodicals, scientific citation databases, electronic databases. books, dictionaries and encyclopaedias, databases of digital images.

**2.2.5.** Features of the implementation of assignments for practice in conditions of restrictive or other measures.

Under the conditions of restrictive measures, stationary internship (if it is the norm under normal conditions) by the decision of the University or, in the case of delegation of these powers to the educational programme, the Academic Council of the educational programme can be replaced by a remote one. Other features of the implementation of assignments for practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational programme.

## **2.3. Projects**

**2.3.1.** The purpose of the project activity is to use the knowledge, skills and abilities acquired during training for the formulation and solution of practical problems of both academic and applied nature.

Goals, objectives, prerequisites, dates of control points, content, development features, assessment and reporting of each project are determined by its leader. The project activity of students belongs to the variable part of the curriculum. Students of the MA Programme "International Business in the Asia-Pacific Region" choose research and applied projects at the [HSE Project Fair](https://smartpro.hse.ru/), group or individual, related to the subject of the programme, corresponding to the objectives of the Programme and helping to develop the students' skills and competencies stipulated in the HSE, from among those recommended by the Programme Academic Supervisor.

**2.3.2.** The Programme Academic Supervisor has the ability to block a project proposal for students of the Programme, if the project does not belong to service projects, and if the academic leader believes that the proposed project does not meet the above criteria. The blocked project proposal is not displayed at the Project Fair for students of the Programme, the academic leader of which made such a decision.

The student is not prohibited from performing projects from among those not recommended by the Programme Academic Supervisor. The results obtained by a student on such projects can be optionally credited in excess of the standard credit points. The student has the right to decide: whether to participate in an uncoordinated project on an optional basis and choose another project for credit within the Programme, or change the selected project to another, which will be agreed by the academic supervisor of the Programme.

After registering for the project and subsequent approval of the candidacy by the project manager, the student cannot leave the project without permission, without the consent of the manager. In the case of unauthorised withdrawal, the supervisor has the right to rate the work of the respective student as unsatisfactory, which means academic debt.

The project activities of students are regulated by the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University.

**2.3.3.**  Features and evaluation criteria:

The assessment of the student's work is carried out by the project manager in accordance with the principles specified in the assessment sheet / statement of the project. At the end of the project, the project manager fills out an assessment sheet, giving a grade for the work done by the student and the number of credits for the amount of work on the project. The assessment sheet must be submitted to the training office no later than 5 days from the date of the end of the project.

**2.3.4.**  Resources and material and technical base required for the implementation of practice:

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

**2.3.5.**  Features of performing tasks on practice in conditions of restrictive or other measures:

In the context of restrictive measures, preference is given to projects that can be implemented in a remote format. Other features of the performance of tasks on practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational programme.

## **2.4. Work Experience Internship**

**2.4.1 Goals, objectives and the EPT prerequisites**

The main goal of the Work Experience Internship is further systematising and extending theoretical and practical knowledge gained at the University in management subjects, practical application of management knowledge to solve the tasks of professional occupation.

**2.4.2. Milestones**

The main milestones are presented in the [Work Experience Internship.](https://spb.hse.ru/en/ma/interbusiness/internships)

**2.4.3. Special aspects and arrangements**

The Work Experience Internship takes place in research divisions of HSE, or in external organisations. The Work Experience Internship is conducted inside the University (in research laboratories or departments) or outside the University (in companies, banks, public organisations, etc.).

**2.4.4. Resources**

The type of practice in obtaining professional skills and professional experience defines necessary resources, including specialised databases and software.

# **SECTION 3. Features of the organisation of training for persons with disabilities and disabled people**

Practical training of students with disabilities and disabled people is organised taking into account the characteristics of psychophysical development, individual capabilities and health status. If necessary, students from among persons with disabilities (at the request of the student) and for persons with disabilities also in accordance with an individual rehabilitation programme for a disabled person may be offered the following options for the perception of 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 an enlarged font; 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 tiflosurd 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 disabilities 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 training should take into account the health status and accessibility requirements for these students.

**Appendix A**

**Internship Programme**

**GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER. MA “MASTER IN INTERNATIONAL BUSINESS IN THE APR” AT ST.PETERSBURG SCHOOL OF ECONOMICS AND MANAGEMENT**

**Area of Studies: 38.04.02 «Management»**

1. **GENERAL PROVISIONS**
   1. These Guidelines for Preparation and Defense of Term Papers and Theses (hereinafter, the Guidelines) have been prepared in line with the Regulations on Term Papers and Theses written by BA, Specialist and MA Students of the National Research University Higher School of Economics (hereinafter, the Regulations), approved by the HSE Academic Council, minutes No.6 dated June 17, 2021.
   2. Term Paper (hereinafter, TP) is prepared and defended during the 1st academic year.
   3. According to the program’s curriculum, the term paper submission falls in Module 4 during the 1st academic year.
   4. According to the HSE regulations, the term paper supervisor gives a grade for successful term paper completion. Term Papers prepared on MA programmes are defended at the Defence Board.
   5. The Term Paper is completed in English. It could be prepared individually or in groups **(the maximum number of students in a group is 2).**
2. **TERM PAPER STRUCTURE, CONTENT AND FORMAT**

2.1. The Term Paper is a structured research paper on the issues directly related to the International Business sphere. It should be **8 000 to 12 000** **words** in length (for group term papers the length should be **12 000 to 15 000 words**). The number of words includes a table of contents, the main content of the work and a list of used sources and literature (Bibliogaphy). Applications in the form of maps, tables, charts, diagrams, etc., taken outside the scope of the work, are **not included** in the calculation of words.

Group term papers must include the table which outlines (1)students’ surnames, (2) the names of the term paper section(s) they contributed to, and (3) the word count of the contribution for each student.

2.2. Term paper is an element of practical training and can be a project-based or research-based practice. There are two main TP formats:

* academic format, when research focuses at obtaining new or extending existing knowledge about particular international business phenomena;
* consulting project format, when study aims to solve a practical task for a particular company, what results in development of practical recommendations.

2.3. In the case of the academic format, the structure of TP’s content must include the following main sections:

* title page with the student’s name, the title of the TP, and the name of the term paper 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). The abstract should be no less than 150 words and should not exceed 300 words;
* table of contents
* introduction containing the research goal and objectives, research question, arguments for the relevance of the research, a brief description of its distinctive features, the structure of the paper;
* literature review;
* methodology, including methods of data sampling or data collection;
* results and discussion;
* contribution of the paper to the theory and its possible practical implications;
* references (in APA style; the provisional template is provided in Appendix A-2).

2.4. The section “Literature review” outlines the relevant literature[[1]](#footnote-1), identifies research problem and suggests theoretical framework for the research. It is to explain how does the research build on existing scholarship in Economic Science and, if applicable, related interdisciplinary fields? How does the project extend beyond what has already been done? How does this theoretical discussion lead to identify goals of the research? How it helps to shape research question(s) and hypotheses? This section should be not less than half of the length of the whole document.

2.5. The section “Method and Data” describes the research database, sampling procedures, type of sampling and presents results of preliminary data analysis.

2.6. The section “Results and discussion” explains the research findings and elaborates on how they fit the chosen theoretical framework and the research hypotheses.

2.7. In the case of the consulting project format, the structure depends on the particular tasks of the project. Regardless of the problem solved by the consulting project, TP must contain a theoretical part and explain its novelty and practical significance for general cases.

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

2.9. The term papers shall be prepared electronically and typewritten using Times New Roman 12 font size (footnotes shall be provided using 10 font size), 1.5 spacing. Margins: left – 2.5 cm, right – 1 cm, upper and bottom – 2 cm.

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.

TP can be also prepared with LaTeX. In this case, the student must approve the template with the Study Office at least thirty days before the date of submission of the final draft of the term paper.

2.10. 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.

2.11. 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.

2.12. Use footnotes, if necessary, endnotes are not permitted.

2.13. For citations in the text the name and year (separated by comma) in parentheses format should be used (Some examples are presented in Appendix A-2).

2.14. The table of contents shall be automatically generated in Microsoft Word or any other word processor of student’s choice.

2.15. If a student opts to continue the work that he/she did in the previous years, the text of the term paper and the thesis can include references to the previous student’s term papers. However, word-for-word borrowing of entire paragraphs or chapters from the previous term papers are considered as self-plagiarism and shall be qualified as resubmitting the same paper, as defined by the HSE Regulations on Checking Student Papers for Plagiarism. In exceptional cases, students are entitled to ask for the supervisor’s permission to use small excerpts from their previous term papers, but such excerpts cannot reproduce a whole paragraph or a chapter. Upon approval of the supervisor, small excerpts borrowed from a previously submitted term paper and properly formatted as quotations (with quotation marks and followed by a reference), shall not be regarded as self-plagiarism.

2.16. If a student fails to comply with the above-mentioned requirements for the term paper work count, at least one point (based on a 10-point grading scale) will be deducted from the final grade.

2.17. The bibliography includes all legislative acts, research papers, specialized publications and other sources used while preparing and writing term papers and theses and referenced in the text. The bibliography shall consist of at least 50 items, 60% of which must be academic papers predominantly of the most recent publication date. It is recommended to refrain from including textbooks and teaching aids in the bibliography.

2.18. Annexes shall be used if the author uses a large body of materials which can support the contents of the main body of the paper. Source information, the author’s tables and calculations, diagrams, figures and other materials can be presented in annexes.

1. **SELECTION AND APPROVAL OF TERM PAPER TOPICS**

3.1. The faculty of St. Petersburg School of Economics and Management may develop a provisional list of TP topics or research areas to be subsequently approved by Academic Council of the Master Programme. Potential employers may also propose topics and research areas to be added to the list.

3.2. The faculty places the provisional topics in the LMS directory. Students also may place their proposals in the LMS directory. The study office coordinates these activities and makes the list of TP topics available for Academic Council of the Programme.

3.3. Students may choose any member of the faculty of the Program as their supervisor, subject to this member’s consent. One supervisor may supervise up to 10 term papers per academic year. Exemptions from this rule consider specially by Academic Council (or Academic Supervisor) of the Programme.

3.4. TP topics are assigned to students upon the approval of their applications via LMS by the respective supervisors and Academic Supervisor of the Programme.

3.5. Applications must be approved by the TP supervisor via LMS no later than 20**th November 2023**. In exceptional cases, when the use of LMS is technically impossible for any reason, personal requests can be submitted to the Study Office signed by the TP supervisor no later than **20th November 2023**.

3.6. The list of term paper topics and supervisors must be finalized by the Academic Council of the MA Programme by **29th November 2023**. Some term paper topics may be declined by the Academic Council if they are not suited to the field of study, purpose of a term paper or the level of complexity. In this case, the Programme Academic Supervisor must also provide a justification for its decision and recommendations on how to adjust the topic.

3.7. The Program Office must notify students and their supervisors if the term paper topic was declined within one business day from such decision.

3.8. Students may submit a new request for the term paper topic to the Programme Office. The Programme Academic Supervisor must approve the final list of term paper topics and supervisors no later than 5th December 2023.

3.9. Upon the approval of the chosen topic by the Academic Supervisor of the Master’s programme, the programme manager makes the final list of the term paper topics selected by students and supervisors assigned to them. No later than **15th December 2023** TP 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 on the official web-site of the Programme.

3.10. If students fail to choose a term paper topic by the deadline, or if their topic is declined by the Programme Academic Supervisor, they are facing academic failure. Such students may select their term paper topic during the extension period – from the start of the Module 3 to the end of the retake period for Modules 1 and 2 (until 15 February of the current academic year). If the new topic is selected on time and approved by the Programme Academic Supervisor, academic failure is waived.

4. TERM PAPER SUPERVISION

4.1. TP supervisors are responsible for direct supervision of TP preparation.

4.2. TP supervisors have the following duties:

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

- Help students choose appropriate research methodology;

- Monitor the progress of TP preparation against the established outline and schedule;

- Notify the Programme Academic Supervisor and Study Office if students are behind the schedule;

- Provide students with informed recommendations on the content of their term papers;

4.3. Term paper supervisors are entitled to:

- Select a suitable mode of interaction with students, in particular, agree on the TP preparation schedule and the frequency of face-to-face meetings or other communications;

- Request that students prepare and present a brief summary of the received recommendations and further steps in TP preparation after each face-to-face meeting;

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

- Take into account compliance with the preparation schedule when grading students’ term papers.

4.4. Supervisors assess quality of term papers against fixed requirements. They must fill in a special form (see Appendix А-3) where they put their review and grade for the term paper.

4.5. 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.

4.6. Applications to change the TP topic and/or the TP supervisor must be submitted via LMS no later than thirty days before the date of submission of the final draft of the term paper. In exceptional cases, when the use of LMS is technically impossible for any reason, personal requests to change the TP topic (Appendix A-4), signed by the supervisor, and requests to change the TP supervisor (Appendix A-5), signed by both supervisors, may be submitted to the Study Office by the same deadline.

5. TERM PAPER PREPARATION RESTRICTIONS

5.1. Students must comply with the TP preparation schedule developed and finalized together with their supervisors.

5.3. TPs may be subject to external review.

5.4. 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.

6. TERM PAPER SUBMISSION

6.1. 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 examination period of Module 4~~.~~

6.2. Students must submit a draft of their term paper to their supervisors at least ten days before the upload date. Students who fail to do so may receive grade “Fail” for their term paper from the supervisor.

6.3. Submission deadlines for term papers that are subject to defence cannot be extended. Failure to complete a term paper by the fixed deadline (as per Clause 6.1 or Clause 6.2) constitutes academic failure that can only be remedied in autumn of the subsequent academic year, following the procedures established at HSE.

7. TERM PAPER REVIEW AND DEFENSE

7.1. Term paper defence takes place **21, 24, 26 and 28 June 2024**.

7.2. Defence dates and Board composition are set by the Programme Academic Supervisor. Programme Academic Supervisor is the chair of the board. The duration of the individual presentation of TP should be max 20 min (approximately 15 minutes for questions), group presentation – 30 min max (approximately 15 minutes for questions).

7.3. 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 to the Defence Board (from other universities or business representatives).

7.4. The Study 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.

7.4. 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 Study Office must publish the defence dates on the programme website at least one week in advance.

7.5. Results of a term paper defence are reflected in the Board minutes. The Chair of the Board is responsible for the Board’s operation and minutes preparation.

7.6. If students miss their TP 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.

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

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

7.9. 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 paper supervisors will be notified of the outcome of such checks and must take them into account when grading the term papers. Term paper supervisors grade the version that was uploaded through the student account in the LMS.

7.10. 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*.

8. GRADING, RE-EXAMINATION AND APPEAL

8.1. The grade for term papers prepared by the students shall be based on the grade by term paper supervisor (the grade will follow from his/her detailed feedback) and the grade by the defense committee. The grade will be calculated as an average of the two grades as follows:

**G supervisor (30%) + G committee (70%)**

If the supervisor’s and the committee’s grades differ by four points or more (e.g., 10 and 6, 9 and 5, etc.), the grade is entirely determined by the defense committee.

8.2. In addition to the grade, the supervisor also gives detailed feedback according to the approved form (Appendix A-4) and according to the fixed date provided by the Programme.

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

8.4. Students are considered to have failed their term paper if they receive grade “Fail” after the defence or after a review by their supervisor.

8.5. Final grades for term papers are entered into student performance records by the Chair of the Defence Board and submitted to Programme Office within five working days after the end of the examination period.

8.6. Students may access the grades and reviews of their term papers through the account in the LMS or at the Study Office.

8.7. In the case where the term papers graded less than 4 on a ten-point scale the student will not get ECTS’s awarded. The student is required 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. The term paper supervisor can also be changed. 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 no later than one month before the retake. In order to change the supervisor, the student must submit a new request signed by the new term paper supervisor and addressed to the Programme Academic Supervisor no later than one months before the retake. The student may resubmit the term paper only once.

8.8. The student may contest the grades for the term paper following the general appeal procedures. The student may file an appeal to the Programme 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.

9. TERM PAPER STORAGE

The Study Office of the Master’s programme stores copies of term papers for 2 years (either in the form of hard copies or electronic files)

***Appendix A-1***

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

St. Petersburg School of Economics and Management

Master Programme “Master in International Business in the APR”

The author’s full name

**TERM PAPER/THESIS TITLE**

Term paper / Thesis

Academic format / Consulting format

Area of studies 38.04.02 «Management»

|  |  |
| --- | --- |
|  | Supervisor  Doctor of …. Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last name  Adviser (if applicable)  Doctor of …. Sciences, Professor  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Initials and Last name |

Saint Petersburg - 2024

***Appendix A-2***

Provisional Template for References

**Citations in the text** (some examples)**:**

The European approach has been studied from various perspectives (see, e.g., Hancher and Larouche, 2013).

The idea was explained by Littlechild (2018).

For Austrian economists, the market is a permanent process of entrepreneurial discovery (Sautet, 2010).

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

**References**

**Journal articles**

Littlechild, S. (2018). Regulation and the nature of competition. *Journal of Air Transport Management*, *67*, 211–223.

Ostrom, E. (2008). Institutions and the environment. *Economic Affairs*, *28*(3), 24–31.

**Books or chapters:**

Hancher, L., & Larouche, P. (2013). From a formalistic to an integrative model: The case of EU economic regulation. In *National Legal Systems and Globalization: New Role, Continuing Relevance*. TMC Asser Press, The Hague, The Netherlands.

Sautet, F. (2010). The competitive market is a process of entrepreneurial discovery. In P.J. Boettke (ed.) *Handbook on Contemporary Austrian Economics*. Edward Elgar Publishing.

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

Auzan, A. A. (2017). Razvitie i “koleja” zavisimosti [Path dependence problem and possibilities of its overcoming]. *World Economy and International Relations*, *61*(10), 96–105.

Shastitko, A. Y., & Pavlova, N. S. (2019). Uslugi V Komplekse: Opredelenie Produktovyh Granic Rynka V Mobil’noj Svjazi [Complex services: Product market definition in mobile communications]. *Ekonomicheskaya Politika*, *14*(4), 120–141.

***Appendix*** A-3

**National Research University Higher School of Economics**

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

MA Programme in International Business in the APR

**Term paper supervisor’s feedback**

**1st year** student of the Master’s Programme “Master in International Business in the APR”

Full name:

Topic:

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Supervisor’s comments** |
| **1.** | Explanation and substantiation of the research puzzle by the student |  |
| **2.** | Justification of the puzzle’s relevance to the state of the art in the field, and its connection to the academic debate; |  |
| **3.** | Correspondence between the topic (title), research goal, objectives, content and empirical findings (conclusions) of the paper: Does the paper answer the research question? |  |
| **4.** | Breadth and coverage of the literature review and its analytic depth: the number of papers reviewed; quality of conclusions; explication of the logic underlying the selection of the sources |  |
| **5.** | Ability to use theoretical concepts for building theoretical and methodological research framework, as well as formulating the research expectations and/or hypotheses (if a research question requires them) |  |
| **6.** | Effective use of methods for data collection and analysis |  |
| **7.** | Structure of the paper, logical reasoning in building connections within the argument and between different parts of the paper;  reliability and accuracy of the findings |  |
| **8.** | Conformity with requirements for the formatting, citation rules, as well as bibliographical references and lists |  |
| **9.** | Conformity with the formal requirements with regard to the number of academic sources and the word count (no fewer than 8 000 words for individual TP, 12 000 for group TP) |  |
| **10.** | **Recommended grade for the term paper (10 points scale)** |  |

Comments:

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

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

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

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2024

***Appendix A-4***

Template Request for Change of Term Paper Topic

TO:

Academic Supervisor of the MA Programme

Master in International Business

Prof. Veselova Liudmila

FROM:

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

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

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

Student’s 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-5***

Template Request for Change of Term Paper Supervisor

TO:

Academic Supervisor of the MA Programme

Master in International Business

Prof. Veselova Liudmila

FROM:

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

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

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

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

Student’s 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\_\_

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