# **Appendix A**

# **Internship Programme**

**GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER FOR** **MASTER’S PROGRAMME “DATA ANALYTICS FOR BUSINESS AND ECONOMICS”**

Area of Studies: 38.04.01 «Economics», 38.04.02 «Management»

Level: masters

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 Board, minutes No.6 dated June 17, 2021.
   2. Term paper is prepared and defended during the 1st academic year. The term paper has a value of 3 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 provides a review on term paper completion. Term papers prepared on master’s programs are defended at the Defense Board.
   5. The term paper is completed in English. It could be prepared individually or in groups (up to 3 students).
   6. The term paper is an element of practical training and may relate to either research or a project.
2. **TERM PAPER STRUCTURE, CONTENT AND FORMAT**

2.1. The term Paper is a structured paper in the format of an academic article. It should be 7,000 to 10,000 words (for group term papers it should be 13,000 words to 15,000 words) in length and may provide the foundation for the future master’s dissertation.

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

- title page with student name, the 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 keywords (up to 6). The abstract should be no less than 150 words and should not exceed 300 words. It is recommended a format of “structured abstract”;

- 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 and the individual input of students (if Term paper is written in group);

- literature review;

- methodology;

- provisional methods of data sampling or data collection;

- results and their description;

- conclusion and discussion with emphasis on the contribution of the paper to the knowledge development and its possible practical implications;

- references (in APA 6th style; learn more at: <https://www.apastyle.org/learn/index>);

- appendix (optional).

2.3. The text of the term paper must be structured according to the sections detailed in 2.2 above. Each part should have an appropriate heading. All headings should use initial capitals only.

2.4. 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.

2.5. Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear above the figure.

2.6. Tables should be set as “Autofit to contents” and centered 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. Table captions should appear above the table.

2.7. Use footnotes if necessary (Times New Roman, 10 pt). Endnotes are not permitted.

1. **TERM PAPERS PERFORMED BY GROUPS**
   1. A term paper may be developed by a group of 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, a 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 should be between 13,000 and 15,000 words.
   3. The contribution of each member 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**

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

3.2. 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 Board.

3.3. Students may choose any member of the faculty of the Program as their term paper supervisor, subject to this member’s consent. One supervisor may supervise up to ten term papers per academic year.

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

3.5. Applications must be approved by the term paper supervisors via LMS no later than November 20 of the current academic year.

If students fail to choose a term paper topic by the given deadline, they are facing academic failure which must be remedied during the subsequent retake period (until 15 February of the current academic year).

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

3.7. Not later than December 15 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-2.

**4. TERM PAPER SUPERVISION**

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

4.2. Term paper supervisors have the following duties:

- 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 to choose the appropriate research methodology;

- Monitor the progress of the term paper preparation under 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;

- Prepare an assignment for the term paper (Appendix A-6) and send this document to the student by email, in case of no reactions from the student to notify Programme Office.

4.3. Term paper supervisors are entitled to:

- Select a suitable mode of interaction with students, in particular, 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 brief summary of the received recommendations and further steps in term paper 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 student term papers.

4.4. Supervisors assess the quality of term papers considering the requirements fixed by the Programme Academic Board. They must fill in a special form (see Appendix A-3) where they put their review for the term paper.

4.5. Term paper supervisors must draw up an official memorandum to notify to the Programme Academic Supervisor and the Dean any sign of plagiarism and/or any other violations of the academic code of ethics committed by students.

4.6. Requests to change the term paper topic (Appendix A-4), signed by the supervisor, and requests to change the term paper supervisor (Appendix A-5), signed by both (former and new) supervisors, and the student 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.

**5. TERM PAPER PREPARATION RESTRICTIONS**

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

5.3. Term papers 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 or .docx file (additional .pdf file is optative) with the final text of their term paper through their personal profiles in the LMS no later than 10 days before the officially scheduled day of defense.

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

6.3. Submission deadlines for term papers that are subject to defense 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 defense takes place each academic year during the period June 20-30. Term-paper pre-defense is held in May on Research seminar in order to practice before the real defense and get the valuable feedback from the committee in ways to enhance the quality of the Term paper.

7.2. Defense dates and Board composition are set by the Programme Academic Supervisor.

7.3. Defense is hold in the presence of the Defense Board of three faculty members or research fellows of the School of Economics and Management. Programme Academic Supervisor can invite expert academics in the field of the term paper to be members of the Defense Board.

7.4. 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.

7.4. The defense 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 defense dates on the programme website at least one week in advance.

7.5. Assessment of a term paper defense is reflected in the Board minutes. The Chair of the Board is responsible for the Board’s operation and minutes preparation. The Chair is appointed by the Programme Academic Supervisor after consultation with the members of the Academic Board of the Programme.

7.6. If students miss their term paper defense 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 defense without a valid reason supported by documentary evidence is counted as academic failure.

7.8. Students whose supervisor gave their term paper a fail grade are allowed to proceed to the defense. If a fail grade is received at the defense, no repeat defense shall be held during the current academic year.

7.9. Each term paper must go through the Antiplagiat (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*.

7.11. The time limit for the presentation during the defense for the Term paper of one, two or three students is the same: 15 minutes. The time limit for the questions from the Commission is defined by the Commission.

**8. GRADING, RE-EXAMINATION AND APPEAL**

8.1. The final grade is rounded using the arithmetic approach and based on criteria in Appendix A-7. The rule of rounding for master thesis grade is the following: if the decimal part of a number is less than 0.5, then the number is rounded down. For example, the number 5.2 will be rounded to 5. If the decimal part of the number is greater than or equal to 0.5, then the number will be rounded up. For example, the number 6.5 will be rounded to 7.

8.2. The supervisor writes a review based on the assessment criteria given in Appendix A-3 and concludes whether the term paper is recommended for the defense or not. Students are admitted to the defense in either case. Supervisor’s opinion is playing a role of recommendation.

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

8.4. Grade from the Commission is given based on the presented material at the defense and students’ answers for Committee questions. Grade is calculated as an arithmetic average of the total grades of each member of the Commission.

8.5. Grade for the Term paper can be different for each of the students if Term paper is done in group. Students have to specify input of each of the group member in the Introduction section of the Term paper.

8.6. The following criteria is used when giving excellent grades:

“8” – stands for unsurpassed result/s of a student’s activity during Term Paper completion and excellent communication at the Defense of the Term paper

“9” – stands for unsurpassed result/s of a student’s activity during Term Paper completion that brought feasible positive results for the process/place of observation and has to be documentally supported (for example, in the form of open source report)

“10” – stands for unsurpassed result/s of a student’s activity during Term Paper completion that brought feasible positive results for the process/place of observation and has to be documentally supported by outside organization or in the form of open source report or in the form of submitted publication in academic journal of good rating (according to the lists of HSE).

8.7. If students believe that their Term paper deserves an excellent grade higher than “8” they should specify the reason for that in the presentation. Otherwise the Committee is giving the grades according to the Defense presentation.

8.8. Final grades for term papers are entered into student performance records by the Chair of the Defense Board and submitted to the Programme Office within 5 working days after the end of the examination period.

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

8.10. 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 program 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 no later than one month before the retake. The student may resubmit the term paper only once. The student can also change academic supervisor.

8.11. The student may challenge the grades for the term paper 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.

**9. 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 *38.04.01 «Economics», 38.04.02 «Management»*

Master Programme “Data Analytics for Business and Economics”

|  |  |
| --- | --- |
| Reviewer[[2]](#footnote-2)  academic degree, position, department  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name | Research Supervisor  academic degree, position, department  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name |

Saint Petersburg – 202\_

##### **Appendix A-2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 | **September, 10 – October, 10** |
|  | Approval of topics | Academic Supervisor, Academic Board and Programme Office | **Within 4 days after a proposal is placed** |
|  | Selection of topics / Proposing topics by students | Students, Academic Supervisor | **October, 10 – November, 1** |
|  | Approval of topics proposed by students | Departments, Research Centres | **November, 1 – November, 10** |
|  | The second period of selection of topics / proposing topics by students | Students, Academic Supervisor, Departments, Research Centres | **November, 10 – November, 20** |
|  | Checking that topics are approved by supervisors | Programme Office | **November, 20 – December, 15** |
|  | Registering topics in students’ individual study plans | Programme Office | **Not later than December 15** |
|  | 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-3**

**Supervisor’s Review Template[[3]](#footnote-3)**

**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 of Master’s Programme “Data Analytics for Business and Economics”

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

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Comments** |
| **1.** | Structure and logical organization |  |
| **2.** | Suitability of employed research methodology for stated goals and objectives |  |
| **3.** | Originality and innovativeness of the term paper |  |
| **4.** | Line of argument adopted to convey main ideas of the term paper |  |
| **5.** | Grammar and formatting |  |
|  | Approval for the defense | Yes/No |

Additional comments (optional):

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

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

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

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_

##### **Appendix A-4**

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

TO:

Academic Supervisor of the Master’s Programme “Data Analytics for Business and Economics”

Associate professor Natalia V. Volkova

FROM:

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

*(full name)*

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

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

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

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 Master’s Programme “Data Analytics for Business and Economics”

Associate professor Natalia V. Volkova

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-6**

**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**

**Assignment for the term paper**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname)

Master Program *Data Analytics for Business and Economics*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The period of the term paper completion | | | | from | | 15.12.2023 | |
|  |  |  |  | to | | 15.06.2024 | |
| **The topic** | | | | |  | |
| **ECTS workload** | | | | | *3 ECTS* | |
| **The aim of the term paper** | | | | |  | |
| **The tasks of the term paper** | | | | | *The description of the term paper content* | |
| **Requirements for the outcomes** | | | | | *The description of the outcomes that will be estimated* | |
| **Reporting format** | | | | | The final document is the text of the term paper prepared following guidelines. | |
| **Requirements for students** | | | | | *Basic knowledge and competencies that are necessary to carry out the term paper tasks.* | |

**The schedule of the term paper**

|  |  |  |
| --- | --- | --- |
| **Stage** | **Document** | **Deadline** |
| 1. Assignment for the term paper | Signed assignment |  |
| 1. Provisional results | *Estimated by the supervisor* |  |
| 1. Final term paper | *Term paper* |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supervisor: | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | |  | *(names)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The assignment is accepted | | | | | | | | \_\_\_.\_\_\_.202\_\_ | | | | | | |
| Student | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | |  |
|  |  | *(signature)* | | | |  | *(names)* | | | | | | |  |

##### **Appendix A-7**

## **Assessment criteria for Term Paper defense evaluation**

Assessment list

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Student/s name/s | Topic title | Overall presentation (out of 20 points) | Introduction & LR (out of 40 points) | Methodology & Results (out of 40 points) | **Reasonable grade**  **(out of 10)** |
| 00:00 - 00:00 |  |  |  |  |  |  |
| 00:00 - 00:00 |  |  |  |  |  |  |

…

Explanation of criteria

|  |  |  |
| --- | --- | --- |
| **Category** | **Scoring Criteria** | **Points** |
| **Overall presentation**  (max 20 points) | Information in the presentation is delivered in a logical sequence | 5 |
| Length of presentation is within the assigned time limits | 5 |
| Speaker uses a clear, audible voice; Delivery is poised, controlled, and smooth. | 5 |
| Speaker understands the questions and all questions after the presentation are answered | 5 |
| **Introduction & Literature review** (max 40 points) | Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation. | 10 |
| Technical terms are well-defined in language appropriate for the target audience | 10 |
| Presentation contains accurate information and facts and appropriately cites requisite number of references | 10 |
| Material included for theoretical basis is relevant to the overall message/purpose (not less than 30 sources from the latest 5 years) | 10 |
| **Methodology and Results** (max 40 points) | Choice for the methods is well argumented | 10 |
| Good explanation of the results is delivered | 10 |
| Visual aids are well prepared, informative, effective, and not distracting | 10 |
| There is an obvious conclusion summarizing the presentation | 10 |
| **Grade (calculated on the basis of total points/10)** | **Total Points** | **100** |

##### 

1. Full name [↑](#footnote-ref-1)
2. If any [↑](#footnote-ref-2)
3. The external reviewer completes a similar form [↑](#footnote-ref-3)