

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

Факультет
Санкт-Петербургская школа социальных наук и востоковедения

**Правила подготовки
выпускной квалификационной работы
студентов, обучающихся на образовательной программе магистратуры
по направлению 41.04.04 «Политология»**

Согласована менеджером ОП «Сравнительная политика Евразии»
10 октября 2018 г.

Д.Э. Ахмеджанова _____ [подпись]

Утверждена Академическим советом образовательной программы
«12» октября 2018 г., № протокола _____

Академический руководитель ОП «Сравнительная политика Евразии»

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Санкт-Петербург – 2018

GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MA DISSERTATION (THESIS) AT MA PROGRAM IN COMPARATIVE POLITICS OF EURASIA

Approved by Resolution
of Master Program's Academic Council on October 12, 2018

These Guidelines have been developed on the basis of the *Regulations for Term Papers and Theses Prepared by Students of the Bachelor's, Specialist and Master's Level at the National Research University Higher School of Economics* approved by the HSE Academic Council, minutes No.08 dated November 28, 2014.

1. General provisions on the Master thesis

1.1. The MA dissertation, or thesis, is a compulsory part of the curriculum of Master Program in Comparative Politics of Eurasia and is the most important component of a research degree. In the MA program in Comparative Politics of Eurasia students have to prepare MA Thesis in the form of research paper of publishable quality.

1.2. According to the Program's curriculum thesis submission falls on Module 4 during the 2nd year of study. The submission and defense of the thesis have a combined value of 24 ECTS.

1.3. MA thesis should be a work of independent research reflecting one's ability:

- identify a problem and research question,
- design and successfully complete independent research project,
- demonstrate knowledge of the relevant literature and ability to identify a conceptual framework for the research,
- adequately apply research methods and techniques relevant to the research question and empirical data,
- produce an academic English language text with appropriate structure,
- present and discuss the research outcomes, their relevance for the advancement in the scholarship, and possible implications for non-academic spheres (where applicable).

1.4. An MA thesis accepted to the defense at the MA program in Comparative Politics of Eurasia should be a piece of publishable quality.

2. Selection and approval of master thesis topic

2.1. The supervisor of student's MA thesis may be either a HSE staff member (from any department) or an academic from outside of HSE (for example from the organization where student had the internship). In case student has an external supervisor HSE should appoint a curator from the HSE staff.

2.2. The student must be the only one author of the thesis.

2.3. The student should attend a consultation with the program director during the Module 1 of the 1st year of study, discussing possible research topics and thesis supervisors. The student then will choose a topic and a thesis supervisor and submit a printed and filled in Thesis Topic and Supervisor Application Form (Appendix 1) to the program manager no later December 1 of the 1st academic year.

2.4. Both the student and the supervisor should sign the application form. The student can provide a scanned copy of the form to the MA program manager in case the student is participating in the student mobility at the time the form is to be submitted.

2.5. Upon the approval of the chosen topic by the academic council of the Master's

program, the program manager issues an order on the topic and supervisor for each student. The Academic Council may recommend that the student makes changes to the topic. The order is prepared by December 15 of the 1st academic year.

2.6. The student may file a claim for topic or supervisor change (Appendix 2 and 3) no later than thirty days before the date of submission of the final draft of MA Thesis.

3. Thesis supervision and submission

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

According to HSE regulations the main elements are:

- Thesis Research proposal which is prepared by the student during the 1st module of the 2nd academic year ¹;
- Submission of a first draft by April 15 of the 2nd academic year and feedback on it by the supervisor in 2 weeks after submission;
- Final text submission of the thesis to the supervisor and the external reviewer by May 20;
- “Turnitin” (or relevant English-language anti-plagiarism software) text check-up by May 20 and attached to the thesis;
- Feedback from the external reviewer and the thesis supervisor no later than 5 days before the thesis defense;
- Thesis defense on the second week of June of the 2nd academic year.

3.2. It is the student’s responsibility to ensure that the thesis meets the standards described in Clause 1.3, and the duty of the supervisor and department to ensure that the student takes the necessary steps to meet these requirements. In case a thesis fails to meet the requirements, it may be returned to the author for revision and resubmission, or a failing grade can be awarded.

4. Thesis content and structure

4.1. General requirements

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

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

4.2. Thesis content

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

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

4.3. Thesis structure

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

- Title page
- Abstract (between 300 and 500 words), including a statement of the problem, the methodology used, and the major findings
- Acknowledgements

¹ See: GUIDELINES FOR PREPARATION, DEFENCE AND PROCESSING OF TERM PAPER (MA RESEARCH PROPOSAL) AT MA PROGRAM IN Comparative Politics of Eurasia (approved by Resolution of Master Program’s Academic Council on October 12, 2017).

- Table of contents with chapter headings, section headings and sub-headings
- List of Figures, Tables or Illustrations
- List of Abbreviations (where applicable)
- Body of the thesis
- Bibliography
- Appendices, e.g. formulae, maps, diagrams, interviews, etc. (where applicable)²

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

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

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

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

4.3.6. The quotation style is one and the same unique for both research proposals and MA theses submitted to the defense at the MA program in Comparative Politics of Eurasia.

4.3.7. The bibliographic citations are provided in the footnotes, supplemented by a final bibliography. The final bibliography must include all works cited in the footnotes throughout the text. The quotation style is one and the same for the footnotes and the final bibliography and should be made according to Chicago style http://www.chicagomanualofstyle.org/tools_citationguide.html

5. Grading, re-examination and appeal

5.1. According to the HSE regulations, the final grade is to be decided upon by the Dissertation Board (which consists of no less than 3 professors), reviews of the scientific adviser and official reviewers are to be taken into consideration by the Board.

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

5.3. The thesis supervisor and the external reviewer assess the final version of the thesis on a ten-point scale and also give more detailed feedback according to a review template (Appendix 4).

5.4. The final grade is to be decided upon by the Dissertation, reviews of the scientific adviser and official reviewers are to be taken into consideration by the Board. Special attention will be paid to the following criteria:

- Adequacy of thesis topic and the contents of the research, both of which should lay clearly in the field of comparative/global politics
- Fulfillment of goals and objectives of the research project
- Originality and novelty of the thesis
- Adherence to professional ethics and citation standards

² Applied theses may have numerous non-paper appendices – PC data, software, or audio-visual material.

- Level of student's personal contribution into the topic development
- Thesis formatting

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

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

6. MA thesis storage

The Study Office of the Master's program stores copies of master thesis for five years (either in the form of hard copies or electronic files).

7. Formatting of the MA thesis

Text format

1. Headings of sections

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

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

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

3. Paragraphs

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

4. Main text:

- Times new Roman 12, spaced 1.5

Block quotations

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

5. Footnotes

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

6. Page numbers

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

7. Margins

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

8. Bibliography

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

9. Page numbering

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

10. Page break between sections

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

Appendix 1
MA Thesis Topic and Supervisor Application Form

TO:
Academic Supervisor of the Master Program in
Comparative Politics of Eurasia
Dmitry V. Goncharov
(full name)

FROM:

(full name)

Year ____ student, group No. ____

Request

I hereby request to approve the following topic of my master thesis

for Year _____, and
appoint _____

(full name, academic degree, position, subdivision)

as my term paper supervisor.

(Student's signature)
“ ” _____ 201

(Supervisor's signature)
“ ” _____ 201

Appendix 2
Template Request for Change of Master Thesis Topic

TO:

Academic Supervisor of the Master Program in
Comparative Politics of Eurasia

Dmitry V. Goncharov

(full name)

FROM:

(full name)

Year ____ student, group No. ____

Request

I hereby request to change the topic of my master thesis from

to

(Student's signature)
“ ” _____ 201

(Supervisor's signature)
“ ” _____ 201

Appendix 3
Template Request for Change of Master Thesis Supervisor

TO:
Academic Supervisor of the Master Program in
Comparative Politics of Eurasia
Dmitry V. Goncharov
(full name)

FROM:

(full name)

Year ____ student, group No. ____

Request

I hereby request to change the supervisor of my master thesis

(title in English)

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)
“ ____ ” _____ 201_

(Supervisor's signature)
“ ____ ” _____ 201_

(New supervisor's signature)
“ ____ ” _____ 201_

**National Research University Higher School of Economics
St. Petersburg School of Social Sciences and Area Studies**

(school/department)

**Supervisor Review of a Master thesis
by a student of the Master Program in Comparative Politics of Eurasia.**

Author of MA thesis:

(student's full name)

Title of MA thesis:

No.	Evaluation criteria	Grade (on a 10-point scale)
1.	Structure and logical organization	
2.	Suitability of employed research methodology for stated goals and objectives	
3.	Originality and innovativeness of the thesis	
4.	Line of argument adopted to convey main ideas of the thesis	
5.	Grammar and formatting	
	In total: Recommended grade for MA thesis	

Additional Comments:

Review prepared by _____
(signature) (supervisor's full name, academic degree, position, subdivision)

“ _____ ” 201_____