

Acceptance of Dissertations for review and defense (section 5 of Regulation for Awarding Academic degrees at National Research University Higher School of Economics)

5.1. A dissertation council may accept a dissertation for review provided that it meets all the requirements stipulated herein and the candidate has submitted the following documents:

a) a request to review his/her dissertation, which must be prepared in line with the template in Annex 1 hereto;

b) a duly certified copy of the candidate's degree certificate (Specialist, Master's diploma or a document confirming the completion of a doctoral programme (if applicable));

c) if the candidate's degree certificate was issued outside of the Russian Federation, he/she must submit a duly certified copy of the degree certificate (i.e., the document conferring a qualification). The latter must bear a legalization stamp/apostille¹ and must be recognized as a Specialist/Master's diploma or a document confirming the completion of a doctoral programme in the Russian Federation (hereinafter, a "foreign degree certificate"); for DS candidates – a duly certified copy of a Candidate of Sciences or PhD degree certificate (if the latter is recognized as such in the Russian Federation);

d) for CS candidates - a document confirming the candidate's successful passing of a qualification exam in the respective field (not applicable to candidates who have completed a doctoral programme in the same field as their dissertation topic);

e) a digital copy of the candidate's dissertation in Russian or English and formatted in line with the requirements set forth in p. 5.2 hereof;

f) a digital copy of the candidate's dissertation summary in Russian and English in line with the requirements established at HSE;

g) a statement containing positive feedback on the dissertation provided by an HSE subdivision, to which the candidate has been assigned, or an external organization, which hosted the candidate while he/she was working on the dissertation;

h) for CS candidates – positive reference provided by an academic

¹ Unless legalization and apostille are not required/waived in accordance with Russian legislation and/or international treaties.

supervisor; for DS candidates – academic advisor’s reference (if the candidate had an academic advisor).

5.2. A dissertation must be formatted as a manuscript and should feature the following structure:

- a) title page as per the prescribed format;
- b) contents;
- c) the actual dissertation including its introduction, main body, conclusion and bibliography.

5.3. A dissertation may also include a list of abbreviations and symbols, definitions, a list of images and annexes.

An introduction must include: a rationale explaining the relevance of the selected topic; the degree to which this topic has been previously developed; the dissertation’s goals and objectives, as well as its theoretical and practical significance; the methodology and research methods used, and key ideas which shall be defended; authenticity and validation of results.

The main text of the dissertation must be subdivided into chapters and paragraphs or sections and subsections (numbered in Arabic numerals).

The conclusion must feature a summary of the research results, recommendations and possibilities for further development in regards to the given topic.

5.4. If a dissertation is submitted as a collection of research articles, the main body of the dissertation shall comprise an introduction and actual articles.

5.5. No later than within 3 (three) months from the date of the candidate’s submission of all required documents, the relevant dissertation council shall accept the dissertation for defense or send a motivated refusal to the candidate. This timeframe does not include the summer vacation period (July-August).

5.6. At a meeting of the dissertation council where a decision on the acceptance/rejection of a dissertation for further review shall be made, the academic secretary shall present a preliminary statement with the following information: whether or not the submitted documentation is complete, duly formatted; whether or not the candidate’s qualifications and his/her dissertation meet the established requirements; whether or not the dissertation contains inaccurate or false information regarding academic papers published by the candidate, as well as the results of dissertation/summary check for borrowed materials.

5.7. At a meeting of the dissertation council where a decision on the acceptance/rejection of a dissertation for further review shall be made, it may establish an internal committee in order to prepare a preliminary statement on the dissertation and other submitted materials (hereinafter, an “internal committee”).

5.8. An internal committee should include at least 3 (three) members elected via an open vote from among the council’s members. HSE staff who receive a simple majority vote of the dissertation council’s members in attendance will join the internal committee. One of the members of the internal committee shall be appointed as its chairperson.

5.9. An internal committee shall prepare a statement with information as to whether or not the dissertation topic and its contents correspond to the academic field, for which a given academic council is entitled to accept dissertations for their subsequent defense. The internal committee’s statement must provide a rationale explaining as to why the dissertation may/may not be accepted for defense.

5.10. If an internal committee has been established, the dissertation council shall then decide whether a given dissertation shall be accepted for defense or rejected based on the statement provided by the internal committee.

5.11. A dissertation council may also decide to reject a dissertation defense without the establishment of an internal committee, based on a negative preliminary statement presented by the academic secretary of the dissertation council with regard to the following: whether or not the submitted documentation is complete, or duly formatted; whether or not the candidate’s qualifications and his/her dissertation meet the established requirements; whether or not the dissertation contains inaccurate or false information regarding academic papers published by the candidate, as well as the results of dissertation/summary check for borrowed materials.

5.12. If a dissertation defense is rejected by the dissertation council, within 30 calendar days following this decision, the candidate shall receive an e-mail containing an excerpt from the dissertation council’s meeting minutes stating the reason for the rejection.

5.13. Within 5 (five) working days following the meeting of the dissertation council, a list of dissertations accepted for further review or rejected shall be published on the HSE portal.

5.14. The dissertation council shall publish information as to whether a dissertation was accepted or rejected on the HSE portal.