

APPROVED by

the Dissertation Council for
Management at HSE University

Minutes No. 1, dated March 17, 2021

**Procedures for Considering Dissertations and Holding Dissertation Defences at the
Dissertation Council for Management of
National Research University Higher School of Economics¹**

1. All candidates must have a pre-defence at meetings of subject-specific educational subdivisions at HSE University (format: meeting of extended board of a subdivision / institute).

2. After the submission of respective documents to the Council, the Academic Secretary will draw up a recommendation concerning the completeness and accuracy of the information provided in the submitted documentation, whether both a candidate and a written work meet the set requirements, in regards to the citation (if any) in the dissertation work of inaccurate information about publications authored by a candidate, the results of a check of the dissertation work for plagiarism, and a subsequent summary with the results thereof.

3. The Council's Chairperson shall decide on the formation of a panel to hold a preliminary review of the dissertation (hereinafter the "Panel") and draft proposals as to the Panel's membership (at least 3 (three) members), as well as put forward a candidacy for its Chairperson.

4. A decision whether to accept the dissertation for preliminary consideration and form the Panel shall be put forth for the meeting of the Dissertation Council (including those held remotely) with a subsequent vote (i.e., on whether to accept the dissertation work for preliminary consideration, as well as for the formation of the Panel and its membership).

5. The Panel's members shall determine whether the dissertation work's subject matter meets the specialization of the Dissertation Council, the research findings are published in full, the periodical (publications') level meets the requirements of the Council, as well as prepare an assessment as to the research standard of the work (i.e., formulation of a research problem, specification of tasks, key provisions on the novelty of the topic, conclusions and recommendations) and draft their respective peer reviews. Based on the results of the aforementioned activities, the Panel shall submit to the Dissertation Council an initial report, which must present a rationale for accepting or rejecting the dissertation's acceptance for defence. The Panel shall carry out these operations over a period of not more than 2 (two) months².

¹ These Procedures have been developed in line with the Provisions on Awarding Academic Degrees at National Research University Higher School of Economics

² This period, as every period mentioned in these Procedures, shall exclude July and August

6. After the completion of the Panel's work, a meeting of the Council shall be appointed (including those held remotely), to which the candidate shall be invited. At this meeting, the candidate will be posed questions concerning the subject matter of his/her work and the Panel's report will be announced. Based on the Panel's initial report, the Dissertation Council shall then decide on whether to accept the dissertation work for defence or reject it. The decision on the dissertation's acceptance or rejection must be reached not later than within 3 (three) months after the candidate submits his/her documentation to the Council.

7. If a positive decision is made and the dissertation is accepted for defence, the Council shall form the Committee for this dissertation (hereinafter the "Committee") and appoint its chairperson. Candidacies for the Committee's members may be put forward by the Dissertation Council's members or a candidate's academic supervisor, as well as subject-specific HSE University's subdivisions. The Dissertation Council's meeting to approve members and a chairperson of the Committee may be held remotely.

8. The Committee shall hold a preliminary review of the dissertation within not more than 3 (three) months after the work has been submitted to this body. Based on the results of the preliminary review/ a discussion of the dissertation work, the Committee will then reach a decision to hold the dissertation defence, or reject the dissertation, or request that the candidate revise and re-submit the work. If a positive decision is made, the Committee shall determine the date for the dissertation's defence. The defence date must be appointed not later than 3 (three) months after a decision is made to hold the dissertation defence and agreed upon with the Chairperson and Academic Secretary of the Dissertation Council.

9. The Committee, with the organizational support from the Dissertation Council, shall conduct the defence process for the dissertation and reach a decision about the feasibility of awarding a degree. Based on the Committee's decision, the Dissertation Council shall decide on whether the academic degree shall be conferred and a diploma for a Candidate of Sciences (PhD) or Doctor of Sciences will be issued. A meeting of the Dissertation Council about the awarding of an academic degree and the issuance of a respective diploma must be held not later than within 3 (three) months after the dissertation's defence before the Committee.

10. The key periods and stages for the dissertation defence process are outlined in the Chart for Dissertation Defence Process (Annex), which constitutes an integral part of these Procedures.

Dissertation Defence Chart

