APPROVED

by Faculty of Humanities

Academic Council

Minutes # \_\_\_\_

dated \_\_\_\_\_\_\_\_\_\_\_\_, 2023

## FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

## FOR HIGHER EDUCATION

## NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

**School of Foreign Languages**

**REGULATIONS FOR TERM PAPERS AND DISSERTATIONS PREPARED BY STUDENTS OF THE MASTER’S PROGRAMME “FOREIGN LANGUAGES AND INTERCULTURAL COMMUNICATION”**

## Field of Study

## 45.04.02 “Linguistics”

APPROVED

by the Academic Council

of the Master’s programme “Foreign Languages and Intercultural Communication”

Minutes #.\_\_\_

dated Aug. \_\_\_\_, 2023.

Academic Supervisor

of the Master’s Programme

“Foreign Languages and Intercultural Communication”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A.V. Bakulev

### Moscow 2023

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# General provisions

* 1. These regulations specify recommended procedures for preparation and defense of dissertations written by students pursuing HSE University’s Master’s “Foreign Languages and Intercultural Communication” and supplement Regulations for Term Papers and Dissertations Prepared by Students of the Bachelor’s, Specialist and Master’s Level at HSE University, hereinafter referred to as the “Regulations”.
	2. Dissertations are written either individually or in pairs (on the research advisor’s consent) and can be of the following types:

a) research carried out for the purpose of acquiring new knowledge, or

b) a project that involves an informed solution of some practical issue, resulting in the creation of a certain product.

Each of the types requires dissertations to have a review of research literature on the topic of study (theoretical part) and an empirical part, describing and analysing the research carried out or the project progress and results.

1.3. The topics and content of dissertations should be within the Field of Study 45.04.02 “Linguistics”. Research can be carried out within the educational tracks of Modern Translation and Interpreting Studies, Intercultural Communication in a Global Information Space, Foreign Language Teaching, and Linguistic Research in a Modern Interdisciplinary Context, at the intersection of these educational tracks, and on general linguistic issues. If the subfield in which a dissertation study is carried out is different from its author’s specialization, the dissertation has to cover the specialization matter at least in a minor fashion.

1.4. The topic of the Dissertation can develop that of the term paper. However, the requirements for the paper originality (at least 80%) are still applied. If the student uses the material of their previous papers, they must use in-text сitations, and the papers must be included in the list of references. Term papers, dissertations, and project proposals are included in the list of references as manuscripts (similar to dissertations and abstracts). The area of study and the research advisor can be changed for the Dissertation.

# General requirements for a term paper/dissertation

A research advisor who supervises the writing of a term paper and dissertation should be a certified specialist. A dissertation research advisor must have a Candidate of Sciences, Doctor of Sciences or PhD degree.

A co-advisor can be a certified specialist working on a part-time and/or civil contract, while a research advisor should be a full-time certified employee of HSE University.

* 1. **Dissertation** preparation goes through the following stages:
1. **Topic selection** is carried out in accordance with the Guidelines.Research advisors upload Dissertation topics to LMS until **October 9**.The primary topic selection or students’ suggestions are carried out **from October 10 to November 1**. **From November 1 to November 10**, the selection of received applications for the proposed topics of term papers is carried out. **From November 1 to November 20** the secondary topic selection takes place. Alternatively, during this period the students whose applications have been rejected can suggest their own dissertation topics.
2. The final topics are assigned by a directive until **December 15** of the current year.
3. The deadline for the presentation of the **Dissertation outline** to the research advisor is set by the research advisor but should be no later than **December 15** of the current academic year. The approved Dissertation outline (Dissertation plan and reference list) must be submitted no later than **December 25** of the current academic year.
4. The deadline for the **presentation of the final draft of the Dissertation** is set by the research advisor but should be no later than **one month** before the Dissertation defense.
5. The deadline **for the submission of the completed dissertation** to the research advisor is set by the research advisor but should be no later than **15 days** before the upload of the completed Dissertation to LMS. The research advisor must write a review and submit it to the Programme Office within one week from receiving the completed dissertation.
6. **Dissertation review.** The completed Dissertation is submitted to the reviewer within the time period established jointly by the research advisor and the reviewer. The reviewer must prepare a review and submit it to the Programme Office no later than **4 days** before the defense.
7. The completed Dissertation is **uploaded to LMS to go through the Antiplagiat system** simultaneously with its submission to the reviewer. This should be done no later than **May 15** of the current academic year.

##### Dissertation defense.

The research advisor sets the deadlines within a month after selecting the Dissertation topic. If these dates are not set, they are considered to be the following:

for stage 2 – December 15 of the current year,

for stage 3 – one month before the defense,

for stage 4 – fifteen days before the defense,

for stage 6 in the part of submitting the text to the reviewer –two weeks before the defense.

The research advisor can add other stages of the dissertation preparation and set deadlines for them.

* 1. The **change of the term paper/dissertation topic** (including its refinement), the research advisor or the co-advisor/consultant can be done no later than **one calendar month** before the official deadline for the final submission of the dissertation (April 20). To do that, the student should fill out an application and submit it to the Programme Study Office. Change of the term paper/dissertation topic is enacted by the Academic Supervisor’s directive.
	2. Deviations from the established deadlines are allowed in exceptional cases and must be approved by the Academic Supervisor of the Programme.

# Size, structure, content and formatting requirements

* 1. Dissertations are submitted in electronic form (with the application, if necessary, of non-standard fonts used).
	2. Students majoring in Foreign Language Teaching and Intercultural Communication write their dissertations in English. Students of the other two tracks write their dissertations in English or in Russian.

3.3. The minimum size of the paper is set as follows:

* for an **academic dissertation** - at least 105,000 characters, including spaces, excluding Appendices and References (for a paper written in a pair - 150,000 characters).
* for **a project dissertation** – at least 60,000 characters, including spaces, excluding Appendices and References (for a paper done in a pair - 90,000 characters).

The font for all types of papers is Times New Roman, size 14. The font must be straight, clear, black, and the same throughout the text. Text alignment is by width. The size of the paragraph indent is 1.25 cm. The interval is 1.5. The left margin of the page is 30 mm, right, top and bottom margins are 20 mm. The pages of the paper are numbered in Arabic numerals. The numbering is continuous throughout the text. The page number is placed in the centre of the upper field of the sheet without a dot. Page numbering begins with the third page (Introduction). The title page is included in the general numbering, but the number is not put on it.

Reduction of the minimum size of the paper is allowed only on agreement with the dissertation research advisor and the Academic Supervisor of the programme.

For a dissertation, the list of references must contain at least 60 titles (at least 40 for a project dissertation), with at least 20 sources written over the past 10 years. Some of the sources must be in English.

3.4. Regardless of the language (Russian/English), the dissertation must follow a standard structure and include the following components:

1) Title page

2) Table of Contents

3) Introduction

4) Theoretical part

5) Practical / Empirical part, which is a description of the research conducted OR a description of the project development process and its result

6) Conclusion

7) References

8) Contribution (when working in pairs)

9) Appendices (if necessary)

The introduction should be written in accordance with the conventions of the relevant academic discourse. An introduction to the topic, justification of its relevance, purpose and objectives of the research/research questions, description of research methods, practical and/or theoretical significance of the research are to be mentioned in the introduction. The object and subject of the research are only required in papers written in Russian. The need to introduce a research hypothesis is determined by the nature of the paper.

The theoretical part of the paper should contain a critical analysis of the literature on the research problem. Basically, it is the literature review. The analysis should be sufficient to reach the purpose and objectives of the research or to answer the research questions, define and refine terms and concepts used in the paper. The literature analysis goes from the general to the particular and can be divided into subtopics. The literature analysis aims to identify the research niche and the research problem/goals and objectives of the research/research questions.

The empirical practical part should contain a full and detailed description of the chosen research methodology (sample, methods, materials, etc.), analysis of the results obtained, and/or current practical developments that can be implemented. When writing the paper in a pair, the contribution of the individual student should be clearly traced. For example, a study may be conducted on two different cohorts of subjects, involve analysis of two different types of data, or use two different methods, each of which is the responsibility of the individual student. For the project type of paper, the product can be piloted on two different groups, the final product can be presented in two different versions, and so on.

If the paper is written in Russian, there should be a paragraph named "Conclusions on the Chapter" at the end of each chapter. Conclusions on the chapters can be added to the papers in English, if needed, but if the paper is written in the IMRAD format, such paragraphs are not needed.

If the paper is written in a pair, a separate section should be created which briefly describes the contribution of each student.

Paper originality should be at least 80%. If the percentage of originality is lower, the research advisor can justify the larger percentage of borrowings (21% or more) in the review and adjust the value of originality. If there is no such justification, the paper is given grade **0** (*unsatisfactory*).

# Dissertation defense and evaluation

* 1. **Dissertation** defense includes the author's presentation using handouts and/or slides, presentations of the research advisor’s and the reviewer’s reviews, and answers to the questions from the audience and the reviewer. Papers in the project format require a demonstration of the prepared product. When evaluating a student's dissertation, the research advisor’s assessment of the text, the reviewer's assessment, and the defense assessment (presentation and answers to questions) are taken into account. The calculation is made using the following formula: **0.3\*Gresearch advisor +0.2\*Greviewer +0.5\*Gdefense**.
	2. Term paper and dissertation defenses can be conducted both in person and remotely using video conferencing services.
	3. In case of non-compliance with the defense procedure, the student has the right to file an appeal within the next day after the defense. It is not allowed to file an appeal in order to increase one’s grade. The Appeal Board is required to review the appeal within three days after its submission.
	4. Any deviation from the above standard is possible, in agreement with the research advisor and with the approval of the Academic Supervisor of the programme.

# Storage and publication of term papers and dissertations

* 1. Term papers and dissertations are stored **electronically** in LMS. The dissertations are stored in accordance with the Regulations. Students do not need to print, stitch, or bind their papers.
	2. Abstracts and full texts of term papers and dissertations may be published on the portal for public access as stipulated in the HSE bylaws.

# References formatting

**In-Text Citations**

*An In-Text Citation for a Single Author*

(Smith, 2015)

*An In-Text Citation of a Source with Two Authors*

(White & Jones, 2017)

*First Time the Source with Three Authors Is Cited*

(Blake, Smith & Jones, 2016)

*The Second and Subsequent Times the Source with Three Authors is Cited*

(Blake et al., 2016)

*Three Sources Cited Within a Single Set of Parentheses*

(Blake et al., 2016; Smith, 2015; White & Jones, 2017)

**References**

*Research Articles*

Blake, M.N. (2015). Review of the origin of social sports theories. *Journal of Social Studies*, *34*, 120 – 127.

Blake, M.N. & Jones, J. (2015). Review of the origin of social sports theories. *Journal of Social Studies*, *34*, 120 – 127. DOI: 10.1017/s13203-013-9157-7

*Basic Format for Books*

Collins, S. & Stanley, K. (2014). *Global Communication Agenda* (2nded.). Washington, DC: Great News Press.

*Edited Book, No Author*

Green, G.K., & Brooks, J. (Eds.) (2007). *Consequences of verbal aggression*. New York, NY: Sage Foundation.

*Edited Book with an Author or Authors*

Plath, S. (2000). Communication skills. K. V. Klein (Ed.). Washington, DC: Great Press News.

*Edition Other Than the First*

Brown, M.E., Kebber, R.S., & Smith, R.D. (2007). *The new strategy* (5th ed.). Chicago, IL: University of Chicago Press.

*Article or Chapter in an Edited Book*

Brown, J.N., & Ester, J. (1998). How to decode facial expressions. In K.R. Fennel (Ed.), *The definite book of body language* (pp. 107 – 123). New York, NY: Springer.

If you reference a source written in a non-Latin alphabet, you transliterate the title of the work and then in parentheses give the title’s official translation into English or, if there is no official translation, you translate it into English on your own. Put authors’ names in Latin, too.

E.g.:

Najm, Y. (1966). *Al-qissah fi al-adab Al-Arabi al-hadith* [The novel in modern Arabic literature]. Beirut: Dar Al-Thaqafah.

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| --- |
| Dissertation title page example (Russian) |

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ АВТОНОМНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ

«НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ УНИВЕРСИТЕТ

«ВЫСШАЯ ШКОЛА ЭКОНОМИКИ»

###### Школа иностранных языков

Фамилия Имя Отчество автора

**НАЗВАНИЕ ТЕМЫ ВКР**

Выпускная квалификационная работа – МАГИСТЕРСКАЯ ДИССЕРТАЦИЯ

по направлению подготовки *45.04.02 «Лингвистика»*

Образовательная программа «Иностранные языки и межкультурная коммуникация»

|  |  |
| --- | --- |
| Рецензентученая степень, должностьИ.О. ФамилияМосква 20\_\_ | Научный руководительученая степень, должностьИ.О. ФамилияКонсультант *(если есть)*ученая степень, должностьИ.О. Фамилия |

|  |
| --- |
| Dissertation title page example (English) |

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

*School of Foreign Languages*

Student’s full name

**DISSERTATION TOPIC**

Master’s Dissertation

Field of Study: *45.04.02 “Linguistics”*

Master’s Programme “Foreign Languages and Intercultural Communication”

|  |  |
| --- | --- |
| ReviewerFirst name, patronymic initial, last nameDegree, PositionMoscow 20\_\_ | Research AdvisorFirst name, patronymic initial, last nameDegree, PositionAdvisor (*if there is one*)First name, patronymic initial, last nameDegree, Position |

###### Table of Contents example

## Table of Contents

### Introduction……………………………………………………….. Page No.

### Chapter 1. Chapter name………………………………………….. Page No.

### Paragraph name…………………………………. Page No.

### Paragraph name ………………………………..…Page No.

### Chapter 2. Chapter name ………………………………....………. Page No.

### Paragraph name ……….…………………..…….… Page No.

### Paragraph name ………………………………...…. Page No.

### Conclusion ……………………………………………………….. Page No.

### References ……………..………………………………………..... Page No.

### Appendix 1. Appendix name [2] ...……………..………………… Page No.

[2] only if there are Appendices in the paper

***Evaluation criteria for dissertations***

**10 points** – independent research on a relevant problem with systematic and in-depth study of the topic and an original methodology. The author is able to interpret various scientific approaches to the problem. An elaborate review and analysis of a wide range of scientific literature and empirical material is provided. The structure of the paper is logical. The author’s findings and generalizations are reasonable. The reference list is formatted in compliance with the rules of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. The paper can serve as a solid basis for a dissertation for the degree of Candidate of Sciences/PhD. There are no language mistakes in the text of the paper. There are no or very few (no more than one) typos. **The study findings were presented at a conference and published in a collection of proceedings or a journal (if in press, a respective certificate is to be produced).**

**9 points** – independent research on a relevant problem with systematic and in-depth study of the topic and an original methodology approaches. The author is able to interpret various scientific approaches to the problem. An elaborate review and analysis of a wide range of scientific literature and empirical material is provided. The structure of the paper is logical. The author’s findings and generalizations are reasonable. The reference list is formatted in compliance with the rules of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. The paper can serve as a basis for a dissertation for the degree of Candidate of Sciences/PhD. There are no language mistakes in the text of the paper. There are no or very few (no more than two) typos. **The study findings were presented at a conference OR published in a collection of proceedings or a journal (if in press, a respective certificate is to be produced).**

**8 points** – independent research on a relevant problem with systematically presented material. The author is able to interpret various scientific approaches to the problem. An elaborate review and analysis of a wide range of scientific literature and empirical material is provided. The structure of the paper is logical. The author’s findings and generalizations are reasonable. The reference list is formatted in compliance with the rules of GOST (papers in Russian) or APA (papers in English) rules. The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are no or few typos.

**7 points** – independent research on a relevant problem with systematically presented material. The author is able to interpret various scientific approaches to the problem. A sufficient amount of scientific literature and empirical material is analysed. The structure of the paper is logical. The author’s findings and generalizations are reasonable. However, some of the arguments could be more developed. The reference list is formatted in compliance with the rules of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are few typos.

**6 points** – independent research on a relevant problem with systematically presented material. The author is able to interpret various scientific approaches to the problem. A sufficient amount of scientific literature and empirical material is analysed. The structure of the paper is logical. Arguments are not always well-developed. The reference list is formatted in compliance with the rules of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are typos.

**5 points** – independent research on a problem not sufficiently relevant with material not always presented systematically. The author does not always interpret various scientific approaches to the problem correctly. A review and analysis of a minimal amount of scientific literature and empirical material is provided. The arguments are not well-developed. The structure of the paper is generally logical. The reference list formatting does not always comply with the rules of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. There are typos.

**4 points** – independent research on a problem not sufficiently relevant with material not always presented systematically. The author does not always interpret various scientific approaches to the problem correctly. A review and analysis of a minimal amount of scientific literature and empirical material is provided. The structure of the paper is generally logical. The arguments are not well-developed. The reference list formatting does not always comply with the rules of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. The text contains some minor language mistakes that do not hinder its understanding. Some of the mistakes hinder the understanding of the text. There are typos.

**3 points** – the paper does not present independent research. The structure of the paper is not logical. The author’s own professional opinion on the problem is barely expressed. The author does not interpret various scientific approaches to the problem correctly. There is no sufficient review or analysis of scientific literature and empirical material. The author shows weak knowledge of the subject. The reference list formatting does not comply with the rules of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. There are language mistakes that hinder the understanding of the text. There are typos.

**2 – 1 point(s)** – the paper does not present independent research. The structure of the paper is not logical. The author’s own opinion on the problem is not expressed. The author does not interpret various scientific approaches to the problem correctly. There is no sufficient review or analysis of scientific literature and empirical material. The author shows weak knowledge of the subject. The reference list formatting does not comply with the rules of of GOST (papers in Russian) or APA (papers in English). The minimal requirements for text size are met. There are many language mistakes that hinder the understanding of the text. There are many typos.

**0 points** – the minimal requirements for text size are not met and/or the paper contains plagiarized materials.

***Template for review of the dissertation by the research advisor***

National Research University

Higher School of Economics

##### School of Foreign Languages

##### Research advisor dissertation review

Dissertation by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Full name),

2-year student of Master’s programme “Foreign Languages and Intercultural Communication” on the topic: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

 *(The review is written in free form. The quality of the paper should be assessed according to the following criteria: cohesion and coherence; correspondence of the content and the research methods to the set goals and objectives; independence, originality and novelty of the paper, quality of arguments and the main provisions, literacy and quality of formatting. Strengths and weaknesses of the research should also be noted. Questions that should be answered during the defense could be specified. In conclusion, it is necessary to give an overall assessment of the paper)*

Research advisor

*(signature) (full name, academic degree, department/school)*

Date

***Template for review of the dissertation to be drawn up by the designated reviewer***

National Research University

Higher School of Economics

##### School of Foreign Languages

*(department)*

##### Dissertation review

Prepared by the student

*(Full name)*

Year ,

degree programme: “\_

Topic: “\_

 ”

”

*(The review is written in free form. The quality of the paper should be assessed according to the following criteria: cohesion and coherence; correspondence of the content and the research methods to the set goals and objectives; independence, originality and novelty of the paper, quality of arguments and the main provisions, literacy and quality of formatting. Strengths and weaknesses of the research should also be noted. Questions that should be answered during the defense could be specified. In conclusion, it is necessary to give an overall assessment of the paper)*

Reviewer

*(signature) (full name,*

 *academic degree, title, department/school)*

Date