

**Regulations of HSE Practical Training for the Master’s Programme  
“Comparative Social Research”, the field of study 39.04.01 Sociology,  
Faculty of Social Sciences of the National Research University Higher School of Economics**

**Part 1. General Information**

The practical training in the Master’s Programme “Comparative Social Research” (CSR) aims at improving the knowledge and skills necessary to conduct empirical research and navigate the challenges of the academic profession.

The elements of the practical training, such as project work, Term paper and Master’s thesis preparation, enable the formation and consolidation of practical skills and competencies for the social science profession, such as research project planning, organisation, and analytical skills.

The practical training guidelines include the description of the main elements of the study plan of CSR Programme. In the Table 1, the elements and deadlines of the practical training at CSR are presented. The Programme manager will inform about the exact days related to the Term paper and Master’s thesis process. This information will also be updated on the CSR website <https://www.hse.ru/en/ma/csr/termpaper/> and <https://www.hse.ru/en/ma/csr/theses> respectively.

Table 1. Obligatory elements of the Practice at the CSR Master’s Programme for 2024-2025 study year

Specifications	Elements of the Practical Training		
	<u>Projects</u>	<u>Term paper</u> (for 2024 cohort of students)	<u>Master’s thesis</u> (for 2023 cohort of students)
Credits	12 (456 hours)	6 (228 hours)	24 (912 hours)
Application for topic and supervisor	<u>Form</u> : module 1 of year 1 – module 3 of year 2	<u>Form</u> : 01.11.2024	<u>Form</u> : 01.11.2024
Preparation	–	<u>Term paper project</u> : Mid-December 2024	<u>Synopsis</u> : February 2025
Pre-defence	–	Late December 2024	April 2025
First draft	–	February 2025	April 2025
Change of topic	–	<u>Form</u> : Mid-May 2025	<u>Form</u> : Mid-April 2025 + info on the reviewer
Change of supervisor	–	<u>Form</u> : Mid-May 2025	<u>Form</u> : Late March 2025
Final submission	end of module 3 of year 2	June 2025	Mid-May 2025
Reviews	<u>Form</u>	<u>Form</u>	<u>Form</u>
Defence	–	June 2025	June 2025

## **Part 2. Project work**

### **Definition of project work (PW)**

1. Students' PW is organized to practically apply knowledge and experience acquired by students during their studies, as well as to solve problems of practical or theoretical relevance.
2. Students' PW is a mandatory element of the study plan of the first and second years of the Master's Programme. It should not be identical to the topic of a Term paper or a Master's thesis, but it can complement it.
3. Students' PW should contribute to research projects, study groups, research units of all sorts at HSE or at external organisations in Russia or abroad.
4. The PW place and activities of the PW needs to be approved by the Academic Supervisor of the Programme, who may refuse to approve the PW, if it does not meet the objectives of the Programme. Students may approve their PW during the whole period of study excluding the 4<sup>th</sup> module of the 2<sup>nd</sup> year of study.
5. It is not necessary to cover all 12 project credits in just one project. The needed hours for PW can be covered by several projects.

### **Initiation of PW**

1. When initiating their PW, students can use the Programme's recommendations for cooperation with the Programme's partner organisations, or they can search for PW possibilities on their own. Typical PW arrangements are engagements in research projects of faculty members and teaching staff, or in research laboratories and institutes at HSE. Students can also choose projects from the HSE Project Fair. In all these cases, there should be a mandatory approval of the PW plan by the Programme.
2. Students submit to the Programme's study office the application form for participation in the PW (Appendix 1) for approval by the Academic Supervisor of the Programme.

### **PW realisation by students**

1. Responsibility for the fulfillment of the PW plan lies with students.
2. PW is carried out at any time during the 1<sup>st</sup> study year and during the 1<sup>st</sup> to 3<sup>rd</sup> module of the 2<sup>nd</sup> study year.

### **Assessment of PW and grading**

1. PW carries a weight of 12 credits or 456 hours. It is possible to collect the sum amount of hours during several separate project involvements throughout all two years of study except the last module of the second year.
2. The grading for PW is accomplished in the following way:
  - The PW supervisor(s) submit(s) the filled-out PW review sheet (Appendix 2) and propose a mark on the usual 10-point scale.
  - The Academic Supervisor of the Programme defines the final grade for PW taking into account the materials of the PW and the reviews by the PW supervisor(s).
  - In case of successful completion, students acquire a satisfactory grade. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by the student under the HSE regulations.

## Appendix 1. Application for the approval of project work

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"

от студента курса/ from a student of the year of study:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ФИО/ last name, first name)

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему проекта *на английском языке*/ I submit for your approval the topic of my research project involvement *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Прошу утвердить мне тему проекта *на русском языке*/ I submit for your approval the topic of my research project involvement *in Russian*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Общие особенности проекта и задачи, выполняемые заявителем/ General features of the project and the tasks to be conducted by the applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Руководитель проекта/ Host of the project (supervisor or organisation):

\_\_\_\_\_

\_\_\_\_\_

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

Project supervisor:

\_\_\_\_\_

(ФИО, подпись, дата/ Last name, first name, signature, date)

Student:

\_\_\_\_\_

(ФИО, подпись, дата/ Last name, first name, signature, date)

Agreement by the Programme's Academic Supervisor:

\_\_\_\_\_

(ФИО, подпись, дата/ Last name, first name, signature, date)

**Appendix 2. Project supervisor's review**

HSE International Master's Programme "Comparative Social Research"

**RESEARCH SUPERVISOR'S REVIEW  
of the Project Work**

by the Project supervisor (last name, first name):

Project title:

Student (last name, first name):

General characteristics of the Project Work:

**Overall assessment (strengths):**

**Overall assessment (weaknesses):**

**Proposed grade for the student (out of 10):**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Part 3. Term paper**

### **General information on the Term paper**

1. The Term paper is a compulsory part of the Master's Programme in Comparative Social Research (CSR) which allows to demonstrate the skills and knowledge obtained during the study.
2. The study plan is designed so that the Term paper submission falls on Module 4 of the 1st year of study. The precise deadlines are listed in the Table 1.
3. The submission and defense of the Term paper has a combined value of 6 ECTS.
4. The student must be a sole author of the Term paper. No co-authors are allowed.
5. Students must attend the Research seminars, where they will get knowledge and practice needed for the Term paper preparation.

### **Topic and supervisor choice**

1. The main supervisor of the student's Term paper should be an HSE staff member.
2. Upon the Academic Council approval, the Term paper supervisor can be an employee of an external organisation as long as he/she has either of the following:
  - practical experience in the topical field of the Term paper for at least 3 years
  - experience in supervising of scientific research
  - a scientific title (e.g. PhD, candidate of sciences, Dr.).

In the case of an external supervisor, an additional "curator" will be assigned to the student. This "curator" must be one of the Programme's lecturers, who will evaluate and control the course of work on the Term paper with regard to the Term paper's relation to the Social Science discipline.

3. The student must attend Research seminars and offer some research topics. Based on the received feedback and own search, the student chooses his or her topic and supervisor.
4. The student submits a printed and filled in Application form for Term paper topic and supervisor (Appendix 1) to the Programme's manager before the set deadline (Table 1). The form should indicate the Term paper title in Russian and English. Both the student and the supervisor should sign the application form. The student can provide a scanned copy of the form to the Master's Programme manager in case he or she is participating in the student mobility at the time the form is to be submitted.
5. Upon the approval of the chosen topic by the Academic Council of the Master's Programme, the Programme manager issues an order on the topic and supervisor for each student. A certain date will be announced by the manager.
6. The Academic Council may recommend that the student makes changes to the topic. The student may file a claim for topic or supervisor change (Appendix 2 and 3) before the set deadline (Table 1).

### **Term paper supervision and interaction**

1. Students contact to their potential supervisors by themselves, kindly and respectfully ask for the potential supervision, then proactively arrange cooperation and inform chosen supervisors on all the deadlines, requirements and other important details.
2. Students and supervisors agree on the time schedule for the Term paper completion following the dates which are presented in the Table 1. According to HSE regulations the main elements are:
  - Submission of the Term paper project (structure is in Appendix 6) to the Term paper supervisor and receiving a feedback on the prepared materials. Term paper project describes the relevance and structure of the work plan and lists the main references for future work and the expected result.
  - Pre-defence (Term paper project presentation). Students present the Term paper project which was approved by the Term paper supervisor and receive a feedback from Academic Council members.
  - Submission of the first draft of the Term paper to the Term paper supervisor.
  - Final text submission of the Term paper to the Term paper supervisor and Programme's Manager.
  - "Anti-plagiat" text check-up.

- Receiving a feedback and grading from the Term paper supervisor (Appendix 4).
- Term paper defence.

### **Term paper content and structure**

The Term paper for the CSR Master's Programme must meet the following characteristics:

1. General requirements:
  - Term paper will be prepared within the CSR Master's Programme at the Faculty of Social Sciences, so it must have vivid comparative and sociological aspects in the topic and the content.
  - Term paper may be a single independent research or a preparative part for the future Master's thesis. In the last case, Term paper still should have some empirical and novel part. It may study only one aspect of the topic while in the Master's thesis more aspects will be covered.
  - Term paper should be written in academic English. All Russian words in the text and in the reference list should be translated in English.
  - Term paper can be written in the format of the "classical" Term paper or as an academic paper for the peer-reviewed journal. In both cases the quality of the text and analysis should satisfy the standards of the advanced draft or "ready for submission" stage of an academic paper for a peer-reviewed journal.
  - The requirements for the "classical" Term paper are listed below in this document, while if the student chooses the option of an academic paper for the peer-reviewed journal, he or she should choose the concrete journal and follow its requirements for authors. Term paper already submitted to the peer-reviewed journal and representing a publishable quality in the eyes of the supervisor will be granted a bonus grade. A letter from the journal's editor or manager must document this.
  - Term paper should be submitted in one single electronic data file.
2. Term paper content:
  - The student must be the sole author of the Term paper. No co-authors are allowed.
  - Term paper must include substantial original content (empirical, theoretical or methodological) produced by the student.
  - A "classical" Term paper must be between 8 000 and 10 000 words long (including title page, references, footnotes, tables and graphs). Appendices are not included in this length. Term papers written for the concrete journals should match the journal's requirements.
  - Term paper must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources, containing no plagiarism and no hidden AI usage).
3. Term paper structure (or according to the journal's requirements):
  - Title Page (Appendix 5)
  - Abstract
  - Table of Contents
  - List of Abbreviations (if included)
  - Introduction
  - Main Body:
    - theoretical chapter
    - methodological chapter (if included)
    - empirical chapter
  - Conclusion
  - Discussion (if included)
  - Acknowledgements (if included)
  - References
  - Appendices and Annexes (if included).

## **Grading, re-examination and appeal**

1. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of Commission members. Only the final grade is publicly announced. The Commission takes into consideration a review by a supervisor (including a proposed grade).
2. The student must submit an electronic file of the completed Term paper to the Term paper supervisor and the Master's Programme manager. The report from the "Anti-plagiat" should be attached.
3. All the documents must be submitted within the established time line (Table 1).
4. Term paper supervisor assesses the final version of the Term paper on a ten-point scale and give a more detailed feedback according to the review's template (Appendix 4).
5. To pre-defend and defend the Term paper in front of the Defence Committee, the student should prepare a presentation and present it following the requirements and timing which will be sent to students. After that Committee will ask questions.
6. The grades of the Defence Committee for pre-defending and defending a Term paper will be calculated as averages of all Committee members.
7. If the grades of the Defence Committee and the Term paper supervisor differ by 2 points or more, the Defence Committee holds the right to define the final grade according to the Committee's own assessment.
8. 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 next module. The Term paper topic can be modified upon consultation of the Term paper supervisor and Programme's Academic Supervisor. The student may resubmit the Term paper only once.
9. The student may contest the grades for the Term paper following the general appeal procedures. The student may file an appeal to the Programme's Academic Supervisor within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.
10. Term paper defence will be video recorded. If a student has a complaint about the compliance to the procedures set by the HSE regulation (not the Master's Programme regulation, i.e. this text), then the official Appeal procedure based on video recording and other evidence may be used. However, the Appeal deals only with procedural failures and does not lead to the revision of the grading per se.
11. The Turn-it-in anti-plagiarism report is the mandatory requirement for admission to defend Term papers. The report, prepared by the Programme's Manager after the text of Term paper is uploaded to LMS, initiates a special procedure:
  - The Term paper supervisor is provided with a copy of the Turn-it-in report for all the relevant students by the Programme's Manager (the Study Office). If the 20% threshold of borrowing is not exceeded, the supervisor's review is done in the regular manner.
  - If the 20% borrowing threshold is exceeded, then the Term paper supervisor reviews the report together with the Term paper text and determines if there are problems of plagiarism and/or excessive borrowing.
  - If excessive borrowing (i.e. lack of independent analytical contribution of a student to the development of the topic) is detected, the supervisor reflects and comments on it in the supervisor's review. If borrowing is justifiable, then the supervisor comments on it in the review and provides explanation. The Defence Committee makes a decision on grading taking into account the supervisor's judgment. Extreme borrowing may be punished by a failure at the defence.
  - If plagiarism in the text is detected and confirmed, the supervisor reflects and comments on it in the supervisor's review and informs the study office about the plagiarism. After that the study office initiates the formal procedure of the guilty student's expulsion.
  - If during a paper preparation a student uses algorithms for automatic content generation (chat GPT and others AI tools), the student is obliged to accompany the task with a special section "Description of the application of a generative model" with a description of the application goals, the name of a specific generative model, the address of its website on the Internet (or description of another source of the model), and the method of its application.

## Formatting of the Term paper

Term paper formatting should conform precisely to that of the targeted journal or, if the journal was not chosen, the requirements below.

### *Text format*

1. Main text: Times New Roman 14, width alignment, single-spaced with spacing between each entry and the next one.
2. Margins: Left, right – 3 cm. Bottom, top – 2 cm.
3. Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes): Times New Roman 16, bold, aligned left, not numbered.
4. Headings of chapters (Theoretical Part, Methodological Part, Empirical Part): Times New Roman 16, bold, aligned left, numbered (1, 2, etc.). These chapters may have substantial titles instead of “Theoretical” etc.
5. Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).
6. Paragraphs: Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.
7. Block quotations: Times New Roman 11, single-spaced, justified, each line indented left.
8. Footnotes: Times New Roman 11, single-spaced, width alignment, no first line indentation.
9. Page numbering:
  - All the pages of the file should be counted.
  - Page numbers start from the Table of Contents (page 2) and end with the Bibliography.
  - Appear at the bottom of the page, centered.
10. References:
  - Entries should be categorized and alphabetized.
  - Times New Roman 14, width alignment, single-spaced with spacing between each entry and the next one.
  - No first line indentation, no numbering, no bullet points.
11. 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.

### *Citations/ References*

1. Reference list includes not less than 30 sources.
2. APA (American Psychological Association) citation style:  
<http://www.apastyle.org/manual/index.aspx>
3. Citations in Text – *one or two authors/author*:
  - In-text citations are placed within sentences and paragraphs.
  - All last names occur in the text.
  - Names are connected with “&” (Muller & Smith, 2014).
  - Names of the authors or the date might be part of the statement, in this case only missing information is given in parentheses.
4. Citations in Text – *more than two authors*:
  - In-text citations are placed within sentences and paragraphs.



- All last names occur in the text when reference is made first.
  - In subsequent citations the first author's name occurs followed by "et al."
  - Name of the author or the date might be part of the statement, in this case only missing information is given in parentheses.
5. Internet references:
- The same rules apply as for printed references.
  - Online references have to show the correct and full link and to be accompanied by the statement "last accessed" including date of accessing the reference.
6. Reference List:
- Bibliography includes only references cited in the text.
  - All references cited must be included in the bibliography.
  - References should in alphabetical order by authors' last names.
  - No first line indentation, no numbering, no bullet points.

## Appendix 1. Application for Term paper topic and supervisor

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"

от студента курса/ from a student of the year of study:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ФИО/ last name, first name)

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему курсовой работы *на английском языке*/ I submit for your approval the topic of my Term paper *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Прошу утвердить мне тему курсовой работы *на русском языке*/ I submit for your approval the topic of my Term paper *in Russian*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

и назначить научного руководителя/ Term paper supervisor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

место работы научного руководителя/ supervisor's place of employment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Согласие научного руководителя/ Signature of the Term paper supervisor

\_\_\_\_\_

(подпись/ signature)

Подпись студента/ Signature of the student

\_\_\_\_\_

(подпись/ signature)

\_\_\_\_\_

дата/ date

## Appendix 2. Application for change the Term paper topic

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"

от студента курса/ from a student of the year of study:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ФИО/ last name, first name)

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему курсовой работы *на английском языке* / I submit for your approval the updated topic of my Term paper *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Прошу утвердить мне измененную тему курсовой работы *на русском языке*/ I submit for your approval the updated topic of my Term paper *in Russian*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Согласие научного руководителя/ Signature of the Term paper supervisor

\_\_\_\_\_

(подпись/ signature)

Подпись студента/ Signature of the student

\_\_\_\_\_

(подпись/ signature)

\_\_\_\_\_

дата/ date

### Appendix 3. Application for change the Term paper supervisor

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"

от студента курса/ from a student of the year of study: \_\_\_\_\_

группы/ group: \_\_\_\_\_

\_\_\_\_\_

(ФИО/ last name, first name)

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу изменить ранее назначенного научного руководителя курсовой работы на/ I would like to submit a request for Term paper supervisor change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

Согласие нового научного руководителя/ Signature of the new Term paper supervisor

\_\_\_\_\_

(подпись/ signature)

Подпись студента/ Signature of the student

\_\_\_\_\_

(подпись/ signature)

\_\_\_\_\_

дата/ date

Прежний научный руководитель/  
Previous Term paper supervisor

\_\_\_\_\_

(last name, first name)

\_\_\_\_\_

(подпись/ signature)

\_\_\_\_\_

(дата/ date)

Новый научный руководитель/  
New Term paper supervisor

\_\_\_\_\_

(last name, first name)

\_\_\_\_\_

(подпись/ signature)

\_\_\_\_\_

(дата/ date)

## Appendix 4. Term paper Supervisor's Feedback

HSE International Master's Programme "Comparative Social Research"

### TERM PAPER SUPERVISOR'S REVIEW

Author of Term paper:

Title of Term paper:

Evaluation		Mark out of 10 points
1.	Existence and validity of the research problem	
2.	Correctness and validity of the methodology (goal, objectives, assumptions, etc.)	
3.	Correct use of methods of data analysis	
4.	Breadth of included scientific literature and depth of its elaboration	
5.	Logic, sequence of presentation, clarity, precision of language	
6.	Meaningful interpretation of the results	
7.	Neatly presented text (including references, quotes, graphs, tables)	
8.	Disclosure of topics, complete collection of materials, the relationship of individual parts	
9.	Novelty and originality of the obtained results	

Were there any violations of academic standards?  Yes  No

**In total: Recommended grade for Term paper (out of 10 points)** \_\_\_\_\_

## Additional Comments

### Strengths of the Term paper

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### Weaknesses of the Term paper

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Review prepared by  
Surname, name, middle name  
Academic status and position

Signature

Date

### Note for reviewer (you may delete it): Probable plan for the Additional Comments

- **Research design**  
The student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy.
- **Knowledge of relevant literature and grasp of theory**  
The student shows familiarity with, and understanding of, the relevant literature. He/she has incorporated recent developments in the field relevant to his/her research/design. He/she shows an ability to conduct a critical study and in-depth analysis of the relevant sections of the selected sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop his/her own ideas for the conceptualization and operationalization of the research question.
- **Structure of chapters and sections & Coherence and quality of argument**  
Structure of chapters and paragraphs is clear and subsequent. The quality of English and general presentation are of a standard for publication. His/her argument is structured, logical, to the point and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question. Arguments are substantial and coherent.
- **Originality**  
Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the student etc.
- **Discussion and development of empirical material**  
The student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.

**Appendix 5. Title page for a Term paper**

FEDERAL STATE AUTONOMOUS EDUCATIONAL  
INSTITUTION FOR HIGHER EDUCATION  
NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS  
Faculty of Social Sciences



Surname, name, middle name

**TERM PAPER**

**Topic**

Field of study 39.04.01 Sociology  
Master's Programme "Comparative Social Research"

Reviewer  
Academic degree and position

Surname, name, middle name

Scientific Supervisor  
Academic degree and position

Surname, name, middle name

Moscow, 2025

## **Appendix 6. Structure of Term paper project**

A project should be prepared in a form of Power Point presentation and should contain the following elements:

- Title page with topic, name and surname of the student and his/her scientific advisor.
- First 2-3 slides should be devoted to novelty, topicality, object, subject, aim and goals of the research.
- At the next 3-4 slides there are theoretical background, hypothesis/research questions, methodology and data.
- Final 3-4 slides usually contain the results and conclusions.
- Students may prepare some slides with additional information which may help to answer the questions of the jury. Students may put these slides after the final slide of the presentation.



## Part 4. Master's thesis

### General information on the Master's thesis

1. The Master's thesis is a compulsory part of the Master's Programme in Comparative Social Research which allows to demonstrate the skills and knowledge obtained during the study.
2. The study plan is designed so that the thesis submission falls on Module 4 of the 2<sup>nd</sup> year of study. The precise deadlines are listed in the Table 1.
3. The submission and defense of the Master's thesis have a combined value of 12 ECTS.
4. The student must be a sole author of the Master's thesis. No co-authors are allowed.
5. Students must attend the Master's thesis Research seminars, where they will get a regular feedback on their progress from the instructor and their peers.

### Topic and supervisor choice

7. The main supervisor of student's Master's thesis should be an HSE staff member.
8. Upon the Academic Council approval, the thesis supervisor can be an employee of an external organisation as long as he/she has either of the following:
  - practical experience in the topical field of the Master's thesis for at least 3 years
  - experience in supervising of scientific research
  - a scientific title (e.g. PhD, candidate of sciences, Dr.).

In the case of an external supervisor, an additional "curator" will be assigned to the student. This "curator" must be one of the Programme's lecturers, who will evaluate and control the course of work on the Master's thesis with regard to the thesis's relation to the Social Science discipline.

In addition, students with supervisors who do not work at the Faculty of Social Sciences are required to choose their external reviewers from the School of Sociology (preferably) or from any other department at the Faculty of Social Sciences.

A student can also have a second supervisor outside of HSE (for example from the organisation where he/she had his/her internship).

9. The student must attend Research seminars and offer some research topics. Based on the received feedback and own search, the student chooses his or her topic and supervisor.
10. The student submits a printed and filled in Application form for Master's thesis topic and supervisor (Appendix 1) to the Programme's manager before the set deadline (Table 1). The form should indicate the thesis title in Russian and English. Both the student and the supervisor should sign the application form. The student can provide a scanned copy of the form to the Master's Programme manager in case he or she is participating in the student mobility at the time the form is to be submitted.
11. Upon the approval of the chosen topic by the Academic Council of the Master's Programme, the Programme manager issues an order on the topic and supervisor for each student. A certain date will be announced by the manager.
12. The Academic Council may recommend that the student makes changes to the topic. The student may file a claim for topic or supervisor change (Appendix 2 and 3) before the set deadline (Table 1).

### External reviewer

1. The student must choose one external reviewer of his or her thesis. This person should satisfy to the same requirements as the thesis supervisor but cannot work at the same department as the latter. This person can be an associate of an external organisation/other university.
2. The student should directly contact to the potential reviewer and confirm that this reviewer is ready to give a feedback according to a review's template (Appendix 4) and before the deadline.
3. If the student is not able to arrange the external reviewer, he or she should inform the Programme's Academic Supervisor, so that the Academic Council of the Programme will offer some candidatures.

## **Thesis supervision and interaction**

1. Students contact to their potential supervisors by themselves, kindly and respectfully ask for the potential supervision, then proactively arrange cooperation and inform chosen supervisors on all the deadlines, requirements and other important details.
2. The student and the supervisor agree on the time schedule for thesis completion (the dates are presented in the Table 1). According to HSE regulations the main elements are:
  - Submission of Synopsis (Master's thesis project proposal) to the Master's thesis supervisor (structure is in Appendix 6) and receiving a feedback on the prepared materials. Synopsis describes the relevance and structure of the work plan and lists the main references for future work and the expected result.
  - Pre-defence (presentation of Synopsis). Students present Synopsis which was approved by the supervisor and receive a feedback from Academic Council members.
  - Submission of the first draft and feedback on it by the supervisor.
  - Students provide to the Study office names and job titles of the academic supervisor and the external reviewer.
  - Final text submission of the Master's thesis to the Programme's manager and into LMS.
  - "Anti-plagiat" text check-up.
  - Receiving a feedback and grading by the thesis supervisor and the external reviewer (Appendix 4).
  - Master's thesis defence.

## **Thesis content and structure**

The thesis for the CSR Master's Programme must meet the following characteristics:

1. General requirements:
  - Master's thesis will be prepared within the CSR Master's Programme at the Faculty of Social Sciences, so it must have vivid comparative and sociological aspects in the topic and the content.
  - Master's thesis may be a single independent research or the continuation of the Term paper. In the last case, Master's thesis still should have a substantial empirical and novel part.
  - Master's thesis should be written in academic English. All Russian words in the text and in the reference list should be translated in English.
  - Master's thesis can be written in the format of the "classical" thesis or as an academic paper for the peer-reviewed journal. In both cases the quality of the text and analysis should satisfy the standards of the advanced draft or "ready for submission" stage of an academic paper for a peer-reviewed journal.
  - The requirements for the "classical" Master's thesis are listed below in this document, while if the student chooses the option of an academic paper for the peer-reviewed journal, he or she should choose the concrete journal and follow its requirements for authors. Master's thesis already submitted to the peer-reviewed journal and representing a publishable quality in the eyes of the supervisor will be granted a bonus grade. A letter or email from the journal's editor or manager must document this.
  - Master's thesis should be submitted in one single electronic data file.
2. Master's thesis content:
  - The student must be the sole author of the Master's thesis. No co-authors are allowed.
  - Master's thesis must include substantial original content (empirical, theoretical or methodological) produced by the student. A profound empirical part as core of the thesis.
  - A "classical" Master's thesis must be between 18 000 and 22 000 words long (including title page, references, footnotes, tables and graphs). Appendices are not included in this length.). Master's thesis written for the concrete journals should match the journal's requirements.

- Master's thesis must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources, containing no plagiarism and no hidden AI usage).
3. Master's thesis structure (or according to the journal's requirements):
- Title Page (Appendix 5)
  - Abstract
  - Table of Contents
  - List of Abbreviations (if included)
  - Introduction
  - Main Body:
    - theoretical chapter
    - methodological chapter (if included)
    - empirical chapter
  - Conclusion
  - Discussion (if included)
  - Acknowledgements (if included)
  - References
  - Appendices and Annexes (if included).

### **Grading, re-examination and appeal**

1. The grading is done at the closed concluding session at the end of each Defense day; the grades are an average of the individual grades of Commission members. Only the final grade is publicly announced. The Commission takes into consideration reviews by a supervisor and an external reviewer (including grades proposed).
2. The student must submit a hard copy and an electronic file of the completed Master's thesis to the Master's Programme manager and into LMS. The report from the "Anti-plagiat" should be attached.
3. All the documents have to be submitted within the established time line (Table 1).
4. Master's thesis supervisor and the external reviewer assess the final version of the thesis on a ten-point scale and give a more detailed feedback according to a review's template (Appendix 4).
5. To pre-defend and defend the Master's thesis in front of the Defence Committee, the student should prepare a presentation and present it following the requirements and timing which will be sent to students. After that Committee will ask questions.
6. The grades of the Defence Committee for pre-defending and defending the Master's thesis will be calculated as averages of all Committee members.
7. If the grades of the three grading parties (the Defence Committee, the Master's thesis supervisor and the External reviewer) differ by 2 points or more, the Defence Committee holds the right to define the final grade according to the Committee's own assessment.
8. In the case where the Master's 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 Master's thesis topic can be modified upon consultation of the Master's thesis supervisor and Programme's Academic Supervisor. The student may resubmit the Master's thesis only once.
9. The student may contest the grade for the Master's thesis following the general appeal procedures. The student may file an appeal to the academic supervisor of the Programme within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.
10. Master's thesis defence will be video recorded. If a student has a complaint about the compliance to the procedures set by the HSE regulation (not the Master's Programme regulation, i.e. this text), then the official Appeal procedure based on video recording and other evidence may be used. However, the Appeal deals only with procedural failures and does not lead to the revision of the grading per se.
11. The Turn-it-in anti-plagiarism report is the mandatory requirement for admission to defense of Master's theses. The report, prepared by the Programme's Manager after the text of Master's thesis is uploaded to LMS, initiates a special procedure:

- The Master's thesis supervisor is provided a copy of the Turn-it-in report for all the relevant students by the Programme's Manager (the Study Office). If the 20% threshold of borrowing is not exceeded, the supervisor's review is done in the regular manner.
- If the 20% borrowing threshold is exceeded, then the supervisor reviews the report together with the Master's thesis text and determines if there are problems of plagiarism and/or excessive borrowing.
- If excessive borrowing (i.e. lack of independent analytical contribution of a student to the development of the topic) is detected, the supervisor reflects and comments on it in the supervisor's review. If borrowing is justifiable, then the supervisor comments on it in the review and provides explanation. The Defence Committee makes a decision on grading taking into account the supervisor's judgment. Extreme borrowing may be punished by a failure at the defence.
- If plagiarism in the text is detected and confirmed, the supervisor reflects and comments on it in the supervisor's review and informs the study office about the plagiarism. After that the study office initiates the formal procedure of the guilty student's expulsion.
- If during a paper preparation a student uses algorithms for automatic content generation (chat GPT and others AI tools), the student is obliged to accompany the task with a special section "Description of the application of a generative model" with a description of the application goals, the name of a specific generative model, the address of its website on the Internet (or description of another source of the model), and the method of its application.

### **Formatting of the Master's thesis**

Master's thesis formatting should conform precisely to that of the targeted journal. The following general recommendations are superseded by the targeted journal's requirements.

#### ***Text format***

12. Main text: Times New Roman 14, width alignment, single-spaced with spacing between each entry and the next one.
13. Margins: Left, right – 3 cm. Bottom, top – 2 cm.
14. Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes): Times New Roman 16, bold, aligned left, not numbered.
15. Headings of chapters (Theoretical Part, Methodological Part, Empirical Part): Times New Roman 16, bold, aligned left, numbered (1, 2, etc.). These chapters may have substantial titles instead of "Theoretical" etc.
16. Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).
17. Paragraphs: Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.
18. Block quotations: Times New Roman 11, single-spaced, justified, each line indented left.
19. Footnotes: Times New Roman 11, single-spaced, width alignment, no first line indentation.
20. Page numbering:
  - All the pages of the file should be counted.
  - Page numbers start from the Table of Contents (page 2) and end with the Bibliography.
  - Appear at the bottom of the page, centered.
21. References:
  - Entries should be categorized and alphabetized.
  - Times New Roman 14, width alignment, single-spaced with spacing between each entry and the next one.
  - No first line indentation, no numbering, no bullet points.
22. 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.

### *Citations/ References*

1. Reference list includes not less than 30 sources.
2. APA (American Psychological Association) citation style:  
<http://www.apastyle.org/manual/index.aspx>
3. Citations in Text – *one or two authors/author*:
  - In-text citations are placed within sentences and paragraphs.
  - All last names occur in the text.
  - Names are connected with “&” (Muller & Smith, 2014).
  - Names of the authors or the date might be part of the statement, in this case only missing information is given in parentheses.
4. Citations in Text – *more than two authors*:
  - In-text citations are placed within sentences and paragraphs.
  - All last names occur in the text when reference is made first.
  - In subsequent citations the first author’s name occurs followed by “et al.”
  - Name of the author or the date might be part of the statement, in this case only missing information is given in parentheses.
5. Internet references:
  - The same rules apply as for printed references.
  - Online references have to show the correct and full link and to be accompanied by the statement “last accessed” including date of accessing the reference.
6. Reference List:
  - Bibliography includes only references cited in the text.
  - All references cited must be included in the bibliography.
  - References should in alphabetical order by authors’ last names.
  - No first line indentation, no numbering, no bullet points.

## Appendix 1. Application for Master's thesis topic and supervisor

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"

от студента курса/ from a student of the year of study: \_\_\_\_\_

группы/ group: \_\_\_\_\_

\_\_\_\_\_  
(ФИО/ last name, first name)

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему магистерской работы *на английском языке*/ I submit for your approval the topic of my Master's thesis *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions): \_\_\_\_\_

Прошу утвердить мне тему магистерской работы *на русском языке*/ I submit for your approval the topic of my Master's thesis *in Russian*: \_\_\_\_\_

и назначить научного руководителя/ Master's thesis supervisor: \_\_\_\_\_

\_\_\_\_\_  
(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

место работы научного руководителя/ supervisor's place of employment: \_\_\_\_\_

Согласие научного руководителя/ Signature of the supervisor

\_\_\_\_\_  
(подпись/ signature)

Подпись студента/ Signature of the student

\_\_\_\_\_  
(подпись/ signature)

\_\_\_\_\_  
дата/ date

## Appendix 2. Application for change the Master's thesis topic

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"

от студента курса/ from a student of the year of study:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (ФИО/ last name, first name)

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему магистерской работы *на английском языке* / I submit for your approval the updated topic of my Master's thesis *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Прошу утвердить мне измененную тему магистерской работы *на русском языке*/ I submit for your approval the updated topic of my Master's thesis *in Russian*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Согласие научного руководителя/ Signature of the supervisor

\_\_\_\_\_

(подпись/ signature)

Подпись студента/ Signature of the student

\_\_\_\_\_

(подпись/ signature)

\_\_\_\_\_ дата/ date

### Appendix 3. Application for change the Master's thesis supervisor

Академическому руководителю основной образовательной программы магистратуры НИУ ВШЭ «Сравнительные социальные исследования»/ To the Academic Supervisor of the NRU HSE Master's Programme "Comparative Social Research"  
от студента курса/ from a student of the year of study: \_\_\_\_\_  
группы/ group: \_\_\_\_\_  
\_\_\_\_\_

(ФИО/ last name, first name)

### ЗАЯВЛЕНИЕ/ APPLICATION

Прошу изменить ранее назначенного научного руководителя магистерской работы на/ I would like to submit a request for Master's thesis supervisor change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

Согласие нового научного руководителя/ Signature of the new supervisor

\_\_\_\_\_  
(подпись/ signature)

Подпись студента/ Signature of the student

\_\_\_\_\_  
(подпись/ signature)

\_\_\_\_\_  
дата/ date

Презний научный руководитель/  
Previous supervisor

\_\_\_\_\_  
(last name, first name)

\_\_\_\_\_  
(подпись/ signature)

\_\_\_\_\_  
(дата/ date)

Новый научный руководитель/  
New supervisor

\_\_\_\_\_  
(last name, first name)

\_\_\_\_\_  
(подпись/ signature)

\_\_\_\_\_  
(дата/ date)



## Appendix 4. Master's thesis Supervisor's/ Reviewer's Feedback

HSE International Master's Programme "Comparative Social Research"

### REVIEW ON MASTER'S THESIS

Prepared by  supervisor  external reviewer

Author of Master's thesis:

Title of Master's thesis:

Evaluation		Mark out of 10 points
1.	Existence and validity of the research problem	
2.	Correctness and validity of the methodology (goal, objectives, assumptions, etc.)	
3.	Correct use of methods of data analysis	
4.	Breadth of included scientific literature and depth of its elaboration	
5.	Logic, sequence of presentation, clarity, precision of language	
6.	Meaningful interpretation of the results	
7.	Neatly presented text (including references, quotes, graphs, tables)	
8.	Disclosure of topics, complete collection of materials, the relationship of individual parts	
9.	Novelty and originality of the obtained results	

Were there any violations of academic standards?  Yes  No

**In total: Recommended grade for Master's thesis (out of 10 points)** \_\_\_\_\_

## Additional Comments

### Strengths of the Master's thesis

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### Weaknesses of the Master's thesis

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Review prepared by  
Surname, name, middle name  
Academic status and position

Signature

Date

### Note for reviewer (you may delete it): Probable plan for the Additional Comments

- **Research design**  
The student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy.
- **Knowledge of relevant literature and grasp of theory**  
The student shows familiarity with, and understanding of, the relevant literature. He/she has incorporated recent developments in the field relevant to his/her research/design. He/she shows an ability to conduct a critical study and in-depth analysis of the relevant sections of the selected sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop his/her own ideas for the conceptualization and operationalization of the research question.
- **Structure of chapters and sections & Coherence and quality of argument**  
Structure of chapters and paragraphs is clear and subsequent. The quality of English and general presentation are of a standard for publication. His/her argument is structured, logical, to the point and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question. Arguments are substantial and coherent.
- **Originality**  
Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the student etc.
- **Discussion and development of empirical material**  
The student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.

**Appendix 5. Title page for a Master's thesis**

FEDERAL STATE AUTONOMOUS EDUCATIONAL  
INSTITUTION FOR HIGHER EDUCATION  
NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS  
Faculty of Social Sciences



Surname, name, middle name

**MASTER'S THESIS**

**Topic**

Field of study 39.04.01 Sociology  
Master's Programme "Comparative Social Research"

Reviewer  
Academic degree and position

Scientific Supervisor  
Academic degree and position

Surname, name, middle name

Surname, name, middle name

Moscow, 2025

## **Appendix 6. Structure of Master's thesis research proposal (Synopsis)**

- Title page with the topic of research (Appendix 5).
- Description of the research problem and formulation of the key research question or hypothesis (related to the topic on the title page), which both must lie in the field of Comparative Sociology.
- Contribution and relevance of the research problem/question; the need for conducting the Master's thesis research.
- Literature review on the proposed research problem. Includes literature and sources of different types both in Russian and English. Includes not less than 30 sources. The aim of this part is to analyse the scope of existing research of the problem and to outline where the existing research is deficient or inconclusive, so that your research fills a gap in the literature.
- Research tasks which are needed for achieving the aim of research (two or three major tasks, usually).
- Theoretical framework and methodological approaches of the research; do not simply list the approaches, show how they will help to fulfill your research tasks and achieve its aim.
- Research methods and sources of data/information; outline the analytical techniques and empirical models you will use.
- Roadmap: explain the structure of your work and the analytical steps you will take (brief overview of all parts).
- If applicable, give an overview of the information sources: their limitations, bias, scope.
- If applicable, specify the choice of time period and geographical scope of the research.
- If applicable, outline theoretical and practical value of the work; major conclusions for the thesis defense; specify the choice of cases for analysis.