

REGULATIONS FOR HSE STUDENT PROJECT WORK, RESEARCH AND INTERNSHIPS FOR THE MASTER’S PROGRAMME “POLITICS. ECONOMICS. PHILOSOPHY”, FIELD OF STUDY 41.04.04 POLITICAL SCIENCE, FACULTY OF SOCIAL SCIENCES, DEPARTMENT OF POLITICS AND GOVERNANCE, NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

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Part 1. General Information

Practical training by the Master’s Programme "Politics. Economics. Philosophy" takes form of a Term Paper, Graduation Thesis (Master’s Thesis) preparation, and participation in projects.

Preparation of a Term Paper and a Graduation Thesis contributes to the development of research skills in accordance with the profile and orientation of the educational programme, including competencies allowing to fully implement research carried out to obtain new knowledge about the structure, properties, and patterns of the studied object (phenomenon).

Participation in projects contributes to the development of general professional skills in accordance with the profile and orientation of the educational programme, including competencies allowing to solve applied and research problems, in ways and methods as close as possible to the methods of the chosen professional activities.

Practical training by the Programme consists of the major elements of the Programme Curriculum’s grouped in the “Internship” and “Professional Internship” modules.

The following elements grouped under the “Internship” and “Professional Internship” modules of the Programme’s Curriculum are obligatory:

Year of study	Type of internship	Element of practical training (PTE)	Feature ¹	Feature ²	Credit units per student	Academic hours per student	Internship period
1	Project	Project	M	O	3	114	Module 1 2024-2025 – Module 4 2024-2025 academic year
2					3	114	Module 1 2023-2024 – Module 4 2023-2024 academic year
					3	114	Module 1 2024-2025 – Module 3 2024-2025 academic year

¹ M - Mandatory

² F – Fixed; O – Open choice

1	Research-based	Term paper	M	F	6	228	2024/2025 academic year
2	Research-based	Thesis preparation	M	F	15	570	2024/2025 academic year

Part 2. Project Work

Project Work (PW) is organized to put knowledge achieved by students during their studies into practice and to gain experience, as well as to solve problems of practical or theoretical relevance. The PW is an obligatory element of the study plan of the first and second years of the Master's Programme, should not be identical to the topic of a master's thesis (referred to as MT), but it can complement it. PW aims to produce a specific result. This result should be achieved independently, it should be tangible and practical.

Students' PW should contribute to research projects, study groups, research units of all sorts at the HSE or at external organisations in Russia or abroad. The PW place and activities of the PW need 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. It is not necessary to complete the whole PW in just one project, the hours for PW can be accomplished in several projects' involvements.

Initiation of PW

1. When initiating their own PW, students can use the Programme's recommendations for cooperation with the Programme's partner organizations, or they can search for PW possibilities on their own. Typical PW arrangements are engagements in research projects of faculty members and teaching staff, HSE Project Fair or in research laboratories and institutes at the HSE. Students can choose projects from the HSE Project Fair (<https://pf.hse.ru/en/>) in case of no prior experience in research projects at the HSE.

2. Students submit to the Programme's Study Office applications for participation in the PW for approval by the Academic Supervisor of the Programme.

Students' participation in PW

1. Responsibility for the fulfilment of the PW plan lies with students.
2. PW is carried out at any time during the first study year and during the 1st to 3rd modules of the second study year.

Assessment of PW and grading

1. PW carries a weight of 3 credits for the first study year and 3 credits for the second study year. Students should distribute these hours throughout 1-4 modules of the first and 1-3 modules of the second study year. It is possible to collect the sum amount of hours throughout separate project involvements.

2. The grading for PW is done in the following way: PW supervisor(s) submit(s) the filled-out PW review sheet (Appendix 2.1) and propose(s) a grade in a 10-point scale.

In case of successful completion, students acquire satisfactory grades. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by a student under the HSE regulations.

Part 3. Term Paper and Master's Thesis

A Master's Thesis is an individual research paper of a Student conducted under the supervision of a Scientific Supervisor and to be defended at the end of the second year of studies. A Term Paper is a Master's Student research paper to be written and defended during the first year of studies. Optimally, it is the first stage of a Master's Thesis research preparation. A Term Paper and a Master's Thesis are to be written in English. The procedures related to a Term Paper and a Master's Thesis are regulated by HSE normative acts and Rules of the Programme.

A Student is to work on a regular basis with a Scientific Supervisor. Scientific Supervisor helps a Student in doing research for a Term Paper and a Master's Thesis. Consultant can be assigned to a Term Paper or a Master's Thesis in addition to a Supervisor. Consultant provides advice to a Student in the choice of specialized research methods, in the selection of literature, in the empirical data collection, and gives expert advice on the content of a Term Paper or a Master's Thesis.

3.1 The components of a Term Paper and a Master's Thesis include the following elements:

1. Cover page
2. Table of Contents
3. List of Abbreviations (if included)
4. Introduction
5. Main Body (consists of chapters, paragraphs, etc.)
6. Conclusion
7. Bibliography
8. Appendices (if included)

A Term Paper is uploaded in a single file in LMS System/ Smart LMS. A Master's Thesis is uploaded and submitted in a single file in LMS System / Smart LMS

3.2 Term Paper / Master's Thesis Formatting COVER PAGE

Samples are provided in Appendix 3.6 and Appendix 3.7.

Number of pages: The cover is not to be numbered, but it is counted (i.e. the next page is number 2). Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, Bibliography, Appendices): Times New Roman 16, bold, aligned.

TABLE OF CONTENTS

It should be generated automatically by using the appropriate Word option. It should contain the following elements: List of Abbreviations (if included), Introduction, Chapters, Paragraphs, Subparagraphs (if applicable), Conclusion, Bibliography, and Appendices (if included). A page number is to be indicated for each section.

LIST OF ABBREVIATIONS (if applicable)

Text: Times New Roman 14, spacing 1.5, aligned left.

INTRODUCTION, MAIN BODY & CONCLUSION

Text: Times New Roman 14, spacing 1.5, justified, first line of each paragraph indented
Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1.1, 1.2, etc.)

Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1.1, 1.1.2, etc.) Footnotes: Times New Roman 11, single-spaced. Footnotes are to comply with the chosen style. If Chicago style is chosen, continuous numbering of footnotes is to be

done.

BIBLIOGRAPHY

The entries should be alphabetized. Chicago Style applies (<https://www.chicagomanualofstyle.org/>). Text: Times New Roman 14, aligned left.

Additional Requirements

Volume:

- Term Paper: not less than 10 000 words (footnotes and bibliography are excluded from the count).
- Master's Thesis: not less than 15 000 words (footnotes and bibliography are excluded from the count).

Referencing style: Chicago Style with footnotes and bibliography – see Chicago Manual (<https://www.chicagomanualofstyle.org/>).

Page margins: upper – 2 centimetres, lower – 2,5 centimetres, left – 3 centimetres, right – 1,5 centimetres.

Page numbering: Page numbers should start from the Table of Contents (page 2) and end with the Bibliography (or Appendices, if any).

3.3 Stages of Term Paper and Master's Thesis Development

3.3.1. Term Paper / Master's Thesis Topic, Supervisor and Consultant

A Student needs to submit an application with a proposed topic and a signature of a Supervisor (See Appendix 3.1). Topics are then to be approved by the Academic Council. At this stage, topics may be modified by the Academic Council of the Programme.

A Supervisor is to be chosen by a Student based on research priorities of a Student and Supervisor's specialisation. A Student may submit an application for a Supervisor change (See Appendix 3.5) not later than two months prior to the defence of a Term Paper or a Master's Thesis.

If necessary, a Consultant can be assigned to a Term Paper or a Master's Thesis in addition to a Supervisor. Consultant's name is stated in the Term Paper / Master's Thesis Application and thus is the result of consensus between a Supervisor, a Consultant and a Student. A Consultant provides advice to a Student in the choice of specialized research methods, in the selection of literature, in the empirical data collection, and gives expert advice on the content of the thesis.

A Supervisor provides support to Student's research, i.e. a Supervisor:

- Provides advice to a Student in determining the final research topic, in selecting literature and data, in preparing a Research Proposal (and an Outline);
- Assists in the choice of research methodology and methods;
- Carries out systematic monitoring of a Student's research progress and compliance with the schedule;
- Gives expert advice on the content of a Term Paper / a Master's Thesis;
- Assesses the quality of Student's performance in accordance with a Term Paper / a Master's Thesis research requirements;
- Provides recommendation for promoting to the Defence and grades papers;
- Provides expert judgement on the presence of plagiarism or borrowings in a Student's text.

Supervisors provide individual consultations to Students. Students provide all materials in accordance with the individual schedule.

A Supervisor may reject his appointment on the basis of:

- Student's lack of response to e-mails or messages;

- regular failures to comply with Supervisor's instructions for a Term Paper and a Master's Thesis;
 - Student's absenteeism.
- Supervisor addresses a statement with a description of the situation and recommendations of solution to the Academic Supervisor of the Programme.

Academic Supervisor of the Programme may recommend a new Supervisor to a Student if the arguments for such a change are significant and relevant. The change of a Supervisor is followed by the revision or the change of the topic, which is the responsibility of a Student and is fulfilled by submitting the form (see Appendix 3.2) signed by a new Supervisor to the Program Manager.

3.3.2. External Reviewer of a Master's Thesis

Master's Theses are subject to mandatory external reviews by independent second readers, who are mainly experts in the field of research from other units of the HSE, and external organisations.

The review (see Appendix 3.4) should provide a critical analysis of the content and the main provisions of the research under review, should assess the relevance of the chosen topic, independence of approach to its disclosure (of having their own point of view of the author), Student's ability to use modern methods of collecting and processing information, the extent of the validity of the findings and recommendations, the reliability of the results obtained, their novelty and practical significance. Weaknesses are also pointed out together with the positive aspects. In conclusion, the reviewer gives a description of the general level of a Master's Thesis and evaluates it on a 10-points scale. Review volume should be one to three typewritten pages.

No external review or special second reading is required for a Term Paper. This function is carried out by the Term Papers Defence Commission members.

3.3.3. Term Paper and Master's Thesis Defence

The Defence is held on a face-to-face basis when a Student presents the results of a Term Paper / a Master's Thesis research in front of the Commission (in case of a Term Paper) or the State Commission (in case of a Master's Thesis). The Defence is an open event, which may be attended by anyone interested in the research topic or the Defence procedure.

This event is guided by HSE regulations, which means special arrangements: total video recording, other special procedures, and strict time control.

The Programme's Manager sets the individual defence schedule. The Manager may but is not obliged to consider Students' requests for preferred Defence time.

3.3.4. Submitting Materials for Defence Term Paper

A student must upload the final version of the Term Paper in the LMS (lms.hse.ru) in electronic non-scanned version not later than 7 days before the Defence. After the paper is uploaded, plagiarism checker is used to verify the originality of work.

A supervisor uploads in the electronic system (LMS, SmartLMS, EJK, etc.) the review for the Term Paper before the defence procedure. A student is responsible of reaching out to a Supervisor for the Term Paper review.

A student must upload the final version of a Master's Thesis in the LMS (lms.hse.ru) in electronic non-scanned form not later than 14 days prior to the defence. After the paper is uploaded, plagiarism checker is used to verify the originality of work. A supervisor uploads in LMS the review for the Thesis before the defence procedure (See Appendix 3.3). After the review is uploaded to LMS, it is available to the student. The Study Office sends the thesis to a Reviewer. After the review is uploaded to the LMS, it is available to a student.

Students submit Term Papers/ Master's Theses and other documents for Defence via LMS. If a student fails to submit the documents on time, there will be no admission to the Defence. This will result in an academic backlog for first year Students and expulsion for second year students.

In case of illness, a student may be granted extended deadline upon the medical certificate presentation. Other emergencies should be proven by relevant documents. More technical details can be announced closer to the date.

3.3.5. Specific Term Paper Defence Procedures

Term Paper Defence approximate time breakdown:

- 10 minutes (up to 15 minutes) – Student's presentation of a Term Paper research.
- 5 minutes – questions/answers session, comments by a Supervisor and Commission members.

Term Paper Defence Evaluation. Term Paper are graded by Commission members. The grading is done at a closed concluding session at the end of each Defence day; the grades are an average of the individual grades of the Commission members; only the final grade is publicly announced. The evaluation is determined by:

- Quality of the presentation,
- Student's answers to questions of Commission members,
- Quality of a Term Paper,
- Evaluation of research by a Supervisor,
- Independent judgements of Commission members.

3.3.6. Specific Master's Thesis Defence Procedures

Master's Thesis Defence Admittance. A Student gets admittance to the defence in the case of:

1. Successful completion of the theoretical (courses from the Individual Study Plan) and practical (internships) parts of studies. This includes a successful pre-defence of a Thesis' draft.
2. Submission of the Master's Thesis text and accompanying documents according to the Master's Thesis package to LMS and the Study Office by the established deadlines.
3. Absence of plagiarism in the text.

If one of the requirements is not met, the Study Office initiates the formal procedure for withdrawing the admittance to the Defence and further expulsion from the Programme.

Master's Thesis Defence approximate time breakdown:

- Each student is guaranteed to have up to 20 min for the presentation of the Master's research;
- Up to 10 minutes – questions from Commission members and answers of a Student;
- Up to 10 minutes – External review and Supervisor's review announcement, feedback from Commission members, and concluding remarks by a Student.

Master's Thesis Defence is video recorded. If a Student has a complaint about the compliance to the procedures set by the HSE regulations (not the Master's Programme regulation, i.e. this text), then the official Appeal procedure based on video recording and other evidences may be initiated.

Master's Theses are graded by the State Commission members. The grading is done at the closed concluding session at the end of each Defence 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).

3.3.7. Antiplagiarism Report: Excessive Borrowing, Plagiarism and/or AI generated text

“Antiplagiat” anti-plagiarism report is the mandatory requirement for admission to the defence of a Term Paper and a Master’s Thesis. “Antiplagiat” anti-plagiarism report, prepared by the Programme Manager after the text of a Term Paper/ a Master’s Thesis, is uploaded to LMS, initiates a special procedure:

1. A Supervisor is provided with a copy of the “Antiplagiat” anti-plagiarism report for all the relevant Students by the Programme Manager.
2. A Supervisor reviews the report. If the 20% threshold of borrowing and/or AI generated text is not exceeded, the Supervisor’s review is done in a regular manner, unless there are signs of plagiarism.
3. If the 20% borrowing and/or AI generated text threshold is exceeded, then a Supervisor reviews the report together with a Term Paper/Master’s Thesis text and determines if there are problems of plagiarism and/or excessive borrowing.
4. If excessive borrowing and/or AI generated text (i.e. lack of independent analytical contribution of a Student to the development of the topic) is detected, a Supervisor comments on it in the Supervisor’s review. If borrowing and/or AI generated text is justifiable, then a Supervisor comments on it in the review and provides an explanation. The Defence Commission decides on grading taking into account Supervisor’s judgement. Extreme borrowing may be punished by a failure at the Defence.
5. If any plagiarism and/or AI generated text in the text is detected and confirmed, a Supervisor comments on it in the Supervisor’s Review and informs the Study Office about the plagiarism and/or AI generated text. After that, the Study Office initiates the formal procedure of punishment (see Annex 2 to Internal Student Regulations at National Research University Higher School of Economics).

Stages of Term Paper and Master’s Thesis Development

What is to be done	1st year – Term Paper	2nd year – Master’s Thesis
Application for a Term Paper / Master’s Thesis to be submitted in LMS	Prior to November, 1 Supervisors are to respond to applications till November, 10	Prior to November, 1 Supervisors are to respond to applications till November, 10
The first draft of Term Paper / Master’s Thesis	March Exact timing to be discussed with a Supervisor	March Exact timing to be discussed with a Supervisor
Preliminary defence of a Term Paper / a Master’s Thesis	April To be conducted at the Research Seminar and (or) Mentor’s Seminar	End of March To be conducted at the Research Seminar and (or) Mentor’s Seminar Failure at preliminary defence results in the failure at the Research Seminar and (or) Mentor’s Seminar. Re-take is allowed at the end of April. In case of its failure, a student and the Study Office follow HSE regulations pertaining to extreme situations of this type
The final draft of a Term Paper / a Master’s Thesis	May Exact timing to be discussed with a Supervisor	End of April Exact timing to be discussed with a Supervisor
Finalized Term Paper / Master’s Thesis submission to LMS	Not less than 7 days before the defence	Not less than 14 days before the defence The Programme Manager will inform about the deadline

Defence of Term Paper / Master's Thesis	Within the second half of June (strictly by the end of June) Exact date to be set by the Study Office beforehand.	Late May – early June The Programme Manager will inform about the exact day
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Appendices

Appendix 2.1. Project work evaluation sheet

Project Evaluation Sheet

Project Title

Project Type and Timeline

Project Supervisor: Full Name:		
Position:		
Project Participant¹:		
Full Name		
Programme	Politics. Economics. Philosophy	
Group №	MPF2__	
Elements of the resulting assessment ²	Rating on a 10-point Scale	Remarks (if necessary)
O out - Project Outcome Evaluation		
O skill Evaluation of skills and technologies used		
O impl Evaluation of task implementation		
O com Evaluation of expecting Competencies		
O group Evaluation of the individual contribution of the participant to group work		
O team Teamwork assessment		
O pres Evaluation of presentation/project Defence		
O par Evaluation from other project Participants		
O s Self-evaluation		
Formula for calculating the resulting evaluation (indicating elements and their weights)		
Final evaluation for the project³		Supervisor's Signature
Number of ECTS awarded for the project⁴		

Date of evaluation sheet completion _____

¹ For group projects, the evaluation sheet is filled in for each group member.

² Only the necessary elements are used, if an element is not used, then a dash is put in the corresponding line; special elements can be added if necessary.

³ Obligatory to fill in the field

⁴ To be filled in by the Study Office

Appendix 3.1. Application for the Approval of the Topic

To the Academic Supervisor of the
“Politics. Economics. Philosophy”
Master’s Programme

From the _____ year student

Full name

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить тему моей курсовой работы / магистерской диссертации / I
submit for your approval the topic of my Term Paper / Master’s Dissertation

Тема на английском языке / Topic in English:

*Все слова в названии темы с большой буквы кроме артиклей и предлогов / Capitalize all words
except for articles and prepositions*

Тема на русском языке/ Topic in Russian

Filled in by the Student or by the Supervisor

Supervisor _____

Full name, signature, date

Student _____

Full name, signature, date

Optional

Consultant _____

Full name, signature, date

Appendix 3.2. Application for the Topic Change

To the Academic Supervisor of the
“Politics. Economics. Philosophy”
Master’s Programme

From the _____ year student

Full name

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить измененную тему моей курсовой работы / магистерской диссертации/ I submit for your approval the updated topic of my Term Paper / Master’s Dissertation

Старая тема на английском языке / Previous Topic in English:

Все слова в названии темы с большой буквы кроме артиклей и предлогов / Capitalize all words except for articles and prepositions

Новая тема на английском языке / Updated Topic in English:

Все слова в названии темы с большой буквы кроме артиклей и предлогов / Capitalize all words except for articles and prepositions

Новая тема на русском языке/ Updated Topic in Russian

Filled by the Student or by the Supervisor

Supervisor _____

Full name, signature, date

Student _____

Full name, signature, date

Review of the Term Paper
by Scientific supervisor

Scientific Supervisor _____
Full name, title

Topic of the Term Paper _____

Student _____
Full name

This Term Paper meets the formal criteria stated in the Regulations for HSE Student Project Work, Research and Internships for the Master's Programme "Politics. Economics. Philosophy"
YES / NO*

General Characteristics

1. Originality and relevance of the research question and (or) the hypothesis **Grade:** ____
2. Topic development, fullness of presentation of the topic **Grade:** ____
3. Validity of the results of research, quality of their meaningful interpretation (expressed in conclusions) **Grade:** ____

Methodology and Methods

1. Correctness and validity of the methodology **Grade:** ____
2. Appropriateness of methods in relation to the topic, research question and research objectives **Grade:** ____

Theoretical and Empirical Basis

1. Quality of conceptualization and operationalization of concepts **Grade:** ____
2. Acquaintance with the state of the art in the field of study **Grade:** ____
3. Consideration of interdisciplinary relationships and interactions **Grade:** ____

Formal Characteristics

1. Compliance with academic standards (style, terminology, citations) **Grade:** ____
2. Text figuration (conformity with Guidelines) **Grade:** ____

FINAL GRADE (does not need to be an average of previous grades): _____

Substantive comments on the Term Paper
Strengths and weaknesses of the Term Paper

Date _____ Signature _____

* If the "NO" option is chosen, final grade cannot be satisfactory.

Review of the Master's Thesis

Scientific Supervisor _____

Full name, title

Or (choose one of the two options)

Reviewer _____

Full name, title

Topic of the Master's Thesis _____

Student _____

Full name

This Thesis meets the formal criteria stated in the Regulations for HSE Student Project Work, Research and Internships for the Master's Programme "Politics. Economics. Philosophy" **YES / NO***

General Characteristics

1. Originality and relevance of the research question and/or research hypothesis, correct statement of goals and objectives of research **Grade:** _____
2. Topic development, knowledge of the subject area **Grade:** _____
3. Elements of novelty in the results of research **Grade:** _____
4. Quality of meaningful interpretation of results **Grade:** _____

Methodology and Methods

1. Validity of chosen methodology and correctness of its application **Grade:** _____
2. Appropriateness of methods in relation to the goals and objectives of the research

Grade: _____

Theoretical and Empirical Basis

1. Quality of conceptualization and operationalization of the concepts used in research

Grade: _____

2. Depth and breadth of acquaintance with the state of art in the sphere of study, knowledge of relevant interdisciplinary studies in the area **Grade:** _____

3. Consideration of interdisciplinary relationships and interactions **Grade:** _____

Formal Characteristics

1. Compliance with academic standards (style, terminology, citations) **Grade:** _____
2. Text figuration (compliance with the Guidelines) **Grade:** _____

FINAL GRADE (does not need to be an average of previous grades): _____

Substantive and detailed comments on the Master's Thesis

Strengths and weaknesses of the Master's Thesis

Date _____

Signature _____

* If the "NO" option is chosen, final grade cannot be satisfactory.

Appendix 3.5. Application for the Supervisor Change

To the Academic Supervisor of the
“Politics. Economics. Philosophy”
Master’s Programme

From the _____ year student

Full name

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу заменить ранее назначенного руководителя курсовой работы /
магистерской диссертации на/ I would like to submit a request for a Term Paper /
Master’s Thesis supervisor change

Имя и должность прежнего руководителя/ Previous Supervisor:

Full name and title

Имя и должность нового руководителя/ New Supervisor:

Full name and title

Student

Full name, signature, date

Previous Supervisor

Full name, signature, date

New Supervisor

Full name, signature, date

FEDERAL STATE AUTONOMOUS EDUCATIONAL
INSTITUTION FOR HIGHER EDUCATION
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS

FACULTY OF SOCIAL SCIENCES

Student's full name

TERM PAPER

**Economic Sanctions and Foreign Policy Change: a Comparative Analysis of
their Effects on the Russian and Iranian Oil and Gas Industries**

Field of study 41.04.04 Political Science
Master's Programme "Politics. Economics. Philosophy"
School of Politics and Governance

Supervisor

Full name and title

Moscow, 202X

FEDERAL STATE AUTONOMOUS EDUCATIONAL
INSTITUTION FOR HIGHER EDUCATION
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS

FACULTY OF SOCIAL SCIENCES

Student's full name

MASTER'S THESIS

**Economic Sanctions and Foreign Policy Change: a Comparative Analysis of
their Effects on the Russian and Iranian Oil and Gas Industries**

Field of study 41.04.04 Political Science
Master's Programme "Politics. Economics. Philosophy"
School of Politics and Governance

Reviewer

Full name and title

Supervisor

Full name and title

Moscow, 202X