

PRACTICAL TRAINING REGULATIONS OF THE “POPULATION AND DEVELOPMENT” MASTER’S PROGRAMME, FIELD OF STUDY 38.04.04 PUBLIC ADMINISTRATION, FACULTY OF SOCIAL SCIENCES, NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

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Part 1: General Information

The Practical training at Population and Development programme is realized in the form of Thesis (2nd year), Projects (1st and 2nd years) and Internship (2nd year) and has as a main target to form, learn, and design the main skills and competences of the programme. For example, the research methods usage, the business and academic communication skills, the analytical skills, the writing research texts skills.

The Practical training programme includes the description of the main elements of the educational programme Curriculum organized in a shape of practical training and grouped in “Practice(s)” module of the Curriculum.

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	F	6	228	Module 1 2024-2025 – Module 4 2024-2025 academic year
2					6	228	Module 1 2023-2024 – Module 4 2023-2024 academic year
					3	114	Module 1 2024-2025 – Module 4 2024-2025 academic year
2	Professional	Internship	M	F	8	304	Module 3 2024/2025 academic year
2	Research-based	Thesis preparation	M	F	13	494	2024/2025 academic year

¹ M - Mandatory

² F- Fixed

Part 2. Description of the “Practice” elements Project activity

1. Definition of project work (PW). Student project work is organized to implement knowledge and experience achieved by students during their studies, as well as solving problems of practical or theoretical relevance. PW can be organized in the form of teamwork or individually.

2. Student PW initiation. PW is a mandatory element of the study plan on the first and second years of the Master’s programme, PW should not be identical to the topic of the master’s thesis, but it can complement it. There is a large array of topics for the PW. PW is initiated by the Programme or organizations. Programme offers students to participate in the PW and provides all necessary information about project parameters for a student to decide whether to participate in certain projects or not. Students can contribute to projects, which are initiated by HSE departments or external establishments. Students can choose projects from the Project Fair. In all these cases, there should be a mandatory acceptance by the student and approval of the PW plan by the Programme.

Students submit to the Study Office for approval of the following documents (in English):

1. Application form for participation in the project work with an indication of PW’s consultant (appendix 1 and 2);
2. PW plan, including (appendix 2):
 - 1) Project name;
 - 2) Project description, no more than 0,5 pages;
 - 3) The length of the project (dates)
 - 4) Expected results
 - 5) The role of the student in the project (for the collective projects additionally the impact of each collective member);
 - 6) The expected accountability form of the student/group for the project (for the collective projects additionally the accountability form for each collective member).

The most preferred form of participation is to apply through a Project Fair.

3. PW realization by the student. Responsibility for the fulfillment of the PW plan lies with students. Only professors, which are approved by the Academic Supervisor of the Programme, can be curators. In case of a collective project consultant load is divided by the number of students.

Consultations can be provided by the experts in the field as well. Students report to their consultant no less than once per month. In case of difficulties, students should ask their consultant about means to solve the problem. In case of force majeure during the fulfilment of PW, a scientific supervisor should inform the Study Office and the Programme about causes and consequences with possible solutions. Alterations could be done by the Programme with student’s approval to ensure fulfilment of the PW.

4. Defense of the project and grading. Grading is accomplished by the defense of the project by students. Defense is a public event, which is held no later than the end of the

examination period in accordance with the curriculum. For the second-year students, the defense should be held no later than the end of study period. The level of fulfillment, project relevance and student's impact are the main criteria for evaluation.

In case of successful completion of the Project seminar student acquire a satisfactory grade and above as well as previously set in the approved PW programme number of credits. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by the student under the HSE regulations.

5. Important steps and deadlines for 2024-25 Academic year

1st year students

Project

Mark before the 4th module examination week

2nd year students

Project

Mark before the 4th module examination week

Internship

The main goal of the internship is to give students the opportunities for the implementation of the theoretical knowledge and skills into the process of solving real cases and tasks.

The main aims of the research internship for students of Master programs at the 2nd year of study are: to gather and synthesize research and analytical material for the preparation of the master's thesis, to develop original ideas and practical proposals, to implement the theoretic ideas and approaches for the practical tasks, to gain skills of independent work, to participate in research and practical teamwork, to prepare for the future job in the organization for solving the questions of development.

Content of the internship Master students do internship according to their study track and based on the individual program of student internship (IPSI). IPSI is formed by the students with participation of their supervisor, based on the theme of term paper and / or master's thesis, the subject of their research seminar, as well as student's participation in research projects of the HSE Units. IPSI reflects the main types of work that the student must complete during the internship; the expected results of the internship; the form of presenting these results which will allow supervisor and members of the examination committee to assess the volume and quality of the collected material (e.g, in the form of tables, a summary, a report, a journal of field research notes, etc.).

Type of internship Work Experience Internship

1. Supervision of the internship is carried out by Research supervisor of the student.
2. Supervisor of the master's thesis holds primary responsibility for the content of internship and sets requirements for the form of presentation of expected results. If at the time of referral to the internship student has no approved supervisor of the term paper or Master's thesis, Academic supervisor assigns an internship supervisor from among the teachers of the Programme. Supervisor is responsible for clearly setting the internship goals for the student and, if necessary, shall agree on the content of the internship with the organization where the student is referred to.
3. Internship coordinator from the programme is appointed by Academic Supervisor. Internship coordinator is responsible for: selecting organizations for practical training, negotiating with them about the conditions and procedures of internship, drafting agreements on cooperation, maintaining a working relationship with the leaders of these organizations, dealing with controversies and issues in the period of internship, for overall preparation and carrying out of internships for the relevant specialization/study track.
4. Supervisor of the student has an opportunity suggest to her/his student a venue for internship and provide contacts (name, e-mail, and phone for communications with internship supervisor from the organization) to the coordinator of internship from the Programme. If the supervisor of the student cannot offer his or her student a venue for internship, he/she shall report it to the program's study office at least 4 weeks prior to the start of internship and shall consult with the internship coordinator.

5. The internship can be organized in the discrete way or can be completed prior the official period (3rd module of the 2nd year). The length of the internship in this case is calculated from the formula 1 credit = 38 academic hours = 26 hours. The student should notify the Learning office and Academic supervisor about the willingness to do a discrete internship in advance.

Where and how should the students do an internship

1. Graduate students do their internship in the organizations outside the Programme (state and municipal bodies, research institutes, government and non-governmental think tanks, non-profit organizations, media, commercial organizations, centers of the HSE etc.). When the Coordinator offers the internship opportunity the priority is given to the organizations, which signed internship agreements with the Faculty of Social Science or the HSE. According to the decision of the academic supervisor and with the consent of the supervisor of the student, he or she can do the internship at different departments of HSE.

2. Students should submit to the Academic Supervisor a personal application which specifies the name of the internship organization and the subject of their research. Students should do it no later than 1 month prior to the start of the internship. Application must be signed by the research supervisor of student and approved by the internship coordinator. Student should also attach IPSI (individual plan of student's internship) signed by the student and her or his supervisor. The preparatory work on the internship (including selection of the place of internship, preparation, and coordination of the IPSI project with the coordinators at the Programme and place of internship) should be done by the student and research supervisor prior to filing the application.

If the internship takes place outside of HSE, extra documents should be prepared and sent to the representatives of the Internships and Project Activity Center cfiapa@hse.ru. The drafts of these documents are located on the program's website <https://www.hse.ru/en/ma/pd/internships/>

3. Place of internship, names of the internship supervisors from the programme and place of internship are approved by the Academic supervisor. If student did not provide an application and program of internship in time, the Programme itself appoints a place of internship, name of the supervisor and internship supervisor in organization.

4. After the approval of the place of internship, name of the supervisor and internship supervisor in the organization, any change in place of internship or supervisors is possible only after applying to the special commission. The student should provide the following documents: motivation for changing the place of internship (approved by the student's research supervisor), new application and program of the internship. Motivation for the change of internship place should give a detailed reasoning as to why the new place is better than the previous one in terms of the internship's main goal: collecting research material for the term paper and master's thesis.

5. Arriving at the place of internship on the first day of internship, the student must inform the internship supervisor from organization about the content of her or his individual program (IPSI) and get the supervisor's signature on this document certifying that the organization is familiar with the program. If for any reason the organization cannot ensure

that the student will be able to do the internship in accordance with the IPSI, the student should immediately inform internship coordinator of the Programme and her or his supervisor.

6. Evaluation of the results of internship

1. Final knowledge control for the internships is carried out in the form of a pass-fail test in the ten-scale grading system. Grades for internship are included into the cumulative rating.

2. Evaluation of internship results is carried out by master's thesis supervisor. If the scientific supervisor does not assign a grade, the academic supervisor can assign a grade.

3. Evaluation of internship results is based on the documents and information submitted by the student: 1) Written report about the internship; 2) Materials (data) Collected during the internship; they should be presented in the form defined by student's supervisor and reflected in the internship plan; 3) Daily record of internship; 4) Review from the student's supervisor; 5) Review from the internship supervisor in the organization. If the commission has doubts about the authenticity of the internship results and the form of their presentation and their correspondence with the internship plan, as well as in the case of a negative review of the supervisor or the head of the internship at the organization, the commission has the right to require that the student submits additional materials in support of her or his work during the internship in accordance with the approved individual internship plan.

4. Students who did not complete the program of internship for valid reason may be directed to re-take internship again in their free time alongside their studies. If internship in the previously approved organization or previously approved program became impossible, the Programme refers the student to a different place of internship, and the approval of the new IPSI and of the new internship dates are required.

5. Students who did not start internship without valid reason, as well as students who have received "fail" during the presentation of their internship results (internship defense), acquire an academic failure.

6. Academic failure on internship should be retaken in accordance with the procedure established in the HSE for all other types of academic failures. When re-taking the internship defense, the student can correct technical flaws in the daily record of internship or eliminate other drawbacks which do not require additional collection of the material.

Plagiarism and falsification of the results are graded as 0 points.

Master thesis

MA Thesis is an individual research work.

1. Technical requirements

Language

English. In case of uploading the paper on the HSE official site (portal) a short (no longer than 250 characters) abstract in Russian as well as the translation of the title into Russian is required.

Components of MA Thesis

The components of Term Paper and MA Thesis are:

1. Cover Page
2. Table of Contents
3. List of Abbreviations (if included)
4. Introduction
5. Main Body (components: chapters, sub-chapters, etc.)
6. Conclusion
7. Bibliography
8. Appendices and Annexes (if included)

Term Papers and MA Theses should be submitted in one single file

Formatting

COVER PAGE

Title: Times New Roman 16, upper case letters, bold, centered, no full stop (.) at the end.

Number of pages: All the pages of the file should be counted and listed, not just the numbered ones.

TABLE OF CONTENTS

It should be done automatically, by using appropriate Word option. It should contain: List of Abbreviations (if included), Introduction, Chapters, Sub-chapters, Sub-sub-chapters (if applicable), Conclusion, Bibliography, and Appendices and/or Annexes (if included). It should include the page number for each section.

Text: Times New Roman 12 or 14, spacing 1.5, justified./space between paragraphs removed/ **LIST OF ABBREVIATIONS**

Text: Times New Roman 12 or 14, spacing 1.5, aligned left. **INTRODUCTION**

Text: Times New Roman 12 or 14, spacing 1.5, justified, first line of each paragraph indented **MAIN BODY**

Text: Times New Roman 12 or 14, spacing 1.5, justified, first line of each paragraph indented

Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, Bibliography, Appendices, and Annexes): Times New Roman 16, bold, aligned, not numbered.

Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1,2, etc.)

Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.)

Paragraphs: There should be no spacing between a paragraph and the following one.

Block quotations: Times New Roman 10, single-spaced, justified, each line indented left.

Footnotes: Times New Roman 10, single-spaced, aligned left, no first line indentation.

CONCLUSION

Text: Times New Roman 12 or 14, spacing 1.5, justified, first line of each paragraph indented. BIBLIOGRAPHY

The entries should be categorized and alphabetized. You can sort the entries in different categories, such as: Books, Essay, Newspaper Articles, Interviews, etc.

Text: Times New Roman 12 or 14, aligned left, single-spaced with spacing between each entry and the next one, no first line indentation, no numbering, no bullet points.

ADDITIONAL REQUIREMENTS

Length:

- MA Thesis: approximately 60 pages (not less than 40 pages), with all the formatting requirements outlined earlier.

Referencing style: APA with footnotes and bibliography – see <http://www.apastyle.org/>

Page margins: Normal/Default (top, bottom, right and left: 2.54 cm).

Foreign words and terms: isolated words and phrases in a foreign language (or in Latin) should be italicized if they are likely to be unfamiliar to readers

Page numbering: The page numbers should start from the Table of Contents (page 2) and end with the Bibliography. They should appear at the bottom of the page, centered. This is done by clicking on the option Different first page when inserting the numbers.

Page break between sections: There should be a page break between each section and the next one, that is, between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations and the 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 Appendices or Annexes (if included).

You must insert a page break at the end of each chapter (i.e. start each chapter on a new page).

2. **Schedule of working on Master for students of Master program Population and Development**

Master thesis	Deadline
Annotation of the research topic	October
First application of the topic to the academic Advisor	October
Application for the topic approved by the academic advisor (signed)	November
Final draft for the supervisor	March-April
Last chance to modify the topic	End of the 3 rd module
Preliminary defense on the research Seminar	April
Full version of the paper (for advisor)	May 10 th
Finalizing the paper using the comments from advisor	Deadline for sending the paper to the Program Office and uploading into LMS. May
Defense	June

Comments

The forms for the Reviews and mark lists are available in the Appendixes. The Preliminary defenses of the papers are additionally to the commission of referees (teachers, lecturers, and instructors) reviewed and commented either by the other students from the group or the English-speaking students from the other programmes. The Programme members also participate into the reviewing process for the other programmes. The activity at Preliminary defenses is included into the Research seminar mark.

3. Masters Thesis Assessment Criteria

A. Master Thesis Assessment

The table for reviewers and advisors see in Appendix 3 and 4. We use 10 grades scale.

There are several requirements for the Master thesis

1. The literature review of the paper should contain the explanation of the using of the main sources and the research components based on the literature devoted to development issues and population studies.
2. The author should be ready to show the importance of the research for the development or population studies topics.

3. The part of the paper Results and Discussion should answer the question how the results could influence the development of the certain society, part or what is the role of the paper for the population studies.
4. The grade is given based on the results of the work defense before the state certification committee.

4. Academic Advisor and External Reviewer

Academic Advisor – teacher, professor, or scholar of the Higher School of Economics. The student can find the Academic Advisor in **different** faculties, **not** only on the Institute of Demography and Department of Public Administration.

Academic advisor must provide leadership thesis preparation, including:

- provide advice to the student in determining the final dissertation topic, in preparation Synopsys, PD, schedule theses, in the selection of literature and factual material;
- Assist in the choice of research methodology;
- To carry out systematic monitoring of the progress of the preparation of the dissertation in accordance with the PD and the schedule of its implementation;
- To inform the head of the department in the event of non-compliance with the implementation schedule of a student thesis;
- Give expert advice on the content of thesis;
- Assess the quality of performance in accordance with the theses demands made on it (review manager). In the recall scientific director characterizes the quality of the work, said the positive side, drew particular attention to the shortcomings, determines the degree of autonomy and creativity shown by a student during the writing of a thesis, the degree of compliance with the requirements for a master's thesis recommends a master's thesis to the protection and evaluates the master's thesis on a scale;
- To reconcile the data in detail, made by a student at LMS, and take control of data entering student at LMS.

Academic Advisor must provide personal consultations monthly student on the master's thesis. Student shall once a month inform him/her of the progress of work on the thesis and in time turned out to provide all materials in accordance with the timetable for preparing the master's thesis.

Academic Advisor must report quarterly on the progress of the preparation of course work and a thesis student ward in writing, providing the appropriate training of the report, or orally at the meetings of the department.

If necessary, the consultant can be assigned to theses.

Consultant must:

- Provide advice to the student in the choice of research methods in the selection of literature and factual material;
- Give expert advice on the content of a thesis.

The change of the Advisor is allowed per month to defense of course work and a thesis.

The initiator of the change of the Advisor may be:

- Academic Advisor (rejection of Academic Advisor based on the student's lack of response to the letters at least 3 times, regular failure instructions of the Advisor to work with course work and thesis and student absenteeism in practice)
- Academic supervisor of the master's program (based on the lack of progress on the course work and master's thesis, which is fixed in the quarterly reports of the Academic supervisor)
- The student (in exceptional cases, due to the lack of support from the Academic Advisor on the literature review, formulation of research objectives, finding a place of practice, which is fixed in writing, correspondence with the Academic supervisor)

The change of the Advisors issued a statement in the name of the Initiator to the master program academic supervisor (manager of the program if the initiator is master program academic director). Manager of master's program accepts these applications. Master program Academic supervisor recommends new Academic Advisor to student that is fixed by his signature on appropriate statement of the Initiator.

Master's thesis is subject to mandatory review. The reviewers involved mainly experts on studies from different parts of the HSE, and in some cases external organizations approved by the department.

The review should be an analysis of the content and the main provisions of the theses under review, assess the relevance of the chosen topic, independence of approach to its disclosure (of having their own point of view of the author), the 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. Along with the positive aspects of the work are marked disadvantages of work. In conclusion, the Reviewer gives a description of the general level of the master's thesis and evaluates it on a 10-grades scale. Review volume should be one to three typewritten pages. See Appendix 4.

5. Master Theses Defense and Pre-defense

1. The Pre-Defense procedure takes place within the dates specified on chapter 2.
2. The Defense / Pre-defense procedure is held on a face-to-face basis when student presents the results in front of the Commission from the Institute of Demography and invited specialists / State commission. The defense format to be determined nearer the process. The individual time schedule of the pre-defense is determined by the Master Program Manager. The Manager may but is not obliged to consider students requests on the individual time slots allocation.
5. Pre-defense procedure – approximate time breakdown:
 - 10 min - Student presentation (it is recommended to prepare Power Point presentation);
 - 5 min – question session from the commission;
 - 5 min – student answers the questions;
 - 2 min – Advisor feedback on the student performance.

A negative assessment in the pre-defense may be the basis for not being admitted to the final defense and subsequent retake of the master's thesis in the next academic year.

6. Evaluation criteria:

The grading is done at the closed concluding session at the end of each Defense day. Only the final grade is publicly announced.

7. The students should be prepared that their Master thesis drafts will undergo plagiarism check using software following the HSE procedures. The detailed report will be sent to the Advisors. The proven case of plagiarism in Thesis will be filed to the dean of the Faculty of Social Sciences and the student will be subject for a reprimand. Upon the Master Thesis detected case of plagiarism the student is automatically expelled from the university. The proven case of plagiarism leads to the 0 by the 10-point grade system.

8. Defense procedure – approximate time breakdown:

- 20 min - Student presentation (it is recommended to prepare Power Point presentation);
- 8 min – question session from the commission;
- 2 min – student answers the questions;
- 3 min – Reviewer feedback on the student performance (for Thesis).
- 2 min – Advisor feedback on the student performance.

In case of illness the students may be granted extended deadline upon the medical certificate presentation. Any other emergencies should be proven by a relevant document.

More technical details could be announced closer to the date.

Appendix for Project activity

Appendix 1. Application for the approval of topic (group)³

To the Academic Supervisor of the Master Programme “Population and Development”

From students of ____ year _____ group

(full names)

Application

We submit for your approval the topic of group research project (in English):

Topic in Russian (filled by the student or by the department) :

Project advisor

(Full name, signature, date)

Consultant (optional)

(Full name, signature, date)

Students

(Full names, signatures, date)

³ If the application is submitted through the Project Fair, the use of Appendix 1 and 2 is not mandatory. In this case, filling out these applications is mandatory at the request of the academic supervisor.

5) The role of the student in the project (for the collective projects additionally the impact of each collective member)

1) The expected accountability form of the student/group for the project (prior the defence)

Project advisor

(Full name, signature, date)

Consultant (optional)

(Full name, signature, date)

Student/s

(Full name, signature, date)

Appendix 3. Project Evaluation Sheet

Project Evaluation Sheet

(project title)

(project type and timeline)

Project Supervisor:		
Full Name:		
Position:		
Project Participant¹:		
Full Name		
Programme	Population and Development	
Group ¹	MPF201	
Elements of the resulting assessment ²	Rating on a 10-point scale	Remarks (if necessary)
I^{out} - Project Outcome Evaluation		
I^{skill} Evaluation of skills and technologies used		
I^{impl} Evaluation of task implementation		
I^{ecom} Evaluation of expecting competencies		
I^{group} Evaluation of the individual contribution of the participant to group Work		
I^{team} Teamwork assessment		
I^{pres} Evaluation of presentation/project defense		
I^{par} Evaluation from other project participants		
I^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 _____

Appendix for Thesis

Appendix 1. Application for the approval of topic

To the Academic Supervisor of the Master
Programme "Population and
Development"

From student of ____ year ____ group

(full name)

Application

I submit for your approval the topic of my master thesis (in English):

Topic in Russian (filled by the student or by the department) :

Research advisor

(Full name, signature, date)

Consultant (optional)

(Full name, signature, date)

Student

(Full name, signature, date)

Contact phone number: _____

E-mail: _____

Appendix 2. Application for the change of topic

Академическому руководителю основной образовательной программы магистратуры «Население и развитие» /
To the Academic Supervisor of the master's program «Population and Development»

от студента _____ курса, группы _____ /
from student of the _____ year of study, group number _____

ФИО/name surname

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему выпускной работы / I submit for your approval the updated topic of my master thesis (thesis)

Тема на русском языке / topic in Russian:

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)

Согласие научного руководителя /Signature of the scientific supervisor

(подпись /signature)

Date/дата

подпись студента /Signature of the student

Appendix 3. Research Advisor's Review Template

RESEARCH SUPERVISOR'S REVIEW

of the Master Thesis

Review of the Thesis

by the Advisor (last name, first name) _____

Thesis title _____

Author (full name): _____

Final grade (out of 10) _____

General characteristics

Overall assessment of the Thesis (with reviewing its strengths and weaknesses):

Date: _____

Signature: _____

Appendix 4. External Review Template

External Review of the Master Thesis

by the External Reviewer (last name, first name) _____

Thesis title _____

Author (full name): _____

General characteristics

1. Formalization of the research problem, originality and correctness of the research question and/or research hypothesis. **Grade:** _____

2. Knowledge of the subject area (general scholarship in the field, awareness of the state of art in the neighboring areas and in social science at large). **Grade:** _____

3. Correctness of the statements concerning subject matter, goals and objectives of the research. **Grade:** _____

4. Quality of interpretation of analytical results. **Grade:** _____

5. Correspondence with academic and ethical norms and standards. **Grade:** _____

6. Originality of scientific 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. The quality of conceptualization and operationalization of the concepts used in the research. **Grade:** _____

2. Scholarship in the specific research field of development or population studies, knowledge of relevant interdisciplinary studies in the area. **Grade:** _____

Formal characteristics of the Thesis

1. Compliance with the rules of academic writing. **Grade:** _____

2. Correctness of the text design (compliance with the guidelines). **Grade:** _____

Overall assessment of the Thesis (with reviewing its strengths and weaknesses):

Date: _____

Signature: _____