

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 which allows to demonstrate the skills and knowledge obtained during the study. The deadlines are listed in the Table 1.
2. The Term paper has a value of 6 ECTS.
3. The student must be a primary author of the Term paper.

Topic and a supervisor choice

1. A supervisor of the Term paper should be a teacher or a scientific researcher working in HSE.
2. The students should submit a printed and filled in application form for Term paper topic and supervisor (Appendix 1)¹ to the Programme manager. The form should indicate the Term paper title in Russian and English and be signed by the supervisor before the set deadline (Table 1).
3. 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. The Academic Council may recommend that the student make changes to the topic before the set deadline (Table 1).
4. The student may file a claim for topic or supervisor change (Appendix 2 and 3). Both the student and supervisors should sign the application form before the set deadline (Table 1).
5. The student can provide the scanned copies of the required forms to the manager in case he or she is participating in the student mobility at the time the form is to be submitted.

Term paper supervision and student interaction

The student and the supervisor agree on the time schedule for Term paper completion (the dates are presented in the Table 1). According to HSE regulations the main elements are:

- Submission of the Term paper project to the supervisor and the Programme's manager.
- Pre-defence (Term paper project presentation). Students present the relevance and structure of the work plan, a list of the main references for this work and expected result.
- Submission of the first draft of the Term paper to the supervisor and the Programme's manager.
- Final text submission of the Term paper to the supervisor.
- "Anti-plagiat" (or relevant English-language anti-plagiarism software) text check-up.
- 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:
 - The Term paper should be written in academic English. All Russian words should be translated in English.
 - The Term paper should meet the formal requirements of an advanced draft or "ready for submission" stage of an academic paper for a peer-reviewed journal, or it may already be submitted to such journal.
 - Term paper already submitted to a journal and representing 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

¹ Please consult your Programme manager on how to fill in the course application form.

must document this.

- Term paper should be submitted in one single electronic data file.
2. Term paper contents:
 - The Term paper must include substantial original content (empirical, theoretical or methodological) produced by the student. Ideally, it should be closely related to the Master's thesis of a student.
 - The Term paper must be between 8000 and 10 000 words long (including title page, references, footnotes, tables and graphs). Appendices are not included in this length.
 - The Term paper must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources, containing no plagiarism).
 3. Term paper structure:
 - Title Page (Appendix 5)
 - Abstract
 - Table of Contents
 - List of Abbreviations (if included)
 - Introduction
 - Main Body (Chapters: theoretical part, methodological part and empirical part)
 - Conclusion
 - Discussion (if included)
 - Acknowledgements (if included)
 - References
 - Appendices and Annexes (if included).

Grading, re-examination and appeal

1. The final grade is decided by the supervisor of the Term paper (40% weight) and the Defence Committee (60% weight).
2. The student must submit the hard copy and electronic file of the completed Term paper to the Term paper supervisor and the Master's Programme manager. The report from the "Anti-plagiat" or other relevant anti-plagiarism software should be attached.
3. All the documents have to be submitted within the established time line (Table 1).
4. The Term paper supervisor assesses the final version of the thesis on a ten-point scale and give a more detailed feedback according to a review template (Appendix 4).
5. To defend Master's thesis in front of Defence Committee, the student should prepare presentation and present it within maximum of 15 minutes. After that Committee will ask questions for maximum of 10 minutes.
6. The grade for defending the Master's thesis before the Committee will be calculated as an average of all grades of the Committee members.
7. If the grades of the 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. The Turn-it-in anti-plagiarism report is the mandatory requirement for admission to defense of 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 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 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.

Term paper storage

The Study Office of the Master's Programme stores copies of Term paper for 2 years (either in the form of hard copies or electronic files).

Formatting of the Term paper

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

Text format

1. *Margins*: Left, right – 3 cm. Bottom, top – 2,01cm.
2. *Headings of sections* (Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendices, and Annexes): Times New Roman 16, bold, aligned left, not numbered.
3. *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.
4. *Headings of sub-chapters and sub-sub-chapters*: Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.).
5. *Paragraphs*: Each paragraph should be from 10 to 15 lines (on average). There should be no spacing between a paragraph and the following one.
6. *Block quotations*: Times New Roman 11, single-spaced, justified, each line indented left.
7. *Footnotes*: Times New Roman 11, single-spaced, aligned left, no first line indentation.
8. *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.
9. *References*:
 - Entries should be categorized and alphabetized.
 - Times New Roman 14, aligned left, single-spaced with spacing between each entry and the next one.
 - No first line indentation, no numbering, no bullet points.
10. *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.