

**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**

### **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:

<b>Study Year</b>	<b>Type</b>	<b>Credits</b>	<b>Period</b>
<b>1</b>	Term Paper	6 (228 hours)	During the first study year with a public defence at the end of June
<b>1</b>	Project work 1 <sup>st</sup> year	3 (114 hours)	1 <sup>st</sup> – 4 <sup>th</sup> modules of the first study year
<b>2</b>	Project work 2 <sup>nd</sup> year	3 (114 hours)	1 <sup>st</sup> – 3 <sup>rd</sup> modules of the second study year
<b>2</b>	Graduation Thesis and its defence (in the form of the Final State Certification)	18 (684 hours)	Prepared during a study year with a public defence, which is held in late May or early June. Master’s thesis must be submitted not later than 14 days prior to estimated day of defence

### **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.chicomanualofstyle.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**

<b>What is to be done</b>	<b>1st year – Term Paper</b>	<b>2nd year – Master’s Thesis</b>
<b>Application</b> 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
<b>The first draft</b> of Term Paper / Master’s Thesis	March Exact timing to be discussed with a Supervisor	March Exact timing to be discussed with a Supervisor
<b>Preliminary defence</b> 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
<b>The final draft</b> 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
<b>Finalized</b> 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
<b>Defence</b> 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

## Appendices

### 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*

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Тема на русском языке/ Topic in Russian

*Filled in by the Student or by the Supervisor*

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Supervisor \_\_\_\_\_  
*Full name, signature, date*

Student \_\_\_\_\_  
*Full name, signature, date*

*Optional*  
Consultant \_\_\_\_\_  
*Full name, signature, date*

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

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*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

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*Full name and title*

Supervisor

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*Full name and title*

Moscow, 202X