

Part 3. Term paper

General information on the Term paper

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

Topic and supervisor choice

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

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

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

Term paper supervision and interaction

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

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

Term paper content and structure

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

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

Grading, re-examination and appeal

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

Formatting of the Term paper

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

Text format

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

Citations/ References

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

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