

Approved by  
BSc Programme “International  
Programme in Economics and Finance”  
Council  
On 25 of June 2024,  
Protocol № 4. 23-24

**National Research University  
Higher School of Economics  
International College of Economics and Finance  
Guidelines on project activity for bachelor students at ICEF HSE**

General

Projects are integral parts of the study process of the 38.03.01 ‘Economics’ curriculum. These Guidelines based on the HSE Regulations on Research, project and internship activity (approved 05.09.2016 № 6.18.1-01/0509-02) stipulate the format, deadlines, timing and reporting on project activity for the 2<sup>nd</sup> year students of the Bachelor’s programme “International Programme in Economics and Finance”.

1. Time schedule

by 01 October of the current academic year	Uploading to the smartLMS a list of project supervisors and indicative topics. The student can find the supervisor independently and approve him/her with ICEF Administration.
by 15 November of the current academic year	Students choose the topic and supervisor; fill in the project proposal (specified in Annex 1). The topic may be changed on the basis of an application submitted by the student but not later than May 25 of the current academic year.
by 31 December of the current academic year	The student submits their plan of work to the supervisor and uploads it to the smartLMS .
by 31 March of the current academic year	The student submits the interim results of the project to the supervisor and uploads them to ICEF smartLMS.
by 31 May of the current academic year	The student provides the draft of project report to the supervisor, to be corrected if required.

by 25 of June of the current academic year	Group project participants present their project results to the supervisor.  The student provides an electronic version of the project report to the supervisor and uploads it to LMS for plagiarism check by «Антиплагиат»/“Anti-plagiarism” system.
by 30 of June of the current academic year	Supervisor grade project and fill in the supervisor’s report.

2. Failure to comply with deadlines is taken into consideration by the supervisor when assigning a grade.

3. Appeals regarding term projects are conducted in accordance with the procedure for exam appeals outlined in the NRU HSE Regulations on organization of summative assessment.

4. Projects grades enter the ICEF Rating with the weight 0.5 as a half-year course.

5. 1 Term project is a specially organized, motivated independent activity of students, with the main goal of solving a certain practically or theoretically significant problem. The results of the project are designed in the form of a final product that can be seen, comprehended, applied in real practice.

5.2. The project is aimed at the development of general and professional competencies, including hard skills (subject specific research, data science, project management skills) and soft skills (problem-solving, critical thinking, communication, leadership, and team-working skills).

5.3. The project has clearly defined tasks, criteria for achieving results and deadlines.

5.4 The results of the project are presented in the project report in accordance with the specified format.

5.5 There are 3 types of projects for the ICEF 2<sup>nd</sup> year Bachelor students:

#### 1) Research Projects

Refer to projects concentrated on research work conducted in order to generate theoretical or empirical research in Economics, Finance or other areas as the project result (e.g., articles/publications, reports, analytical surveys or notes). For the 2<sup>nd</sup> year students the project result can be a summary of previous research on the topic with elements of student’s own analysis and conclusions, or independent student’s research results.

#### 2) Applied Projects

Focus on solving different applied tasks in Economics, Finance and other areas. The objective of such project is typically a solution of a particular applied problem based on the systematic analysis of the chosen object of study. The result of the project may be a developed and justified design solution, business report, business plan or business case, IT application or any project solutions or products created for the external clients.

#### 3) Service projects

Aim at participation in the current work of the University (conducting events for students, involvement in organization of different university activities (like Olympiads, competitions, charity projects))

#### 5.6 Expected Learning Outcomes

- Apply an evidence-based approach to practical and research problems
- Communicate findings using different modern design thinking models
- Communicate research findings using clear and accurate writing
- Ability to use critical terminology appropriately
- Apply a variety of research and project management methods
- Ability to present accurately and appropriately research and practical project results
- Ability to use modern problem-solving approaches to achieve project goals

6. The supervisor of the term project should be agreed upon with the ICEF Administration. The employees of external organizations might be the supervisors of term projects in case they have relevant working experience in the corresponding field (not less than three years) or academic degree showing their expertise in the field corresponding to the term project topic. If the student's project supervisor is not an ICEF teacher then the project can be assigned a coordinator from ICEF;

7. The projects results are presented in the project report. The report template is the following:

- Topic and general description of the project
- Initiator, customer, project supervisor (manager)
- Project type
- Place of work on the project (name of organization, structural unit / other)
- Details on the work performed (project task)
- Results of the project (product);
- Methods and technologies used in the project;
- Description of your role in the project team (\* mandatory for a group project)
- Limitations you encountered during the implementation of the project (\* if any)
- The result of the project (text, photographs, links, and other materials confirming the result)
- Conclusion (assessment of individual results of the project, formed / developed skills and competencies)
- List of references
- Appendix (if necessary: presentation, graphics, diagrams, tables, algorithms, illustrations, reviews, etc.)

8. Recommended wordage of a report is 10-15 printing pages in A4 format, font size 12, interline interval 1.5 lines, excluding statistical and other appendices. The wordage may differ, depending on the contents of the work.

9.1 The projects can be individual or group ones.

9.2 The participation of ICEF students in a group project is limited to three persons. Project specification should include the detailed functional role of each participant. If the project requires more participants among ICEF students it should be divided into sub-projects with the separate specifications.

9.3 Presentation of the results is obligatory for the group projects. The project's supervisor should provide a project's public defence (no defence commission required) in addition to the grading of the project report submitted by students. The quality of the presentation/defence is included as an additional grading criterion in this case.

9.4 The project's supervisor should account for such criteria as student's teamwork and personal contribution to the results while grading the project.

9.5 In case of joint projects with students from other HSE faculties the project group can include 3 ICEF students + 1 student from the other faculty or 2 ICEF students + 2 students from the other faculty.

10. Projects are marked by supervisors; there is no public defence.

10.2 The supervisor assesses the following components on the scale from 1 to 10. (as specified in Annex 3)

- Clarity of formulation of the projects topic; quality of the statement of professional research problem and business-value of the project
- Project progress, independence of student's work, personal contribution to the project
- Quality of work with literature: scientific papers, business reports, regulations etc./ correctness and completeness of literature review
- Quality of theoretical and/or empirical analysis; correspondence of the applied tools to specificities and standards of a particular industry
- Quality of student's teamwork and work with the supervisor – in particular, regularity of consultations
- Quality of the project defence/presentation (for the group projects)
- Correctness of typesetting of references, sections, equations, pictures, tables in the project report

10.3 The final grade takes into account grades for separate components but does not have to be the mean grade.

10.4 In case of service project, the practical results of the projects and the professional competences used in achieving these results are evaluated by the supervisor.

10.5 When assigning grades to year 2 ICEF bachelor term projects of categories 1 and 2 the supervisor uses the following criteria:

- **excellent (10):** a substantial and comprehensive summary with the presentation of main issues in research literature, including the most up-to date sources; a critical analysis of theoretical

and/or empirical models, their substantive and theoretical premises, interpretation of results obtained by the authors, evaluation of their contribution to research literature. For applied projects this literature may include not only academic papers and study guides but also the sources of professional research, business reports, regulations etc.

This grade can be awarded for substantial and carefully executed original research project conducted by students using up-to-date methodology, at the ICEF BSc year 2 level or going beyond it. For applied projects, the final output may represent a substantial business report or professional research with a relevant business problem setting. It should show the deep understanding of the subject and business value of the project together with mastery of the relevant methods and techniques at the ICEF BSc year 2 level or beyond.

For group projects besides abovementioned characteristics, a participating student should demonstrate the significance of his personal contribution into the teamwork. One of the criteria for awarding this grade is an excellent project defence.

- **excellent (9)**: a substantial and comprehensive summary with the presentation of main issues in research literature; an exposition of theoretical and/or empirical models, analysis of their substantive and theoretical premises, interpretation of results obtained by the authors, evaluation of their contribution to research development. For applied projects this literature may include not only academic papers and study guides but also the sources of professional research, business reports, regulations etc.

This grade can be awarded for substantial original research conducted by students using up-to date methodology, at the ICEF BSc year 2 level or going beyond it. For applied projects, the final output may represent a substantial business report or professional research with a relevant business problem setting. It should show the deep understanding of the subject and business value of the project together with mastery of the relevant methods and techniques at the ICEF BSc year 2 level or beyond. The research or business report may not be complete or contain minor omissions.

For group projects besides abovementioned characteristics, a participating student should demonstrate the significance of his personal contribution into the teamwork. One of the criteria for awarding this grade is an excellent project defence.

- **excellent (8)**: a comprehensive summary with the presentation of main issues in research literature; an exposition of theoretical and/or empirical models, analysis of key premises, interpretation of results obtained by the authors. For applied projects, this literature may include not only academic papers and study guides but also the sources of professional research, business reports, regulations etc with the evidence of a critical approach to the reading and ability to apply it to the context.

This grade can be awarded for original research conducted by students using up-to date methodology, at the ICEF BSc year 2 level or partly going beyond it. For applied projects the final output may represent a comprehensive business report or professional research with a relevant business problem setting. It should show the thorough understanding of the subject and business value of the project together with deft application of the relevant methods and techniques at the ICEF BSc year 2 level or beyond. The research or business report may contain several omissions.

For group projects a student should demonstrate the significance of his personal contribution into the teamwork. One of the criteria for awarding this grade is an excellent project defence with minor drawbacks.

- **good (7):** a substantial summary on the topic chosen with the presentation of main issues in research literature (for applied projects professional research literature, business reports etc), but with one of the following elements omitted: a full exposition of theoretical and/or empirical models, review and analysis of their premises; an interpretation of the results obtained by the authors and/or discussions about them in research literature. This grade can also be awarded for an attempt to conduct original project (academic or professional) which is generally correct but is not complete and/or contains substantial omissions.

The work should show a good understanding of the subject and business value of the project. The participant of group project should clearly demonstrate his personal contribution to the work. One of the criteria for awarding this grade is a high quality project presentation with possible minor drawbacks.

- **good (6):** a project on the topic chosen, with the presentation of main issues in research literature but with two or more of the following elements omitted: a full exposition of theoretical and/or empirical models, review and analysis of their premises, interpretation of results obtained by the authors and/or discussions about them in research literature. This grade can also be awarded for original research where an appropriate original research objective (business problem for applied project) is set but not achieved. In case of applied project the work should show a reasonably good understanding of subject with knowledge and some application of relevant methods and techniques. In addition, the personal contribution to the topic should be clearly stated. For group projects the presentation should be of a decent quality.

- **satisfactory (5):** a project whose content corresponds to the topic chosen but which contains only a fragmentary description of the problems studied in relevant literature, and with one or more of the following elements omitted: theoretical and/or empirical models, their premises, interpretation of the results obtained, discussion of the results in research literature (academic or professional). This grade can also be awarded for an attempt to conduct original research containing a research problem statement and/or signs that research was carried out but with substantial omissions and the main components of research work incomplete. In case of applied project the work should show an acceptable demonstration of a basic understanding of and competence in the subject and some knowledge of, and application of, relevant methods and techniques. Project defence (if any) should be of acceptable quality.

- **satisfactory (4):** a project whose content corresponds to the topic chosen but which contains only a fragmentary description of the problems studied in relevant literature, and is void of original assessment and discussion. For applied project the personal contribution to the topic is not very clear. Some understanding of the topic evident. Limited competence in core basic techniques of the subject or competence only in a small part of the material is present. Project defence (if any) should be of acceptable quality.

- **unsatisfactory (1-2-3):** a project that does not meet the assessment criteria outlined above.

- **unsatisfactory (0):** project report and results containing plagiarism.

## **10. 6 Guidelines for using algorithms for automatic content generation when preparing projects for ICEF BSc students.**

ICEF Bachelor's students, when preparing projects, are allowed to use algorithms for automatically content generation, where this creates additional competencies for the students.

10.6.1 Students can use automatic content generation algorithms for:

- searching for information on a specific topic or problem, including research papers, books, data bases or other sources;
- checking the grammar and style of presentation for compliance with the requirements for the paper;
- plotting, creating images or other graphic material;
- creating programming code elements used to solve the problems considered in the paper;
- preparing elements of graphical presentation.

10.6.2 If, during the preparation of the project, a student uses algorithms for automatically content generation, then he/she is required to fill out a special section "Description of the use of the generative model" when uploading the paper to the LMS, describing the purposes of the application, the name of the specific generative model, and the address of its website (or a description of another source of the model), and how to use it.

10.6.3 The use of generative models without specification of this is considered an academic violation and is assessed with a grade of "0".

10.6.4 The student who completed this work is fully responsible for any violations of the rules regarding the originality or correctness of the content of student work.

To Director ICEF, NRU HSE  
Yakovlev S.M.  
From the student(s) of the year 2

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### Project Proposal Template

Project title in Russian	
Project title in English	
Project type (research, applied)	
Individual/Group	
Students names (1 to max 3 for the group projects)	
Internal ICEF supervisor	
External supervisor/consultant, if needed place of work, registration numbers (ОГРН, ИНН)	
Description of project area	
Project period (within 15/11.23 -25/06/24)	
Project tasks	
Project stages (including presentation for the group projects)	
Expected results	
Prerequisites/skills for project participation*	

\*optional

Agree: \_\_\_\_\_ Supervisor's signature, date, name

Approved: \_\_\_\_\_ N.Kogutovskaya\_

Date: \_\_\_\_\_ Students' signature, names (all the signatures in case of  
group projects)



NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS  
International College of Economics and Finance

Author's name and last name

Project Title

Project Type

38.04.01 ECONOMICS

International Programme in Economics and Finance

Supervisor

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Moscow 20\_\_\_\_

National Research University Higher School of Economics

International College of Economics and Finance

**SUPERVISOR'S REPORT****On Bachelor Term Project**

ICEF Student's name \_\_\_\_\_

Supervisor \_\_\_\_\_ (name, academic degree, academic rank)

Project title \_\_\_\_\_

No	Components	Grade (10-point scale)
1.	Clarity of formulation of the paper's topic; quality of the statement of professional research problem and business-value of the project	
2.	Project progress, fulfillment of project tasks, independence of student's work, personal contribution to the project.	
3.	Quality of work with literature: scientific papers, business reports, regulations etc./ correctness and completeness of literature review	
4.	Quality of theoretical and/or empirical analysis; correspondence of the applied tools to specificities and standards of a particular industry	
5	Quality of student's teamwork and work with the supervisor – in particular, regularity of consultations	
6	Quality of the project defence/presentation. Date of the presentation	
7	Correctness of typesetting of references, sections, equations, pictures, tables in the project report, following the recommended general report template	
	<b>RECOMMENDED FINAL GRADE</b>  (not necessarily the average of the above. If any other components were used please specify them in the commentaries section)	

**Commentaries**

*Should include the description of the progress, project results (including weblinks or other material confirming the obtained results), methods and tools used, functional role of the student in the project team, difficulties encountered. You may also comment on the student's presentation (and attach the file if needed)*

Date: \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Signature \_\_\_\_\_