

**Regulations of HSE Practical Training for the Master’s Programme
“Comparative Social Research”, the field of study 39.04.01 Sociology,
Faculty of Social Sciences of the National Research University Higher School of Economics**

Part 1. General Information

The practical training in the Master’s Programme “Comparative Social Research” (CSR) aims at improving the knowledge and skills necessary to conduct empirical research and navigate the challenges of the academic profession.

The elements of the practical training, such as project work and the Master’s thesis preparation, enable the formation and consolidation of practical skills and competencies for the social science profession, such as research project planning and organisation and analytical skills.

The practical training guidelines include the description of the main elements of the study plan of the Programme that are organized in the subsection “Practice(s)”. In the Table 1, the elements and deadlines of the Practical Training at the Programme are presented.

Table 1. Obligatory elements of the Practice(s) at the CSR Master’s Programme for 2023-2024 study year

Specifications	Elements of the Practical Training			
	<u>Projects</u>	<u>Term paper</u> (for 2022 cohort of students)	<u>Term paper</u> (for 2023 cohort of students)	<u>Master’s thesis</u> (for 2022 cohort of students)
Credits	12 (456 hours)	9 (342 hours)	9 (342 hours)	12 (456 hours)
Application for topic and supervisor	<u>Form:</u> module 1, year – module 3, year 2)	<u>Form:</u> 01.05.2023	<u>Form:</u> 01.11.2023	<u>Form:</u> 01.11.2023
Preparation	—	<u>Term paper project:</u> 24.05.2023	<u>Term paper project:</u> 15.12.2023	<u>Synopsis:</u> 23.02.2024
Pre-defence	—	19-20.06.2023	December 2023	April 2024
First draft	—	03.11.2023	23.02.2024	10.04.2024
Change of supervisor	—	<u>Form:</u> 20.11.2023	<u>Form:</u> 15.05.2024	<u>Form:</u> 01.04.2024
Change of topic	—	<u>Form:</u> 20.11.2023	<u>Form:</u> 15.05.2024	<u>Form:</u> 19.04.2024 + info on the reviewer
Final submission	end of module 3, year 2	15.12.2023	June 2024	19.05.2024
Reviews	<u>Form</u>	<u>Form</u>	<u>Form</u>	<u>Form</u>
Defence	—	December 2023	June 2024	06-07.06.2024

Part 2. Projects

Definition of project work (PW)

1. Students' PW is organized to practically apply knowledge and experience acquired by students during their studies, as well as to solve problems of practical or theoretical relevance.
2. Students' PW is a mandatory element of the study plan of the first and second years of the Master's Programme. It should not be identical to the topic of a Term paper or a Master's thesis, but it can complement it.
3. Students' PW should contribute to research projects, study groups, research units of all sorts at HSE or at external organisations in Russia or abroad.
4. The PW place and activities of the PW needs to be approved by the Academic Supervisor of the Programme, who may refuse to approve the PW, if it does not meet the objectives of the Programme. Students may approve their PW during the whole period of study excluding the 4th module of the 2nd year of study.
5. It is not necessary to cover all 12 project credits in just one project. The needed hours for PW can be covered by several projects.

Initiation of PW

1. When initiating their PW, students can use the Programme's recommendations for cooperation with the Programme's partner organisations, or they can search for PW possibilities on their own. Typical PW arrangements are engagements in research projects of faculty members and teaching staff, or in research laboratories and institutes at HSE. Students can also choose projects from the HSE Project Fair. In all these cases, there should be a mandatory approval of the PW plan by the Programme.
2. Students submit to the Programme's study office the application form for participation in the PW (Appendix 1) for approval by the Academic Supervisor of the Programme.

PW realisation by the student

1. Responsibility for the fulfillment of the PW plan lies with students.
2. PW is carried out at any time during the 1st study year and during the 1st to 3rd module of the 2nd study year.

Assessment of PW and grading

1. PW carries a weight of 12 credits or 456 hours. It is possible to collect the sum amount of hours during several separate project involvements throughout all two years of study except the last module of the second year.
2. The grading for PW is accomplished in the following way:
 - The PW supervisor(s) submit(s) the filled-out PW review sheet (Appendix 2) and propose a mark on the usual 10-point scale.
 - The academic Academic Supervisor of the Programme defines the final grade for PW taking into account the materials of the PW and the reviews by the PW supervisor(s).
 - In case of successful completion, students acquire a satisfactory grade. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by the student under the HSE regulations.

Appendix 1. Application for the approval of project work

Академическому руководителю основной образовательной программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/ To the Academic Supervisor of the Master's Programme Comparative Social Research от студента курса/ from a student of the year of study:

(ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему проекта *на английском языке*/ I submit for your approval the topic of my research project involvement *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

Прошу утвердить мне тему проекта *на русском языке*/ I submit for your approval the topic of my research project involvement *in Russian*:

Общие особенности проекта и задачи, выполняемые заявителем/ General features of the project and the tasks to be conducted by the applicant:

Руководитель проекта/ Host of the project (supervisor or organisation):

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

Project supervisor:

(ФИО, подпись, дата/ Last name, first name, signature, date)

Student:

(ФИО, подпись, дата/ Last name, first name, signature, date)

Agreement by the Programme's Academic Supervisor:

(ФИО, подпись, дата/ Last name, first name, signature, date)

Appendix 2. Supervisor's review

**RESEARCH SUPERVISOR'S REVIEW
of the Project Work**

by the Supervisor (last name, first name):

Project title:

Student (last name, first name):

General characteristics of the Project Work:

Overall assessment (strengths)

Overall assessment (weaknesses)

Proposed grade for the student: _____

Date: _____

Signature: _____

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 a Term paper 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 a Term paper 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.
- If during a paper preparation a student uses algorithms for automatic content generation (chat GPT and others), 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.

Term paper storage

The Study Office of the Master's Programme stores copies of Term papers 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. *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 – 2,01cm.
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.

Appendix 1. Application for Term paper topic and supervisor

Академическому руководителю основной образовательной программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/ To the Academic Supervisor of the Master's Programme Comparative Social Research от студента курса/ from a student of the year of study:

(ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему курсовой работы *на английском языке*/ I submit for your approval the topic of my Term paper *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

Прошу утвердить мне тему курсовой работы *на русском языке*/ I submit for your approval the topic of my Term paper *in Russian*:

и назначить научного руководителя/ Supervisor:

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

департамента НИУ ВШЭ/of the HSE department:

Согласие научного руководителя/ Signature of the Supervisor

(подпись/ signature)

Подпись студента/ Signature of the student

(подпись/ signature)

дата/ date

Appendix 2. Application for change the Term paper topic

Академическому руководителю основной образовательной программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/ To the Academic Supervisor of the Master's Programme Comparative Social Research от студента курса/ from a student of the year of study:

(ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему курсовой работы *на английском языке* / I submit for your approval the updated topic of my Term paper *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

Прошу утвердить мне измененную тему курсовой работы *на русском языке*/ I submit for your approval the updated topic of my Term paper *in Russian*

Согласие научного руководителя/ Signature of the Supervisor

(подпись/ signature)

Подпись студента/ Signature of the student

(подпись/ signature)

дата/ date

Appendix 3. Application for change the Term paper supervisor

Академическому руководителю основной образовательной программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/ To the Academic Supervisor of the Master's Programme Comparative Social Research от студента курса/ from a student of the year of study:

(ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу изменить ранее назначенного научного руководителя курсовой работы на/ I would like to submit a request for Term paper supervisor change:

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

Согласие нового научного руководителя/ Signature of the new Supervisor

(подпись/ signature)

Подпись студента/ Signature of the student

(подпись/ signature)

дата/ date

Презний научный руководитель/
Previous Supervisor

(last name, first name)

(подпись/ signature)

(дата/ date)

Новый научный руководитель/
New Supervisor

(last name, first name)

(подпись/ signature)

(дата/ date)

Appendix 4. Term paper Supervisor's Feedback

Review by Supervisor
of Term paper by a student of the
HSE International Master's Programme "Comparative Social Research"

Author of Term paper:

Title of Term paper:

Evaluation		Mark out of 10 points
1.	Existence and validity of the research problem	
2.	Correctness and validity of the methodology (goal, objectives, assumptions, etc.)	
3.	Correct use of methods of data analysis	
4.	Breadth of included scientific literature and depth of its elaboration	
5.	Logic, sequence of presentation, clarity, precision of language	
6.	Meaningful interpretation of the results	
7.	Neatly presented text (including references, quotes, graphs, tables)	
8.	Disclosure of topics, complete collection of materials, the relationship of individual parts	
9.	Novelty and originality of the obtained results	

The absence of violations of academic standards: Yes No

In total: Recommended grade for Term paper (out of 10 points)	
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Additional Comments

Strengths of the Term paper

Weaknesses of the Term paper

Review prepared by
Surname, name, middle name
Academic status and position

Signature

Date

Note for reviewer (you may delete it): Probable plan for the Additional Comments

- **Research design**
The student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy.
- **Knowledge of relevant literature and grasp of theory**
The student shows familiarity with, and understanding of, the relevant literature. He/she has incorporated recent developments in the field relevant to his/her research/design. He/she shows an ability to conduct a critical study and in-depth analysis of the relevant sections of the selected sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop his/her own ideas for the conceptualization and operationalization of the research question.
- **Structure of chapters and sections & Coherence and quality of argument**
Structure of chapters and paragraphs is clear and subsequent. The quality of English and general presentation are of a standard for publication. His/her argument is structured, logical, to the point and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question. Arguments are substantial and coherent.
- **Originality**
Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the student etc.
- **Discussion and development of empirical material**
The student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.

Appendix 5. Title page for a Term paper

FEDERAL STATE AUTONOMOUS EDUCATIONAL
INSTITUTION FOR HIGHER EDUCATION
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS
Faculty of Social Sciences



Surname, name, middle name

TERM PAPER

Topic

Field of study 39.04.01 Sociology
Master's Programme "Comparative Social Research"

Reviewer
Academic degree and position

Surname, name, middle name

Scientific Supervisor
Academic degree and position

Surname, name, middle name

Moscow, 2024

Appendix 6. Structure of term paper project

A project should be prepared in a form of Power Point presentation and should contain the following elements:

- Title page with topic, name and surname of the student and his/her scientific advisor.
- First 2-3 slides should be devoted to novelty, topicality, object, subject, aim and goals of the research.
- At the next 3-4 slides there are theoretical background, hypothesis/research questions, methodology and data.
- Final 3-4 slides usually contain the results and conclusions.
- Students may prepare some slides with additional information which may help to answer the questions of the jury. Students may put these slides after the final slide of the presentation.

There is a maximum of 15 minutes for each presentation.

Part 4. Master's thesis

General information on the Master's thesis

1. The Master's thesis 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.
2. The study plan is designed so that the thesis submission falls on Module 4 of the 2nd year of study. The precise deadlines are listed in the Table 1.
3. The submission and defense of the thesis have a combined value of 12 ECTS.
4. The student must be a primary author of the Master's thesis.
5. Students must attend the Master's thesis workshops, where they get regular feedback on their progress from the instructor and their peers.

Topic and supervisor choice

1. The main supervisor of student's Master's thesis should be an HSE staff member.
2. With the Academic Council approval, the thesis supervisor can also be associated with an external organisation as long as he/she has either of the following:
 - practical experience in the topical field of the Master's thesis of no less than 3 years
 - experience in supervising
 - a scientific title (e.g. PhD, candidate of sciences, Dr.).

In the case of an external supervisor, the student has to be assigned a "curator" from among the Programme's lecturers, who will evaluate and control the course of work on the Master's thesis with regard to the thesis's relation to the Social Science discipline.

In addition, students with supervisors who do not work at the Faculty of Social Sciences are required to choose their external reviewers from the School of Sociology (preferably) or from any other department at the Faculty of Social Sciences.

A student can also have a second supervisor outside of HSE (for example from the organisation where he/she had his/her internship or underwent a study semester abroad).

3. The student must be the sole author of the thesis.
4. The student should attend a consultation with the Programme's Supervisor during the 1st year of study and thesis supervisors discussing possible research topics. After that the student choose his or her topic and thesis' supervisor.
5. The student submits a printed and filled in Application form for Master's thesis topic and supervisor (Appendix 1)² to the Programme's manager before the set deadline (Table 1). The form should indicate the thesis 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.
6. 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 indicated in Table 1.
7. The Academic Council may recommend that the student make 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).
8. The student must also choose one external reviewer of his or her thesis. This person should require to the same characteristics as the thesis's supervisor but cannot work at the same department as the latter. This person can be an associate of an external organisation/other university.
9. If the student is not able to arrange the external reviewer, the Academic Council of the Programme will support with suggestions.

² Please consult your Programme manager on how to fill in the course application form.

Thesis supervision and student interaction

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

1. Submission of Synopsis (Master's thesis project proposal) to the Academic Council. Synopsis describes the relevance and structure of the work plan and lists the main references for future work and the expected result (Appendix 6). Synopsis will be reviewed by the Academic Council of the Programme, after which it will either be accepted or send back to the student for revisions according to the advice of the committee members.
2. Pre-defence (presentation of synopsis). Students present the relevance and structure of the work plan, a list of the main references for this work and expected result.
3. Submission of the first draft and feedback on it by the supervisor.
4. Students provide to the Study office names and job titles of the academic supervisor and the external reviewer.
5. Final text submission of the thesis to the supervisor and the external reviewer.
6. "Anti-plagiat" (or relevant English-language anti-plagiarism software) text check-up.
7. Feedback and grading by the thesis supervisor and the external reviewer.
8. Thesis defence.

Thesis content and structure

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

1. General requirements:
 - Master's thesis should be written in academic English. All Russian words should be translated in English.
 - Master's thesis 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.
 - Master's thesis 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 must document this.
 - Master's thesis should be submitted in one single electronic data file.
2. Thesis contents:
 - The student must be the sole author of the thesis. No co-authors are allowed.
 - Master's thesis must include substantial original content (empirical, theoretical or methodological) produced by the student. A profound empirical part as core of the thesis.
 - Master's thesis must be between 18 000 and 22 000 words long (including title page, references, footnotes, tables and graphs). Appendices are not included in this length.
 - Master's thesis must be of the highest scientific standards of ethics and research (adequately and accurately citing all relevant sources, containing no plagiarism).
3. Thesis 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 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 Reviews by a Supervisor and an External Reviewer (including grades proposed).
2. The student must submit a hard copy and an electronic file of the completed Master's thesis to the thesis supervisor, the external reviewer, the Master's Programme manager and to LMS. 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. Master's thesis supervisor and the external reviewer assess 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 20 minutes. After that Committee will ask questions for maximum of 15 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 two or more of the three grading parties (the Committee, the Master's thesis supervisor and the External Reviewer) 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 Master's thesis is graded less than 4 on a ten-point scale, the student will not get awarded ECTS points. The student is expected to resubmit the thesis in the next module. The Master's thesis topic can be modified upon consultation of the Master's thesis supervisor and Programme's Academic Supervisor. The student may resubmit the Master's thesis only once.
9. The student may contest the grade for the thesis following the general appeal procedures. The student may file an appeal to the academic supervisor of the Programme 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. Master's thesis defence is 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 evidences may be used. However, the Appeal deals only with procedural failures (e.g. less than officially established 20 minutes provided for student's presentation, etc.) 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 defense of Master's theses. The report, prepared by the Programme's Manager after the text of Master's thesis 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 Master's thesis 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), 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.

Master's thesis storage

The Study Office of the Master's Programme stores copies of Master's theses for three years (in the form of electronic files).

Formatting of the Master's thesis

Master's thesis 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. *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 – 2,01cm.
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 50 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.

Appendix 1. Application for Master's thesis topic and supervisor

Академическому руководителю основной образовательной программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/ To the Academic Supervisor of the Master's Programme Comparative Social Research от студента курса/ from a student of the year of study:

(ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне тему магистерской работы *на английском языке*/ I submit for your approval the topic of my Master's thesis *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

Прошу утвердить мне тему магистерской работы *на русском языке*/ I submit for your approval the topic of my Master's thesis *in Russian*:

и назначить научного руководителя/ Supervisor:

(ученая степень, звание, Ф.И.О./degree and title, last name, first name)

департамента НИУ ВШЭ/of the HSE department:

Согласие научного руководителя/ Signature of the Supervisor

(подпись/ signature)

Подпись студента/ Signature of the student

(подпись/ signature)

дата/ date

Appendix 2. Application for change the Master's thesis topic

Академическому руководителю основной образовательной программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/ To the Academic Supervisor of the Master's Programme Comparative Social Research от студента курса/ from a student of the year of study:

(ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу утвердить мне измененную тему магистерской работы *на английском языке* / I submit for your approval the updated topic of my Master's thesis *in English* (все слова в названии темы с большой буквы кроме артиклей и предлогов/ capitalize all words except for articles and prepositions):

Прошу утвердить мне измененную тему магистерской работы *на русском языке*/ I submit for your approval the updated topic of my Master's thesis *in Russian*

Согласие научного руководителя/ Signature of the Supervisor

(подпись/ signature)

Подпись студента/ Signature of the student

(подпись/ signature)

дата/ date

Appendix 3. Application for change the Master's thesis supervisor

Академическому руководителю основной образовательной программы магистратуры «Сравнительные социальные исследования» по направлению «Социология»/ To the Academic Supervisor of the Master's Programme Comparative Social Research от студента курса/ from a student of the year of study:

_____ (ФИО/ last name, first name)

ЗАЯВЛЕНИЕ/ APPLICATION

Прошу изменить ранее назначенного научного руководителя магистерской работы на/ I would like to submit a request for Master's thesis supervisor change:

_____ (ученая степень, звание, Ф.И.О./degree and title, last name, first name)

Согласие нового научного руководителя/ Signature of the new Supervisor

(подпись/ signature)

Подпись студента/ Signature of the student

(подпись/ signature)

дата/ date

Презний научный руководитель/
Previous Supervisor

(last name, first name)

(подпись/ signature)

(дата/ date)

Новый научный руководитель/
New Supervisor

(last name, first name)

(подпись/ signature)

(дата/ date)

Appendix 4. Master's thesis Supervisor's/ Reviewer's Feedback

Review
of Master's thesis by a student of the
HSE International Master's Programme "Comparative Social Research"

Review by supervisor external reviewer

Author of Master's thesis:

Title of Master's thesis:

Evaluation		Mark out of 10 points
1.	Existence and validity of the research problem	
2.	Correctness and validity of the methodology (goal, objectives, assumptions, etc.)	
3.	Correct use of methods of data analysis	
4.	Breadth of included scientific literature and depth of its elaboration	
5.	Logic, sequence of presentation, clarity, precision of language	
6.	Meaningful interpretation of the results	
7.	Neatly presented text (including references, quotes, graphs, tables)	
8.	Disclosure of topics, complete collection of materials, the relationship of individual parts	
9.	Novelty and originality of the obtained results	

The absence of violations of academic standards: Yes No

In total: Recommended grade for Master's thesis (out of 10 points)	
---	--

Additional Comments

Strengths of the thesis

Weaknesses of the thesis

Review prepared by
Surname, name, middle name
Academic status and position

Signature

Date

Note for reviewer (you may delete it): Probable plan for the Additional Comments

- **Research design**

The student is capable of independently formulating a relevant research problem for a relatively complex research including research questions and a corresponding strategy.
- **Knowledge of relevant literature and grasp of theory**

The student shows familiarity with, and understanding of, the relevant literature. He/she has incorporated recent developments in the field relevant to his/her research/design. He/she shows an ability to conduct a critical study and in-depth analysis of the relevant sections of the selected sources and, on the basis of broadening, integration and/or comparison of the various theories, concepts and models to develop his/her own ideas for the conceptualization and operationalization of the research question.
- **Structure of chapters and sections & Coherence and quality of argument**

Structure of chapters and paragraphs is clear and subsequent. The quality of English and general presentation are of a standard for publication. His/her argument is structured, logical, to the point and linguistically correct, and the literature references have been incorporated according to a scientific standard used in the field in question. Arguments are substantial and coherent.
- **Originality**

Novelty of research results is achieved (e.g. new interpretation of scientific theories, concepts, constructions, models, etc. is suggested; theory supplemented with new data independently collected, processed and analyzed by the student etc.
- **Discussion and development of empirical material**

The student is capable of independently handling the instruments for data collection and analysis in a valid and reliable manner, resulting in a data set and corresponding analysis results, the validity of which he/she has ascertained and which enable him/her to answer the research questions.

Appendix 5. Title page for a Master's thesis

FEDERAL STATE AUTONOMOUS EDUCATIONAL
INSTITUTION FOR HIGHER EDUCATION
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS
Faculty of Social Sciences



Surname, name, middle name

MASTER'S THESIS

Topic

Field of study 39.04.01 Sociology
Master's Programme "Comparative Social Research"

Reviewer
Academic degree and position

Surname, name, middle name

Scientific Supervisor
Academic degree and position

Surname, name, middle name

Moscow, 2024

Appendix 6. Structure of research proposal (Synopsis)

- Title page with the topic of research (Appendix 5).
- Description of the research problem and formulation of the key research question or hypothesis (related to the topic on the title page), which both must lie in the field of Comparative Sociology.
- Contribution and relevance of the research problem/question; the need for conducting the Master's thesis research.
- Literature review on the proposed research problem. Includes literature and sources of different types both in Russian and English. Includes not less than 30 sources. The aim of this part is to analyse the scope of existing research of the problem and to outline where the existing research is deficient or inconclusive, so that your research fills a gap in the literature.
- Research tasks which are needed for achieving the aim of research (two or three major tasks, usually).
- Theoretical framework and methodological approaches of the research; do not simply list the approaches, show how they will help to fulfill your research tasks and achieve its aim.
- Research methods and sources of data/information; outline the analytical techniques and empirical models you will use.
- Roadmap: explain the structure of your work and the analytical steps you will take (brief overview of all parts).
- If applicable, give an overview of the information sources: their limitations, bias, scope.
- If applicable, specify the choice of time period and geographical scope of the research.
- If applicable, outline theoretical and practical value of the work; major conclusions for the thesis defense; specify the choice of cases for analysis.