

On the regulation of completing Term Papers and Master's Theses at the MAE Program in the 2019–2020 academic year

This document contains NES requirements regarding deadlines and procedures of submission of Term Papers (TP) and Master's Theses (MT) in the 2019–2020 academic year. The requirements regarding Term Papers and Master's Theses, as well as their evaluation procedures, are stated in articles of Chapter 9 of the MAE Charter ("Reglament") and in "Research Seminar at MAE: Rules and Requirements". It is fully student's responsibility to meet these requirements and to keep track of the deadlines below.

It should be emphasized that plagiarism (in particular, using other people's work without proper citation) in the TP and MT is not tolerated. In case of plagiarism, the student is subject to academic and administrative sanctions, including grade reduction up to unsatisfactory and expulsion from NES.

Term Papers

1. The term paper (TP) is an independent research paper, which, as a rule, is an output of the preliminary stage towards completing the Master's Thesis. A student must defend TP in the Research Seminar during the eighth module. The TP grade is incorporated into the academic transcript.

2. Tentatively, the Term Paper should have a volume of 10–20 pages (double spaced, 12 pt. font) and have the following components:

- problem formulation;
- short literature review on the TP theme;
- short analysis of data (for empirical papers);
- main results;
- proposals of further research directions;
- bibliography.

3. By **17:00 on November 25, 2019** each student must upload in his/her research profile on my.nes an abstract, approved by his/her research supervisor(s), of the Term Paper with a topic title and a note which language will be used. Research supervisor(s) verify and confirm at the my.nes system that the uploaded abstracts are approved by him/her/them.

4. A hard copy of the Term Paper is submitted to the research supervisor(s), and its electronic version uploaded to my.nes on or before **17:00 on January 17, 2020**. A grade for the TP submitted after the deadline cannot exceed 4.

5. No later than **17:00 on February 7, 2020** the hard copy of the Term Paper with a grade and signature(s) of research supervisor(s) must be submitted to the Program Directorate. The TP grade should account for the oral defense of TP at the Research Seminar. The title page should be made according to a standard format; a sample is sent to students by the Directorate of the program.

Master's Theses

1. The Master's Thesis (MT) is a graduation qualifying paper and is subject to obligatory refereeing. MT is supposed to be an original piece of research of a theoretical or empirical type. The MT title and its grade are incorporated into the academic transcript, but this grade does not count towards the GPA. The MT title must, as a rule, differ from the TP title (even when the MT is a continuation of the work started in TP).

2. Tentatively, the Master's Thesis has a volume of 30–40 pages (double spaced, 12 pt. font). The obligatory components of MT are:

- p. 1 Title page
- p. 2 Abstract
- p. 3 Contents
- Introduction
- Main body
- Conclusion
- References

The title page should be made according to a standard format; a sample is sent to students by the Directorate of the program.

The Master's Thesis must be stitched in the plastic folder of the stapler.

3. By **17:00** on **March 13, 2020** each student must upload in his/her research profile on my.nes an abstract, approved by his/her research supervisor(s), of the Master's Thesis. The abstract (approximately 0.5 pages) should be in two languages (Russian and English). Research supervisor(s) verify and confirm to the Program Directorate at the my.nes system that the uploaded abstracts are approved by him/her/them.

4. Each student must present his/her research work at the NES Spring research conference on **April 10–11, 2020**. A conference presentation is obligatory.

5. The research supervisor appoints referees and informs students about their appointed **referees** on or before **May 25, 2020**. The research supervisor(s) upload(s) the data on referee(s) onto the my.nes. A student with an approval of the research supervisor(s) has a right to suggest potential referees.

6. The Master's Thesis should be uploaded onto my.nes to check the plagiarism system before **17:00** on **May 22, 2020**.

7. A properly printed and bound hard copy of the Master's Thesis should be submitted to the Program Directorate, and its electronic copy sent to research supervisor(s) and referee, before **17:00** on **May 25, 2020**.

8. The graded and signed Master's Thesis with a written signed evaluation by the research supervisor(s) and a written signed evaluation by the referee(s) must be submitted to the Program Directorate no later than **17:00** on **June 5, 2020**. If research supervision is performed by several supervisors, then either one coordinated evaluation with signatures of all MT supervisors, or an evaluation by one of supervisors signed by the other supervisors, or separate evaluations of all supervisors should be presented.

9. Oral defenses in front of SAC subcommittees are held from **June 15, 2020** to **June 25, 2020**. SAC finalizes MT grades based on the reports of project leader(s) and referee, as well as on the presentation at the defense. MTs that earned positive grades are counted towards satisfaction of the academic program requirements after submission of the defense record (protocol) to the Program Directorate.

10. A student who received an unsatisfactory evaluation on the defense of MT can pass the state final attestation no earlier than 10 months and no later than five years after the end of the state final attestation, which failed, according to the regulation on the procedure for conducting state final attestation of the NES. The Rector of the NES in each individual case establishes the dates of oral defenses.

11. According to a SAC decision, the best MTs will be published as working papers in the "Best Student Papers" series.

12. The printed version of the Master's Thesis should be submitted to the library from the Program Directorate. Master's theses in electronic form are available through the system my.nes.

13. Should difficulties or questions on completing MT and/or given requirements arise, please contact the Program Director Sergey Izmalkov, Program Executive Director Galina Benevolenskaya and Program Manager Alexandra Mastakova.