



Higher School of Economics

Bachelor Thesis/Project Guidance

2021

1 introduction / General provisions

A Bachelor thesis is the final stage of the bachelor programme summing up the results of an independent study in a particular professional field. The thesis (project) enables to assess the level of a graduate's professional knowledge and skills acquisition, their ability to substantiate their solutions in particular real-world situations.

12 ECTS are provided to prepare and to defend a thesis (project).

A thesis (project) is aimed at:

- systematising, consolidating and deepening theoretical knowledge and practical skills to solve specific problems relevant for a student's professional area;
- developing skills of carrying out independent applied research;
- applying and practicing research, presentation, writing and teamwork skills.

Students should use academic language while writing a thesis and provide well-reasoned and scientifically-based arguments, ideas and suggestions. Students must also demonstrate an ability to work with academic sources and, when relevant, official documents. Students should familiarize with academic integrity rules and follow them throughout the research project.

The recommended size of the thesis (project) at the level of an undergraduate programme is from 15 to 25 pages of the printing text without appendices. Normally, this would correspond with 6000-12000 words. Shorter thesis (not less than 10 pages) is acceptable when justified.

The topics of theses (projects) are developed by the students under the guidance of their supervisors (research advisors) assigned by the HSE Academic Quality Committee and approved by the Committee **two weeks before the beginning of the Spring Semester**. The list of topics with the students' and their supervisor's names is prepared for approval by the Vice-Dean on Undergraduate Studies.

Theses (projects) can be carried out in groups (up to five students). Implementation of a graduate project in groups enables to assess such additional skills as teamwork, ability to manage group work, ability to define and to use their strengths to achieve common goals, etc. Students working in groups are expected to allocate duties and responsibilities of each participant in achieving the aim of a project and to clearly state the contribution of each participant to the project.

Direct supervision of the student thesis is performed by a research supervisor. At a primary stage, it is necessary to define and approve the schedule (calendar plan) of a thesis (Appendix A), as well as the preliminary plan of the thesis with the assistance of a supervisor.

The research supervisor of the thesis (project) is obliged to:

- assist with choosing the topic of their thesis and preparing its plan;
- assist with choosing appropriate research methods;
- advise on the selection of literature and theoretical underpinnings;
- exercise systematic control over the thesis (project) performance according to the approved plan;
- assess quality of the thesis (project) performance according to given requirements;
- make a report on the thesis / project after its completion.

The defence of a thesis (project) is an oral public report (not more than 15 minutes, on average – 10 minutes) in front of the authorized commission with the questions and answers (Q&A) sessions. The defence will be scheduled between 10 and 20 of May 2021.

The following sequence of questions statement and regulations is recommended:

- Motivation behind the thesis and the relevance of the topic.
- The research question and the aims of the study.
- Brief literature review and previous examinations.
- Methodology of the study.
- Results and their interpretations.
- Conclusions and recommendations where appropriate.

During the thesis (project) defence the following criteria are assessed: conformity with the subject area and its learning outcomes; quality of a literature review; independence and quality of the research and its outcomes; quality of the presentation and answers to the questions, research, writing and teamwork skills. The undergraduate thesis is not expected to make a new contribution to the field and the criteria of the original contribution is not assigned as a criterion for assessment.

The thesis must be performed independently, use of materials without references to their source is strictly prohibited. The thesis should be submitted through Canvas as a text-based PDF file and routinely checked for plagiarism via Turnitin.

2 Structural requirements

The quality of the thesis (project) is defined by how fully its text meets the criteria of integrity, consistency and cohesion.

A thesis has to include:

Cover page	Appendix B
Calendar plan	Appendix A
Abstract	Abstract explains the relevance and importance of study and summarizes the main results obtained. The abstract must be concise, clear, coherent and easy to read. Abstract length - 1-2 paragraphs (about 200-400 words). It should not contain quotes. Do not repeat the title of the thesis in the abstract.
Table of contents	Appendix C
Introduction	1-3 pages This section should explain the motivation of the topic and brief description of the methodology and results.
Body (the main chapters of the thesis)	10-20 pages This section comprises literature review, methodology, data analysis and presentation of the main results and their interpretations.
Conclusions	1-3 pages This section concludes and gives some general information about perspectives for further research in this area.
Bibliography	It comprises the list of references of all publications used in a thesis.
Appendices	If necessary Contain supplementary material that is not an essential part of the text itself but which may be helpful in providing a more comprehensive understanding of the research.

The thesis proper should be numbered using Arabic numerals, and the numbering begins with 1 and runs consecutively to the end.

Every effort should be made to have the manuscript as perfect as possible in form and appearance. Pages containing handwritten corrections, typewritten strikeouts and unsightly erasures and the like will not be accepted.

Type and Spacing Standard: Typeface Times New Roman set to print 12 fonts is acceptable. Typing or printing should be double-spaced, except for footnotes (single-space footnotes, with double spacing to separate one note from the next).

The width should be as follows: left - 1.65 mm., upper - 1.75 mm., right - 1.65 mm., lower - 2.25 mm.

Footnotes: Footnotes are drawn up as subscripts with end-to-end numbering in accordance with the requirements Publication Manual of the American Psychological Association (APA Publication Manual, 6th edition). In the case of links to sources contained on the Internet, the full address to the source must be indicated. Footnotes may be used as a source of clarifying information.

Page Numbers: Be consistent. Put all page numbers in Arabic at the middle bottom of the page.

3 Citations / References

We recommend using APA citation style (<https://apastyle.apa.org/>). There is a useful number of web resources guiding through the APA style recommended for use:

- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- <https://www.scribbr.com/apa-citation-generator/>

Calendar plan of completion of the thesis

Stage of work	Deadline according to plan	Actual completion date	Percentage completion	Student signature	Signature of scientific advisor (consultant)
Writing up the introduction					
Preparation of a literature review					
Elaboration of methodology					
Data acquisition and processing					
Analysis and interpretation of the results					
Elaboration of recommendations on the work where relevant					
Writing a conclusion					
Thesis completion					
Supervisor's feedback					
Preparation of the report, visual aids and presentations					
Thesis presentation					

Supervisor _____
(Full name, signature)

Example of cover page



Higher School of Economics

Makhmetov M. A.

Econometric analysis and forecasting of inflation in Kazakhstan with the Phillips curve

**Thesis submitted for
the degree of Bachelor in
6B04102 Economics**

Supervisor: _____

Nur-Sultan 2021

Appendix C

Example of Table of contents

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Appendix D

List of HSE majors with the codes

6B04102 Economics

6B04104 Finance

6B04101 Accounting and Audit

6B04106 Management

6B04105 Human Resources Management

6B04103 Entrepreneurship

6B03101 Psychology

6B03102 Business Psychology

6B04110 IT in Business