

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

APPROVED by
Vice Rector

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“ ____ ” _____ 2017

APPROVED by Academic Committee
of the Doctoral School of Political
Science (Minutes No. 25, dated March
28, 2017).

FINAL STATE CERTIFICATION PROGRAMME

Degree Level: Graduate (PhD)

Field of Study 41.06.01 Political Science and Regional Studies

Subfield (Concentration): “Political Theory and Philosophy, History and Methodology
of Political Science”, “Political Institutions, Processes and Technologies”, and “Political
Problems in International Relations, Global and Regional Development”

Moscow- 2017

I. GENERAL PROVISIONS

1.1. This Final State Certification Programme sets out the programme for state exams and the procedures for the presentation of academic reports on the core results of research qualification works (dissertation) by doctoral students studying in the Doctoral School in the field of 41.06.01 Political Science and Regional Studies.

1.2. The final state certification programme has been developed in line with the HSE University Educational Standard for Training Highly Qualified Personnel in the field 41.06.01 Political Science and Regional Studies, as per Russian Ministry of Education and Science Directive No. 227 “On Approving Procedures for Holding Final State Examinations for Degree Programmes- Doctoral Programmes for Training Academic Professionals, Residency Programmes, and Assistantship/Internship Programmes”, as per Russian Ministry of Education and Science Directive No. 1259 “On Approving the Procedures for Organizing and Implementing Educational Activities under Degree Programmes –Military and Doctoral Programmes for Training Academic Professionals”, Order of the Government of the Russian Federation No. 842 “On Procedures for Awarding Academic Degrees”, dated September 24, 2013, and HSE University’s internal bylaws.

The purpose of final state certification (FSC) is to determine the attained level of universal, professional and general skills on the part of graduates of doctoral programmes, as well as assess their ability to engage in professional tasks.

Objectives of final state certification:

- identifying a graduate’s preparedness for carrying out independent research and teaching activities; assessment of these skills;
- developing skills to independently engage in research and teaching activities; systematizing theoretical and practical skills obtained through studies.

Content of Final State Certification

A doctoral student’s final state certification is obligatory and shall be implemented following his/her full completion of the educational programme. This shall include preparing for and taking state examinations and presenting an academic report on the core results of their research qualification work (dissertation).

As per the respective curriculum, the final state certification shall be conducted at the end of the final year of study. Once all assigned types of final examinations included in the final state certification process have been passed, the graduating doctoral student shall be awarded the corresponding degree/diploma.

Should a student complete the educational programme ahead of schedule, the final state certification shall be carried out within the time frame set by his/her individual curriculum.

II. STATE EXAMINATION PROGRAMME

A state examination serves as a way to verify the theoretical knowledge of doctoral students and their practical competencies in carrying out academic and teaching activities. When taking a state examination, a doctoral student should demonstrate his/her ability to independently interpret and find solutions to immediate teaching tasks as part of one's professional activities, explain specific information professionally, provide academically relevant arguments and defend one's point of view, relying on acquired in-depth knowledge, skills and developed competencies.

2.1. State Examination Contents

An exam shall be held in the form of the design and presentation of project for an educational course on the topic and research findings of the doctoral student's dissertation work (hereinafter, "course design project").

Possible formats for the course design project may include:

- project of a special course;
- project of a series of master classes/individual master class;
- project of a series of lectures/individual lecture.

The specific format for the course design project shall be selected by the doctoral student independently based on the topic and extent of his/her dissertation research, and approved with the Director of the Doctoral School at least 30 (thirty) days prior to the state examination.

The course design project shall include:

- title page (Appendix 1);
- reasons for selecting the project format (Appendix 2);
- presentation.

A doctoral student is obliged to submit his/her course design project in writing to the Doctoral School, along with an e-version in PDF no later than 7 (seven) days before the state examination.

2.2. State Examination Results

Graduates of a Doctoral School should be able to demonstrate the following competencies:

Competency code	Competency	Key signs of competency level
UC-1	Ability to critically analyze and assess current academic developments, in particular, in interdisciplinary fields	Carrying out comprehensive analysis of scientific achievements in this field of

		knowledge, relying on available sources.
UC-2	Ability to generate original theoretical constructions, hypotheses and research questions	Developing a concept for research projects, formulating objectives, goals, relevance, expected outcomes and possible areas of their application.
GPC-5	Ability to substantiate one's choice of and effectively utilize educational technologies, learning methods and techniques for the purpose of ensuring a planned level of personal and professional development of a student	Developing a personal strategy for applying educational technologies, learning methods and techniques customized for individual abilities and qualities of a student
PC-1	Ability to engage in the in-depth study of one's subject field and consider it through the lens of its development, as well as from the perspective of global political trends, and reach conclusions about the relevance of obtained knowledge for both domestic politics and political science in general	Having a clear understanding of one's field of research from the perspective of ongoing changes and interplay with parallel or intersecting processes in various other aspects of political science, including domestic politics
PC-2	Ability to focus one's research on the various aspects of political development and trends, whether they impact on global or local processes, state institutions, civil society, public and corporate policy, administrative processes and civil activism, etc.	Adjusting research objectives and goals with consideration of contemporary political development and dynamics of political processes

2.3. Format for Holding State Examinations

A state examination shall take the form of an oral defence of a course design project.

Length of an oral report: 10-15 minutes.

Recommended presentation size: 7- 10 slides.

2.4. List of Questions Posed at a State Examination

List of key state exam questions (determined by the actual topic of dissertation research carried out by the doctoral student):

1. Research problem of the dissertation work and its inclusion in a special course (a series of master classes/the master class/a series of lectures/an individual lecture);

2. Place and purpose of a special course (a series of master classes/the master class/a series of lectures/an individual lecture) in the structure of Bachelor's or Master's programmes in....
3. Analysis of national and foreign experience in teaching courses on the subject of the dissertation;
4. Structure of a special course (a series of master classes/the master class/a series of lectures/an individual lecture);
5. Methods and approaches to the introduction of general provisions of the dissertation research into educational processes.

2.5. Assessment Criteria

During the presentation of the doctoral student's course design project, his/her level of teaching and research competencies shall be assessed.

The course design project should not only comply with the dissertation topic, but should also be feasible in terms of its actual implementation in educational processes. Following a critical analysis of the dissertation research findings, conclusions and recommendations must be drawn up with respect to their application in learning processes.

The following criteria shall be considered when determining the grade for a state examination:

- competent, complete and logical presentation of materials;
- the project's adherence to the conducted dissertation research and contemporary scholarly view of the problem under consideration;
- depth of development of concepts, academic terms and categories;
- understanding the place of the project in an educational context;
- ability to answer questions appropriately;
- quality of presentation materials.

Indicators

Total points	Criteria
Interim grade (0/1/2)	<p>Comprehension of the essence of a given research problem and its reflection in a course design project.</p> <p>Research questions, goals and objectives are properly explored in the dissertation.</p> <p>Correct formats are selected for including key dissertation conclusions in educational process.</p> <p>Well-grounded and substantiated design for the project; suitability of proposed methods and approaches to implementation of key provisions of dissertation research in educational processes.</p>
Interim grade (0/ 1/2)	<p>Practical application in study processes.</p> <p>Course design project shall be written into the context of an educational programme of a specific level (vocational education, Bachelor's or Master's);</p>

	Analysis of domestic and foreign experience in teaching courses on the topic of dissertation research.
Interim grade (0/ 1/2)	Innovation Scientific novelty, originality of authored approach and solutions. “Educational” relevance of project.
Interim grade (0/ 1/2)	Quality of presentation materials. Appropriate volume of materials; Qualitative presentation of materials; Adherence of presentation to established timeframe criteria.
Interim grade (0/ 1/2)	Academic dialogue and communication. Logically structured, coherent, substantial, accurate and exhaustive answers

The maximum number of points, which a doctoral student may receive for an examination is 10 (ten). The total points are the sum of grades, received for each of the five criteria.

The following criteria shall be used when tallying the results of state examination:

- 10-8 accumulated points - “Excellent” grade;
- 7-6 accumulated points - “Good” grade;
- 5-4 accumulated points - “Satisfactory” grade;
- 1-3 accumulated points - “Unsatisfactory” grade.

Grades of “Excellent”, “Good” or “Satisfactory” means a learner has passed the state examination.

2.6. Recommended literature

1. Lobachev, S.L. Foundations for the Development of Electronic Educational Resources (e-resources): study aid/ Lobachev, S.L. – [B.m]: Internet – University of Information Technologies (INTUIT), 2016.
2. Dewey, J. Psychology and Pedagogy of Thought (How We Think): translation from English. – M.: Labirint, 1999. – 192 pgs.
3. Professional Education Methodology: Study Aid. L.P. Burtzeva. 3rd edition., Publisher. – Flinta, Science, 2016.
4. Problem/Module Learning: Study Aid. E.A. Sokolov. – University Textbook, NITs INFRA-M, 2016.
5. Contemporary Educational Technologies: Study Aid. – 3rd edition., stereotype. – KnoRus, 2016.
6. Darinskaya, L.A. Technologies for Pedagogical Mastery. St. Petersburg., 2010.
7. Guzeyev, V. Planning Academic Results and Education Technologies. M., 2001.
8. Petty, Jeff. Contemporary Learning. – M.: Lomonosov, 2010. – 624 pgs.

9. Choshanov, M.A. Engineering Learning Technologies. – M.: BINOM. Laboratory of Knowledge, 2011. – 239pgs.

Online Resources

1. Sidorov, S.V. Theoretical Pedagogy. Pedagogical Methodology. http://si-sv.com/Posobiya/teor-pedag/Tema_2.htm
2. Political Pedagogy (working course syllabus) http://www.isi.mrsu.ru/department/department_regionovedeniay_political_science/electronic_documents/wp_methods_of_teaching_political_science.pdf
3. Contemporary Educational Standards and Problems in Teaching Political Science at Russian Universities (conference materials) http://conference.osu.ru/assets/files/conf_info/conf4/9.pdf
4. Experience of Teaching Political Science: Potential of IPh RAN as a Strategic Reserve for the Development of Political Science. <http://pandia.ru/text/77/338/28598.php>

III. ACADEMIC REPORT

3.1. Requirement for Academic Report

The academic report includes the core results of a qualification work, as carried out during studies under the doctoral programme. The topic of the report should coincide with the approved topic of the doctoral student's dissertation work.

Structure of academic report:

- title page (Annex 3);
- relevance of research;
- object/subject of research;
- objectives and goals of research;
- depth of research on the topic;
- core research findings and provisions presented for defence process;
- presentation of research results (at conferences or in academic publications);
- list of sources and literature cited;
- annexes.

An academic report should be written by its author independently. In it, the doctoral student is obliged to cite authors and/or sources from which he/she has borrowed materials or individual findings.

The report's contents should reflect the basic premises of the research, its progress and the generated outcomes. The text of the report should contain the summary of consistently undertaken steps to solve the research task at hand, as well as conclusions reached by the author in the course of his/her research activities.

Size of academic report – 20-30 pages (text spacing – 1.5; font size – 14 pt.)

3.2. Report Results

When preparing, presenting and defending his/her academic report, the doctoral student should demonstrate the following competencies:

Competency code	Competency	Key signs of competency attainment
UC-1	Ability to critically analyze and assess current academic developments, generate new ideas when solving research and practical tasks, including in interdisciplinary fields	Generating ideas and formulating hypotheses for original research
UC-6	Readiness to take part in Russian and international research teams focused on academic and educational tasks	Demonstrating skills and ability to engage in dialogue and cooperation with Russian and international research teams, as well as develop ideas of mutual interest and topics for joint projects.
UC-7	Readiness to apply contemporary methods and technologies for academic communication (in national and foreign languages)	Adapting contemporary methods and technologies for academic communication in both national and foreign languages for research purposes and objectives
UC-8	Ability to plan and solve tasks related to personal and professional development	Formulating trajectory for personal development with allowances made for changes in one's professional sphere, career stages and market demands
GPC-1	Ability to carry out theoretical and experimental research in Political Science and Regional Studies, with the use of contemporary research methods, e.g., relying on the latest IT developments	Formulating innovative algorithms for using the latest information and communication technologies for the purpose of theoretical and experimental research
GPC-3	Ability to organize research team activities in Political Science and Regional Studies	Proposing original research methods for projects in Political Science and Regional Studies

GP C- 7	Ability to adapt and summarize results of contemporary political research in order to teach courses in respective fields at institutions of higher learning	Designing a course syllabus and readers summarizing global and domestic experience in political science
GP C- 8	Ability to formulate relevant conclusions for domestic and global political science and practice on the basis of the conducted research	Formulating well-founded and exhaustive conclusions and arguments related to political science
PC -1	Ability to carry out in-depth study in one's specialization, consider subject of study through the lens of its development and relate it to global political trends, as well as make conclusions about the relevance of the generated knowledge for domestic politics and political science	Effectively and successfully transferring achieved results of research into global political and regional processes on to domestic politics and political science
PC -3	Ability to adapt the results of current research in Political Science and Regional Studies in order to find solutions to problems arising in the activities of organizations and state policy	Formulating proposals and recommendations to executive and legislative state institutions on the basis of latest research outcomes

3.3. Procedures for Writing Academic Reports

The doctoral student's academic report shall be developed and written under the guidance of an Academic Supervisor. The timeframe for drawing up the report shall be agreed upon by the student with the Academic Supervisor and the Director of the Doctoral School. The following milestones should be followed:

- 1) preparing an academic report text; preliminary presentation of the report as part of a doctoral seminar;
- 2) presentation of a final version of the report to academic supervisor;
- 3) presentation of the report to Doctoral School to be checked through the Antiplagiat system;
- 4) academic report's public defence.

An academic report shall be presented as a specially written manuscript. It may be written in either Russian or English (with the consent of the Director of the Doctoral School and the academic supervisor).

In order to take part in final certification, the doctoral student must present, both in writing and in electronic format (*.doc, *.rtf, *.txt) or in *.pdf format, the academic report to the Doctoral School no later than 20 (twenty) days before final state certification.

The text of the academic report shall be checked for the volume of borrowed materials or individual findings (hereinafter, "plagiarism"). Checks for plagiarism are obligatory.

A manager from the Doctoral School shall be responsible for organizing the plagiarism check.

The texts of academic reports and abstracts thereto shall be posted on the HSE University corporate website (portal).

3.4. Procedure for the Presentation of Academic Report

The doctoral student's academic report shall be presented at an open session of the State Examination Board in the presence of at least two-thirds of its membership and its chairperson.

The presentation and discussion of an academic report as a state examination shall take the form of an academic discussion and be carried out as per the following procedures:

- doctoral student's presentation of academic report (up to 15 minutes);
- student's answer to questions about report;
- free discussion;
- closing remarks of doctoral student;
- deliberation and announcement of State Examination Board's decision on the grade on academic report (representing the form of a state exam).

The decision of the State Examination Board shall be made at a closed session and announced on the day when the report is presented.

3.5. Criteria for Assessing Academic Reports

Total points	Criteria
Interim grade (0/1/2)	Relevance of research. Well-founded selection of research topic; essence of research problem; the need for finding a solution to the problem for a particular field or practice; overall scope of research (time-wise, space-wise, and starting data-wise).
Interim grade (0/ 1/2)	Analysis of depth of research on a given topic. Review and analysis of sources and literature on topic of research, with obligatory indication of conceptual nature, theoretical/methodological foundations for current approaches, gaps in research problems.
Interim grade (0/ 1/2)	Goal and purpose of research. Appropriately set goals and objectives for research work; their adherence to stated topic and work content.
Interim grade (0/ 1/2)	Scientific innovation.
Interim grade (0/ 1/2)	Methodology and research methods. Relevance of selected methods to the research topic and problem at hand.

Interim grade (0/ 1/2)	Argumentation and substantiation of conclusions, recommendations and provisions.
Interim grade (0/ 1/2)	Level of independence.
Interim grade (0/ 1/2)	Reliability and verification/presentation of results.
Interim grade (0/ 1/2)	Theoretical and practical relevance.
Interim grade (0/ 1/2)	Report and presentation. Clear statements, logical flow, professionalism of report; visual quality and structural integrity of presentation materials.

The maximum number of points that can be received by a doctoral student for his/her report come to 20 (twenty). The final grade is the total points received for each of the 10 (ten) criteria.

The following grades shall be assigned when assessing reports:

20 – 16 accumulated points – “Excellent” grade;

15– 10 accumulated points – “Good” grade ;

9 - 5 accumulated points - “Satisfactory” grade;

4 – 0 accumulated points – “Unsatisfactory” grade.

“Excellent”, “Good” or “Satisfactory” grades signal that the doctoral student has passed the state examination process.



NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

STATE EXAMINATION MATERIALS

**PROJECT OF A SPECIAL COURSE /SERIES OF MASTER
CLASSES/MASTER CLASS/SERIES OF LECTURES/LECTURE**

(specify one project, as appropriate)

Fullname...

Field of Study 41.06.01 Political Science and Regional Studies

Programme subfield (concentration)...

Doctoral School of Political Science ...

Doctoral Student _____ /fullname /
signature

Director, Doctoral School _____ /fullname /
Signature

Moscow, year

GROUNDSELECTION A PROJECT FORMAT

(list of possible questions)

1. The research problem considered by the dissertation research and its inclusion in the special course (series of master classes/master class/series of lectures/special lecture).
2. Place and purpose of a special course (series of master classes/master class; series of lectures/special lecture) in the structure of a Bachelor's or Master's programme in the field of...
3. Analysis of domestic and international experience in teaching courses on the subject of the given dissertation research.
4. Structure of special course (series of master classes/master class; series of lectures/individual lecture).
5. Methods and approaches to applying key provisions of the dissertation research to educational processes.



NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

ACADEMIC REPORT

on Results of Completed Qualification Work (Dissertation)

Full name...

Field of Study 41.06.01 Political Science and Regional Studies

Programme subfield (concentration)...

Doctoral School of Political Science ...

Doctoral Student _____ /full name /
signature

Academic Supervisor _____ /full name /
signature

Director, Doctoral School _____ /full name /
Signature

Moscow, year