

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

APPROVED by
Vice Rector

_____ S.Y. Roshchin

“ _____ ” _____ 2018

APPROVED by Academic Committee
of the Doctoral School of Sociology
(Minutes No. 23, dated March 2, 2017).

FINAL STATE CERTIFICATION PROGRAMME

Degree Level: Graduate (PhD)

Field of Study 39.06.01 Sociology

Subfields (concentrations): “Theory, Methodology and History of Sociology”,
“Economic Sociology and Demography”, “Social Structure, Institutes and Processes”

Moscow - 2018

I. GENERAL PROVISIONS

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 39.06.01 Sociology.

The final state certification programme has been developed in line with the HSE University Educational Standard for Training Highly Qualified Personnel in the field 39.06.01 Sociology, 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 timeframe 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 (including for teaching it at HSE Lyceum under the field "Economics and Social Sciences");
- project of a series of master classes/individual master class (including for teaching it at HSE Lyceum under the field "Economics and Social Sciences");
- project of a series of lectures/individual lecture (including for delivering it at HSE Lyceum under the field "Economics and Social Sciences").

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:

- a title page (Annex 1);
- reasons for selecting the project format (Annex 2);
- a 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- 3	Preparedness to take part in the activities of Russian and international research teams	Developing concepts for research and/or educational projects, formulating purposes, objectives,

	aimed at solving research and educational tasks	identifying relevance, hypotheses, methods of the research, expected outcomes and possible fields of application in both science and education
GPC-6	Ability to plan, implement and assess teaching and educational process at institutions of higher learning	Independently, by relying on available sources, formulating, developing and implementing course syllabi at institutions of higher learning
GPC-7	Ability to make a substantiated selection and efficiently utilize educational technologies, teaching methods and relevant means for attaining the desired level of a learner's personal and professional development	Developing an innovative well-founded strategy for the use of educational technologies, learning methods and means, adjusted for individual characteristics and abilities of an individual learner
GPC-8	Ability to develop integrated methodological aids and materials for taught disciplines (modules)	Possessing a clear understanding of the structure and content of integrated methodological aids and materials for taught or designed disciplines (modules), as well as necessary sources for its development
GPC-9	Ability to utilize contemporary methods and technologies of academic communication in official state and foreign languages	Applying various methods and technologies efficiently and consistently for academic communication when conducting professional activities, in both state and foreign languages

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: 10- 12 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 the HSE Lyceum's programme in Economics and Social Sciences or Bachelor's or Master's programmes from among a group of fields of study 39.06.01 Sociology.
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. 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 the implementation of the key provisions of dissertation research in educational processes.</p>

Interim grade (0/ 1/2)	Practical application in study processes. Course design project shall be written into the context of an educational programme of a corresponding level (general secondary education (HSE Lyceum), vocational training, Bachelor’s or Master’s); Analysis of domestic and foreign experience in teaching courses on the topic of dissertation research.
Interim grade (0/ 1/2)	Novelty Scientific novelty, originality of authored approach and solutions. “Educational” relevance of the project for the relevant education level.
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. Guzeyev, V. Planning Academic Results and Education Technologies. M., 2001.
2. Darinskaya, L.A. Technologies for Pedagogical Mastery. St. Petersburg., 2010.
3. Dewey, J. Psychology and Pedagogy of Thought (How We Think): translation from English. – M.: Labirint, 1999. – 192pgs.
4. Karapetyants I.V. On Teaching Sociology in Foreign Universities // COTSIS, 2000, No. 9, p. 123-125. Available at: <http://www.isras.ru/files/File/Socis/09-2000/019.KARAPETIANTS.pdf>
5. Konstantinovskiy D.L., Ovsyannikova A.A., Pokrovskiy N.E. Programmes of the National Fund of Training Personnel and Renewal of Sociological Education in Russia // Sociologicheskoy Journal, 2003, No. 3-4, p. 120-142. Available at: <http://jour.isras.ru/upload/journals/1/articles/841/submission/original/841-1545-1-SM.pdf>

6. 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.

7. Malikova N.R. On Some Innovative Teaching Methods in Sociology // SOTSIS, 2002, No. 2. Available at: <http://www.isras.ru/files/File/Socis/2002-02/Malikova.pdf>

8. Malikova N.R. // // SOTSIS, 2011, No. 10, p. 120-127. Available at: <http://ecsocman.hse.ru/data/904/872/1216/017.MALIKOVA.pdf>

9. Geoff Petty. Teaching Today. M.: Lomonosov, 2010. 624pgs.

10. Pokrovsky N.E. On Improving Teaching of Theoretic Sociological Disciplines // SOTSIS, 2005, No. 10. Available at: <http://www.isras.ru/files/File/Socis/2005-10/pokrovski.pdf>

11. Cotemporary Educational Technologies: study aid. 3rd edition, publisher KnoRus, 2016.

12. Sorokina N.D. On Innovative Methods for Teaching Sociological Courses // SOTSIS, 2005, No. 8, p. 120-123. Available at: <http://www.isras.ru/files/File/Socis/2005-8/sorokina.pdf>

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

14. Teaching Through Music. Preliminary results of an exercise into using songs in the sociology classroom for enhancing student engagement and understanding of concepts. Paper presented to the DBS Annual Research Day, Dublin Business School, June 2016 Annette Jorgensen, School of Arts, DBS College. Доступно по ссылке: http://esource.dbs.ie/bitstream/handle/10788/2935/jorgensen_a_dbs-rday_2016.pdf?sequence=1

Online Resources

<http://ecsocman.hse.ru/> - Federal educational portal Economics. Sociology. Management

<http://www.isras.ru/eresurs.html> - Online resources of RAS Institute of Sociology

<http://www.ssa-rss.ru/> - site of Russian Society of Social Scientists

<http://www.sociolog.net/> - site of Society of Professional Social Scientists (SOPSO)

<http://www.isa-sociology.org/en/> - site of International Sociological Association

<http://www.asanet.org/> - site of American Sociological Association

<http://www.europeansociology.org/> - site of European Sociological Association

<http://www.academicinfo.net/soc.html> - small collection of online resources in Sociology and Social Sciences.

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);
- abstract in Russian and English (350 – 400 words);
- relevance of research;
- research problem/question;
- object/subject of research;
- objectives and goals of research;
- depth of research on the topic;
- theoretical and methodological foundations of the research;
- scientific novelty of the research;
- 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 – 36,000 – 40,000 symbols with spaces, font - TimesNewRoman, 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,	Generating ideas and formulating hypotheses for original research

	generate new ideas when solving research and practical tasks, including with respect to interdisciplinary fields	
UC- 2	Ability to carry out integrated research, including interdisciplinary research, relying on an integrated scientific worldview with the use of knowledge from History and Philosophy of Science	On the basis of available resources, using knowledge from History and Philosophy of Sociology, formulating and solving research questions in one's original research through the application of relevant methods
UC- 3	Preparedness to participate in activities of international and Russian research teams to find solutions to research and educational tasks	Demonstrating the ability and preparedness to engage in dialogue and cooperation with Russian and international research teams, developing ideas and topics of mutual interest 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 a trajectory for personal development with allowances made for changes in one's professional sphere, career development and market demands
GPC-1	Ability to carry out theoretical and experimental research in the fields of 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 communications technologies for the purpose of theoretical and experimental research
GPC- 2	Ability to propose, present, introduce methods and instruments of professional activities, facilitate	Designing one's research activities using contemporary methods and through the use of current tools, generating

	changes in research and effective focus on one's activities	results that possess scientific novelty and practical significance, which can be further validated in the course of presenting such results
GPC- 4	Ability to identify promising fields of development and pressing objectives for basic and applied research in Sociology on the basis of study and critical evaluation of national and international experience (including in English*)	Being well informed of available contemporary sources including foreign data, on the basis of which, he/she formulates research problem, sets purposes and objectives of research and presents research findings (e.g., for an international audience)
GPC- 5	Ability to independently carry out sociological research with the use of contemporary techniques for sociological data collection and analysis, modelling of processes, phenomena and objects, mathematical methods and instrumental tools, non-standardized approaches to interpreting sociological information, with due regard of copyright	Formulating and implementing personal algorithms for using latest techniques for sociological data collection and analysis, developing and implementing relevant research design, presenting original results, while observing copyright norms and requirements
PC-1	Ability to carry out in-depth study in one's specialization, consider the subject of study through the lens of its development and tie it to global political trends, as well as make conclusions about the relevance of the knowledge generated for domestic politics and political science	Effectively and successfully transferring achieved results of research into global political and regional processes to domestic politics and political science
PC -2	Ability to independently formulate objectives, set specific tasks for specific research in basic and	Demonstrating the knowledge of national and international expertise in Sociology, proposing one's own research

	applied sociological studies and solve them relying on current research methods with the application of latest national and international experience and contemporary technical tools and information technologies	design and findings, relying on contemporary technical tools and information technologies within the scope of theoretical and empirical research
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 the latest research outcomes
PC -4	Ability to develop and present research/scientific, analytical, social projects, designed in line with relevant regulations (including in English*)	Formulating possible fields for the application of results attained from conducting individual research, for various target audiences
PC -9	Ability to generate new ideas and products in the fields of basic and applied sociological studies, apply one's creativity and initiative in all professional areas	Presenting original results of individual research, possessing novelty and practical significance

* option for Master of Science (academic doctoral programmes).

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 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, *.docx) or in *.pdf format, the academic report to the Doctoral School no later than 15 (fifteen) calendar 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 in a particular field or practice; place of a chosen topic in a broader research context.
Interim grade (0/ 1/2)	Analysis of depth of research on a given topic. Research problem/question. Review and analysis of sources and literature on topic of research, with obligatory indication of its conceptual nature, theoretical/methodological foundations for current approaches, gaps in theoretical and applied study of the problem.

Interim grade (0/ 1/2)	Goal and purpose of research. Appropriately set goals and objectives for research work; their adherence to the 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/soundness of conclusions, recommendations and provisions presented for the defence.
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 comes 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)

Full name...

Field of Study 39.06.01 Sociology

Programme subfield (concentration)...

Doctoral School of Political Science ...

Doctoral Student _____ / full name /
signature

Director, Doctoral School _____ / full name /
Signature

Moscow, year

GROUNDS FOR SELECTING 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 the HSE Lyceum's educational programme in Economics and Social Sciences, Bachelor's and Master's programmes in ...
3. Analysis of domestic and international experience in teaching courses on the subject of the given dissertation research.
4. Structure of a 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 39.06.01 Sociology

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