**NATIONAL RESEARCH UNIVERSITY**

**HIGHER SCHOOL OF ECONOMICS**

**Doctoral School of Management**

APPROVED

by the Academic Council of the Doctoral School of Management

(Protocol №1 dd 11.05.2021)

**Requirements for Content and Assessment Criteria of Research Proposals by Doctoral Students of the Doctoral School of Management HSE University**

1. **General statements**
   1. A Research Proposal justifies the choice of a problem, methodology and methods of conducting original and individual research, made by a doctoral student of the Doctoral School of Management (hereinafter – DSM) on a dissertation topic, approved in accordance with the procedures established by the Higher School of Economics.
   2. A Research Proposal (hereinafter – RP) is prepared by a doctoral student independently with support and consultations from a research advisor, appointed to a doctoral student in accordance with the procedures established at the Higher School of Economics.
   3. An RP is an obligatory initial element of a dissertation preparation process and, respectively, an obligatory element of a doctoral student’s attestation at the end of the 1st year (a fall attestation period).
   4. An RP is presented and evaluated at a meeting of an HSE University department to which a doctoral student is assigned.
   5. An RP is prepared by a doctoral student in Russian or in English language, but an obligatory element of an RP is a resume in English.
2. **Requirements for content and structure of Research Proposal**
   1. The main aim of an RP preparation and presentation is to clarify a doctoral student's understanding of a research directions, its key hypotheses and design, main methodological approaches, strategies and methods of data collection and analysis, as well as expected results.
   2. In an RP a doctoral student must substantiate a research problem relevance and originality based on the analysis of classical and recent literature on the approved topic and new trends in relevant management practice, as well as clearly formulate research questions and a program of empirical research.
   3. **An RP must be at least 5000 and not more than 6000 words** without appendices, bibliography and resumes in Russian and English. An RP resume must be at least 500 and no more than 600 words.
   4. An RP’s structure must include Introduction and the following three parts:

* **Introduction –** shortjustification of research relevance, formulation of research aim and objectives, research problem and questions.
* **Part 1 –** analyticalreview of classical and recent (2010-2020s) Russian and foreign literature, including a review of publications in key referred journals on the approved research topic justifying scientific novelty of research questions and expected results, as well as their practical relevance.
* **Part 2** – description of research methodology, empirical basis of research, methods of data collection, processing, and analysis with specification of instruments of qualitative and quantitative methods for business and management research.
* **Part 3** – preliminary planof research with specification of the working titles of dissertation chapters and paragraphs, plans for journal publication (working titles of papers with the titles of target journals and planned track of defense – “manuscript” defense or “portfolio of papers” defense) and conference papers for approbation of research results.

1. **Requirements for Research Proposal formatting**
   1. An RP is prepared with the use of computer tools. A preferred text editor is Microsoft Word.
   2. The margins: top – 2 cm, bottom – 2 cm, left – 3 cm, right – 1,5 cm, approximate number of characters on a page – 2000.
   3. The font – Times New Roman. The limited use of various typefaces (bold, italic, underlined) is allowed to emphasize certain terms, concepts, statements.
   4. Main text and bibliography: font size - 12 pt; line spacing – 1,15; paragraph indent – 1,25 cm; width justification; the spacing between paragraphs is 0.
   5. Section titles are printed in capital letters without a period at the end. Font size - 12 pt. Line spacing – 1,15. Paragraph indent - 0 cm. Center alignment. The space between chapter headings and text is 1 blank line.
   6. An RP’s pages (including appendices) must be sequentially numbered. The first page is the title page, on which the page number is not affixed. For numbering, Arabic numerals should be used and placed in the center of the bottom of the page without a period. A sample title page is provided in Appendix 1.
2. **Requirements for Research Proposal presentation**

An RP, independently prepared by a doctoral student and approved for defense by a research advisor (in the form of a written resolution “Approved for defense”), is submitted by a doctoral student to the DSM no later than 5 (five) days before its presentation and defense at a meeting of an HSE department, to which a doctoral student is assigned, by sending an RP to the corporate e-mail of a manager of the DSM or by uploading it by the link sent by a manager of the DSM to the 1st year doctoral students (for regional campuses - by a person responsible for doctoral programs implementation).

Not later than 15 days after an RP’s presentation at a meeting of an HSE department, a printed version of an RP (A4 white paper (210x297 mm), one-sided print), must be delivered to a manager of the DSM (for campuses – to a person responsible for doctoral programs implementation) together with attestation sheets to be attached into the personal profile of a doctoral student.

1. **Research Proposal assessment criteria**

Upon an RP presentation and defense a doctoral student gets a grade in the form of “pass/ fail” for the element of an individual study plan for the 1st year of study “Preparation of dissertation text”.

The grade “pass” is granted if the requirements on an RP’s structure and content are met, and an RP is submitted before the deadline.

The grade “fail” may be granted under the following conditions:

* An RP is not submitted by the deadline.
* One or several key elements of an RP’s structure, specified in these Requirements, are missing.
* There are critical remarks from a research advisor that are reflected in the review, or there are critical remarks from a representative(s) of an HSE department to which a doctoral student is assigned that are stated during a meeting when a doctoral student presents and defends an RP.
* A percentage of an RP text originality is below 80% or the elements of plagiarism are revealed in the text regardless of its percentage.

**Appendix 1**

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**RESEARCH PROPOSAL**

«\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_»

*Topic in Russian*

«\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_»

*Topic in English*

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Doctoral student’s Surname, Name, Patronymic (if applicable)

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Department

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Doctoral student’s signature

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Research advisor’s Surname, Name, Patronymic (if applicable)

Scientific degree, position

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Research advisor’s signature

Moscow/ St. Petersburg / Nizhny Novgorod

2022