

Choosing of supervisors and topics of term papers and master's theses

Contents

Choosing of supervisors and topics of term papers and master's theses	1
For student	1
<i>How to choose supervisor and topic</i>	1
If supervisor is an employee of the Mathematics Faculty or another faculty of the Higher School of Economics	2
If the supervisor is not an employee of the Higher School of Economics	2
<i>If you decide to change (clarify) the topic with the same supervisor</i>	2
<i>If you decide to change the supervisor</i>	2
<i>If you sent an application in LMS to approve a topic, and then you or your supervisor changed their mind</i>	2
For supervisor	2
<i>If you have agreed with the student to guide his term paper/thesis</i>	2
If you are an employee of the HSE	2
If you are not a HSE employee	3
<i>If you decide to change (clarify) the topic of term paper/thesis</i>	3
If you are an employee of the HSE	3
If you are not a HSE employee	3
<i>If you are not satisfied with the student's work on the term paper / thesis and (possibly) would like to refuse to be a supervisor</i>	3
Summary table of timelines associated with term paper / thesis work	3
Appendix. How to Capitalize Titles - Как расставлять заглавные буквы в названиях	3

For student

How to choose supervisor and topic

Topics offered by teachers of our faculty are collected here: <https://math.hse.ru/kursovye> in Russian, but you can also consult in this question with prof. Vologodsky or with academic supervisor of your educational program.

The choice of the supervisor and the topic must be completed by November 20. In case of difficulty finding a supervisor, contact the curator of your course/program. First of all, agree in person or by correspondence with the prospective supervisor that he is ready to lead you and agree with him on the topic of work in Russian and English. The topic can then be clarified or changed altogether. However, try to keep the topic free of errors or typos. In a subject in English, almost all words must be capitalized (see appendix).

Further steps depend on whether your supervisor is an employee of HSE or not.

If supervisor is an employee of the Mathematics Faculty or another faculty of the Higher School of Economics

Go to the old LMS (Learning Management System): <https://lms.hse.ru> (with a login-password from corporate mail; better from a computer than from a phone). Select there the box «Paper/Thesis Topics», then in the list that opens, select the Paper/Thesis for the current academic year and click «select». You will see a list of suggested topics (most likely empty), which will also include a button «Submit your topic». By clicking it, you are taken to the page for entering information. Enter the topic in Russian and English, indicate the language of work, type of activity (academic) and select a supervisor from the list. Then click «Confirm Theme Selection». After that, inform the supervisor that you have filled in the LMS application for the selection of the topic of the paper/thesis and now the application will go to him. Having entered the same block «Paper/Thesis Topics», you will see the submitted application and will be able to track its status: first, it will go for approval to the chosen supervisor, and then to the academic supervisor of the program.

If the supervisor is not an employee of the Higher School of Economics

Take an application form for the selection of a supervisor from the study office, fill out and sign it, take it to the supervisor for signature (if necessary, you can use scans) and submit it by November 15. Write an e-mail to mathstudyoffice@hse.ru with a copy to the supervisor, in which you explain who you are asking to appoint as a supervisor. Ask the supervisor to «answer everyone» to this mail, indicating in the answer the proposed topic of the work in two languages, as well as a short (1-2 paragraphs) annotation of the topic (it is needed for making a decision by the academic supervisor of the program).

If you decide to change (clarify) the topic with the same supervisor

If your supervisor is a HSE employee, ask him to do this through the LMS. If not, write an e-mail to mathstudyoffice@hse.ru with a copy to the supervisor, in which you ask to change the subject to «...» (indicate the title in Russian and English), and ask the supervisor to «answer everyone» to this mail, declaring that he agrees with this change. The topic of the work can be corrected until April 01.

If you decide to change the supervisor

Report this to the study office, fill out a supervisor change application, sign it with the new supervisor, and hand it over to the study office. The new supervisor should send a new topic of term paper/thesis in two languages to mathstudyoffice@hse.ru. The change of the supervisor is possible until April 01.

If you sent an application in LMS to approve a topic, and then you or your supervisor changed their mind

Ask the failed supervisor to reject the application. If he doesn't respond, contact the study office, they will delete it.

For supervisor

If you have agreed with the student to guide his term paper/thesis

Agree on the exact wording of the topic in Russian and English. Your further actions depend on whether you work at HSE or not. The term for choosing a leader and a topic of work is until November 20.

If you are an employee of the HSE

After the student fills out an application in LMS and informs you about it, go to the «old» LMS: <https://lms.hse.ru> (with a login-password from a corporate mail; better on computer than on phone). There select the box «Заявки КР/ВКР», a full list of your applications will open, including the newly received one. You can accept («Принять») or reject («Отклонить») the received application by

clicking on the corresponding button to the right of it. More details about the capabilities of this LMS module are described in the instructions in Russian:

<https://confluence.hse.ru/pages/viewpage.action?pageId=48109001>

If you are not a HSE employee

The student, firstly, will ask you to sign an application on the choice of a supervisor, and secondly, he will send an e-mail to the study office and you with a scan of this application and a request to confirm that you agree to be supervisor of the student and report the topic of work in Russian and English and a short (1-2 paragraphs) annotation of the proposed work.

If you decide to change (clarify) the topic of term paper/thesis

Correction of the topic of Paper/Thesis is possible until April 01.

If you are an employee of the HSE

Enter the same module «Заявки КР/ВКР» of the old LMS. For the applications you have accepted, instead of the «Принять»/«Отклонить» buttons, the «Изменить название» button appears, by clicking which, you can change the theme in Russian or English.

If you are not a HSE employee

Write yourself or ask the student to write a letter to mathstudyoffice@hse.ru with a request to change the topic of work to «...» (in Russian and in English). If a student will write, he must put you in a copy, and then you will answer everyone, confirming the change in the topic.

If you are not satisfied with the student's work on the term paper/thesis and (possibly) would like to refuse to be a supervisor

Write an e-mail to mathstudyoffice@hse.ru, describing the problems encountered. The manager and/or academic supervisor of the program will contact you to discuss the current situation. The replacement of the supervisor is possible until April 01, but we ask you to report the situation to the study office without delay (for example, if the student has not been in touch for a month).

Summary table of timelines associated with term paper/thesis work

Choosing of Supervisors and topics of term papers and master's theses	till November 20
Changing the topic of a term paper/thesis	till April 01
Changing of the supervisor of a term paper/thesis	till April 01
Uploading the text of the term paper/thesis into the LMS	1 st year (term paper) – till June 15 2 nd year (thesis) – till May 31

Appendix. How to Capitalize Titles - Как расставлять заглавные буквы в названиях

In **Russian** titles, capital letters are used as in ordinary text. Note that adjectives from surnames both in the text and in names are written with a small letter: «Моменты гауссовского распределения», «О марковских процессах», «Идеалы в нётеровых кольцах» (The surnames themselves, of course, are capitalized: «Процессы Маркова», «Теоремы Нётер»).

In **English** titles, all words are written with a capital letter, except for the official ones: articles, conjunctions, prepositions (but long prepositions and conjunctions can also be written with a capital letter). In details:

- 0) The first word of the title is capitalized. In titles of two parts, separated by a colon, you can write with a capital letter also the first word of the second part: «Optimal Transport: A New Approach».
- 1) All nouns, adjectives, verbs, adverbs, pronouns are written with a capital letter (even such short ones as «it»).
- 2) Prepositions, conjunctions and articles are written with a small letter, although long prepositions and conjunctions (Under, Without, While) can be written with a capital letter.
- 3) For words separated by a hyphen, there is a general principle: if you can break words by hyphen and get meaningful words, then we put capital letters as if instead of hyphens there were spaces, if not, then we write only the first part with a capital letter. In details:

CAN be broken:

- 3.1) many surnames - all with capital: Laplace-Runge-Lenz Vector,
- 3.2) both parts are used separately - both with capital: Spatial-Econometric Regression, Measure-Preserving Transformation,
- 3.3) words like X-and-Y, where X and Y are nouns, adjectives, verbs: X and Y are capitalized, «and» lowercase: Cut-and-Join, Birth-and-Death.

CAN NOT be broken:

- 3.4) the first part is a prefix that is not used separately (most often: Non-, Quasi-, Pseudo-, Anti-, Sub-, Super-) - we write the prefix with a capital letter, and the second part with a lowercase: «Homologies of Non-closed Sets», «Space of Quasi-invariant Measures and Its Topology»
 - 3.4a) BUT: if the second part itself is written with a capital letter, even in ordinary text (not in the title) - as a rule, this is an adjective from the last name - then it is written with a capital letter: «Properties of Non-Gaussian Distributions», «Unique Ergodicity of Pseudo-Anosov Maps».
- 3.5) words where a hyphen does not separate meaningful parts (for example, zig-zag) - only the first part is capitalized: «Symmetries of Zig-zag Pattern».

ADDITIONAL nuance:

- 3.6) if the word begins with a formula (designation), then the formula remains as it is, and the rest is treated according to the general rules: NP-Complete, p-Adic, (2n-1)-Dimensional, pH-Neutral, but: (n-1)-th.