

Term Paper Project (TPP) Schedule

Table 1 – List of Implementation Stages and Respective Deadlines [Project Milestones] for Topic Selection and Approval, Project Implementation Work, and Defence of Term Paper Projects (TPP) in the 2026-2027 Academic Year

No.	Implementation Stage	Person responsible for the Implementation Stage of a Term Paper Project	Deadline
	Approved Period for Defence of the TPP	Centre for Internships, Projects and Entrepreneurship (CIPE) / Academic Supervisor (AS) / Programme Office (PO)	September 18, 2026
1.	Gathering of proposed TPP topics. Submission of term paper project applications and project descriptions from project managers / project mentors.	Subdivisions of the Faculty of Computer Science (FCS) and HSE University, representatives of IT companies / CIPE	By October 1, 2026
2.	Approval by project supervisor of TPP topics proposed by project managers / project mentors	Project supervisor / CIPE	By October 7, 2026
3.	Student-initiated proposals for term paper project topics (accounting for all adjustments and corrections)	Students	September 10–October 23, 2026
4.	Approved student-initiated TPPs (accounting for all follow-up revisions)	Project supervisor / CIPE	Decisions made by no later than October 31, 2026
5.	Submitting applications for project selection	Students / project managers	No later than November 5, 2026. Recommended upload time [deadline] 2:59 pm
	Designating a topic if the student fails to select one	Project supervisor / students / CIPE	No later than November 19, 2026
6.	Topic Defence (TD). Transmitting the interim project results and the Interim Project Report to the project manager and project supervisor	Students / project managers / project supervisors	No later than December 1, 2026

7.	Topic Defence (TD). Reviewing the Interim Reports, transmitting reviewer's comments to the student	Project managers / project supervisors	No later than December 8, 2026
8.	Topic Defence (TD). Uploading documentation for the TD to the system	Students	No later than December 15, 2026
9.	Topic Defence (TD). Assessing (grading) results and transmitting grades to the CIPE	Project managers	No later than December 29, 2026
10.	Changing a TPP topic / TPP manager	Student / project manager / project supervisor / CIPE	No later than January 21, 2027
11.	Project Milestone 1 (PM1). Transmitting the interim project results and the Interim Project Report to the project manager and project supervisor	Students / project managers / project supervisors	No later than January 21, 2027
12.	Project Milestone 1 (PM1). Reviewing the Interim Reports, transmitting reviewer's comments to the student	Project managers / project supervisors	No later than January 28, 2027
13.	Project Milestone 1 (PM1). Uploading documentation for PM1 to the system	Students	No later than February 15, 2027
14.	Project Milestone 1 (PM1). Assessing (grading) results and transmitting grades to the CIPE	Project managers	No later than March 1, 2027
15.	Approving the TPP Defence Schedule	CIPE / Programme Office (PO)	No later than 28 calendar days before the first date of the defence period
16.	Presenting the results of TPP implementation to the project manager	Student / project manager	No later than 21 calendar days before the first date of the defence period
17.	Preparing the final version of the TPP results and presenting it to the project manager together with all required reporting documentation	Student / project manager	No later than 14 calendar days before the first date of the defence period

18.	Uploading the final version of the term paper project and the remaining reporting documentation for verifying the paper in the "Antiplagiat" plagiarism detection system	Student	No later than 14 calendar days before the first date of the defence period
19.	Uploading the report generated by the "Antiplagiat" plagiarism detection system	Student / CIPE	No later than 13 calendar days before the first date of the defence period
20.	Presenting feedback on the TPP to the CIPE	Project manager / CIPE	No later than six (6) calendar days before the first date of the defence period
21.	Providing a relevant explanatory memorandum to the project manager in cases where the percentage of borrowed materials in the student's final TPP document exceeds the allowable level	Project manager / academic supervisor / CIPE	No later than five (5) calendar days before the first date of the defence period
22.	Uploading the presentation for the defence	Student / CIPE	No later than one (1) calendar day before the first date of the defence period
23.	The public defence of a TPP	Student / Defence Committee / project manager / CIPE	According to the degree programme's approved schedule
24.	Changing a TPP topic / project manager before the retake period	Student / project manager / project supervisor / CIPE	No later than June 30, 2027
25.	Approval of a change in project topic (accounting for all adjustments and corrections)	Project supervisor / CIPE / student	By July 14, 2027
26.	Presenting the results of TPP implementation to the project manager before the retake period	Student / project manager	No later than 21 calendar days before the first date of the retake period for the degree programme

27.	Preparing the final version of the TPP results and presenting it to the project manager together with all required reporting documentation before the retake period	Student / project manager	No later than 14 calendar days before the first date of the retake period for the degree programme
28.	Uploading the final version of the term paper project and the remaining reporting documentation for verifying the paper in the "Anti plagiat" plagiarism detection system	Student	No later than 14 calendar days before the first date of the retake period for the degree programme
29.	Uploading the report generated by the "Anti plagiat" plagiarism detection system	Student / CIPE	No later than 13 calendar days before the first date of the retake period for the degree programme
30.	Presenting feedback on the TPP to the CIPE	Project manager / CIPE	No later than six (6) calendar days before the first date of the retake period for the degree programme
31.	Providing a relevant explanatory memorandum to the project manager in cases where the percentage of borrowed materials in the student's final TPP document exceeds the allowable level	Project manager / academic supervisor / CIPE	No later than five (5) calendar days before the first date of the retake period for the degree programme
32.	Uploading the presentation for the defence	Student / CIPE	No later than one (1) calendar day before the first date of the retake period for the degree programme
33.	The public defence of a TPP during the retake period	Student / Defence Committee / project manager / CIPE	According to the degree programme's approved schedule

**Table 2 – List of Internship Implementation Stages and Respective Deadlines
[Project Milestones] in the 2026-2027 Academic Year**

No.	Implementation Stage	Person responsible for Internship Implementation Stage	Deadline
1.	Selecting the venue for the student's implementation of the internship and for submitting the internship application to the CIPE	Students / CIPE	By June 1, 2027
2.	Transferring (deferring) internship implementation timeframes (submitting application)	Students / CIPE	By June 1, 2027
3.	Designating internship venues for students who failed to submit applications	Academic supervisors / students	June 2–15, 2027
4.	Carrying out academic internships and work placements	Students	July 1–14, 2027
5.	Uploading reporting documentation to the EIOS, HSE University's virtual learning environment	Students / CIPE	Five (5) days after completion of the internship, but no later than August 1, 2027
6.	Interim assessment of the formatting of reporting documentation	CIPE	August 1–31, 2027
7.	Review and assessment of students' reporting documents	Project supervisors	August 31–September 13, 2027
8.	Designating a Practical Training Element (PTE) at HSE University	CIPE	By September 21, 2027
9.	Assigning final grades for internships	Programme Office	By October 15, 2027

10.	Selecting internship implementation venues by students and submitting applications for retaking an internship to the CIPE	Students / CIPE	By December 10, 2027
11.	Designating internship retake venues for students who failed to submit an application	Academic supervisors / students	December 13–30, 2027
12.	Primary internship retake period (one [1] attempt)	Students	January 10–30, 2028
13.	Uploading reporting documentation to the EIOS, HSE University's virtual learning environment	Students / CIPE	Five (5) days after completion of the internship, but no later than January 30, 2028
14.	Review and assessment of students' reporting documents	Internship project supervisors / CIPE	January 31–February 10, 2028
15.	Designating a Practical Training Element (PTE) at HSE University	CIPE	By February 10
16.	Assigning final grades for internship retakes	Programme Office	By February 15, 2028
17.	Selecting internship implementation venues by students and submitting applications for second retakes of an internship (before the Committee) to the CIPE	Students / CIPE	By March 1, 2028
18.	Designating internship retake venues for students who failed to submit an application	Academic supervisors / students	By March 10, 2028
19.	Period for the second internship retake attempt (before the Committee)	Students	By March 31, 2028

20.	Uploading reporting documentation to the EIOS, HSE University's virtual learning environment	Students / CIPE	Five (5) days after completion of the internship, but no later than March 31, 2028
21.	Review and assessment of students' reporting documents	Internship project supervisors / CIPE	By April 9, 2028
22.	Designating a Practical Training Element (PTE) at HSE University	CIPE	By April 9, 2028
23.	Assigning final grades for the second internship retake attempt (before the Committee)	Programme Office	By April 15, 2028

Thesis Schedule

Dates	Stages
October 20	Start of the process of selecting topics, submitting student-initiated topics, and meeting with the Programme Office and academic supervisor
11:59 pm, November 20	Providing topics
November 16–25	Defence of the thesis topic
November 10	Closing the form for submitting student-initiated topics
November 13	Closing the form for submitting proposed topics
December 5–6	Additional slots for the defence of topics for those who missed a previous defence for a valid reason
December 15	Directive is issued containing assigned thesis topics
If necessary, designate separately	Additional topic defence slots
February 15	Deadline for changing the Academic Supervisor and the first deadline for changing the topic
February 15	Deadline for rectifying an academic failure accrued for neglecting to select a thesis topic
According to the approved schedule	Deadline for uploading a Project Proposal
February 25	Defence of the Project Proposal
April 1–30	Pre-graduation internship
If necessary, designate separately	Additional topic defence slots
April 1	Deadline for changing a thesis topic
April 25–30	Defence of a pre-graduation internship
by April 30	Directive is issued on the membership of the State Examination Board (SEB)
by April 30	Directive is issued on carrying out the Final State Certification (FSC)
May 10	First retake of a pre-graduation internship
May 15	Retake committee for a pre-graduation internship
May 20	Uploading of a thesis
May 16	Directive is issued on admission to the Final State Certification (FSC) process
May 27	Feedback from the Academic Supervisor
May 30–June 14	Defence of the thesis
According to the date of the directive issued on carrying out the Final State	Convening a meeting of the Presidium of the State Examination Board (the “SEB Presidium”)

Certification (FSC)	
No later than seven (7) calendar days after the SEB Presidium meeting	Directive is issued on graduation