**Recommendations**

**for preparing a research essay**

 **when applying for enrolment to the postgraduate studies department**

 In order to become admitted, you should submit a research essay/summative description of the research. The essay describes the applicant’s research potential and proves that he/she is ready to do the research independently, has the ability to use research methodology, to interpret the research findings, and to back one's own position on topical issues within the research field. The research essay is an independent research paper. The essay can describe a plan for the applicant’s future research project. The essay topic should be relevant to the research work topic and the applicant’s research interests.

The research essay should include the following:

 • Introduction (proof of the topic relevance, the problem (hypothesis) to be solved/proved, the research purpose identification, the object and subject of research, the characteristics of the background research).

• Main part, incl.

(1) Description of the theory (discussions) related to the essay topic;

(2) Social and economic problem analysis, examination of practical aspects of the theoretical findings use;

(3) recommendations, proposals for solving the problem, applying the applicant’s theoretical findings to practice.

* List of sources used

 Analysis is performed of the statistical information and practical materials related to the topic of the essay gathered during a period of at least 5 years. A representative sample should be formed and data reliability and compatibility should be ensured. Statistical information and practical materials are collected by using official open sources. Economic statistics and mathematical methods are used to do the calculations. It is necessary to justify the tool usage when examining the object and the subject of the research. Recommendations should be based on theoretical conclusions, results of statistical information analysis and examination of the practical material related to the research topic.

Please note that it is necessary to identify the thesis topic, prepare the research topic justification and discuss its wording at the department staff meeting within 3 months from the official enrollment date. Thus, the information presented in the essay can become the basis for justifying the thesis topic choice and the research plan.

You should use Times New Roman font size 14 and 1.5 spacing. The essay volume should not exceed 25-30 pages (without annexes). Annexes’ volume should not exceed 10 pages. You should not exceed the stated volume.

 Margin formatting requirements: upper - 20 mm, lower - 20 mm, right - 10 mm, left - 20 mm. Indent: 1.25 cm. Alignment: width. Numbering: continuous (there should be no page number on the title page). Annexes are not counted when the essay volume is determined but sequence numbering is used. When preparing the text of the essay, inserting figures, tables, formulas, it is necessary to ensure uniform contrast and definition of their image, regardless of the method used when inserting the image.

A title page formatting sample is provided in Annex 1.

The essay is signed on the title page by the applicant (in the lower right hand corner).

To accurately identify the research interests, we recommend that you examine the following:

1) The specialization area official descriptions:

 <http://www.fa.ru/dep/upanpk/docs/Pages/pasporta-sp.aspx>

2) The Financial University relevant departments’ research.

When preparing the essay, we recommend that you use the Financial University e-resources (<http://library.fa.ru/>) and other electronic libraries and electronic collections of materials (BOOK.ru, Znanium.com, eLibrary.ru, OAPEN, OECD iLibrary, ProQuest Dissertations and Theses, SciVerse Scopus, *University Library Online* electronic library system, etc.).

ANNEX 1

*Summary title page formatting template*

**Federal State-Funded Educational Institution of Higher Education**

**‘FINANCIAL UNIVERSITY UNDER THE GOVERNMENT OF THE RUSSIAN FEDERATION’**

**TEACHING DEPARTMENT / DEPARTMENT** *(name of the department you apply to)*

**REASECRH ESSAY TOPIC:**

**……………………………………………**

 **Prepared by: full name**

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 *(signature and date of submission of documents)*

**Moscow**

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