**Template of Academic Advisor’s Course Paper Review Report   
Форма отзыва руководителя на курсовой проект (курсовую работу)**

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

**“Financial University under the Government of the Russian Federation** (**Financial University)”**

Федеральное государственное образовательное учреждение высшего образования

**«ФИНАНСОВЫЙ УНИВЕРСИТЕТ ПРИ ПРАВИТЕЛЬСТВЕ**

**РОССИЙСКОЙ ФЕДЕРАЦИИ»**

(Финансовый университет)

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Департамент \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Advisor’s Course Paper Review Report   
ОТЗЫВ НА КУРСОВОЙ ПРОЕКТ (КУРСОВУЮ РАБОТУ)**

Of Student // Студента \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student group // учебной группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic // Тема: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Advisor // Руководитель: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*academic title, degree, job title, surname, name initials // степень, звание, должность, фамилия, инициалы*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion | Indicators that allow earning the maximal number of grades | | Maximal grade[[1]](#footnote-1) | Actually obtained grade |
| 1 | 2 | | 3 | 4 |
| 1. **1.Preparation stage of the course paper (course project)** | | | **15** |  |
| Choice of topic, selecting the list of references, making a plan in the period prescribed | The plan should be endorsed in time, be logical and appropriately describe the concept behind the topic, goals and objectives of the project (paper).  Course paper should consist of an introduction, two chapters, a conclusion, a list of references and Annexes.  The course project should include an explanatory note, an analytical component and calculations. | | 15 |  |
| **2. General characteristics of the course paper (course project)** | | | **25** |  |
| The degree to which all the aspects of the topic were examined | All aspects of the topic of the course paper (course project) should be fully examined, the goal, objectives and all elements of the topic should be examined in detail. | | 15 |  |
| Logical plan composition and the logical presentation of the key issues | All issues should be examined in a logical way, consistently and be intertwined | | 10 |  |
| **3. Availability of the elements of the scientific analysis** | | | **22** |  |
| Knowledge of and reflection in the work of the latest amendments made to law and the law application | The course paper (course project) should be prepared, while taking into account the latest amendments made to law and the innovations that are associated with the practices that relate to the topic examined | | 10 |  |
| Presence of issues that are considered controversial | The course paper (course project) should reflect the author’s knowledge of various views of the issue in question | | 6 |  |
| Author’s view that is supported by arguments | The course paper (course project) should include the author’s view of the issue, with the arguments described | | 6 |  |
| **4.**  **Course paper (course project) formatting and timely progress in paper preparation** | | | **18** |  |
| Good formatting | The course paper (course project) should be formatted in strict compliance with the formatting requirements | | 6 |  |
| Streamlined formatting | The course paper (course project) list of references, quotations, etc. should be formatted correctly. | | 6 |  |
| Timely preparation | The course paper (course project) should be submitted on time. | | 6 |  |
| Compliance with the anti-plagiarism requirements | Share of original author’s work | | Author’s work -\_\_\_ %  Quotations - \_\_\_ % | |
| **5. Advisor’s notes and formative/provisional assessment** | | | **80** |  |
| Notes (that relate to the paper text) | Cf. Notes on page  General remarks: | | | | |
| Assessment of the work done |  | | |  |
| Time and place of defense | 202\_\_  At: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **6. Stage of the defense and answers to additional questions** | | | **20** |  |
| Questions that should be prepared to be asked during the defense process | Answering questions that are mentioned in the general remarks and the notes that relate to the paper text | |  |  |
| Additional questions asked during the defense procedure |  | |  |  |
| **7. Grade for the defense** | 86-100 – Excellent  70-85 – Good  51-69 – Satisfactory  50 or less – Unsatisfactory | |  |  |
| Academic advisor’s signature and date | | \_\_ \_\_\_\_\_\_\_\_ 202\_\_ | \_\_ \_\_\_\_\_ |  |

1. The grades are for reference only. The academic advisor has a right to grade the student’s work in a different way to ensure objective assessment where the degree to which the student is competent is determined. [↑](#footnote-ref-1)