APPROVED BY

academic council

educational program

"Business and Politics in Modern Asia"

Minutes dated 02.08.2021 No. 0208

**Practice program**

**Educational program "Business and Politics in Modern Asia"**

*Developed by the Academic Council of the EP "Business and Politics in Modern Asia"*

*and academic director of the EP "Business and Politics in Modern Asia" for the educational program "Business and Politics in Modern Asia"*

*for 2020 and 2021 students recruiting*

**Annotation**

Practical training on the educational program "Business and Politics in Modern Asia" is implemented in the form of Term Paper and Master Thesis, Projects and Research Practice and sets the main goal for students to obtain practical competencies in the direction of training "Oriental Studies, African Studies". Participation in such elements of practical training as "Projects" and research practice contributes to the formation, consolidation, development of practical skills and competencies in the profile of the educational program, including:

* Able to independently identify the problematic field of research in the field of various aspects of the study of Asia and Africa
* Able to draw up official-business, scientific and non-official documents in one oriental and / or English language in accordance with the norms of speech etiquette.
* Able to verify, comment and prepare written and oral sources for publication; edit scientific, popular science and information and journalistic texts, reports, messages, reports on the development of Asia and Africa.
* Able to formulate and substantiate proposals for joint oriental research, scientific-analytical and applied work.
* Able to present the results of professional activity publicly in one oriental and / or English language directly in front of the audience and indirectly - in the media, in the Internet space

The internship program includes a description of the curriculum elements of the educational program, organized in the form of practical training and grouped in the “Practice” module of the curriculum.

**SECTION 1. General information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Study year** | **Practice type** | **Name of practice** | **Feature** | **ECTS** | **Volume in academic hours for 1 student** | **Implementation period** |
| *1* | *Research* | *Term paper* | *Compulsory* | 6 | *228* | *1st year of education* |
| *1,2* | *Project /Research* | *Projects* | *Elective* | *3* | *114* | *1st and 2nd year of education* |
| *2* | *Professional* | *Research Internship* | *Compulsory* | *6* | *228* | *3 Module of the 2nd year of education* |
| *2* | *Research* | *Master thesis preparation* | *Compulsory* | *18* | *684* | *2nd year of education* |

**SECTION 2. Description of the content of the practice**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Control point for signing the assignment to the student** | **Control point for providing an intermediate version of the text / report** | **Control point for the delivery of the final text / report** |
| Term papers | The choice of the topic of the course work by 1st year students is carried out until **October 15, 2021.**  Approval of the topics of coursework in the individual curriculum of students **no later than October 24, 2021.** | **For 1 course:**  - No later than **November 17, 2022** - providing a project plan of the Coursework to the scientific supervisor;  - No later than **January 17, 2022**, the provision of a draft version of the text of the term paper to the scientific supervisor.  - No later than **May 15, 2022**, the provision of the final text of the term paper to the scientific supervisor. | **Loading of Term paper into the "TurnItIn" system:**  - 1st course: **no later than June 16, 23:59** of the current academic year. |
| Master Thesis | The choice of the Master thesis topic by 2nd year students is carried out until November, 1, 2021.  Approval of Master thesis topics in the individual curriculum of students of students, assignment of topics and supervisors for the Master thesis by order **no later than November 15, 2021.** | - No later than **November 8, 2021** - submission of the Master Thesis project to the scientific supervisor and its assessment "approved" / "not approved";  - No later than **December 13, 2021** - Delivery of the first version of one chapter (at least 30,000 characters) to the supervisor.  - No later **than April 5, 2022** -  provision of a draft version of the Master thesis text to the supervisor;  - No later than **May 16, 2022 23:59** - deadline for uploading the final version of the Master Thesis to the LMS system;  - No later than **May 26, 2022** – Master Thesis review. | **Loading of Master Thesis into the "TurnItIn" system:**  - **no later than May 17 2022**  **– no later than June 8 2022 –** Master thesis defense. |
| Projects | The date for selecting a project is determined individually in project proposals at the HSE Project Fair. | It is determined individually in project proposals at the HSE Project Fair. | Determined individually in project proposals at the HSE project fair no later than the **beginning of the third module of the graduation course.** |
| Research Internship | Determined by the professor of the practice. In the current academic year 2021-2022, practice in the second year of study takes place **on 17.01 - 27.02.2022.** | Determined individually by the professor of the practice. | It is determined by the head of the practice, but **no later than 14 working days from the date of the end of the practice**. |

**2.1.** **Term papers**

**2.1.1** The purpose and objectives of the Term Paper is the development of analytical and research competencies, as well as the practical application of theoretical and practical knowledge gained during lectures and seminars during the corresponding academic year. Prerequisites are the successful mastery of the material of lectures and seminars during the corresponding academic year.

**2.1.2** Term papers of the MA Programme "Business and Politics in Modern Asia" are carried out in a research format. Term papers are performed individually. Term Paper is performed and defended in English. Term papers must be written in accordance with the Rules for the preparation of term papers for the Master's degree program "Business and Politics in Modern Asia".

The timing of the Term paper is regulated by the [Term paper dates and deadlines](https://spb.hse.ru/en/ma/econasia/theses/)*.*

Term paper volume:

1st year students - 60-80 thousand characters with spaces (including all MA thesis elements, mentioned above, except annexes).

**2.1.3** Features of assessment*:*

During the 1st study year, the term paper is assessed by the scientific supervisor in the Academic supervisor’s feedback and by a commission consisting of HSE teachers in the process of defending the term paper.

Term paper performed by 1st year master's students are subject to mandatory public protection. On defense, the student makes an introductory speech and presentation, in which the relevance of the research, the goal and objectives, the structure and the main conclusions of the term paper should be stated. At the end of the opening speech, the student answers the questions and comments of the commission. Term papers are not subject to peer review. Term paper is assessed by the supervisor in the Academic supervisor’s feedback (Appendix 5 "Rules for the preparation of term paper for the Master's degree program" Business and Politics in Modern Asia "). Based on the results of the discussion, the members of the Commission announce the assessments. The final grade for the term paper is set by the commission by adding the grade given by the supervisor (50%) and the arithmetic average grade given by the members of the commission following the results of the public defense of the term paper (50%). **The final grade is the arithmetic mean of the supervisor's assessment and the committee's assessment. If the grades differ significantly, the commission has the right to change the grade at its discretion, based on the quality of the defense of the term paper, as well as the answers to the questions.**

If the supervisor’s and the committee’s grades differ by four points or more (e.g., 10 and 6, 9 and 5, etc.), the grade is entirely determined by the defense committee.

Evaluation criteria:

- Compliance of the content of the work with the topic;

- Relevance and completeness of the historiographic review;

- Implementation of the assigned tasks in the main part;

- Conformity of the conclusions to the set goal;

- Adequacy of the methods used to the goals and objectives of the study;

- Compliance of the structure of the work with the goals and objectives of the study, the consistency of presentation and the completeness of the disclosure of the topic;

- Compliance with the design of the work with the Rules for the preparation of term paper for the Master's degree program "Business and Politics in Modern Asia."

Each work is checked in the "TurnItIn" system for borrowings. The volume of citation of correctly formatted borrowed text (with all the references) in the term paper cannot exceed 20%. In the case of self-citation, the volume of borrowing in the term paper cannot exceed 20%. Exceeding this figure is brought to the attention of the head of the term paper and the commission for protecting the term paper by the manager of the Programme and may become the basis for a decrease in the mark or an unsatisfactory assessment, as well as for the imposition of a disciplinary sanction.

**2.1.4** Resources and material and technical base required for the implementation of the practice

In the term paper students use materials from external resources - museums, libraries and archives, the resources of the HSE library, as well as electronic information resources provided by the HSE library by special subscription: databases of domestic and foreign periodicals, scientific citation databases, electronic databases. books, dictionaries and encyclopedias, databases of digital images.

**2.1.5** Features of the implementation of assignments for practice in conditions of restrictive or other measures.

Under the conditions of restrictive measures, stationary internship (if it is the norm under normal conditions) by the decision of the University or, in the case of delegation of these powers to the educational program, the Academic Council of the educational program can be replaced by a remote one. Other features of the implementation of assignments for practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational program.

**2.2. Master Thesis Preparation**

**2.2.1** The purpose and objectives of the "Preparation of the Master Thesis" are the accumulation and application of all mastered professional research skills: the ability to independently formulate a research problem and substantiate its relevance, substantiate the research methodology, conduct a competent historiographic analysis, demonstrate proficiency in methods, etc. The prerequisites are the successful mastery of the material of lectures and seminars during all the years of study on the MA Programme.

**2.2.2** Master Thesis topic must be approved by the Academic Supervisor and the Academic Council of the Programme “Business and Politics in Modern Asia”

Students of the MA Programme "Business and Politics in Modern Asia" carry out Master thesis in an academic format (individual). The Master thesis is carried out and defended in English. During the preparation and defense of the Master thesis on the MA Programme “Business and Politics in Modern Asia”, the principle of zero tolerance to plagiarism is implemented.

Other information on the preparation and defense of Master Thesis is set out in the Methodological Recommendations for the preparation of Master thesis for the MA Programme "Business and Politics in Modern Asia". The timing of the Master Thesis is regulated by the [Master Thesis dates and deadlines](https://spb.hse.ru/en/ma/econasia/assessment/).

Master Thesis volume:

80-120 thousand characters with spaces (including all MA thesis elements, mentioned above, except annexes).

**2.2.3**. Assessment features:

The scientific supervisor assesses the Master thesis in accordance with Appendix 5 - Academic supervisor’s feedback of Methodological recommendations for the preparation of Master Thesis for the MA Programme "Business and Politics in Modern Asia". For every Master Thesis must be appointer the reviewer.

The reviewer is obliged to conduct a qualified analysis of the main provisions of the peer-reviewed Master Thesis, the presence of his own point of view / design solution, the ability to use research / design methods, the degree of validity of conclusions and recommendations / the adequacy of the means of achieving results, the reliability of the results obtained / the feasibility of the obtained products, solutions, their novelty and practical significance. The reviewer evaluates the Master thesis in accordance with Appendix 6 - Review of the Master thesis of the Methodological Recommendations for the preparation of Master thesis for the Master's degree program "Business and Politics in Modern Asia".

When giving an assessment, the content, design and presentation of the text of the work are taken into account, based on the assessment criteria contained in the Methodological Recommendations for the preparation of Master Thesis. Taking into account the results of the defense and the assessments of the manager and the reviewers, the final assessment of the work is formed. The final grade is an arithmetic mean, consisting of the assessment of the scientific supervisor, the reviewer and the arithmetic mean, given by the members of the commission following the results of the public defense of the Master Thesis.

**The final grade is the arithmetic mean of the supervisor's grade, the reviewer's grade, and the committee's grade. If the grades differ significantly, the commission has the right to change the final grade at its discretion, based on the quality of the defense of the term paper, as well as the answers to the questions.**

The method of rounding the final grade to the nearest integer. In case of disputable situation, the Chairman of the State Examination Commission has a casting vote.

Evaluation criteria:

- Correctness of the formulation of the object and subject, setting goals and objectives, the validity of the structure of work;

- Correlation of work with the current state of scientific knowledge;

- Justification of the selection of works of art and independence in their analysis;

- The presence of an independent position in relation to the studied material and the points of view existing in the scientific literature;

- Compliance with the design of the work with the established requirements and norms of academic writing.

**2.2.4** Resources and material and technical base required for the implementation of the practice

During the Master thesis writing, students use materials from external resources - museums, libraries and archives, the resources of the HSE library, as well as electronic information resources provided by the HSE library by special subscriptions: databases of domestic and foreign periodicals, scientific citation databases, electronic databases. books, dictionaries and encyclopedias, databases of digital images.

2.2.5 Features of the implementation of assignments for practice in conditions of restrictive or other measures.

Under the conditions of restrictive measures, stationary internship (if it is the norm under normal conditions) by the decision of the University or, in the case of delegation of these powers to the educational program, the Academic Council of the educational program can be replaced by a remote one. Other features of the implementation of assignments for practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational program.

* 1. **Projects**

**2.3.1** The purpose of the project activity is to use the knowledge, skills and abilities acquired during training for the formulation and solution of practical problems of both academic and applied nature.

Goals, objectives, prerequisites, dates of control points, content, development features, assessment and reporting of each project are determined by its leader. The project activity of students belongs to the variable part of the curriculum. Students of the MA Programme "Business and Politics in Modern Asia" choose research and applied projects at the [HSE Project Fair](https://pf.hse.ru/en/), group or individual, related to the subject of the program, corresponding to the objectives of the Programme and helping to develop the students' skills and competencies stipulated in the HSE, from among those recommended by the academic director.

2.3.2 The academic director of the Programme has the ability to block a project proposal for students of the Programme, if the project does not belong to service projects, and if the academic leader believes that the proposed project does not meet the above criteria. The blocked project proposal is not displayed at the Project Fair for students of the Programme, the academic leader of which made such a decision.

The student is not prohibited from performing projects from among those not recommended by the academic director. The results obtained by a student on such projects can be optionally credited in excess of the standard credit points. The student has the right to decide: whether to participate in an uncoordinated project on an optional basis and choose another project for credit within the Programme, or change the selected project to another, which will be agreed by the academic director of the Programme.

After registering for the project and subsequent approval of the candidacy by the project manager, the student cannot leave the project without permission, without the consent of the manager. In the case of unauthorized withdrawal, the supervisor has the right to rate the work of the respective student as unsatisfactory, which means academic debt.

The project activities of students are regulated by the Regulation on the practical training of students in basic educational programs of higher education - bachelor's, specialist's and master's programs of the National Research University Higher School of Economics.

2.3.3 Features and evaluation criteria:

The assessment of the student's work is carried out by the project manager in accordance with the principles specified in the assessment sheet / statement of the project. At the end of the project, the project manager fills out an assessment sheet, giving a grade for the work done by the student and the number of credits for the amount of work on the project. The assessment sheet must be submitted to the training office no later than 5 days from the date of the end of the project.

2.3.4 Resources and material and technical base required for the implementation of practice:

The set of necessary resources is determined by the specifics of each specific project, their choice is made by the project manager.

2.3.5 Features of performing tasks on practice in conditions of restrictive or other measures:

In the context of restrictive measures, preference is given to projects that can be implemented in a remote format. Other features of the performance of tasks on parctice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational program.

* 1. **Research internship**

**2.4.1** The purpose of the Research Internship is on the basis of direct acquaintance with experts and practitioners, to develop students' negotiation skills, to draw up official business, scientific and unofficial documents in one eastern and / or English languages ​​in accordance with the norms of speech etiquette, etc. The prerequisites are mastering the previous part of the educational program in a volume sufficient for passing these types of practical training. The practice is carried out in a stationary and / or on location.

2.4.2 Internship takes place in the form of an internship in an organization with which HSE has an internship agreement and which has confirmed its intention to accept one or more students for internship.

The organization of the internship is carried out on the basis of the HSE or on the basis of any other organization approved by the Academic Director of the Programme, with which the HSE has signed an internship agreement. The internship takes place under the guidance of the teacher of the practice of the relevant Programme, as well as a leader appointed from the host third-party organization.

Distributed (discrete) practice during the academic year is (not) allowed. Participation in project activities cannot be credited as internship.

During the internship, students must take part in all activities, according to the work schedule (plan) of the internship. All internship students are subject to the internal regulations of the organizations they visit during internship; without fail get acquainted with the safety rules.

2.4.3 Features and evaluation criteria:

The assessment criteria and the assessment formula are developed by the head of the practice and communicated to the students no later than 5 working days before the start of the practice. The fund of assessment tools includes practice diaries, feedback from the practice site, an individual schedule, reports and other forms of control at the discretion of the practice manager.

2.4.4 Resources and material and technical base required for the implementation of internship:

When performing individual assignments during the practice period, students mainly use Internet resources.

The specified material and technical support must meet the current sanitary and fire safety standards, as well as safety requirements during work.

* + 1. Features of performing tasks on practice in conditions of restrictive or other measures

Under the conditions of restrictive measures, stationary passage of the practice (if it is the norm in normal conditions) by the decision of the University or, in the case of delegation of these powers to the educational program, the Academic Council of the educational program can be replaced by a remote one. Other features of the performance of tasks on practice in conditions of restrictive measures depend on the nature of the restrictions and are specified by the governing bodies of the University, Faculty or educational program. Complete information on educational and orientation practices is contained in the following documents:

* [Regulations for HSE Student Project Work, Research and Internships](https://www.hse.ru/docs/190682286.html) (in Russian)
* [Regulations for Orzanization and Processing the Internships in HSE Saint Petersburg (in Russian)](https://www.hse.ru/docs/317189601.html)

**SECTION 3.** **Features of the organization of training for persons with disabilities and disabled people**

Practical training of students with disabilities and disabled people is organized taking into account the characteristics of psychophysical development, individual capabilities and health status. If necessary, students from among persons with disabilities (at the request of the student) and for persons with disabilities also in accordance with an individual rehabilitation program for a disabled person may be offered the following options for the perception of educational information, taking into account their individual psychophysical characteristics, including using e-learning and remote technologies:

- for persons with visual impairments: in printed form in an enlarged font; in the form of an electronic document; in the form of an audio file (translation of educational materials into audio format); in printed form in Braille; individual consultations with the involvement of a tiflosurd interpreter; individual assignments and consultations;

- for persons with hearing impairments: in printed form; in the form of an electronic document; videos with subtitles; individual consultations with the involvement of a sign language interpreter; individual assignments and consultations;

- for persons with disabilities of the musculoskeletal system: in printed form; in the form of an electronic document; in the form of an audio file; individual assignments and consultations.

For people with disabilities and people with disabilities, the choice of places for training should take into account the health status and accessibility requirements for these students.