

APPROVED BY

Academic Supervisor

Educational Program

"International bachelor's in business and economics"

Minutes No. _____ from _____

The current version was developed by E.V. Kozachenko

GUIDELINES FOR PREPARING THE INTERNSHIP REPORT

Educational Programme «International bachelor's in business and economics»

Contents

1. GENERAL REQUIREMENTS FOR THE INTERNSHIP	3
2. PLACE OF THE INTERNSHIP	4
3. DESCRIPTION OF PROCESSES AND REQUIRED DOCUMENTS	6
3.1. Before the Internship Begins	6
3.2. After Completing the Internship	6
4. STRUCTURE OF THE INTERNSHIP	8
5. INTERNSHIP REPORT REQUIREMENTS	9
5.1. Structure.....	9
5.2. Introduction	9
5.3. Main Body	9
5.3.1. General description of the organization.....	9
5.3.2 Description of the internship tasks and results	9
5.4. Conclusion	10
5.5. References	10
5.6. Appendices	10
6. TECHNICAL REQUIREMENTS AND FORMATTING OF THE INTERNSHIP REPORT.....	11
6.1. Technical requirements	11
6.2. Formulas.....	12
6.3. References	13
6.3.1. Citation in text.....	13
6.3.2. Reference list	13
6.4. Appendix	14
6.5. Evaluation criteria of Internship report	15
7. SPECIAL EQUIPMENT AND SOFTWARE SUPPORT	23

1. GENERAL REQUIREMENTS FOR THE INTERNSHIP

Internship is a compulsory element of practical training aimed at developing students' professional skills, competencies, and understanding of real-world organizational practices relevant to their specialization. It is carried out individually and serves as an important bridge between theoretical knowledge and practical application in a professional setting.

Upon completion of the internship, each student must prepare an **Internship Report** summarizing the work completed, the tasks performed, and the skills and competencies acquired during the internship period. The report must reflect the student's ability to analyze professional experiences critically and relate them to the learning outcomes of the educational program. The **Defence of the Internship Report** is obligatory for all students. During the defence, students present their results to the University internship supervisor and answer questions regarding the internship experience and conclusions.

Students of the specializations "International Business" and "Finance and Investments" must prepare all the documents, report, presentation slides and deliver oral defence in English. Students of the specializations "Data Driven Company" and "Quantitative Economics" may choose to complete the documents, report and defense either in English or in Russian. The language must be the same across all listed documents (for example, you may not submit the documents in Russian and deliver the report and defence in English). The language of the report must match the language of the defence. Students pursuing a double major must complete their internship within their primary major, in line with their chosen specialization.

All reporting documents must comply with the requirements and templates established in the present document.

Distributed (discrete) internships conducted in separate periods throughout the academic year are not permitted. Participation in project-based or academic activities cannot be counted as completion of the internship. During the internship, students must take part in all activities specified in the internship work plan and adhere to the internal regulations of the host organization.

2. PLACE OF THE INTERNSHIP

Internships for Bachelor's and Master's students are conducted in accordance with the [Regulations on Practical Training of Students under Core Bachelor's, Specialist, and Master's Programs at HSE University](#).

In accordance with Part 7 of Article 13 of the Federal Law dated December 29, 2012 (as amended on August 4, 2023) "On Education in the Russian Federation," internship may be organized in an organization that operates in the profile of the relevant educational program or in its structural unit designated for conducting practical training, based on a contract concluded between the specified organization and the organization providing educational activities.

During the internship, students must complete a total of 10 tasks, including 6 standard tasks provided by HSE St. Petersburg and 4 individual tasks provided by the internship organization. The functions that the student will perform during the internship, as reflected in these 4 individual tasks, must correspond to the student's field of study: students in the specializations "International Business" and "Data-Driven Company" should carry out tasks in the field of Management, while students in "Finance and Investments" and "Quantitative Economics" should undertake tasks in the field of Economics.

According to the approved curricula of the educational program, the practice is conducted "without traveling to the practice location," i.e., within the territory of St. Petersburg and the Leningrad Region. In line with the Order on the planning and organization of educational activities for the 2025/2026 academic year, training is conducted in person; thus, the internship also takes place in person.

Students must complete their internships in organizations that qualify as small businesses or larger under Russian legislation. According to Article 4 of Federal Law No. 209-FZ of July 24, 2007, "On the Development of Small and Medium-Sized Entrepreneurship in the Russian Federation," a company qualifies as a small enterprise if it has more than 15 employees or its annual revenue for the previous financial year exceeds 120 million rubles.

To avoid conflicts of interest, the internship must take place in an independent host organization that is not owned by, controlled by, or otherwise affiliated with an interested party related to the student (including parents or other close relatives). All documents and information about the host organization are subject to thorough verification; if a conflict of interest or misrepresentation is identified, the internship placement will not be approved.

The internship period for **4th-year students in the 2025/2026 academic year** is established as **from January 12, 2025, to March 20, 2025**.

If a student's internship arrangements deviate from the programme requirements for the current academic year: submit an application for an internship under alternative conditions, approved by the University Internship Supervisor, Track Supervisor, Academic Supervisor, Faculty Internship Coordinator and the Dean, plus supporting documents evidencing compliance with the internship requirements (the exact package is defined case by case).

Students may find internship through the following channels:

1. **Within the Higher School of Economics** — in an organizational unit of the university (excluding academic departments and study offices).
2. **In an external organization** operating in accordance with the profile of the educational program (excluding individual entrepreneurs):
 - **Partner companies** (via the Career Development Centre, CDC). Information about partner organizations can be found on the [CDC website](#) and official communication channels.
 - *If a student applies to several partner companies simultaneously, the internship will be assigned to the first company that provides a positive response. Changing the internship place afterwards is **not permitted**.*
 - **Companies without a cooperation agreement with HSE** - students independently select and secure agreement with an external organization of their choice.

3. DESCRIPTION OF PROCESSES AND REQUIRED DOCUMENTS

3.1. Before the Internship Begins

Before the start of the internship, the proposed internship place must be approved by three parties: the University Internship Supervisor, the Track Supervisor, and the Academic Supervisor.

Once approval is received from all three parties, the internship placement is officially confirmed, and the student may proceed to the next steps, depending on the internship type:

1. If the internship takes place in an HSE research laboratory or center:

No further action is required from the student. All necessary documentation will be processed internally, and the student will begin the internship in January.

2. If the internship takes place in a company via the CDC including cases where the student independently found a placement in a company that already has a cooperation agreement with HSE:

In early December, the university internship supervisor submits student information to the CDC, which handles communication with companies and prepares the required documentation. Students are not involved in this process unless contacted directly for additional information.

3. If the internship takes place in an external organization without a cooperation agreement with HSE:

The student must communicate to the university internship supervisor all necessary information to initiate the contract preparation process between HSE and the organization. The university internship supervisor will guide the student through all required steps and communicate important details regarding the contract's preparation and signing procedure. Before the process begins, the student should make sure that the organization agrees to sign the standard HSE internship contract and that the person authorized to sign the contract on behalf of the organization has the appropriate legal authority to do so.

In all cases, in addition to the documents listed above, each student must submit an **Individual Assignment for the Work Experience Internship**, approved and signed by the University internship supervisor and the internship supervisor by the organization. The template for the Individual Assignment is provided in Appendix A.

3.2. After Completing the Internship

After finishing the internship, students must prepare submit the following documents:

1. **Documents confirming the arrangement of the work experience internship** in compliance with federal law (original¹ Practice Training Agreement signed by both parties; either copies of the Training Plan or Referral Letter, and Letter of Acceptance²);
2. **Internship Work Schedule**, approved by the internship supervisor from the organization (The template for the Internship Work Schedule is provided in Appendix B);
3. **Internship Report**;
4. **Supervisor's Review** from the organization (no fixed format, may be written in free format);
5. **Presentation for Defence**.

Items 2, 3, and 4 from the list above must be uploaded to the LMS system by the deadlines set by the university internship supervisor. Guidance on preparing each document is provided by the university internship supervisor. For the defence students must bring the originals of items 2-4 from the list above with official signatures and seals. Students are responsible for the completeness, correctness, and timely submission of all documents.

Completion rule. Please note that the internship is credited only if all original documents are provided. Failure to submit the required documents or to meet the deadlines will result in the defence being postponed to the additional (retake) examination period.

¹ Failure to submit this document means the internship will not be credited and cannot be assessed (grade 0).

² The required set of documents varies by internship placement. Please check with your university internship supervisor which documents you personally must submit. If your internship is with an external organization with which the university has no partnership agreement, submit the Practical Training Agreement as early as possible.

4. STRUCTURE OF THE INTERNSHIP

The resulting assessment of internship is assigned by the internship supervisor based on the evaluation of the report's content, the defense of the internship report, and feedback from the organization internship supervisor.

$$O_{final} = 0,55 \cdot O_{internship\ report} + 0,35 \cdot O_{defence} + 0,1 \cdot O_{grade\ by\ the\ supervisor\ from\ the\ organization},$$

Where: $O_{internship\ report}$ – the grade by the university internship supervisor regarding the report on the internship according to the criteria;

$O_{defence}$ – the oral defense by the student of the results reflected in the internship report, including the results of the individual task; responses to questions from the university internship supervisor during the defense;

The oral defense is a mandatory component in the final evaluation formula. All students are required to complete the defense.

$O_{grade\ by\ the\ organization\ internship\ supervisor}$ – the grade by the organization internship supervisor for the completed internship.

The resulting grade is rounded arithmetically.

If, after completing the internship, the review on the student's work issued by the internship supervisor from the organization lacks their signature and/or lacks the seal of the organization, or if the student does not have review on their work, then the review is not counted.

If, after completing the internship, the internship report lacks the signature of the internship supervisor from the organization and/or lacks the seal of the organization, or if the student does not have a report on their work, then the student is considered to have not fulfilled the internship program.

Students who do not complete the internship program without a valid reason or receive a negative assessment are considered to have an academic debt.

To successfully complete the internship and interim assessment, students must timely fulfill their individual tasks and all assignments from the internship supervisor at the organization, as well as study the main literature listed in this program. Additional literature should be studied by students for a deeper understanding of specific issues they may encounter during their internship.

5. INTERNSHIP REPORT REQUIREMENTS

5.1. Structure

Upon completion of the internship, the student submits an internship report. The report is a document that reflects the completeness of the assignment for the internship, the skills and abilities acquired, and the competencies developed. The structure of the Internship report consists of: Introduction, Main body, Conclusion, References, and Appendices.

5.2. Introduction

This section should present the **overall goals and objectives** of the internship, explaining its purpose and expected learning outcomes. The student should describe the general focus of the internship, its relevance to the educational program, and how it contributes to the development of professional competencies. It is recommended to briefly outline the scope of work (key directions, departments, or projects) and the expected results, as well as to identify the skills or competencies the student aimed to strengthen through the internship.

5.3. Main Body

5.3.1. General description of the organization

In this section, the student should provide general information about the organization where the internship took place. The description should include the organization's full name, legal form, and main area(s) of activity, regardless of the department in which the student worked. It is important to outline the organization's mission, key products or services, target markets, and position in the industry. The student should also briefly describe the organizational structure and provide key economic indicators (such as revenue, market share, or number of employees) if available. This section gives an overall understanding of the company's operations and context in which the internship was carried out.

5.3.2 Description of the internship tasks and results

During the internship, students are required to complete six standard and four individual tasks. Each task should be described in a separate subsection (for example, Sections 2.2–2.11), following a unified structure. This approach allows students to demonstrate both the scope and depth of their work and to provide evidence of the achieved learning outcomes. For each task, the student is recommended to include the following elements:

- Task title and objective: briefly describe what the task was and why it was important for the organization or internship goals.
- Theoretical or methodological background: specify which concepts, models, or analytical tools were applied.
- Process and implementation: describe the steps taken to complete the task, including data collection, analysis, participation in meetings, or practical actions performed.
- Results and conclusions: summarize the outcomes, findings, and acquired skills; if applicable, include practical implications or recommendations.
- Supporting evidence: refer to documents, graphs, tables, screenshots, or other materials attached in the appendices that confirm the task's completion.

5.4. Conclusion

The conclusion should summarize the overall results of the internship and reflect on the student's personal and professional development. The student should briefly describe the main activities performed and the key results achieved, emphasizing how the experience contributed to acquiring new knowledge, skills, and practical competencies relevant to the educational program. It is important to demonstrate how theoretical knowledge gained during studies was applied to real organizational situations and how this experience enhanced understanding of professional practice. The conclusion should also include reflections on the challenges or difficulties encountered during the internship and the ways in which they were addressed. Overall, this section should present a coherent and thoughtful narrative of what the student learned from the internship, how it contributed to their professional growth, and how it may influence their future academic or career goals.

5.5. References

List all materials, publications, and organizational documents cited in the report, formatted according to APA style.

5.6. Appendices

Include supplementary materials that support the analysis presented in the report, such as copies or examples of completed tasks; analytical tables, graphs, and charts; organizational charts or internal documents (if permitted); confirmation of task completion.

Each appendix should be numbered and referenced in the main text.

6. TECHNICAL REQUIREMENTS AND FORMATTING OF THE INTERNSHIP REPORT

6.1. Technical requirements

The Internship Report should be typed on standard sheets of paper using the format A4. The four sides of the pages should have the following margins: left margin – 35 mm; right margin – not less than 10 mm; upper and lower margins – not less than 20 mm. Each page should have approximately 2,000 characters.

Line spacing:

- Main text – 1.5
- Reference list – 1.5
- Tables, figures and graphs – 1
- Footnotes – 1

Font – Times New Roman; for LaTeX – Computer Modern (default font). Other fonts are not allowed.

Font size:

- Main text – 12
- Reference list – 12
- Shorter tables, figures, graphs and equations – 12
- Larger tables – not less than 10
- Footnotes – 10

Font colour – black. Drawings and graphs may be presented in colour.

Alignment:

- Main text, reference list, footnotes, abstract and keywords – justified
- Headings – centred

Each new section should begin on a new page. This same rule applies to the other main parts of the Internship Report (introduction, conclusion, reference list, appendices, etc.). Paragraphs should be indented at 1.25 cm. The main text should be aligned by width. A subsection may be started on the current page if at least five lines of text (not including the name of the subsection) from this subsection would be on the current page.

Pages should be numbered starting from the title page, but the page number should be shown starting only from the second page – i.e., on the title page, the page number should not

be shown. Page numbers should be shown on the bottom of each page, either in the centre or on the right, with no period.

The Internship Report begins with the title page. The title page provides information about the academic institution where the work was completed; the last name, initials and group of the student; the last name, initials and academic degree and position of the university internship supervisor; and the city where and year in the work was conducted.

To highlight certain terms or formulas, the use of either bold or italics is permitted. Underlined text (example) is not allowed. Moreover, only one of either bold or italics may be used at a time – the use of bold and italics (***example***) in one term is not allowed.

The text of Internship report may contain abbreviations – both commonly used abbreviations (e.g., the USA for the United States of America) and abbreviations introduced by the author. In both cases, in the first mention of the abbreviation, the word or words should be written in full, with the abbreviation given in parentheses. For subsequent references, the abbreviation may be used without reference to the full word or words.

6.2. Formulas

If necessary, the Internship Report may contain formulas.

Formulas are placed either on a separate line, centered, or within the text. It is recommended to place in the text short, simple formulas. These formulas should not be numbered. More important formulas, or formulas that are longer are more complex (e.g., formulas that involve differentiation, integration, etc.), should be placed on a separate line, centered and numbered.

Formulas should be numbered consecutively throughout the Internship Report. A period is not placed after the number of the formulas. The number is written in Arabic numbering, in parentheses, to the right of the formula.

The meaning of symbols, coefficients, etc. in a given formula should be given in the text below the formula, if these symbols, coefficients, etc. have not been explained earlier in the text. Each symbol should be shown on a separate line, in the same sequence as in the formula.

Example:

$$NPV = -I_0 + \sum_{k=1}^n \frac{CFO_k}{(1+d)^k},$$

where: I_0 – the initial investment;

n – the number of periods in the project;

CFO_k – cash flows during the period;

d – the discount rate.

Two lines should be placed between the end of the list of symbols, coefficients, etc. and the main text.

6.3. References

6.3.1. Citation in text

Please ensure that every reference cited in both the power point slides text and the Term paper text is also present in the reference list (and vice versa). Any references cited in the Internship Report must be given in full. Citations in the text should follow the referencing style used by the Harvard reference system or the APA reference style.

Examples of in-text citations using the APA Style:

- Single author: the author's name (without initials, unless there is ambiguity) and the year of publication. An example: (Kumar, 2020);
- Two authors: both authors' names and the year of publication. An example: (Kumar & Kumar, 2020);
- Three or more authors: first author's name followed by 'et al.' and the year of publication. An example: (Kumar et al., 2020).

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, and then chronologically. Example: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan & Jones, 1995). Kramer et al. (2000) have recently shown"

6.3.2. Reference list

The reference list is placed at the end of the Internship Report, there is no need to have a reference list in the defence power point presentation as the main slide, but are allowed as backup slides.

The reference list contains continuous numbering, using Arabic letters. Foreign sources are placed in alphabetical order at the end of the list. The reference list can be based on either the Harvard reference system, the APA reference style or Russian reference standards (GOST).

Examples using the APA Style:

- Articles in journals:

Hsu, Y.-S., Chen, Y.-P., Chiang, F. F. T., & Shaffer, M. A. (2021). It takes two to tango: Knowledge transfer between expatriates and host country nationals. *Human Resource Management*, 1– 24.

Colquitt, J. A., & Zapata-Phelan, C. P. (2007). Trends in theory building and theory testing: A five-decade study of the *Academy of Management Journal*. *Academy of management journal*, 50(6), 1281-1303.

- Sources from the internet:

Krivkovich A., Starikova I., Robinson K., Valentino R., and Yee L. (2021). Women in the workplace. McKinsey report. Available from: [<https://www.mckinsey.com/featured-insights/diversity-and-inclusion/women-in-the-workplace>].

OECD (2020), COVID-19, crises and fragility, OECD Policy Responses to Coronavirus, OECD Publishing, Paris. Available from: [<https://doi.org/10.1787/2f17a262-en>].

- Books, monographs:

Chinyong Liow, J., Liu, H., & Xue, G. (Eds.). (2021). *Research Handbook on the Belt and Road Initiative*. Edward Elgar Publishing.

Pan, Z. (2015). *Global Value Chains and Production Networks: State-Business Relations and Complexity in Economic Crises*. Chapel Hill, NC: University of North Carolina at Chapel Hill Graduate School. <https://doi.org/10.17615/8zkc-pr75>

6.4. Appendix

The appendix is the final part of the Internship report. The appendix contains supplemental material that is helpful in understanding the main text. The appendix may contain many different types of content – e.g., extracts from reports, copies from documents, individual parts of instructions, etc. The appendix can include text tables, graphs, etc. The appendix is included after the reference list.

Each appendix should begin with a new page, with ‘Appendix’ indicated in the upper-right corner of the page. ‘Appendix’ should be followed by the number of the appendix, in

Arabic numbering. Each appendix should contain a heading that describes the content of the appendix. The title of the appendix should be in lowercase letters, except for the first letter of the first word of the appendix and should be placed on a separate line.

The appendices should contain consecutive page numbers, continuing from the page numbers in the main text and reference list. Appendices should be ordered based on the order of each appendix in the text – e.g., the appendix referred to first in the text is Appendix 1; the appendix referred to second is Appendix 2; etc.

If the appendix contains multiple connected structural elements (e.g., multiple tables, multiple illustrations), these elements should be numbered (e.g., Table 1, Table 2, etc.). Each structural element should contain its own heading and name.

6.5. Evaluation criteria of Internship report

When evaluating a report, the internship supervisor is guided by the following criteria:

- Adherence to required structure: the report must follow the prescribed structure and include a reference list containing at least 10 sources, formatted according to APA style;
- Depth and completeness of content: each section of the report must be fully developed and demonstrate a clear understanding of the internship experience, aligned with the expectations for each part of the structure;
- Fulfillment of the Individual Internship Task: the report should explicitly document how the student executed their assigned tasks, including objectives, actions taken, outcomes achieved, and any challenges encountered;
- Compliance with formatted standards: the document must meet all specified formatting requirements (e.g. font, spacing, margins, headings) as outlined in this guidelines..

The specific correspondence between performance levels and point values is detailed in the Table 1.

Table 1. Evaluation Criteria for the Internship Report

Grade	Definition
“Excellent” – 10 points	<p>The report presents the author's innovative vision and interpretation of the issues and tasks addressed in the document. An original interpretation of the problems and tasks is proposed, with justification of the author's position based on evidence.</p> <p>The report includes a personal analysis of the work of the organization, as well as the formulation of conclusions and suggestions for its improvement. It represents a complete work that adheres to the specified structure.</p> <p>The text is presented logically and lexically correctly, is substantive and well-argued. It is supported by knowledge of local regulations governing the activities of the organization and correct use of terminology.</p> <p>The characteristics of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials, are clearly and concisely described. The material is presented sequentially. The individual task is completed in full, and the conclusions in the report are well-founded and supported by evidence. The formatting meets the required standards.</p>
“Excellent” – 9, 8 points	<p>The report is a complete work that follows the specified structure. The material is presented sequentially. The ability to analyze the material is demonstrated. The conclusions in the report are well-founded and supported by evidence. The individual task is completed in full. The formatting meets the required standards. A total of two deficiencies in the formatting of the work schedule or internship report, or one deficiency in each, is acceptable.</p>
“Good” – 7, 6 points	<p>The material is presented sequentially, with correct prioritization. The student demonstrates a confident understanding of the essence of the processes and phenomena</p>

	that occurred during the internship. The ability to analyze the material is evident, although not all conclusions are well-argued and substantiated. A total of three to four deficiencies in the formatting of the work schedule and/or internship report are acceptable.
“Satisfactory” – 5 points	The material is presented sequentially, with correct prioritization. The student demonstrates a confident understanding of the essence of the processes and phenomena that occurred during the internship. The ability to analyze the material is evident, although not all conclusions are well-argued and substantiated. A total of three to four deficiencies in the formatting of the work schedule and/or internship report are acceptable.
“Satisfactory” – 4 points	Minor violation of the logic in presenting the material, with no more than three to four errors regarding facts and/or terminology. Unclear description of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials. Absence of analysis, conclusions, and suggestions for improving the work of the organization. Six deficiencies in total in the formatting of the work schedule and/or internship report.
“Unsatisfactory” – 3 points	Significant violation of the logic in presenting the material, with more than four errors regarding facts and/or terminology. Absence of a description of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials. Absence of a personal analysis of the work of the organization and formulation of conclusions and suggestions for improving its operations. Seven deficiencies in total in the formatting of the work schedule and/or internship report. The internship report does

	not contain a personal analysis of various aspects of the organization's operations.
"Unsatisfactory" – 2 points	<p>Severe violation of the logic in presenting the material, with more than four errors regarding facts and/or terminology.</p> <p>Absence of a description of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials.</p> <p>Absence of a personal analysis of the work of the organization and formulation of conclusions and suggestions for improving its operations.</p> <p>Absence of analysis, conclusions, and suggestions for enhancing the work of the organization.</p> <p>Significant deficiencies in the formatting of the work schedule and internship report. The internship report does not contain a description of the completed work, a personal analysis of various aspects of the organization's operations, conclusions, comments, or suggestions.</p>
"Unsatisfactory" – 1 point	<p>Severe violation of the logic in presenting the material, with more than four errors regarding facts and/or terminology.</p> <p>Absence of a description of the procedures and conditions of work at the specialized organization, as well as the rights, duties, and powers of its officials.</p> <p>Absence of a description of the content and process of performing specific tasks assigned during the internship.</p> <p>Absence of a personal analysis of the work of the organization and formulation of conclusions and suggestions for improving its operations.</p> <p>Absence of analysis, conclusions, and suggestions for enhancing the work of the organization.</p> <p>Absence of one or more internship documents. Significant deficiencies in the formatting of the work schedule and internship report. The internship report does not contain a description of the completed work, a personal analysis of</p>

	various aspects of the organization's operations, conclusions, comments, suggestions, or a description of the activities of the organization. Documents created during the internship are not attached.
0	Absence of response. Absence of internship documentation.

The maximum score for the report is 10.

7. INTERNSHIP DEFENCE REQUIREMENTS

When evaluating a report, the internship supervisor is guided by the following criteria:

- Relevance and alignment: the content presented during the defence must directly correspond to the internship report and the student's assigned individual task, ensuring consistency and fidelity to the documented experience;
- Clarity and focus: the student should demonstrate the ability to identify and emphasize key aspects of the internship, concisely summarize its main outcomes, and structure the presentation with appropriate prioritization and logical flow;
- Quality of responses and professional communication: answers to the supervisor's questions must be accurate, complete, and logically coherent, reflecting a solid grasp of the subject matter and the ability to articulate ideas using appropriate professional terminology and disciplinary competencies.

The specific correspondence between performance levels and point values is detailed in the Table 2.

Table 2. Evaluation Criteria for the Defense of the Internship Report

Grade	Definition
"Excellent" – 10 points	The student demonstrates a unique vision and understanding of the essence of the processes and phenomena that occurred during the internship and can justify their position from a scientific perspective. The ability to analyze the material is shown in a well-argued manner, supported by evidence. Responses to the posed questions are presented logically, coherently, and do not require additional explanations. Well-founded conclusions are drawn.
"Excellent" – 9, 8 points	The material is presented sequentially, with correct prioritization. The student demonstrates a complete understanding of the essence of the processes and phenomena that occurred during the internship. The ability to analyze the material is shown in a well-argued manner, supported by evidence. Responses to the posed questions are presented logically, coherently, and do not require additional explanations. Well-founded conclusions are drawn. A total of

	one or two deficiencies in the formatting of the work schedule or internship report, or one deficiency in each, is acceptable.
“Good” – 7 points	The material is presented sequentially, with correct prioritization. The student demonstrates a confident understanding of the essence of the processes and phenomena that occurred during the internship. The ability to analyze the material is evident; however, not all conclusions are well-argued and substantiated. Responses to the posed questions are sufficiently complete and coherent.
“Good” – 6 points	The material is presented sequentially with minor remarks. The student demonstrates an understanding of the essence of the processes and phenomena that occurred during the internship. The ability to analyze the material is evident; however, not all conclusions are well-argued and substantiated. Responses to additional questions about the internship are incomplete.
“Satisfactory” – 5, 4 points	There are violations in the sequence of presenting the content of the internship. The student demonstrates a partial understanding of the essence of the processes and phenomena that occurred during the internship. The student shows superficial knowledge when answering questions. The provided formulations are not sufficiently precise. The response is neither complete nor substantive.
“Unsatisfactory” – 3, 2, 1 points	The material is presented inconsistently. The student has a poor understanding of the structure and content of the report. They do not grasp the essence of the processes and phenomena that occurred during the internship. The response is neither complete nor substantive. There are no answers to additional questions about the progress of the internship.
0	Absence of response. Absence of internship documentation.

The maximum score for the defense of the report is 10.

A list of sample questions that may be asked of students during the practice defense:

- What did you understand about the specifics of managerial work while completing tasks during the internship?
- What professional skills did you acquire during the internship?

7. SPECIAL EQUIPMENT AND SOFTWARE SUPPORT

During the Internship students can use information technologies, including computer simulations, statistical software used in the organization, internet technologies and so on. In case of completion of the Work Experience Internship in an external organization, all special equipment required for the accomplishment of work instructions and assigned functional duties is provided by the organization.

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