Annex 2

**GUIDELINES FOR PASSING AND REPORTING ON Science and Research Internship**

**MASTER’S PROGRAMME “Master in International Business”**

Area of Studies: 38.04.02 «Management»

Level: masters

# I. GENERAL PROVISIONS

In accordance with the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University the goal of the scientific research internship is further systematizing and extending of the theoretical and practical knowledge gained in the University in management subjects, practical application of management knowledge in order to solve the tasks of professional occupation.

The master’s degree student has to develop the internship programme on its own and to undertake a scientific research in accordance with the internship goals and tasks defined in such programme.

Science and Research Internship (Internship) is a compulsory part of the curriculum and is designed to help students gain professional experience, as well as improve and strengthen their knowledge and competencies acquired in the course of theoretical education.

The internship is aimed at the development of the research and professional skills of students, their competencies in self-organisation, independent professional activities, and proper time management.

The internship is held in the period that includes the first semester of the 2nd year of study, as well as the summer period between the years of study. The particular dates of the internship are determined in the study plan. The internship weights 2 ECTS and 3 ECTS respectively. Science and Research Internship can take place in research divisions of HSE, or in external organizations.

The internship is graded on a 10-point grading scale, and assessment results are included into the student performance rating. Students who failed to complete their internship for no valid reason or who received a fail grade shall be facing academic failure.

The internship could be prepared individually or in groups. The maximum number of students in a group is determined by the characteristics of the assignment. The internship supervisor from the programme and the student’s supervisor from the place of internship (internship coordinator) together supervise the students’ activities during the internship.

# II. LIST OF INTENDED LEARNING OUTCOMES

The internship is aimed at the development of the following learning outcomes:

Table 1

| The competency code | The competency description | Professional tasks that require this competency |
| --- | --- | --- |
| UC-2 | Able to create new theories, invent new ways and tools of professional activity. | Selection, adaptation, development and use of methods and tools for research and analysis of results; |
| UC-3 | Able to self-master new research methods, change the scientific and industrial profile of their activities. | Selection, adaptation, development and use of methods and tools for research and analysis of results; preparation of reviews, reports and scientific publications; |
| UC-4 | Able to improve and develop his intellectual and cultural level, build a trajectory of professional development and career | Develop skills of preparing reports on scientific as well as research-and-practice activity for further career path. |
| PC-6 | able to present research results in the form of teaching materials for use in management disciplines teaching  | Search, development and implementation of educational programs in the field of management. |
| PC-10 | able to form a network of business processes in an organization  | The formation of the organizational structure and networks of business processes of organizations. |
| PC-14 | able to develop organizational development programs and ensure their implementation  | Development, implementation and evaluation of the effectiveness of projects aimed at the development of the organization. |
| PC-18 | able to formulate and manage a project of consulting works in the field of management  | Development of methodological support for consulting activities, including on the basis of ongoing research; preparation and submission of reviews, reports and recommendations.  |

# III. Internship Reports forms

On completing the internship, a student must have the following documents:

* **Individual internship assignment**, which is confirmed by the supervisor from University and the supervisor from Organization. The form of the document is given on the website.
* **The Internship schedule**, that is to be filled weekly, and reflect the content of a student's activity. The schedule is signed after the student's report to both supervisors. The form of the schedule is given on the website.
* The **report on internship** should reveal the student’s activities, and also knowledge, skills and competencies that have been acquired. The template for the title list of the report is presented in the Appendix A.

The report is the result of independent student’s work and should be a consistent, logical and completed piece of writing. It should include the following parts:

* A brief description of the organization (sector of economy, organizational structure, market, financial performance).
* Description of professional problems solved by the student during internship (according to the objectives of the internship and individual assignment).

The report should be presented in an appropriate manner. The provisional length is 10-15 pages (Times New Roman, 12 pt, 1.5 space intervals). The criteria for the report are presented in Appendix B. Report structure should include: Introduction (goals and objectives of internship); Main part (content); Fulfilled individual assignment; Conclusion (including self-assessment of competences); Appendix (slides of the presentation, graphs, charts, tables, algorithms, illustrations, etc.).

* **The review from the Internship Supervisor** contains a comprehensive part of the internship. The elements of the review from the Organization’s Internship Supervisor are presented in the Appendix C.

The completeness of all documents is mandatory.

# current and INTERIM INTERNSHIP ASSESSMENT

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The current assessment provides an assessment of the practical training of students and is carried out in discrete time intervals by the internship coordinator in the forms of monitoring of the implementation of individual tasks, evaluation of the written report and oral defence.

**Criteria and grading scale for internship assessment**

The final grade is calculated as follows:

FG = 0,5\*G1+ 0,5\* G2

where G1 is the grade for the first part of the internship (the summer period between the years of study),

where G2 is the grade for the second part of the internship (autumn semester of the second year).

G1 = 0,2 \* GSupervisor + 0,2 \* Greport + 0,6 \* Goral defence,

where GSupervisor is the recommended grade of the Organization’s Internship Supervisor (indicated in the review from the Internship Supervisor), Greport is the grade for the written report, Goral defence – the grade for the presentation, internship performance and the oral defence.

On completion of the first part of the internship, students present their results during the oral defence. The oral defence is organized by Study office after completing the internship. The presentation lasts for 10 minutes and should reflect all the activities that were fulfilled. The proposals/recommendations on the improvement of the organization business processes in the area of management or analytics are very welcome.

During the oral defence a student demonstrates the presentation and answers the questions from the defence committee. It is permissible to held the internship defence in the presence of one teacher. The criteria for the defence are presented in Appendix D.

G2 = 0,5 \* GSupervisor + 0,5 \* Greport

where GSupervisor is the recommended grade of the Organization’s Internship Supervisor (indicated in the review from the Internship Supervisor), Greport is the grade for the written report.

The final grade is rounded using the arithmetic approach.

The grade given for the internship is considered equivalent to the grades given for classroom training and is taken into account when summing up the results of the students’ overall performance.

The students who have failed to carry out the internship programme for a valid reason have an opportunity to undertake the internship again in their study-free time. The students who have failed to carry out the internship programmes without valid excuse or have got a poor grade may be expelled from NRU HSE as students with academic failure in the manner provided for in the Regulation on Modes of Knowledge Assessment of the Students of NRU HSE.

Besides observance of dates and regulations established by the department as regards the internship (submitting internship agreements, applications, reports) also influences the grade.

# Appendix A. The template for a title list of the report

National Research University Higher School of Economics,

Saint-Petersburg

St. Petersburg School of Economic and Management

Master’s Programme “Master in International Business”

Master

**38.04.02 Management**

**REPORT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(form of internship)*

Executed by the student of\_\_\_\_\_\_ group

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(student’s full name)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(signature)*

**Verified:**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(position, full name of Internship Supervisor on behalf of HSE University)*

*\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(grade) (signature)*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(date)*

# Appendix B. Criteria for the report

|  |  |
| --- | --- |
| Report grading criteria  | *Grade* |
| The master’s degree student submits in time an internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterized by the high level of prepared material, all elements of the individual assignment are thoroughly covered and reflect the depth of the research undertaken or the problem addressed. The student has demonstrated proactiveness and a high level of communication with internship supervisors from the university and the organization. | *Excellent, 10 points* |
| The master’s degree student submits in time an internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterized by the high level of prepared material, all elements of the individual assignment are thoroughly covered. | *Excellent,**9 points* |
| The master’s degree student submits in time an internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor.  | *Excellent,**8 points* |
| The master’s degree student submits in time an internship report; the report covers fully different aspects of the internship; but the student has received insignificant critical remarks regarding the format of the reporting documents or has not answered fully to the questions raised at the internship report defense; the individual assignment is completed correctly but with insignificant critical remarks from the internship supervisor. | *Good,* *7 points* |
| The master’s degree student submits in time an internship report; the report covers fully different aspects of the internship; but the student has received critical remarks regarding the format of the reporting documents or has not answered all the questions at the internship report defense; the individual assignment is completed correctly but with critical remarks from the internship supervisor | *Good,* *6 points* |
| The master’s degree student submits in time an internship report; but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship; not all the questions were answered at the internship report defense. | *Satisfactory, 5 points* |
| The master’s degree student submits in time an internship report; but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship; not all the questions were answered at the internship report defense. The report is completed superficially, does not demonstrate a thorough approach to addressing the problem. The response to the requests from the university internship supervisor and the organization internship supervisor was not timely and adequate.  | *Satisfactory, 4 points* |
| The master’s student has not completed the internship programme; the reporting documents are assessed with numerous critical remarks; failed to complete an individual plan; could not answer all the questions at the defense. | *Poor,**3 points* |
| The master’s degree student has not completed the internship program, has not submitted a report on the internship or there are many comments to the reporting documents; failed to complete an individual plan; could not answer all the questions while the defense. | *Poor,**2 points* |
| The master’s degree student has not completed the internship program and has not submitted a report on the internship or reporting documents; there are many comments; did not fulfill an individual plan; could not answer a single question while the defense. | *Poor,* *1 point* |

# Appendix C. Review of students’ performance during internship

**Review of students’ performance during internship**

The review of students’ performance during internship is formed by the Organization’s Internship Supervisor.

The review should specify – the name of the student, the place of internship, the time of internship.

The review should include:

* professional tasks performed by the student;
* completeness and quality of implementation of the internship;
* student's attitude to the assignments received during internship;
* assessment of formation of the planned competences;
* conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities; **recommended grade.**

The review should be signed by the Organization’s Internship Supervisor and stamped.

# Appendix D. Criteria for for the presentation

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Scoring Criteria | Points | Score |
| Format | Information is presented in a logical sequence | 2 |  |
| Content  | Presentation contains accurate and relevant information | 2 |  |
| There are conclusions summarizing the data | 2 |  |
| Delivery | Delivery is poised, controlled, and smooth. Visual aids are well prepared, informative, effective, and not distracting. Length of presentation is within the assigned time limits. | 2 |  |
| Discussion after presentation was well communicated | 2 |  |
| Total |  | 10 |  |