Annex 3

**GUIDELINES FOR PASSING AND REPORTING ON**

**PRACTICE IN OBTAINING PROFESSIONAL SKILLS AND PROFESSIONAL EXPERIENCE**

**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 Practice in Obtaining Professional Skills and Professional Experience (hereinafter - 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 students have to develop the internship programme on their own and to undertake actions in accordance with the internship goals and tasks defined in this programme.

Practice in Obtaining Professional Skills and Professional Experience 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. It also serves the need to collect primary data for completing research.

The internship is held in the spring semester of the 2 year. It weights 9 ECTS and 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. The internship is conducted inside the University (in research laboratories or departments) or outside the University (in companies, banks, public organizations, etc.).

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# 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. Reports forms

On completing the Practice in Obtaining Professional Skills and Professional Experience, a student must have the following documents: 1) individual assignment, 2) schedule, 3) report 4) review from the Practice in Obtaining Professional Skills and Professional Experience Supervisor.

**Individual assignment**, which is confirmed by supervisor from University and supervisor from Organization. The assignment should include the following items: goal of internship, objectives of internship, internship plan (questions to be studied), planned results. The form of the document is given on the website.

**The 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** 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 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 following parts:

* The brief description of the organization (description of the company's division).
* The list of professional tasks that have been solved by the student (activities in which the student has been involved, features of tasks, description of the process of solving problems).
* The main results that were obtained in the research programme (the draft of the empirical/practical part of the dissertation).

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. The 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 Practice in Obtaining Professional Skills and Professional Experience 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.

# IV. 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, in the form of public presentation of internship outcomes and written report.

On completion of the Practice in Obtaining Professional Skills and Professional Experience, students present its results during the oral defence. The oral defence is organized by Study office after completing the Practice in Obtaining Professional Skills and Professional Experience. The presentation lasts for up to 10 minutes and should reflect all the activities that were fulfilled, as also the achievements in their research programme implementation made during the Practice in Obtaining Professional Skills and Professional Experience. 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 or the program academic supervisor.

**Criteria and grading scale for interim internship assessment**

The final grade is calculated as follows:

FG = 0,3 \* GSupervisor + 0,2 \* Greport + 0,5 \* 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 of the presentation, internship performance and the oral defence. The criteria for the defence are presented in Appendix D.

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 Practice in Obtaining Professional Skills and Professional Experience (submitting guarantee letters, 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**

**Practice in Obtaining Professional Skills and Professional Experience**

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

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| --- | --- |
| 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

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

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| --- | --- | --- | --- |
| 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 |  |