**National Research University Higher School of Economics**

**Faculty St. Petersburg School of Economics and Management**

**Master’s degree Programme “Master in International Business”**

**Internship Programme**

*Approved:*

*Academic Council of Master’s Programme “Master in International Business”*

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*for students enrolled in Master’s Programme “Master in International Business”, intake 2021*

**Internship Programme**

Master’s Programme “Master in International Business”

**ABSTRACT**

Practical training on the degree programme “Master in International Business” is implemented in the form of Term paper, Project, Science and Research Internship, Practice in Obtaining Professional Skills and Professional Experience, and Thesis preparation. Students’ participation in all of the elements of practical training contributes to the development and advancement of practical skills and competencies relevant to the profile of the programme, including:

ability to identify and formulate relevant scientific problems in the field of management, summarize and critically evaluate the results obtained by domestic and foreign researchers on a selected topic, formulate scientific hypotheses;

ability to identify the data necessary to solve the assigned research tasks in the management sphere;

ability to choose tools, modern technical means and information technology for information processing in accordance with the scientific task in the field of management;

ability to analyze the results of calculations and justify the findings in accordance with the scientific task in the field of management;

ability to present the results of the study in the form of a report, article or presentation;

ability to form a network of business processes in an organization;

ability to manage organizations related to operations on international markets in the context of globalization;

ability to develop a corporate strategy, business strategy and functional strategies of the organization;

ability to plan and implement projects and activities aimed at implementing the strategies of the organization;

ability to develop organizational development programs and ensure their implementation;

ability to use modern managerial technologies and develop new management technologies to improve the effectiveness of the organization;

ability to find and evaluate new market opportunities, form and evaluate business ideas, develop business plans for creating a new business;

ability to identify the data necessary to solve the assigned managerial and entrepreneurial tasks; carry out data collection and processing;

ability to formulate and manage a project of consulting works in the field of management.

The Internship Programme includes a description of the curriculum elements of the degree programme, organized in the form of practical training and grouped in the "Internship" module of the curriculum.

**SECTION 1. GENERAL PROVISIONS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year of study** | **Type of internship** | **Element of practical training**  **(EPT)** | **Form** | **Credits** | **Academic hours per student** | **Duration** |
| 1 | Research/Project | Term paper | Mandatory | 5 | 190 | Modules 2-4 |
| 1, 2 | Research/Project | Project | Mandatory (Elective) | 5 | 190 | Module 4 of 1st year – Module 3 of 2nd year |
| 1, 2 | Research | Science and Research Internship | Mandatory | 5 | 190 | Module 4 of 1st year – Module 2 of 2nd year |
| 2 | Work Placement | Practice in Obtaining Professional Skills and Professional Experience | Mandatory | 9 | 342 | Module 3 |
| 2 | Research / Project | Thesis preparation | Mandatory | 18 | 684 | Module 2-4 |

**SECTION 2. INTERNSHIP CONTENT DESCRIPTION:**

**Key deadlines for EPT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of EPT** | **Signing the student’s assignment** | **Submitting an interim version of the text/report** | **Submitting a final text/report** |
| Term paper | Selection of the topic/proposing one's own topic by students until 20 November of the current academic year;  Appointing topics in the student’s study plan until 15 December of the current academic year | Determined by the supervisor of the paper | Uploading the final version of the term paper into LMS not later than one week before the examination period of Module 4  Term paper defence during the examination period of Module 4 |
| Project | No later than the official start of the project | Determined by the project supervisor | Specified in the project proposal but not later than the end of the 3rd module of the 2nd year |
| Science and Research Internship | Determined by the internship supervisor but not later than the official start of the internship | Determined by the internship supervisor individually | Determined by the internship supervisor but not later than 5 working days after the end of the internship |
| Practice in Obtaining Professional Skills and Professional Experience | Determined by the internship supervisor but not later than the official start of the internship | Determined by the internship supervisor individually | Determined by the internship supervisor but not later than 5 working days after the end of the internship |
| Master’s Thesis | Selection of the topic/Proposing one's own topic by students until 20 November of the current academic year  Appointing topics in the student’s study plan until 15 December of the current academic year | Determined by the supervisor of the master’s thesis | Uploading the final version of the master’s thesis into LMS not later than 14 days before the official date of the defense |

**2.1. EPT "TERM PAPER"**

2.1.1. Goals, objectives and the EPT prerequisites.

Term paper is an element of practical training and can be a project-based or research-based practice. Term paper can be prepared in two main TP formats: academic format and consulting project format. Academic format research focuses at obtaining new or extending existing knowledge about particular international business phenomena. Consulting project format study aims to solve a practical task for a particular company, what results in development of practical recommendations.

2.1.2. Milestones.

The main milestones are presented in Annex 1.

2.1.3. Special aspects and arrangements.

Work placement on premises or on site will be arranged at HSE University. The specified material and technical support must satisfy the current sanitary and fire safety standards, as well as the safety requirements for work.

2.1.4. Assessment and reporting procedures.

The detailed information is provided in Annex 1.

2.1.5. Resources.

The type of work on term paper defines necessary resources, including specialized databases and software.

**2.2. EPT "PROJECT"**

2.2.1. Goals, objectives and the EPT prerequisites.

Project is an element of practical training. Project aims to solve a practical task for a particular company or a department or any other division of the university. Objectives of project are determined by the supervisor of project. The project aims at the development of soft skills (team building, time management, presentation, international communications etc.), and analytical skills. The students may choose between research projects or consulting projects.

The number of credits that the students obtain depends on the project type and workload mentioned by the project’s supervisor. The total number of credits for projects for Programme equals to 5.

2.2.2. Milestones.

The students may fulfil projects on the 1st and the 2nd year of their studies, but projects are to be completed not later than the end of the Module 3 of the 2nd year. On the 1st year, the programme organizes a special project-dedicated event – BarCamp in Module 4 of the academic year, but the students can choose other projects in any period.

The students may choose projects of any type mentioned above, that are related to the area of competences developed by Master’s programme “Master in International Business”.

Students choose projects and apply for them via the Projects Fair. The Programme’s supervisor approves the projects that align the goals and the objectives of the programme. A student may apply for a project that had not been approved by the Programme’s director, if the academic supervisor considers her/his arguments on how this project develops the competences required by the programme convincing. The students can also participate in the projects that are not presented in the Project Fair if they are offered directly by the programme.

Students’ applications for the project are to be approved by the project supervisor; after the approval, the student cannot leave the project unless its supervisor agrees with the leave. If a student leaves the project without its supervisor’s approval, this can cause an unsatisfactory grade for the project, and therefore – the academic debt.

Forms of reports and deadlines for submissions of interim versions are determined by the project supervisor. Submitting a final report specified in the project proposal but not later than the end of the 3rd module of the 2nd year.

2.2.3. Special aspects and arrangements.

The project can take place in research divisions of HSE, or in external organizations. The project is conducted inside the University (in research laboratories or departments) or outside the University (in companies, banks, public organizations, etc.). The project may be undertaken remotely. The specified material and technical support must satisfy the current sanitary and fire safety standards, as well as the safety requirements for work.

2.2.4. Assessment and reporting procedures.

Project reporting forms, assessment formulas, and assessment criteria for students’ interim assessment are determined by the project supervisor and specified in the project proposal.

The project supervisor assesses the work of the student according to the criteria specified in the project description and files the assessment worksheet with the grades and the number of credits the student gets. The supervisor presents this worksheet to the Programme office not later than in 5 days after the project’s completion.

2.2.5. Resources.

The project type defines necessary resources, including specialized databases and software.

**2.3. EPT "SCIENCE AND RESEARCH INTERNSHIP"**

2.3.1. Goals, objectives and the EPT prerequisites.

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

The more detailed information related to science and research internship is presented in Annex 2

2.3.2. Milestones.

The main milestones are presented in Annex 2

2.3.3. Special aspects and arrangements.

The internship may take place in research divisions of HSE, or in external organizations. The internship is conducted inside the University (in research laboratories or departments) or outside the University (in companies, banks, public organizations, etc.). The internship may be undertaken remotely.

2.3.4. Assessment and reporting procedures.

The main assessment and reporting procedures are presented in Annex 2

2.3.5. Resources.

The type of internship defines necessary resources, including specialized databases and software.

**2.4. EPT "PRACTICE IN OBTAINING PROFESSIONAL SKILLS AND PROFESSIONAL EXPERIENCE "**

2.4.1. Goals, objectives and the EPT prerequisites.

The main goal of the practice in obtaining professional skills and professional experience is further systematizing and extending theoretical and practical knowledge gained at the University in management subjects, practical application of management knowledge to solve the tasks of professional occupation.

The more detailed information related to the practice in obtaining professional skills and professional experience is presented in Annex 3

2.3.2. Milestones.

The main milestones are presented in Annex 3

2.3.3. Special aspects and arrangements.

The practice in obtaining professional skills and professional experience may take place in research divisions of HSE, or in external organizations. The practice in obtaining professional skills and professional experience is conducted inside the University (in research laboratories or departments) or outside the University (in companies, banks, public organizations, etc.). The practice in obtaining professional skills and professional experience may be undertaken remotely.

2.3.4. Assessment and reporting procedures.

The main assessment and reporting procedures are presented in Annex 3

2.3.5. Resources.

The type of practice in obtaining professional skills and professional experience defines necessary resources, including specialized databases and software.

**2.5. EPT "Thesis preparation"**

2.5.1. Goals, objectives and the EPT prerequisites.

The master dissertation, or thesis, is a compulsory part of the curriculum and the most important component of a research degree. Master’s Thesis can be prepared in two main formats: academic format and consulting project format. Academic format research focuses at obtaining new or extending existing knowledge about particular international business phenomena. Consulting project format study aims to solve a practical task for a particular company, what results in development of practical recommendations.

The more detailed information related to the preparation, defense, and processing of the master dissertation is presented in GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MASTER DISSERTATION.

2.5.2. Milestones.

The main milestones are presented in GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MASTER DISSERTATION.

2.5.3. Special aspects and arrangements.

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

2.5.4. Assessment and reporting procedures.

The main assessment and reporting procedures are presented in GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF MASTER DISSERTATION.

2.5.5. Resources.

The type of work on master’s thesis preparation defines necessary resources, including specialized databases and software.

**SECTION 3. SPECIAL ARRANGEMENTS FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS**

This degree programme of HSE University is adapted for students with special educational needs (SEN) and disabilities. Special assistive technology and teaching aids are used for collective and individual learning of students with SEN and disabilities. The specific adaptive features of the programme are listed in each subject's full syllabus and are available to students through the online Learning Management System. Practical training of students with disabilities and special needs is organized taking into account characteristics of their psychophysical development, individual capabilities and health condition.