APPROVED BY

Academic Council

educational programme

"International Business"

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Updated

Programme Academic Supervisor

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**Internship programme**

**Educational Programme "International Business"**

*Developed by the Academic Council of the EP "International Business"*

*and Academic Supervisor of the EP "* *International Business " for the educational programme "International Business” for 2022 students intake*

**Abstract**

Practical training on the degree programme “International Business” is implemented in the form of Term paper, Project, Work Experience Internship, 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:

**International Business Operations trajectory:**

* PC-1 Able to apply various methods and techniques for analysis of business cases
* PC-2 Able to identify main risks and business opportunities in the global economy
* PC-3 Able to develop reasonable practical solutions to reach organisational goals

**Entrepreneurship and Innovation in Global Markets trajectory:**

* PC-1 Able to apply appropriate methods and techniques for research projects in the international business area
* PC-2 Able to identify main risks and business opportunities in the global economy
* PC-3 Able to analyse the global trends in the world economy through appropriate theoretical frameworks

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

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# **SECTION 1. General information**

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| --- | --- | --- | --- | --- | --- | --- |
| **Study year** | **Practice type** | **Name of practice** | **Feature**  | **ECTS** | **Volume in academic hours for 1 student** | **Implementation period** |
| *1* | *Project / Research* | *Term Paper* | *Compulsory* | *5*  | *190* | *1st year of education* |
| *1,2* | *Project*  | *Projects* | *Compulsory* | *3* | *114* | *1st and 2nd year of education, no later than Module 3 of the 2nd year* |
| *2* | *Professional* | *Work Experience Internship* | *Compulsory* | *9* | *342* | *3 Module of the 2nd year of education* |
| *2* | *Research* | *Thesis Preparation* | *Compulsory* | *11 (International Business Operations track); 17 (Entrepreneurship and Innovation in Global Markets)* | *418* | *2nd year of education* |

In case a practical training element (PTE) is performed in a group and any of the group members cannot attend the defence, it is required to notify the Study Office not later than 1 working day BEFORE the defence. If any of the group members cannot attend the defence for a valid reason supported by documentary evidence (medical certificate, request to the Programme coordinator, academic mobility documents), the remaining group members can apply to the Study Office with a request for defence on the established date with incomplete participation, or submit individual written applications to the Study Office with a request to shift the defence to an earlier or later date, when all members of the group can attend, due to the impossibility to attend the defence of one of the members of the group.

# **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 Paper | The choice of the topic of the course work by 1st year students is carried out until **20 November, 2022.**Approval of the topics of coursework in the individual curriculum of students **no later than 29 November, 2022.** | **For 1st year:**- No later than **17 January, 2023**, the provision of a draft version of the text of the term paper to the scientific supervisor.- No later than **15 May, 2023**, the provision of the final text of the term paper to the scientific supervisor. | **Loading of Term paper into the "Antiplagiat" system:**- 1st year: **no later than 15 June, 23:59** **2023** of the current academic year. |
| Master Thesis | Selection of the topic/Proposing one's own topic by students until **20 November 2023.**Appointing topics in the student’s study plan until **15 December 2023** | 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 defence  |
| 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 |
| Work Experience 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 |

##

## **2.1. Term paper**

**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 "International Business" are carried out in a research format. Term papers are performed individually or in group. Term Paper is performed and defended in English. Term papers must be written in accordance with the [Guidelines for Preparation, Defense and Processing of Term Paper for the Master's degree programme "International Business" (Appendix A).](https://spb.hse.ru/en/ma/interbusiness/theses/)

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

Term paper volume:

1st year students - 8 000 to 12 000 words in length (for **group term papers** the length should be 12 000 to 15 000 words).

**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 defence. During defence, the student makes an introductory speech and presentation, in which the relevance of the research, the goal and objectives, the method(s), 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 subjected to peer review. Term paper is assessed by the supervisor in the Academic supervisor’s feedback (Appendix D "Rules for the preparation of term paper for the Master's degree programme "International Business"). 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 (30%) and the arithmetic average grade given by the members of the commission following the results of the public defence of the term paper (70%). **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 defence 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 defence 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 programme "International Business".

Each work is checked in the "HSE Antiplagiat" 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 defence committee 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 encyclopaedias, 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 programme, the Academic Council of the educational programme 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 programme.

## **2.2. Master Thesis Preparation**

**2.2.1.** The purpose and objectives of the "Thesis Preparation" 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 “International Business”

Students of the MA Programme "International Business" carry out Master thesis in an academic format. The Master thesis is carried out and defended in English. **Master Thesis can be performed only individually.** During the preparation and defence of the Master thesis on the MA Programme “International Business”, the principle of zero tolerance to plagiarism is implemented.

Other information on the preparation and defence of Master Thesis is set out in the Guidelines for Preparation, Defense and Processing of Master Disseration for the MA Programme "International Business". The timing of the Master Thesis is regulated by the [Master Thesis dates and deadlines](https://spb.hse.ru/en/ma/interbusiness/assessment).

Master Thesis volume:

The volume of MA thesis must be from 20 000 to 25 000 words in length.

**2.2.3. Assessment features:**

The scientific supervisor assesses the Master thesis in accordance with Academic supervisor’s feedback of Methodological recommendations for the preparation of Master Thesis for the MA Programme "International Business ". For every Master Thesis a reviewer must be appointed.

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 Review of the Master thesis of the Methodological Recommendations for the preparation of Master thesis for the Master's degree programme "International Business".

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 defence 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 defence of the Master Thesis.

According to the HSE regulations, Final State Certification Commission provides the final grade for the Dissertation. Commission will take into account Supervisor and External Reviewer feedbacks. Comission evaluates not just the text of the Dissertation, but also the oral defense of the Dissertation.

 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 research question and the corresponding methodological fit, 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 encyclopaedias, 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 programme, the Academic Council of the educational programme 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 programme.

## **2.3. 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 "International Business" choose research and applied projects at the [HSE Project Fair](https://pf.hse.ru/en/), group or individual, related to the subject of the programme, 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 supervisor 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 unauthorised 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 programmes of higher education - bachelor's, specialist's and master's programmes 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 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 programme.

## **2.4. Work Experience Internship**

**2.4.1 Goals, objectives and the EPT prerequisites**

The main goal of the Work Experience Internship is further systematising 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.

**2.4.2. Milestones**

The main milestones are presented in [the Guidelines for Work Experience Internship (Appendix B).](https://spb.hse.ru/en/ma/interbusiness/internships)

**2.4.3. Special aspects and arrangements**

The Work Experience Internship takes place in research divisions of HSE, or in external organisations. The Work Experience Internship is conducted inside the University (in research laboratories or departments) or outside the University (in companies, banks, public organisations, etc.)

**2.4.4. Resources**

The type of work experience internship defines necessary resources, including specialised databases and software.

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

Practical training of students with disabilities and disabled people is organised 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 programme 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.