**APPROVED BY**

**Academic Council**

**Educational Program**

"**International Business and Management Studies**"

**Minutes No.** **8.3.2.4.2-11/1 from 25.08.2023**

**Practice program Educational program "International Business and Management Studies"**

*Developed by the Academic Council of the*

*EP “International Business and Management Studies”*

*and Academic Supervisor of the EP “International Business and Management Studies” for the educational program “International Business and Management Studies” for 2021 students recruiting*

**Abstract**

Practical training on the educational program “International Business and Management Studies” is implemented in the form of Projects, Coursework (Term Paper), Internship and Graduation Qualifying Work (Bachelor Thesis). Participation in such elements of Practical Training contributes to formation, consolidation, development of practical skills and competencies in the profile of the Educational Program.

The Practice Program includes a description of the elements of the curriculum educational program organized in the form of practical training and grouped in the "Practical training" module of the curriculum.

**SECTION 1. General information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year of studies** | **Practical training type** | **Name of practical training** | **Feature** | **ECTS** | **Volume in academic hours for 1 student** | **Implementation period** |
| 2 | *Project* | *Projects* | *Compulsory* | *2* | *76* | *1-4 Modules* |
| 3 | *Research* | *Term paper* | *Compulsory* | 3 | 114 | *1-4 Modules* |
| 4 | *Professional* | *Internship* | *Compulsory* | *10* | *380* | *3 Module* |
| *Research* | *Bachelor Thesis Preparation* | *Compulsory* | *16* | *608* | *2-4 Modules* |

**SECTION 2. Description of the content of the practice**

**2.1 An element of practical training of the “Term paper” type**

**2.1.1.**  **Objective**

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 1-2 academic years. Prerequisites are the successful mastery of the materials of lectures and seminars during 1-2 academic years.

**2.1.2. Control points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Deadlines for signing the assignment to the student** | **Deadlines for providing an intermediate version of the text / report** | **Deadlines for the delivery of the final text / report** |
| Term paper | The choice of the topic is carried out **from October 10 to November 20** of the current academic year.  Approval of the topics of coursework in the individual curriculum of students — **no later than November 29** | **For the 3-rd year students:**  **No later than December 1** the provision of a project plan of the term paper to the scientific supervisor;  No later than **May 1** of the current academic year, the provision of a draft version of the text of the term paper to the scientific supervisor;  No later than **June 1** of the current academic year**,** the provision of the final text of the term paper to the scientific supervisor | **Loading of the Term paper into the “Antiplagiat” system:**  - 3-rd course: **no later than 7 days before session** of the current academic year;  **-** session 4 module - **Public defense** of the term paper. |

**Note:** The choice by the student of the topic of the Term Paper, if necessary, provides for the procedure for the competitive selection of the student.

**2.1.3. Content and features of development**

Term Paper is performed and defended in English. Term papers must be written in accordance with the Rules for the preparation of term papers for the Bachelor’s degree program "International Business and Management Studies".

**(a) The term paper may be written in one of two formats:**

* *Article format (research article / manuscript)*
* *Consulting format*

**(b) Organizational format of work:**

* *Individually*
* *in a group (no more than three students)*

**With the agreement of the head of the faculty, the Term Paper may be managed by employees of the professors-teachers without a degree, postgraduate students.**

**2.1.4 Evaluation and reporting**

Term Paper must be written in accordance with the requirements of this program and other existing Legal Documents of the university.

The form of intermediate certification for Term Paper is the assessment obtained as a result of public defense.

For public defense participants provide the following documents:

- Text of student(s) Term Paper

- Presentation of the student(s) Term Paper

- Review of the supervisor of the Term Paper (Appendix E)

- Report on checking the final documentation for plagiarism

**List of assessment criteria for Term Paper**

**Article format**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weight** |
| 1 | Justification of research motivation and the research framework | 0,2 |
| 2 | Relevance of the chosen theoretical foundation and the methodology | 0,3 |
| 3 | Clear and validated results | 0,2 |
| 4 | The quality of the discussion and conclusion sections with well-developed scientific contributions and managerial implications | 0,2 |
| 5 | Responses to questions | 0,1 |

C**onsulting format**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weight** |
| 1 | Understanding the problem being solved by a consulting project. The quality of the justification of the reasons why it is necessary to analyses and develop measures for the improvement of the object of the research | 0,2 |
| 2 | Quality and depth of the analysis of the identified problem. Formulation of company needs and expected results. | 0,2 |
| 3 | Evaluation of alternative solutions to the problem and justification of the choice of a solution. | 0,1 |
| 4 | Quality of project. Project implementation and risk evaluation. | 0,3 |
| 5 | Project customer report and company report on the implementation of project results in the company | 0,1 |
| 6 | Responses to the questions | 0,1 |

In each format, each member of the commission shall evaluate students on each criterion from a scale of 1-10. The evaluation for each criterion is the average evaluation from the members of the commission.

**“Consulting format”**

**Assessment "Excellent"(8):** Statement of a practical problem faced by the organization-customer, a meaningful and complete review of the literature on the research topic, critical analysis of the main results obtained in this literature, identification of the main methods of solving the problem, identification of a niche for independent research, correct use of research tools, methods and data, the presence of conclusions. The practical part of the term paper should contain a business plan (in the case of developing a new business direction) or a project charter (in the case of solving the problem of internal processes of the customer's organization) in accordance with accepted international standards.

**The "excellent" rating (9-10)** assumes, confirmed by the customer, the effect of implementing the recommendations.

**Assessment "good" (6-7):** The term paper defines the field of research (possibly without posing a research question), and also contains (perhaps not completely) the following elements: a review of the literature on the research topic, a critical analysis of existing approaches, a presentation of formal models for solving a management problem, independent collection and/or empirical analysis of data interpretations of the results obtained, the business plan or the charter of the project are incomplete or contain significant errors.

**Assessment "satisfactory" (4-5):** The term paper is mainly abstract in nature, while it cannot be rated "excellent" or "good" (see above). Attempts at independent research, practical calculations and recommendations that are not structured in form and contain significant errors can also be evaluated as "satisfactory".

**Rating "unsatisfactory" (1-2-3):** The term paper that does not meet the criteria described above.

Following the defense, together with the final evaluation for the defense, the evaluation for each criterion could be disclosed to the student upon request. Only the average evaluation for each criterion could be disclosed; the individual evaluations of each member of the commission shall not be disclosed.

For doing a Term Paper in a group (no more than three people), the assessment of the work is carried out in one of two options, depending on the format of work on the Term Paper:

(1) each student must be equally versed in the Term Paper material, each student in the group must be ready to answer any question of the commission. In this case, one final grade is given, the same for each student in the group;

(2) in the introduction to the Term Paper and / or in the supervisor review, the contribution of each student performing work in the group can be distinguished. In this case, each student in the group can be given a separate mark for the Term Paper.

If the contribution of each student is not differentiated, then the final grade is set to a single (general) for all students in the group.

**Term Paper defense:**

For **individual works** - presentation of the Term Paper and answers to the commission's questions - **no more than 15 minutes**.

**For group** work - presentation of the **Term Paper** ONLY in groups and answers to the commission's questions - **no more than 20 minutes**.

**2.1.5. Resources and material and technical base required for the implementation of the elements of practical training**

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 encyclopedias, databases of digital images.

**2.1.6** **Features of the implementation of assignments for elements of practical training 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 program, the Academic Council of the educational program can be replaced by a remote one. Other features of the implementation of assignments for elements of practical training 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 program.

**2.2.** **The bachelor’s thesis preparation**

**2.2.1** **Objective**

The purpose and objectives of the Bachelor Thesis 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 1-3 academic years. Prerequisites are the successful mastery of the material of lectures and seminars during 1-3 academic years.

**2.2.2** **Control points**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Deadlines for signing the assignment to the student** | **Deadlines for providing an intermediate version of the text / report** | **Control point for the delivery of the final text / report** |
| Bachelor Thesis | The choice of the topic is carried out **from October 10 to November 20** of the current academic year  Approval of the topics of coursework in the individual curriculum of students no later than **November 29** | **-**No later than **December 1** the provision of a project plan of the Bachelor Thesis to the scientific supervisor;  - No later than **March 10**, upload to the LMS a detailed Bachelor Thesis plan in English (**Project Proposal**);  No later than **May 1** of the current academic year, the provision of a draft version of the text of the Bachelor Thesis to the scientific supervisor  -No later than **May 15** of the current academic year the provision of the final text of the Bachelor Thesis to the scientific supervisor | **Loading of Bachelor Thesis into the “Antiplagiat” system:**  - no later than **May 20** of the current academic year;  **-** no later than **June 1 – June 15 Public defense** of Bachelor Thesis |

**Note:** The choice by the student of the topic of the Bachelor Thesis, if necessary, provides for the procedure for the competitive selection of the student.

**2.2.3** **Content and features of development**

Bachelor Thesis is performed and defended in English. Bachelor Thesis must be written in accordance with the Rules for the preparation of Bachelor Thesis.

**(a) The Bachelor Thesis may be written in one of three formats:**

* *Article format (research article / manuscript)*
* *Consulting format*
* *Start-up as a thesis*

**(b) Organizational format of work:**

* *Individually*
* *in a group (no more than three students)*

In agreement with the Academic Supervisor of the Educational Program and the Dean of the Faculty, the Supervisor of the Bachelor Thesis can be carried out by employees of the professors and teachers without a degree, postgraduate students.**2.2.4** **Evaluation and reporting**

Bachelor Thesis must be written in accordance with the requirements of this program and other existing Legal Documents of the university.

The form of intermediate certification for Bachelor Thesis is the assessment obtained as a result of public defense.

On the part of students participating in a group Bachelor Thesis, it is required to reflect the individual contribution of each participant in the following form, depending on the form of the Bachelor Thesis text. An explanatory note (up to 1 page) indicating the contribution of each student.

**List of assessment criteria for Bachelor Thesis**

**Article format**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weight** |
| 1 | The quality of the justification of the research motivation and the research framework | 0,2 |
| 2 | The quality of the research design (the fit of the chosen theoretical foundation and the research question formulation to the methodological choice) | 0,3 |
| 3 | Clear and validated results (robustness \ validity \ reliability tests, qualitative research protocols) | 0,2 |
| 4 | The quality of the discussion and conclusion sections (clearly presented value added of the research, sufficient scientific contribution, relevant managerial implications) | 0,2 |
| 5 | Responses to the questions | 0,1 |

C**onsulting format**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weight** |
| 1 | Understanding the problem being solved by a consulting project. The quality of the justification of the reasons why it is necessary to analyses and develop measures for the improvement of the object of the research | 0,2 |
| 2 | Quality and depth of the analysis of the identified problem. Formulation of company needs and expected results. | 0,2 |
| 3 | Evaluation of alternative solutions to the problem and justification of the choice of a solution. | 0,1 |
| 4 | Quality of project. Project implementation and risk evaluation. | 0,3 |
| 5 | Project customer report and company report on the implementation of project results in the company | 0,1 |
| 6 | Responses to the questions | 0,1 |

**Start-up as a thesis**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Weight** |
| 1 | Understanding the value proposition being solved by a start-up. Quality of marketing research: segmentation of the consumer market. | 20% |
| 2 | Quality of competitive analysis (external, industrial environment) | 10% |
| 3 | Analysis of startup viability based on the business model (MVP) | 30% |
| 4 | Analysis of the effectiveness of the startup's customer acquisition channels | 10% |
| 5 | Relevance and development of the startup's financial model | 10% |
| 6 | Startup development strategy/ analysis of the development of startup risk evolution. | 10% |
| 7 | Responses to the questions | 10% |

In each format, each member of the commission shall evaluate students on each criterion from a scale of 1-10. The evaluation for each criterion is the average evaluation from the members of the commission.

**“Article Format”**

**Assessment "excellent" (8):** Formulation of a specific research problem, a meaningful and complete literature review on the research topic, critical analysis of the main results obtained in this literature, identification of a research gap, identification of a niche for independent research and elements of such research in accordance with modern methodology, correct use of research tools, methods and data, presence of the results, conclusions and managerial implications.

The "excellent" rating (9-10) implies the publication of research materials in a highly ranked journal (Q1 , Q2 SCImago journal ranking ; Academic Journal Guide 2021, ABS Level A-B) or the presence of a positive review from the editorial board of the journal.

**Assessment "good" (6-7):** The bachelor’s thesis defines the field of research (possibly without posing a research question), and also contains (perhaps not completely) the following elements: a review of the literature on the research topic, a critical analysis of existing approaches, the formulation of tested hypotheses, the presentation of formal and/or empirical models, analysis and analysis the prerequisites of these models, independent collection and/or empirical analysis of these data, interpretations of the results obtained.

**Assessment "satisfactory" (4-5):** The bachelor’s thesis is mainly abstract in nature, while it cannot be rated "excellent" or "good" (see above). Attempts at independent research, however containing significant errors, can also be assessed as "satisfactory".

Rating "unsatisfactory" (1-2-3): The bachelor’s thesis that does not meet the criteria described above.

**“Consulting format”**

**Assessment "Excellent"(8):** Statement of a practical problem faced by the organization-customer, a meaningful and complete review of the literature on the research topic, critical analysis of the main results obtained in this literature, identification of the main methods of solving the problem, identification of a niche for independent research, correct use of research tools, methods and data, the presence of conclusions. The practical part of the bachelor's thesis should contain a business plan (in the case of developing a new business direction) or a project charter (in the case of solving the problem of internal processes of the customer's organization) in accordance with accepted international standards.

**The "excellent" rating (9-10)** assumes, confirmed by the customer, the effect of implementing the recommendations.

**Assessment "good" (6-7):** The bachelor’s thesis defines the field of research (possibly without posing a research question), and also contains (perhaps not completely) the following elements: a review of the literature on the research topic, a critical analysis of existing approaches, a presentation of formal models for solving a management problem, independent collection and/or empirical analysis of data interpretations of the results obtained, the business plan or the charter of the project are incomplete or contain significant errors.

**Assessment "satisfactory" (4-5):** The bachelor’s thesis is mainly abstract in nature, while it cannot be rated "excellent" or "good" (see above). Attempts at independent research, practical calculations and recommendations that are not structured in form and contain significant errors can also be evaluated as "satisfactory".

**Rating "unsatisfactory" (1-2-3):** The bachelor’s thesis that does not meet the criteria described above.

“Start-up as a thesis”

**Assessment "Excellent" (8):** Setting a practical problem for a potential client, a meaningful and complete review of the literature on the research topic, a critical analysis of the main results of market research, identification of the main methods of solving the consumer's problem, identification of a market niche, correct use of research tools, methods and data, the presence of conclusions. The practical part should contain a business plan in accordance with accepted international standards. The business project must have confirmation of the market hypothesis and be at the stage of an active MVP.

**The "excellent" rating (9-10)** assumes that the project has a positive free cash flow, scaling of activities, and confirmed attraction of external investments.

**Assessment "good" (6-7):** The bachelor’s thesis defines a market hypothesis (possibly without posing a research question), formulates a business idea, presents a business model, and also contains (perhaps not completely) the following elements: a review of the literature on the research topic, independent collection and/or empirical analysis of data, interpretations of the results obtained, the business plan is incomplete or contains significant errors. There is no confirmation of the market hypothesis, there is no prototype of the service product.

**Assessment "satisfactory" (4-5):** The bachelor’s thesis is mainly abstract in nature, while it cannot be rated "excellent" or "good" (see above). Attempts at independent research, practical calculations and recommendations that are not structured in form and contain significant errors can also be evaluated as "satisfactory".

**Rating "unsatisfactory" (1-2-3):** The bachelor’s thesis that does not meet the criteria described above.

Following the defense, together with the final evaluation for the defense, the evaluation for each criterion could be disclosed to the student upon request. Only the average evaluation for each criterion could be disclosed; the individual evaluations of each member of the commission shall not be disclosed.

For doing a Bachelor Thesis in a group (no more than three people), the assessment of the work is carried out in one of two options, depending on the format of work on the Bachelor Thesis:

(1) each student must be equally versed in the Bachelor Thesis material, each student in the group must be ready to answer any question of the commission. In this case, one final grade is given, the same for each student in the group;

(2) in the introduction to the Bachelor Thesis and / or in the supervisor review, the contribution of each student performing work in the group can be distinguished. In this case, each student in the group can be given a separate mark for the Bachelor Thesis.

If the contribution of each student is not differentiated, then the final grade is set to a single (general) for all students in the group.

**Bachelor Thesis defense:**

For **individual works** - presentation of the Bachelor Thesis and answers to the commission's questions - **no more than 25 minutes**.

**For group** work - presentation of the **Bachelor Thesis** and answers to the commission's questions - **no more than 40 minutes**.

**2.2.5 Resources and material and technical base required for the implementation of elements of practical training**

In the Bachelor Thesis 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 encyclopedias, databases of digital images.

**2.2.6 Features of the implementation of assignments for elements of practical training 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 program, the Academic Council of the educational program 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 program.

**2.3** **Projects**

**2.3.1** **The purpose of the project**

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.

**2.3.2 Content and features of development**

The course project involves teamwork in a group of students (up to 5 people inclusive). Each team has a teacher to meet on schedule (once every 2 weeks on average). The course project is supported by a project workshop, where skills of analytical project activity and teamwork are formed.

**2.3.3 Features and evaluation criteria**

Evaluation of the work of the team of the course project is carried out by a commission, which includes the supervisor of the course project

**2.3.4 Resources and material and technical base required for the implementation of elements of practical training**

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 elements of practical training 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 elements of practical training 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 program.

**2.4** **Internship**

The Work Experience Internship has to be realized without leaving the place of practice, i.e., **only in St. Petersburg.**

**2.4.1** **Goals and objectives of the Internship**

The goal of the Internship is to strengthen and deepen students’ theoretical preparation toward and to help students develop practical skills and competencies in the field of professional activity. The objectives of the Internship are the following:

* consolidation of the obtained knowledge and acquisition of practical skills and competences in student’s professional domain;
* developing skills in studying the organization’s scope, its economic characteristics and features, development plans;
* acquisition of primary skills in analysis of ongoing economic processes in the company and industry, collection and analysis of data required for economic research and calculations, analytical reports’ preparation;
* acquisition of primary skills in preparation for management decisions on improving the services and divisions’ activities.

The Internship is based on these courses within the degree programme «International Business and Management Studies»:

* Marketing
* Human-Resources Management
* Strategic Management and Investments
* Economic Statistics
* Business Ethics
* Research Seminar

**2.4.2 Control points of student’s assessment**

|  |  |  |
| --- | --- | --- |
| № | Students’ assessment | Dates of control points |
| 1 | Submission of the signed by the student individual internship assignment to the internship from the university | no later than December, 22th |
| 2 | Preparation of the report draft | no later than 10 days before the submission of final report |
| 3 | Submission of the final report to the internship supervisor from the university | no later than March, 23rd |

**2.4.3 Content of the Internship**

The Work Experience Internship can be completed at HSE University, where students work on educational, methodological, and research projects. The responsibilities of students may include:

− participation in the preparation of educational and methodological materials;

− participation in the enrollment campaigns;

− other types of research, supporting the education-methodological activity under the faculty and administrative staff supervision;

− other activities which are relevant for educational programme.

The Internship can be completed at a relevant external organization. Relevant organizations for internship are companies where goals and objectivities of the Internship correspond to the content of this programme and educational programme in general. Such organizations may include, but are not limited to, banks and other financial institutions, audit and consulting companies, financial, strategy, marketing, sales departments of the economy real sector, startups, research and educational organizations, and the public sector. Work Experience Internships at external organizations are administered according to agreements with such organizations, irrespective of their types of legal entity and ownership. Agreements can be in 2 forms: general contract with HSE University (based on the requirements of the HSE Internship programme) or a confirmation letter (accept) from the company as an answer to the HSE formal letter (offer).

**2.4.4 Report forms and assessment**

**2.4.4.1 Internship report forms**

On completing the internship, a student needs to have the following documents:

1. **Information letter from the company** with an academic supervisor’s visa.

2. **Agreement/application.**

3. **Individual internship assignment**, which is signed by the student and confirmed by the student’s internship supervisors from the university and the organization.

4. **The internship schedule** that is filled by the student continuously during the Internship reflects the content of the student’s activity. The schedule is signed weekly after the student’s report to both supervisors. The form of the schedule is given on the website.

5. **The internship diary** that is filled in by the student reflects the tasks of the Internship and details the student’s internship role. The diary is signed by the student and both supervisors. The diary must also be stamped by the internship organization. The form of the diary is given on the website.

6. **The Report** on the Internship needs to reveal the student’s activities, and also knowledge, skills and competencies that have been acquired. The template for the title page of the Report is presented in the Appendix A. The details about the required structure and formatting are presented after the Appendix A. The Report is the result of the student’s independent work and needs to be a consistent, logical and completed piece of writing.

7. **The Reference letter** from the organization supervisor. The template for the letter is presented in the Appendix В.

8. The student’s **presentation** (in ppt or pdf) of the main results and conclusions of the Internship.

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

The Internship is evaluated on a 10-point scale using the following criteria:

* the completed internship diary and schedule, with the student’s signatures, signatures of the supervisor from the organization, and stamps from the organization where the internship was completed, where relevant;
* the completed Reference letter from the supervisor from the organization with the required signatures and stamps;
* the completed internship Report, with the signature of the student, signature and stamp of the supervisor from the organization where the Internship was completed;
* the materials that show the analyses the student conducted;
* the correspondence of the Report to relevant requirements;
* the reflection in the Report of the given assignments;
* the presence of attachments to the Report that contain data and other information received during the internship.

The evaluation of the independent work of the student during the Work Experience Internship is evaluated by the internship supervisors from the university and organization.

The final evaluation for the Internship is:

*0.10* x *supervisor from the organization* + *0.30* x *oral defense of the Report* +*0.50* x *student’s internship Report + 0.10* x *internship diary and schedule*

The evaluation scale for the Report:

**“Excellent”** (9-10) — in the internship Report the student covers in a thorough and comprehensive manner all of the necessary sections, draws conclusions about and synthesizes the work completed during the Internship, and complies with all of the requirements for the Report. In addition to that, the student performs tasks of increased difficulty and/or demonstrates results that exceed those expected by this program.

**“Very good”** (8) — in the internship Report the student covers in a thorough and comprehensive manner all of the necessary sections, draws conclusions about and syntheses the work completed during the Internship, and complies with all of the requirements for the Report.

**“Good”** (6-7) — in the internship Report the student covers to a sufficient degree all of the necessary sections, has made conclusions about and syntheses the work done during the Internship, observes all of the requirements for the Report, and has only minor mistakes when complying with the requirements of the Report.

**“Satisfactory”** (4-5) — in the internship Report the student provides only a schematic, superficial description of the work completed through the Internship, provides no independent conclusions, and does not comply with the requirements of the Report.

**“Fail”** (0-3) — the student submits a Report whose content does not comply with the requirements of the Work Experience Internship.

The evaluation scale for the internship diary and schedule:

**“Excellent”, “Very good”** (8-10) — the internship diary and schedule are completed in full and have the required signatures and stamps.

**“Good”** (6-7) — the internship diary and schedule are completed with insignificant mistakes and have the vast majority of the required signatures and stamps.

**“Satisfactory”** (4-5) — the internship diary and schedule are completed partially and have many of the required signatures and stamps.

**“Fail”** (0-3) — the internship diary and schedule are completed in an inappropriate way and lack some of the necessary signatures or the stamps.

The evaluation criteria for the presentation:

|  |  |  |
| --- | --- | --- |
| Category | Scoring Criteria | Total points |
| Organization  (2 points) | The type of presentation is appropriate for the topic and audience | 1 |
| Information is presented in a logical sequence | 1 |
| Content  (4 points) | Presentation contains accurate information | 1 |
| Material included is relevant to the overall message/purpose | 1 |
| Appropriate amount of material is prepared, and points made reflect well their relative importance | 1 |
| There is an obvious conclusion summarizing the presentation | 1 |
| Presentation  (4 points) | Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.) | 1 |
| Speaker uses a clear, audible voice. Good language skills and pronunciation are used | 1 |
| Information was well communicated | 1 |
| Extra (1 point) | Student demonstrates results that exceed those expected by the program | 1 |
| Total points |  | 10 |

Standard rules of mathematics will be used for rounding – e.g., 7.4 is a 7, 8.6 is a 9, etc.

Students who do not complete the Internship due to a valid reason are required to complete the Internship during a period when no courses are held.

Students who do not complete the Internship due to a valid reason or who receive an evaluation “Unsatisfactory” have an academic debt. This academic debt may be liquidated in accordance with the university’s rules about the organization of interim assessments and interim evaluations.

Students who have not completed the Internship are not admitted to the defense of their bachelor’s thesis.

**2.4.5 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.

**2.4.6 Specific conditions of the task performance in case of restrictions or other particular circumstances**

In the case of restrictive measures, a new schedule for the Internship can be approved by the internship supervisor from the university and the study office.

**SECTION 3 Special conditions for organization of learning process for students with special needs**

If necessary, students with disabilities (at the request of the student) may be offered individual tasks and the following options for the perception of educational information, taking into account their individual psychophysical characteristics, including with the use of e-learning and distance technologies:

1. *for persons with vision disorders:* a printed text in enlarged font; an electronic document; audios (transferring of learning materials into the audio); an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
2. *for persons with hearing disorders: a* printed text; an electronic document; video materials with subtitles; an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
3. *for persons with muscle-skeleton disorders: a* printed text; an electronic document; audios; individual assignments and advising.

**Appendix A**

***Example of the title page for the internship report***

Federal State Autonomous Educational Institution of Higher Education

National Research University Higher School of Economics

Saint Petersburg School of Economics and Management

Bachelor’s programme “International Business and Management Studies”

Level: Bachelor

**REPORT ON**

**Work Experience Internship**

Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*(last name, first name, middle name/patronymic)*

Group number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checked by:**

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

*(position, last name, first name, middle name/patronymic of the internship supervisor from the organization*)

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

*(grade a 10-point scale) (signature)*

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

**stamp** *(date)*

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

*(position, last name, first name, middle name/patronymic of the internship supervisor from the university*)

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

*(grade a 10-point scale) (signature)*

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

*(date)*

St. Petersburg, 2024

**Structure of the Report**

1. Introduction (this section needs to contain a statement of the goals and tasks of the Internship)
2. Substantive part:
   1. Short description of the organization (the place where the Internship is completed), with a description of the organization’s sphere of activity, organizational structure, and economic indicators.
   2. A description of the professional tasks solved by the student during the Internship, in accordance with the goals and tasks of the internship’s program and the individual assignments (scheduled weekly).
3. Individual internship assignment
4. Conclusion (including the student’s self-evaluation of their development of competencies)
5. A reference list (in the APA style)
6. Attachments (graphics, schemes, tables, illustrations, etc.)

**Basic requirements for the Report**

The internship Report is both an official administrative document and a written academic assignment.

The text of the Report must be printed in format A4. The length of the Report, excluding the title page and attachments, must be 15 or more pages. Additional requirements are as follows:

* Left and right margins – 30 millimeters and 10 millimeters, respectively. Top and bottom margins – 20 millimeters each.
* Font – Times New Roman, size 14.
* Line spacing – 1.5. Additional intervals – 0. Indentation – 1.25.
* Page numbering – continuous, but with no page number on the title page.

Section headings need to be written in bold font and separated from the primary text with an additional line space. All major parts of the work (introduction, table of contents, substantive part, individual internship assignment, conclusion, reference list, and appendices) must begin on a new page. For the formatting of subheadings, utilize APA style formatting guidelines for headings.

Illustrations (tables, schemes, examples of documents) whose volume exceeds 2/3 of the page must be placed in the appendix. Each appendix should have its own name and number. If the Report has more than one appendix, the list of appendices, with numbers and names, has to be included in the table of contents.

The introduction needs to contain a short description of the organization and its division where the student completed their Internship and a definition of the goals and tasks of the student’s research activities during the period of the Internship.

The presentation of materials in the main part of the Report must correspond to the student’s approved internship plan and the actual chronology of events.

In the conclusion, the Report needs to contain a synopsis of the primary results of the Internship. This synopsis needs to reflect the primary knowledge the student received during the Internship. The conclusion needs to contain a general description of the student’s completion of the tasks of the Internship.

The appendices need to contain various documents related to the specific activity of the organization or its division where the internship was completed, the type of work the student did, and the student’s achievements.

For example:

* internal documents of the organization and its divisions
* various normative documents
* analytical developments that the student participated in, with a description of the student’s role
* tables, graphs, etc.
* other documents and information that the student thinks is relevant

All appendices need to be numbered. In the text of the Report, references to the appendices need to refer to the number of the relevant appendix.

The content of the Report should correspond to:

* the character of the organization where the student completed the Internship, with a description of the details of its business
* the functions of the divisions where the student completed their Internship, with a detailed description of the primary business processes that the division is responsible for, and with an indication of the criteria, indicators, etc. used to evaluate its efficacy
* the content of the assignments assigned to the student by his supervisor from the educational program (the supervisor of the student’s thesis)



**Appendix В**

**Internship supervisor at the organization’s brief review of the student’s performance (can be printed on the organization’s typeface, but must be stamped)**

The following points should be included:

1) Brief overview of the student’s work (the professional tasks carried out by the student) and the quality of his/her performance (the volume and quality of the execution of the internship programme, the student’s attitude to internship assignments).

2) What theoretical knowledge did the student demonstrate and what knowledge was missing?

3) What skills did the student demonstrate and which skills were missing? Assessment of the student’s ability to acquire skills as planned (description of skills development).

4) Conclusions about the student’s preparedness; if necessary - comment on their personal and professional qualities. What personal qualities did the student demonstrate and which ones should he/she develop in order to succeed in future work?

**The review should be signed by the organization’s internship supervisor and stamped.**

**Signature Internship Supervisor (one behalf of host organization)**

**Stamp of host organization**

(obligatory) “\_\_\_\_\_\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_202\_