**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* | *Elective* | *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* | *15* | *570* | *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 yearApproval 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**

**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 | Providing a draft version of the report text to the internship supervisor from the university | no later than 10 days before the submission of the final report |
| 3 | Submission of the final report to the internship supervisor from the university | no later than March, 23rd |

Distributed (discrete) internship during the academic year is not permitted. Participation in project activities cannot be credited as internship completion. During the internship, students must participate in all events according to the work schedule (plan) of the internship. All students undergoing internships are subject to the internal regulations of the organizations they visit during their internship and are required to familiarize themselves with safety rules.

**Reporting Forms for Internship**

Before the Internship Begins:

1. A standard set of documents depending on the place of the internship[[1]](#footnote-1).
2. An individual assignment agreed upon with the supervisor from the organization.

After Completing the Internship:

1. A work schedule reflecting the student's activities during the internship, approved by the internship supervisor from the organization.
2. An internship report.
3. A review from the internship supervisor from the organization.
4. A presentation for defense.

All specified documents must be uploaded by students to the LMS system within the deadlines set by the department's internship supervisor. Additionally, original copies of all documents must be submitted to the department within the deadlines indicated by the department's internship supervisor.

The work schedule reflects the student's activities during the internship and will be evaluated based on:

* Timeliness of submission.
* Compliance of completed tasks with the individual assignment.
* Breakdown of tasks by week.

Upon completion of the internship, the student submits an internship report. The report is a document that reflects the completeness of the assignment for the internship, the skills and abilities acquired, and the competencies developed. The internship report includes the following control questions and tasks:

1. Introduction (this section should state the goals and objectives of the internship);
2. Main Body:

2.1. General description of the organization, its area of activity, description of the types of activities of the department where the student worked, organizational structure, and economic indicators;

2.2 A list and detailed description of the tasks that the student addressed during the internship (if the student participated in several types of activities, a description of the functions in each direction/project should be provided) and their results;

2.3. Individual task related to the internship;

3. Conclusion (including a narrative from the student about what new knowledge was gained, what was learned, and what difficulties were encountered);

4. References (according to APA style);

5. Appendices (graphs, diagrams, tables, illustrations, etc.).

**2.4.3 Content of the Internship**

In accordance with Part 7 of Article 13 of the Federal Law dated December 29, 2012 (as amended on August 4, 2023) "On Education in the Russian Federation," internship may be organized in an organization that operates in the profile of the relevant educational program, including its structural unit designated for conducting practical training, based on a contract concluded between the specified organization and the organization providing educational activities. According to the approved curricula of the educational program, the practice is conducted "without traveling to the practice location," i.e., within the territory of St. Petersburg and the Leningrad Region. In line with the Order on the planning and organization of educational activities for the 2024/2025 academic year, training is conducted in person; thus, the internship also takes place in person.

The resulting assessment for production practice is assigned by the internship supervisor based on the evaluation of the report's content, the defense of the practice report, and feedback from the supervisor at the organization.

*Оfinal = 0,55· Оinternship report + 0,35∙Оdefence + 0,1∙Оgrade by the supervisor from the organization* ,

Where: *Оinternship reeport* – the grade by the internship supervisor in the department regarding the report on the internship according to the criteria;;

*Оdefence* – the oral defense by the student of the results reflected in the internship report, including the results of the individual task; responses to questions from the practice supervisor during the defense;

*Оgrade by the supervisor from the organization* – the grade by the internship supervisor from the organization for the completed internship.

The resulting grade is rounded arithmetically.

If, after completing the internship, the review on the student's work issued by the internship supervisor from the organization lacks their signature and/or lacks the seal of the organization, or if the student does not have review on their work, then the review is not counted.

If, after completing the internship, the internship report lacks the signature of the internship supervisor from the organization and/or lacks the seal of the organization, or if the student does not have a report on their work, then the student is considered to have not fulfilled the internship program.

Students who do not complete the internship program without a valid reason or receive a negative assessment are considered to have an academic debt.

Students who do not complete the internship program for a valid reason will be assigned to repeat their internship during free time outside of classes, following a procedure determined by the internship supervisor from the faculty in coordination with the academic supervisor of the educational program.

To successfully complete the internship and interim assessment, students must timely fulfill their individual tasks and all assignments from the internship supervisor at the organization, as well as study the main literature listed in this program. Additional literature should be studied by students for a deeper understanding of specific issues they may encounter during their internship.

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

When evaluating the report on internship, the internship supervisor is guided by the following criteria:

* compliance with Report Structure, the text of the report must adhere to the specified structure and include a list of references containing at least 10 sources (formatted according to APA style)
* the level of content and completeness of the sections of the report within the specified structure (Appendix 1); the individual contribution of the student,
* the report should reflect the execution of the individual task assigned to the student for their production practice,
* the presented report must meet the formatting requirements.

Based on the criteria listed above, the practice supervisor evaluates this type of work using a 10-point grading system as follows:

***Table 1.***

***Evaluation Criteria for the Practice Report***

|  |  |
| --- | --- |
| Grade | Definition |
| “Excellent” – 10 points | The report presents the author's innovative vision and interpretation of the issues and tasks addressed in the document. An original interpretation of the problems and tasks is proposed, with justification of the author's position based on evidence.The report includes a personal analysis of the work of the organization, as well as the formulation of conclusions and suggestions for its improvement. It represents a complete work that adheres to the specified structure.The text is presented logically and lexically correctly, is substantive and well-argued. It is supported by knowledge of local regulations governing the activities of the organization and correct use of terminology.The characteristics of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials, are clearly and concisely described. The material is presented sequentially. The individual task is completed in full, and the conclusions in the report are well-founded and supported by evidence. The formatting meets the required standards. |
| “Excellent” – 9, 8 points | The report is a complete work that follows the specified structure. The material is presented sequentially. The ability to analyze the material is demonstrated. The conclusions in the report are well-founded and supported by evidence. The individual task is completed in full. The formatting meets the required standards. A total of two deficiencies in the formatting of the work schedule or internship report, or one deficiency in each, is acceptable. |
| “Good” – 7, 6 points | The material is presented sequentially, with correct prioritization. The student demonstrates a confident understanding of the essence of the processes and phenomena that occurred during the internship. The ability to analyze the material is evident, although not all conclusions are well-argued and substantiated. A total of three to four deficiencies in the formatting of the work schedule and/or internship report are acceptable. |
| “Satisfactory” – 5 points | Minor violation of the logic in presenting the material, with no more than one to two errors regarding facts and/or terminology. Unclear description of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials. Unclear presentation of a personal analysis of the work of the organization and formulation of conclusions and suggestions for improving its operations. Five deficiencies in total in the formatting of the work schedule and/or internship report. |
| “Satisfactory” – 4 points | Minor violation of the logic in presenting the material, with no more than three to four errors regarding facts and/or terminology. Unclear description of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials. Absence of analysis, conclusions, and suggestions for improving the work of the organization. Six deficiencies in total in the formatting of the work schedule and/or internship report. |
| “Unsatisfactory” – 3 points | Significant violation of the logic in presenting the material, with more than four errors regarding facts and/or terminology.Absence of a description of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials.Absence of a personal analysis of the work of the organization and formulation of conclusions and suggestions for improving its operations.Seven deficiencies in total in the formatting of the work schedule and/or internship report. The internship report does not contain a personal analysis of various aspects of the organization’s operations. |
| “Unsatisfactory” – 2 points | Severe violation of the logic in presenting the material, with more than four errors regarding facts and/or terminology.Absence of a description of the procedures and conditions of work at the organization, as well as the rights, duties, and powers of its officials.Absence of a personal analysis of the work of the organization and formulation of conclusions and suggestions for improving its operations.Absence of analysis, conclusions, and suggestions for enhancing the work of the organization.Significant deficiencies in the formatting of the work schedule and internship report. The internship report does not contain a description of the completed work, a personal analysis of various aspects of the organization’s operations, conclusions, comments, or suggestions. |
| “Unsatisfactory” – 1 point | Severe violation of the logic in presenting the material, with more than four errors regarding facts and/or terminology.Absence of a description of the procedures and conditions of work at the specialized organization, as well as the rights, duties, and powers of its officials.Absence of a description of the content and process of performing specific tasks assigned during the internship.Absence of a personal analysis of the work of the organization and formulation of conclusions and suggestions for improving its operations.Absence of analysis, conclusions, and suggestions for enhancing the work of the organization.Absence of one or more internship documents. Significant deficiencies in the formatting of the work schedule and internship report. The internship report does not contain a description of the completed work, a personal analysis of various aspects of the organization’s operations, conclusions, comments, suggestions, or a description of the activities of the organization. Documents created during the internship are not attached. |
| 0 | Absence of response. Absence of internship documentation. |

The maximum score for the report is 10.

When evaluating the defense of the internship report, the internship supervisor from the department is guided by the following criteria:

* relevance of the information presented during the defense in relation to the content of the report and the individual task;
* focus on the most important issues, ability to succinctly summarize the main results of the internship and the content of the report, and correct prioritization in the presentation;
* Accuracy and completeness of responses to questions from the internship supervisor, logical coherence, and proficiency in professional language and competencies.

***Table 2.***

***Evaluation Criteria for the Defense of the Practice Report***

|  |  |
| --- | --- |
| Grade | Definition |
| “Excellent” – 10 points | The student demonstrates a unique vision and understanding of the essence of the processes and phenomena that occurred during the internship and can justify their position from a scientific perspective. The ability to analyze the material is shown in a well-argued manner, supported by evidence. Responses to the posed questions are presented logically, coherently, and do not require additional explanations. Well-founded conclusions are drawn.  |
| “Excellent” – 9, 8 points | The material is presented sequentially, with correct prioritization. The student demonstrates a complete understanding of the essence of the processes and phenomena that occurred during the internship. The ability to analyze the material is shown in a well-argued manner, supported by evidence. Responses to the posed questions are presented logically, coherently, and do not require additional explanations. Well-founded conclusions are drawn. A total of one or two deficiencies in the formatting of the work schedule or internship report, or one deficiency in each, is acceptable. |
| “Good” – 7 points | The material is presented sequentially, with correct prioritization. The student demonstrates a confident understanding of the essence of the processes and phenomena that occurred during the штеуктыршз. The ability to analyze the material is evident; however, not all conclusions are well-argued and substantiated. Responses to the posed questions are sufficiently complete and coherent. |
| “Good” – 6 points | The material is presented sequentially with minor remarks. The student demonstrates an understanding of the essence of the processes and phenomena that occurred during the internship. The ability to analyze the material is evident; however, not all conclusions are well-argued and substantiated. Responses to additional questions about the internship are incomplete. |
| “Satisfactory” – 5, 4 points | There are violations in the sequence of presenting the content of the internship. The student demonstrates a partial understanding of the essence of the processes and phenomena that occurred during the internship. The student shows superficial knowledge when answering questions. The provided formulations are not sufficiently precise. The response is neither complete nor substantive. |
| “Unsatisfactory” – 3, 2, 1 points | The material is presented inconsistently. The student has a poor understanding of the structure and content of the report. They do not grasp the essence of the processes and phenomena that occurred during the internship. The response is neither complete nor substantive. There are no answers to additional questions about the progress of the internship. |
| 0 | Absence of response. Absence of internship documentation. |

The maximum score for the defense of the report is 10.

A list of sample questions that may be asked of students during the practice defense:

* What did you understand about the specifics of managerial work while completing tasks during the internship?
* What professional skills did you acquire during the internship?

**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 should state the goals and objectives of the internship);

2. Main Body should correspond in content and structure to all mandatory and variable individual practice assignments;

3. Conclusion (competencies and results obtained during the internship period);

4. References (according to APA style);

5. Appendices (graphs, diagrams, 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\_

1. The list of required documents according to the internship location is available on the educational program's website. <https://spb.hse.ru/ba/management/practice> [↑](#footnote-ref-1)