**National Research University Higher School of Economics**

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

**Master’s degree Programme “Data Analytics for Business and Economics”**

**Internship Programme**

*Approved:*

*Programme Academic Supervisor*

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*25.08.2023*

**ABSTRACT**

Practical training on the master degree programme “Data Analytics for Business and Economics” is aimed at building, consolidating, and developing practical skills and competencies of master students in the area of economics and strategic/operational management with a particular emphasis on analysis and solutions using Big Data. Participation in such elements of practical training as projects, term paper, work experience internship and preparation of graduation thesis contributes to the development and advancement of practical skills and competencies relevant to the following professional competencies:

**Professional competencies (Customer Analytics track)**

Be able to find and evaluate new market opportunities, form and evaluate business ideas (PC-1)

Be able to solve managerial problems using best practices of data analysis (PC-2)

Be able to take managerial decisions using information from large customer datasets (PC-3).

**Professional competencies (People Analytics track)**

Be able to develop reasonable HR system to reach organisational goals (PC-1)

Be able to apply various state-of-the art techniques to analyse HR data (PC-2)

Be able to anticipate and identify HR problems and search for best solutions that have benefit within and/or outside the organisation (PC-3).

**Professional competencies (Economic Data Analysis track)**

Be able to able to collect, “clean”, and analyse economic data, revealing underlying statistical and economic causal relationships (PC-1)

Be able to formulate an economic and econometric model of the studied problem/object of interest (PC-2)

Be able to use the available econometric and machine learning techniques to identify inefficiencies in customer or marketing business policies and propose a solution or an improvement (PC-3).

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

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# SECTION 1. GENERAL PROVISIONS

The Practical training (Internship) includes the following practical training elements (PTEs) of students’ practical training for Customer Analytics (Applied track), People Analytics (Applied track), Economic Data Analysis (Applied track):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of internship** | **Practical training elements (PTE**) | **Feature** | **Credits** | **Academic hours per student** | **Duration** |
| Research/Project | Term paper | Mandatory | 3 | 114 | Module 1-4 2023-2024 academic year |
| Project | Student Project | Mandatory | 2 | 76 | No later than Module 3 2024-2025 academic year |
| Professional | Work Experience Internship | Mandatory | 9 | 342 | Module 3 2024-2025 academic year |
| Research/Project | Preparation of Graduation Thesis | Mandatory | 11 | 418 | Module 1-4 2024-2025 academic year |

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

# SECTION 2. INTERNSHIP CONTENT DESCRIPTION

## 2.1. PTE "TERM PAPER"

### 2.1.1. Purpose, objectives, and prerequisites

The term paper as an element of practical training is aimed at the development of research or project-based skills of students, as well as academic writing skills. Term paper may provide the foundation for the future master’s dissertation. The topics of the term paper are proposed by potential supervisors and relate to the broad area of economics and management.

Term paper does not have any special pre-requisites.

### 2.1.2. Milestones

Term paper is prepared and defended during the first academic year. The term paper has a value of 3 ECTS.

According to the program’s curriculum, the term paper submission falls on Module 4 during the first academic year.

Selection of the topic/proposing one's own topic by students until 20 November of the current academic year. Appointing topics in the student’s study plan until 15 December of the current academic year. Submitting an interim version of the text/report is determined and controlled by the supervisor of the term paper. Uploading the final version of the term paper into LMS not later than 10 days before the official defence date.

Term paper defence is during the exam period of Module 4.

Key milestones and the detailed description of students’ activities, related to PTE, is given in GUIDELINES FOR PREPARATION AND DEFENSE OF TERM PAPER (Appendix A).

### 2.1.3. Content and key features

Content of the PTE is defined with supervisor of the term paper. The term Paper is a structured paper in the format of an academic article. It should be 7,000 to 10,000 words (for group term papers should be 13,000 words to 15,000 words) in length and may provide the foundation for the future master’s dissertation. The term paper could be prepared individually or in a group of two or three students. Detailed description of students’ activities, related to PTE, is given in GUIDELINES FOR PREPARATION AND DEFENSE OF TERM PAPER (Appendix A).

### 2.1.4. Grading and reporting procedures

Detailed information on assessment and reporting is provided in GUIDELINES FOR PREPARATION AND DEFENSE OF TERM PAPER (Appendix A).

### 2.1.5. Resources

During the PTE period, students may harness information technologies, e.g., automation means for designing and developing software, or HSE Library Electronic Resources. Materials and technical support should satisfy set of sanitary and fire-safety rules, as well as workplace safety regulations and techniques. Students may use HSE classrooms or other premises for the internship element which are equipped with a computer with access to the Internet, and, if necessary for a student’s assignment, specialised software in accordance with the Regulations for ordering classrooms for training sessions and extracurricular activities at the Higher School of Economics - St. Petersburg.

## 2.2. PTE "STUDENT PROJECT"

### 2.2.1. Purpose, objectives, and prerequisites

 The **student** **project** aims at the development of students’ soft skills (team building, time management, presentation, international communications), as well as analytical skills in Economics and Management. The students may choose between research projects (related to empirical research and supervised by research centres of HSE) or consulting projects (related to solving companies’ or NGO problems in management consultancy). The objectives of a specific project are determined by the type of the project and by the goals set by a project sponsor.

 The number of credits that the students obtain depends on the project type and workload mentioned by the project’s supervisor. The total number of credits for project equals to 2 ECTS.

The project pre-requisites are specified for each project depending on its nature and goals. The Project Seminar is a mandatory prerequisite for all the projects.

### 2.2.2. Milestones

 The students must fulfil projects on the 1st year of their studies. Students can choose projects in any period in the 1st year in the [Fair of elements of practical training](https://smartpro.hse.ru/). Projects have to be completed no later than beginning of Module 4 2025-2026 academic year.

Students assignment should be signed not later than the official start of the project. Submitting an interim version of the text/report is determined and controlled by the supervisor of the project. Final text/report submission is determined by the internship supervisor but not later than 5 working days after the end of the project.

The students may choose projects of any type mentioned above, that are related to the area of competencies developed by Master’s programme “Data Analytics for Business and Economics”. The project must be offered English.

### 2.2.3. Content and key features

Content of the PTE is defined with supervisor of the project. Students choose projects and apply for them via the [Fair of elements of practical training](https://smartpro.hse.ru/). The Programme Academic Supervisor approves the projects that align the goals and the objectives of the programme. A student may apply for a project that had not been approved by the Programme Academic Supervisor but in this case the credits the student receives will not be accepted for the credits covering the PTE.

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

### 2.2.4. Grading and reporting procedures

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

The students who have failed to pass PTE “Student Project” before Module 3 of 2024/2025 academic year are not allowed for the State final examination.

### 2.2.5. Resources

During the PTE period, students may harness information technologies, e.g., automation means for designing and developing software, or HSE Library Electronic Resources. Materials and technical support should satisfy set of sanitary and fire-safety rules, as well as workplace safety regulations and techniques. Students may use HSE classrooms or other premises for the internship element which are equipped with a computer with access to the Internet, and, if necessary for a student’s assignment, specialised software in accordance with the Regulations for ordering classrooms for training sessions and extracurricular activities at the Higher School of Economics - St. Petersburg.

## 2.3. PTE “WORK EXPERIENCE INTERNSHIP"

### 2.3.1. Purpose, objectives, and prerequisites

Work experience internship is a compulsory part of the curriculum and is designed to help students gain professional experience, as well as improve and strengthen their knowledge and competencies acquired in the course of theoretical education.

Work experience internship as one of the PTE is aimed at organising conditions for students to acquire professional skills and professional experience, immerse them in the environment of professional activity and develop professional competencies. The main educational result obtained by students in the course of “Work experience internship” is direct acquaintance with the professional environment and the development of practical competencies of the chosen professional activity. The environment, the main methods and methods of students' activity in practice should be as close as possible to the methods and methods of the chosen professional activity.

The master’s degree student has to develop the work experience internship programme on his/her own and undertake scientific research in accordance with the internship goals and tasks defined in such a program.

Pre-requisites: a student should successfully complete the academic part of the programme to be eligible for a work experience internship.

### 2.3.2. Milestones

Work internship is held in the spring semester of the second year, in the 3rd educational module. An uninterrupted period is assigned in the calendar educational schedule for the internship. It weighs 9 ECTS and can be conducted stationeryinside the university (in research laboratories) or outside the university (in companies, public organisations, etc.).

The student’s internship supervisor from the university and the student’s internship supervisor from the place of internship together supervise the students’ activities during the internship.

When doing the work experience internship, the master’s degree students are obliged to:

1. fulfil the individual task and follow the individual schedule;
2. follow the valid internal rules and regulations of the organisation in which they do work internship.

Key milestones and the detailed description of students’ activities, related to PTE, is given in GUIDELINES FOR PREPARATION AND DEFENSE OF WORK EXPERIENCE INTERNSHIP (Appendix B).

### 2.3.3. Content and key features

The content of work experience internship is defined by the student based on the GUIDELINES FOR PREPARATION AND DEFENSE OF WORK EXPERIENCE INTERNSHIP (Appendix B) and approved with supervisor from the university and supervisor from the company.

### 2.3.4. Grading and reporting procedures

The main assessment and reporting procedures are presented in GUIDELINES FOR PREPARATION AND DEFENSE OF WORK EXPERIENCE INTERNSHIP (Appendix B).

The final grade for Internship is the grade from the Internship supervisor from the university based on the report and the documents student has provided before the Internship started.

Work internship is graded on a 10-point grading scale, and assessment results are included in the student performance rating. Students who failed to complete their work internship for no valid reason or who received a ‘fail’ grade shall be facing an academic failure.

The students who have failed to carry out the internship program for a valid reason have an opportunity to undertake the internship again in their study-free time. The students who have failed to carry out the internship programs without valid excuse or have got a poor grade may be dismissed from the university as students with academic failure.

The students who have failed to pass PTE “Work Experience Internship” before Module 4 of 2024/2025 academic year are not allowed for the State final examination.

### 2.3.5. Resources

During the PTE period, students may harness information technologies, e.g., automation means for designing and developing software, or HSE Library Electronic Resources. Materials and technical support should satisfy set of sanitary and fire-safety rules, as well as workplace safety regulations and techniques. Students may use HSE classrooms or other premises for the internship element which are equipped with a computer with access to the Internet, and, if necessary for a student’s assignment, specialised software in accordance with the Regulations for ordering classrooms for training sessions and extracurricular activities at the Higher School of Economics - St. Petersburg.

## 2.4. PTE "MASTER’S THESIS PREPARATION"

### 2.4.1. Purpose, objectives, and prerequisites

The master’s dissertation (thesis) is a compulsory part of the curriculum and the most important component of a master’s degree. It is aimed at the development of research or project-based skills of students, as well as academic writing skills. It should demonstrate the student’s ability to conduct research, individually, or in small groups (up to 3 students).

If a small group is formed then the students should be from one field of study (e.g. only from 38.04.01 Economics or only from 38.04.02 Management). Students can form a small group from different tracks within 38.04.02 Management field of study (i.e. ‘Customer Analytics’ and ‘People analytics’) only if students and their scientific and academic supervisors can justify the writing of such a work and prove the relevance of the topic for two tracks within 38.04.02 Management field of study simultaneously.

While completing the element the students will train to:

* formulate a problem or research question;
* undertake and complete a piece of independent research and analysis;
* collect, analyse, and interpret data;
* adequately use the methodology or theoretical framework relevant to the research question and the body of academic research in the chosen field;
* produce an academic text with appropriate structure and idiomatic use of language;
* discuss coherently the outcome of the research, its relevance for the practical implications.

The topics of the master dissertation are proposed by potential supervisors and relate to the broad area of management including business, management and accounting; management of technology and innovation; human resource management; marketing; strategy and management etc. and economics.

The objectives of the dissertation are defined by its format. Students can choose between either research or project-analytical format of master’s dissertation.

Master’s dissertation requires the successful completion of the academic part of the curriculum as a prerequisite.

### 2.4.2. Milestones

 Master dissertation is prepared and defended during the 2nd academic year. The preparation and defence have a combined value of 11 ECTS.

 According to the Programme’s curriculum, dissertation submission falls on Module 4 during the 2nd year of study. According to the HSE regulations master dissertation is reviewed by an external reviewer. Master dissertations are defended at the Defence Board.

Submission of an application for the approval of the supervisor and the title of master thesis topic in LMS by November 20th, possibility to change supervisor by March 17th, possibility to change or clarify topic by April 17th, final upload of master thesis in LMS is May 17th 23:00:00 (final dates are to be confirmed).

Key milestones and the detailed description of students’ activities, related to PTE, are given in [GUIDELINES FOR PREPARATION AND DEFENSE OF MASTER THESIS](https://spb.hse.ru/en/ma/data-analytics/assessment).

### 2.4.3. Content and key features

The content of Master Thesis is defined by the chosen topic from the field of Economics or Management and guided by the scientific advisor. Key features are are presented in [GUIDELINES FOR PREPARATION AND DEFENSE OF MASTER THESIS](https://spb.hse.ru/en/ma/data-analytics/assessment).

### 2.4.4. Grading and reporting procedures

The main assessment and reporting procedures are presented in [GUIDELINES FOR PREPARATION AND DEFENSE OF MASTER THESIS.](https://spb.hse.ru/en/ma/data-analytics/assessment)

### 2.4.5. Resources

During the PTE period, students may harness information technologies, e.g., automation means for designing and developing software, or HSE Library Electronic Resources. Materials and technical support should satisfy set of sanitary and fire-safety rules, as well as workplace safety regulations and techniques. Students may use HSE classrooms or other premises for the internship element which are equipped with a computer with access to the Internet, and, if necessary for a student’s assignment, specialised software in accordance with the Regulations for ordering classrooms for training sessions and extracurricular activities at the Higher School of Economics - St. Petersburg.

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

Practical training of students with disabilities and disabled people is organised taking into account the characteristics of psychophysical development, individual capabilities and health status.

If necessary, students 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 people with vision disorders: a printed text in enlarged font; an electronic document; audios (transferring of learning materials into the audio); individual advising with an assistance of a sign language interpreter; individual assignments and advising.

2. for people 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 people with muscle-skeleton disorders: a printed text; an electronic document; audios; individual assignments and advising.

# Appendix A

**Internship Programme**

**GUIDELINES FOR PREPARATION, DEFENSE AND PROCESSING OF TERM PAPER FOR** **MASTER’S PROGRAMME “DATA ANALYTICS FOR BUSINESS AND ECONOMICS”**

Field of Studies: 38.04.01 Economics, 38.04.02 Management

Level: Master’s

1. **GENERAL PROVISIONS**
	1. These Guidelines have been developed on the basis of the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University approved by the HSE Academic Board, minutes No.6 dated June 17, 2021.
	2. Term paper is prepared and defended during the 1st academic year. The term paper has a value of 3 ECTS.
	3. According to the program’s curriculum, the term paper submission falls on Module 4 during the 1st academic year.
	4. According to the HSE regulations, the term paper’s supervisor provides a review on term paper completion. Term papers prepared on master’s programs are defended at the Defence Board.
	5. The term paper is completed in English. It could be prepared individually or in groups (up to 3 students).
	6. The term paper is an element of practical training and may relate to either research or a project.
2. **TERM PAPER STRUCTURE, CONTENT AND FORMAT**

2.1. The term Paper is a structured paper in the format of an academic article. It should be 7,000 to 10,000 words (for group term papers it should be 13,000 words to 15,000 words) in length and may provide the foundation for the future master’s dissertation.

2.2. The structure of the term paper’s content must include the following main sections:

- title page with student name, the title of the research project, and name of research supervisor (the template is provided in Appendix A-1);

- abstract of the paper and the list of keywords (up to 6). The abstract should be no less than 150 words and should not exceed 300 words. It is recommended a format of “structured abstract”;

- introduction containing the research goal and objectives, arguments for the relevance of the research, a brief description of its distinctive features, the structure of the paper and the individual input of students (if Term paper is written in group);

- literature review;

- methodology;

- provisional methods of data sampling or data collection;

- results and their description;

- conclusion and discussion with emphasis on the contribution of the paper to the knowledge development and its possible practical implications;

- references (in APA 6th style; learn more at: <https://www.apastyle.org/learn/index>);

- appendix (optional).

2.3. The text of the term paper must be structured according to the sections detailed in 2.2 above. Each part should have an appropriate heading. All headings should use initial capitals only.

2.4. The term paper should be computer printed on white A4 paper in Times New Roman 12pt, 1.5 space intervals, single-sided. Single spacing should be used for footnotes and references.

Margins should be 2.5 cm on all sides. Paragraphs should be indented. Pages should be numbered at the bottom in the centre using Arabic numerals, starting with the first page of the introduction.

Format your paper, using bold and italics as appropriate. Do not use any formatted styles other than bullets or numbers where required for lists. The text may contain appropriate figures and tables.

2.5. Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear above the figure.

2.6. Tables should be set as “Autofit to contents” and centered on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages. Table captions should appear above the table.

2.7. Use footnotes if necessary (Times New Roman, 10 pt). Endnotes are not permitted.

1. **TERM PAPERS PERFORMED BY GROUPS**
	1. A term paper may be developed by a group of two or three students. In this case, it is assumed that the term paper solves more significant problems than an individual paper. For example, multiple hypotheses can be tested, several models developed, a larger dataset collected. It is important to remember about the internal logic of the whole research if several students implement a paper together.
	2. If a term paper is written by a group, its length can be larger than the upper limit. As a rule, its length should be between 13,000 and 15,000 words.
	3. The contribution of each member should be clearly stated in the introduction to the term paper. If students are working together at all the sections and tasks of the term paper, it also should be stated in the introduction.
2. **SELECTION AND APPROVAL OF TERM PAPER TOPICS**

3.1. The faculty of St. Petersburg School of Economics and Management may develop a provisional list of term paper topics or research areas to be subsequently approved by Programme Academic Supervisor together with Academic Board of the Master Programme. Potential employers can also propose topics and research areas.

3.2. The provisional topics are placed in the LMS directory. Students also may place their proposals in the LMS directory. The Programme Office coordinates these activities and makes the list of term paper topics available for Academic Board.

3.3. Students may choose any member of the faculty of the Program as their term paper supervisor, subject to this member’s consent. One supervisor may supervise up to ten term papers per academic year.

3.4. Term paper topics are assigned to students upon the approval of their applications vial LMS by the respective term paper supervisor and Programme Academic Supervisor.

3.5. Applications must be approved by the term paper supervisors via LMS no later than November 20 of the current academic year.

If students fail to choose a term paper topic by the given deadline, they are facing academic failure which must be remedied during the subsequent retake period (until 15 February of the current academic year).

3.6. From November 20 to December 15 of the current academic year, Programme Office makes the final list of the term paper topics selected by students and supervisors assigned to them.

3.7. Not later than December 15 of the current academic year, term paper topics are registered in the individual study plans of students, which means the emergence of an obligation to complete the work by students. The information on timing is presented in Appendix A-2.

**4. TERM PAPER SUPERVISION**

4.1. Term paper supervisors are responsible for the direct supervision of the term paper preparation.

4.2. Term paper supervisors have the following duties:

- Advise students on shaping the final topic of their term paper, drafting term paper outline, preparation schedule, and selecting scholarly literature and resources;

- Help students to choose the appropriate research methodology;

- Monitor the progress of the term paper preparation under the established outline and schedule;

- Notify the Programme Academic Supervisor and Programme Office if students are behind the schedule;

- Provide students with informed recommendations on the content of their term papers;

- Prepare an assignment for the term paper (Appendix A-6) and send this document to the student by email, in case of no reactions from the student to notify Programme Office.

 4.3. Term paper supervisors are entitled to:

- Select a suitable mode of interaction with students, in particular, agree on the term paper preparation schedule and the frequency of face-to-face meetings or other communications;

- Request that students prepare and present a brief summary of the received recommendations and further steps in term paper preparation after each face-to-face meeting;

- Request that students pay close attention to the received recommendations and come to meetings well-prepared;

- Take into account compliance with the preparation schedule when grading student term papers.

4.4. Supervisors assess the quality of term papers considering the requirements fixed by the Programme Academic Board. They must fill in a special form (see Appendix A-3) where they put their review for the term paper.

4.5. Term paper supervisors must draw up an official memorandum to notify to the Programme Academic Supervisor and the Dean any sign of plagiarism and/or any other violations of the academic code of ethics committed by students.

4.6. Requests to change the term paper topic (Appendix A-4), signed by the supervisor, and requests to change the term paper supervisor (Appendix A-5), signed by both (former and new) supervisors, and the student and addressed to the Programme Academic Supervisor, may be submitted to the Programme Office no later than thirty days before the date of submission of the final draft of the term paper.

**5. TERM PAPER PREPARATION RESTRICTIONS**

5.1. Students must comply with the term paper preparation schedule developed and finalised together with their supervisors.

5.3. Term papers may be subject to external review.

5.4. Failure to complete a term paper by the fixed deadline constitutes academic failure that can only be remedied through the formal procedures established at HSE.

**6. TERM PAPER SUBMISSION**

6.1. Students must upload a .doc or .docx file (additional .pdf file is optative) with the final text of their term paper through their personal profiles in the LMS no later than 10 days before the officially scheduled day of defence.

6.2. Students must submit a draft of their term paper to their supervisors ten days before the upload date. Students who fail to do so may receive a fail grade for their term paper from the supervisor.

6.3. Submission deadlines for term papers that are subject to defence cannot be extended. Failure to complete a term paper by the fixed deadline (as per Clause 6.1 or Clause 6.2) constitutes academic failure that can only be remedied in autumn of the subsequent academic year, following the procedures established at HSE.

**7. TERM PAPER REVIEW AND DEFENSE**

7.1. Term paper defence takes place each academic year during the period June 20-30. Term-paper pre-defence is held in May on Research seminar in order to practice before the real defence and get the valuable feedback from the committee in ways to enhance the quality of the Term paper.

7.2. Defence dates and Board composition are set by the Programme Academic Supervisor.

7.3. Defence is hold in the presence of the Defence Board of three faculty members or research fellows of the School of Economics and Management. Programme Academic Supervisor can invite expert academics in the field of the term paper to be members of the Defence Board.

7.4. The Programme Office must provide the Board with access to each student’s term paper and the review written by the term paper supervisor. The Board is provided with the version that had been uploaded through the student account in the LMS. If the term paper was reviewed by an external reviewer, the copy of the review is also given to the Board.

7.4. The defence is a public event open to faculty members of other faculties of HSE and the representatives of other universities or potential employers. The Programme Office must publish defence dates on the programme website at least one week in advance.

7.5. Assessment of a term paper defence is reflected in the Board minutes. The Chair of the Board is responsible for the Board’s operation and minutes preparation. The Chair is appointed by the Programme Academic Supervisor after consultation with the members of the Academic Board of the Programme.

7.6. If students miss their term paper defence for a valid reason supported by documentary evidence, they will be allowed to defend their term paper on a different date within the autumn retake period.

7.7. Missing term paper defence without a valid reason supported by documentary evidence is counted as academic failure.

7.8. Students whose supervisor gave their term paper a fail grade are allowed to proceed to the defence. If a fail grade is received at the defence, no repeat defence shall be held during the current academic year.

7.9. Each term paper must go through the Antiplagiat (Anti-plagiarism) system pursuant to the *Procedures for Using Antiplagiat System for Collection and Checks of Academic Papers at HSE*. Term paper supervisors will be notified of the outcome of such checks and must take them into account when grading the term papers. Term paper supervisors grade the version that was uploaded through the student account in the LMS.

7.10. If plagiarism is discovered in a term paper, it is handled in accordance with the *Procedures for Applying Disciplinary Measures for the Violation of Academic Standards for Student Papers at HSE*.

7.11. The time limit for the presentation during the defence for the Term paper of one, two or three students is the same: 15 minutes. The time limit for the questions from the Commission is defined by the Commission.

**8. GRADING, RE-EXAMINATION AND APPEAL**

8.1. The final grade is rounded using the arithmetic approach and based on criteria in Appendix A-7. The rule of rounding for master thesis grade is the following: if the decimal part of a number is less than 0.5, then the number is rounded down. For example, the number 5.2 will be rounded to 5. If the decimal part of the number is greater than or equal to 0.5, then the number will be rounded up. For example, the number 6.5 will be rounded to 7.

8.2. The supervisor writes a review based on the assessment criteria given in Appendix A-3 and concludes whether the term paper is recommended for the defence or not. Students are admitted to the defence in either case. Supervisor’s opinion is playing a role of recommendation.

8.3. To receive credits for the term paper, students should be awarded a final grade of at least 4 on a ten-point scale.

8.4. Grade from the Commission is given based on the presented material at the defence and students’ answers for Commission questions. Grade is calculated as an arithmetic average of the total grades of each member of the Commission.

8.5. Grade for the Term paper can be different for each of the students if Term paper is done in group. Students have to specify input of each of the group member in the Introduction section of the Term paper.

8.6. The following criteria is used when giving excellent grades:

“8” – stands for unsurpassed result/s of a student’s activity during Term Paper completion and excellent communication at the Defence of the Term paper

“9” – stands for unsurpassed result/s of a student’s activity during Term Paper completion that brought feasible positive results for the process/place of observation and has to be documentally supported (for example, in the form of open source report)

“10” – stands for unsurpassed result/s of a student’s activity during Term Paper completion that brought feasible positive results for the process/place of observation and has to be documentally supported by outside organisation or in the form of open source report or in the form of submitted publication in academic journal of good rating (according to the lists of HSE).

8.7. If students believe that their Term paper deserves an excellent grade higher than “8” they should specify the reason for that in the presentation. Otherwise the Committee is giving the grades according to the Defence presentation.

8.8. Final grades for term papers are entered into student performance records by the Chair of the Defence Board and submitted to the Programme Office within 5 working days after the end of the examination period.

8.9. Students may access the grades and reviews of their term papers through the account in the LMS or at the Programme Office.

8.10. In the case where the term paper is graded less than 4 on a ten-point scale the student will not get ECTS’s awarded. The student is expected to resubmit the term paper in the autumn retake period. The term paper topic can be modified upon consultation of the term paper supervisor and program academic supervisor. In order to change the topic, the student must submit a new request signed by their term paper supervisor and addressed to the Programme Academic Supervisor no later than one month before the retake. The student may resubmit the term paper only once. The student can also change academic supervisor.

8.11. The student may challenge the grades for the term paper following the general appeal procedures. The student may file an appeal to the academic supervisor of the program within 3 working days upon receiving the grades with detailed grounds for appeal. The appeal committee will make a decision within 3 working days.

**9. TERM PAPER STORAGE**

The Programme Office stores copies of term papers for 2 years (either in the form of hard copies or electronic files)

**Appendix A-1 (Template for a Title List)**

**The Government of the Russian Federation**

**National Research University Higher School of Economics**

**HSE – Saint Petersburg**

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

**AUTHOR’S NAME(S)[[1]](#footnote-1)**

**TERM PAPER’S TITLE**

Term paper

Field of studies *38.04.01 Economics, 38.04.02 Management*

Master Programme “Data Analytics for Business and Economics”

|  |  |
| --- | --- |
| Reviewer[[2]](#footnote-2)academic degree, position, department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name  | Research Supervisoracademic degree, position, department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name |

Saint Petersburg – 202\_

**Appendix A-2**

|  |
| --- |
| **The Provisional Timing for the Selection and Approval of the Term Paper Topic** |
| **No** | **Stage** | **Responsible entities** | **Period** |
|  | Collection of topic proposals | Departments, Research Centres and Programme Office | **September, 10 – October, 10** |
|  | Approval of topics  | Academic Supervisor, Academic Board and Programme Office | **Within 4 days after a proposal is placed** |
|  | Selection of topics / Proposing topics by students | Students, Academic Supervisor  | **October, 10 – November, 1** |
|  | Approval of topics proposed by students | Departments, Research Centres | **November, 1 – November, 10** |
|  | The second period of selection of topics / proposing topics by students | Students, Academic Supervisor, Departments, Research Centres | **November, 10 – November, 20** |
|  | Checking that topics are approved by supervisors | Programme Office | **November, 20 – December, 15** |
|  | Registering topics in students’ individual study plans | Programme Office | **Not later than December 15** |
|  | Supervisor change | Students, Supervisors, Academic Supervisor and Programme Office | **Not later than 1 month before the final version submission** |
|  | Topic change/clarification | Students, Supervisors, Academic Supervisor and Programme Office | **Not later than 1 month before the final version submission** |

**Appendix A-3**

**Supervisor’s Review Template[[3]](#footnote-3)**

**National Research University Higher School of Economics**

**HSE University – Saint Petersburg**

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

**Supervisor Review of the Term Paper**

prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*(student’s full name)*

student of Master’s Programme “Data Analytics for Business and Economics”

Term paper topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| No. | **Evaluation criteria** | **Comments** |
| **1.** | Structure and logical organisation  |  |
| **2.** | Suitability of employed research methodology for stated goals and objectives  |  |
| **3.** | Originality and innovativeness of the term paper  |  |
| **4.** | Line of argument adopted to convey main ideas of the term paper  |  |
| **5.** | Grammar and formatting  |  |
|  | Approval for the defense | Yes/No |

Additional comments (optional):

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

Term Paper Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(signature) (full name, academic degree, position , subdivision)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_202\_

**Appendix A-4**

**Template Request for Change of Term Paper Topic**

TO:

Academic Supervisor of the Master’s Programme “Data Analytics for Business and Economics”

Associate professor Natalia V. Volkova

FROM:

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

*(full name)*

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

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

Group No.\_\_\_\_\_\_\_\_\_\_\_\_

I hereby request to change the topic of my term paper from

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

(topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”(topic in Russian)

to“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

(topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”(topic in Russian)

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

*(Student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

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

*(Supervisor’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

**Appendix A-5**

**Template Request for Change of Term Paper Supervisor**

TO:

Academic Supervisor of the Master’s Programme “Data Analytics for Business and Economics”

Associate professor Natalia V. Volkova

FROM:

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

*(full name)*

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

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

Group No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Request**

I hereby request to change the supervisor of my term paper

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (topic in English) “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (topic in Russian)

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(full name, academic degree, position, subdivision of the current supervisor)

to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(full name, academic degree, position, subdivision of the new supervisor)

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

*(Student’s signature)*

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Current supervisor’s signature)* “\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_  | *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(New supervisor’s signature)* “\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ |

**Appendix A-6**

**The Government of the Russian Federation**

**National Research University Higher School of Economics**

**HSE University – Saint Petersburg**

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

**Assignment for the term paper**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name, surname)

Master Program *Data Analytics for Business and Economics*

|  |  |  |
| --- | --- | --- |
| The period of the term paper completion  | from | 15.12.2023  |
|  |  |  |  | to | 15.06.2024 |
| **The topic** |  |
| **ECTS workload** | *3 ECTS* |
| **The aim of the term paper** |  |
| **The tasks of the term paper** | *The description of the term paper content*  |
| **Requirements for the outcomes** | *The description of the outcomes that will be estimated*  |
| **Reporting format** | The final document is the text of the term paper prepared following guidelines. |
| **Requirements for students** | *Basic knowledge and competencies that are necessary to carry out the term paper tasks.*  |

**The schedule of the term paper**

|  |  |  |
| --- | --- | --- |
| **Stage** | **Document** | **Deadline** |
| 1. Assignment for the term paper
 | Signed assignment |  |
| 1. Provisional results
 | *Estimated by the supervisor* |  |
| 1. Final term paper
 | *Term paper* |  |

|  |
| --- |
| Supervisor: |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(names)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The assignment is accepted | \_\_\_.\_\_\_.202\_\_ |
| Student |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(signature)* |  | *(names)* |  |

**Appendix A-7**

**Assessment criteria for Term Paper defence evaluation**

Assessment list

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Student/s name/s | Topic title | Overall presentation(out of 20 points) | Introduction & LR(out of 40 points) | Methodology & Results (out of 40 points) | **Reasonable grade****(out of 10)** |
| 00:00 - 00:00 |  |  |  |  |  |  |
| 00:00 - 00:00 |  |  |  |  |  |  |

…

Explanation of criteria

|  |  |  |
| --- | --- | --- |
| **Category** | **Scoring Criteria** | **Points** |
| **Overall presentation**(max 20 points) | Information in the presentation is delivered in a logical sequence | 5 |
| Length of presentation is within the assigned time limits | 5 |
| Speaker uses a clear, audible voice; Delivery is poised, controlled, and smooth. | 5 |
| Speaker understands the questions and all questions after the presentation are answered | 5 |
| **Introduction & Literature review** (max 40 points) | Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation. | 10 |
| Technical terms are well-defined in language appropriate for the target audience | 10 |
| Presentation contains accurate information and facts and appropriately cites requisite number of references | 10 |
| Material included for theoretical basis is relevant to the overall message/purpose (not less than 30 sources from the latest 5 years) | 10 |
| **Methodology and Results** (max 40 points) | Choice for the methods is well argumented | 10 |
| Good explanation of the results is delivered | 10 |
| Visual aids are well prepared, informative, effective, and not distracting | 10 |
| There is an obvious conclusion summarising the presentation | 10 |
| **Grade (calculated on the basis of total points/10)** | **Total Points** | **100** |

**Appendix B**

**Internship Programme**

**GUIDELINES FOR PREPARATION AND DEFENSE OF WORK EXPERIENCE INTERNSHIP FOR** **MASTER’S PROGRAMME “DATA ANALYTICS FOR BUSINESS AND ECONOMICS”**

Field of Studies: 38.04.01 Economics, 38.04.02 Management

Level: Master’s

##

### 2.3.1. Goal, objectives, and the prerequisites

Work experience internship is a compulsory part of the curriculum and is designed to help students gain professional experience, as well as improve and strengthen their knowledge and competencies acquired in the course of theoretical education.

Work experience internship as one of the PTE is **aim**ed at organising conditions for students to acquire professional skills and professional experience, immerse them in the environment of professional activity and develop professional competencies in the field of Management/Economics/Data analytics/. The main educational result obtained by students in the course of “Work experience internship” is direct acquaintance with the professional environment and the development of practical competencies of the chosen professional activity. The environment, the main methods and methods of students' activity in practice should be as close as possible to the methods and methods of the chosen professional activity. In the course of “Work experience internship”, a master's degree student has to accomplish the following **objectives** according to the chosen Track:

**Professional competencies (Customer Analytics track)**

Be able to find and evaluate new market opportunities, form and evaluate business ideas (PC-1)

Be able to solve managerial problems using best practices of data analysis (PC-2)

Be able to take managerial decisions using information from large customer datasets (PC-3).

**Professional competencies (People Analytics track)**

Be able to develop reasonable HR system to reach organisational goals (PC-1)

Be able to apply various state-of-the art techniques to analyse HR data (PC-2)

Be able to anticipate and identify HR problems and search for best solutions that have benefit within and/or outside the organisation (PC-3).

**Professional competencies (Economic Data Analysis track)**

Be able to able to collect, “clean”, and analyse economic data, revealing underlying statistical and economic causal relationships (PC-1)

Be able to formulate an economic and econometric model of the studied problem/object of interest (PC-2)

The master’s degree student has to develop the work experience internship program on his/her own and undertake scientific research in accordance with the internship goals and tasks defined in such a program.

###

### 2.3.2. Milestones

Work experience internship is held in the spring semester of the second year, in the 3rd educational module. An uninterrupted period is assigned in the calendar educational schedule for the internship. It weighs 9 ECTS and can be conducted stationeryinside the university (in research laboratories) or outside the university (in companies, public organisations, etc.of Saint-Petersburg or Leningrad region). Work experience internship can not be held at individual entrepreneur form of organisation and within HSE departments of Management or Economics.

The student’s internship supervisor from the university and the student’s internship supervisor from the place of internship together supervise the students’ activities during the internship.

When doing the work experience internship, the master’s degree students are obliged to:

1. fulfil the individual task and follow the individual schedule;
2. follow the valid internal rules and regulations of the organisation in which they do work experience internship.

###

### 2.3.3. Special aspects and arrangements

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

As a place for internship students can not consider: individual entrepreneur form of organisation; foreign organisation without an official representative and/or subsidiary in Saint-Petersburg; organisation where relative of the student is holding a top position (CEO, executive director, etc.); departments of Management or Economics of HSE.

### 2.3.4. Assessment and reporting procedures

Work experience internship is graded on a 10-point grading scale, and assessment results are included in the student performance rating. Students who failed to complete their work experience internship for no valid reason or who received a ‘fail’ grade shall be facing an academic failure.

When starting the internship, a student should submit the following documents before starting the PTE “Work experience internship” (except for №3, №4 and №5-8 if “Work experience internship” is held in HSE):

Table 1 – Forms of assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Form of assessment** | **Contents** | **Confirmed and signed by** | **Upload** |
| 1. Individual internship assignment | contains a comprehensive part of the internship | * Student
* Internship supervisor from the hosting organisation
* Internship supervisor from the university
 | SmartLMS |
| 2. Internship schedule | filled weekly, and reflect the content of a student’s activity. The schedule is signed weekly after the student’s report to both supervisors. | * Student
* Internship supervisor from the hosting organisation
* Internship supervisor from the university
 | SmartLMS |
| 3. Internship report | reveals the student’s activities, and also knowledge, skills and competencies that have been acquired | * Student
* Internship supervisor from the hosting organisation
 | SmartLMS |
| 4. Internship review | contains a comprehensive part of the internship and depicts the internship supervisor from the hosting organisation feedback about the student’s progress | * Internship supervisor from the hosting organisation
 | SmartLMS |
| If work experience internship is held outside HSE: |
| 5. Internship agreement (if Work Experience Internship is held outside the university) | legal document | * Signing person from the hosting organisation
* Signing person from the university
 | Original – printed in 2 copies, held in handpdf-version: at Internship supervisor from university’s email |
| 6. Warranties (if Work Experience Internship is held outside the university) | legal document | * Signing person from the hosting organisation
 | Original – printed in 2 copies, held in handpdf-version: at Internship supervisor from university’s email |
| 7. Power of attorney (if Work Experience Internship is held outside the university) and signing person is not acting on the basis of charter) | legal document needed for justification of signing rights of the signing person from the hosting organisation |  | Original – printed, held in handpdf-version: at Internship supervisor from university’s email |
| 8. Reference (if Work Experience Internship is held outside the university) | contains information that organisation is suitable and favourable | * Student
* Academic Supervisor of the Program
* Internship supervisor from the university
 | Original – printed, held in handpdf-version: at Internship supervisor from university’s email |

1. **Individual internship assignment**, which is confirmed and signed by student’s supervisor from university and supervisor from the hosting organisation.

The assignment should include the following items:

* 1. the goal of work experience internship;
	2. objectives of work experience internship;
	3. work experience internship plan (questions to be studied);
	4. planned results.
1. **Internship schedule**, that should reflect the content of a student’s activity. The schedule should be signed by student’s internship supervisor from the university and internship supervisor from the hosting organisation.
2. **Internship report** should reveal the student’s activities, knowledge, skills, and competencies that have been acquired.

The report should be consistent, logical, and include the following parts:

* + brief description of the organisation (place of internship);
	+ the field of activities, organisational structure, economic indicators of the organisation (place of internship);
	+ description of professional problems solved by the student during the internship (according to goals and objectives of internship in the individual assignment);
	+ the main results that were obtained during the internship.

**Report structure:**

1. Introduction (goals and objectives of internship).
2. The main part (information about the company and description of the position).
3. Fulfilled individual assignment (description of tasks completed in detail).
4. Conclusion (including self-assessment of acquired competencies)
5. Appendix (graphs, charts, tables, algorithms, illustrations, etc.).
6. References (APA-style).

The internship report should be delivered in an appropriate manner: with title list, introduction, main body, conclusions, appendices (if needed) and references. The provisional length is 10-15 pages (Times New Roman, 12 pt, 1.5 space intervals). The template for the title page of the report is given in Appendix B-1.

Table 2 – Report grading criteria

|  |  |
| --- | --- |
| **Report grading criteria** | ***Grade*** |
| The master’s degree student submits in time a work experience internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterised by the high level of prepared material, all elements of the individual assignment are thoroughly covered and reflect the depth of the research undertaken or the problem addressed. Visual aids are well prepared, informative, effective, and not distracting. The student has demonstrated proactiveness and an extremely high level of communication with internship supervisors from the university and the organisation. The student has come up, introduced and implemented several ideas that brought feasible positive results for the place of internship and are documented by internship supervisor from the hosting organisation. | *Excellent, 10 points* |
| The master’s degree student submits in time a work experience internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterised by the high level of prepared material, all elements of the individual assignment are thoroughly covered. Visual aids are well prepared, informative, effective, and not distracting. The student has come up, introduced and implemented the idea that brought feasible positive result for the place of internship and is documented by internship supervisor from the hosting organisation. | *Excellent,**9 points* |
| The master’s degree student submits in time a work experience internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterised by the high level of prepared material, all elements of the individual assignment are thoroughly covered. The report contains information or data about the important ideas and/or novelties that were introduced by the student for the company. | *Excellent,**8 points* |
| The master’s degree student submits in time a work experience internship report; the report covers fully different aspects of the internship, but the student has received insignificant remarks regarding the format of the reporting documents or has not answered fully to the questions raised in the internship report; the individual assignment is completed and done correctly | *Good,**7 points* |
| The master’s degree student submits in time a work experience internship report; the report covers fully different aspects of the internship, but the student has received critical remarks regarding the format of the reporting documents or has not answered all the questions in the internship report; the individual assignment is completed correctly | *Good,**6 points* |
| The master’s degree student submits in time a work experience internship, but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship; not all the questions were answered at the internship report defence. | *Satisfactory, 5 points* |
| The master’s degree student submits in time a work experience internship, but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship; not all the questions were answered at the internship report defence. The report is completed superficially, does not demonstrate a thorough approach to addressing the problem. The response to the requests from the university internship supervisor and the organisation internship supervisor was not timely and adequate.  | *Satisfactory, 4 points* |
| The master’s student has not completed a work experience internship programme; the reporting documents are assessed with numerous critical remarks; failed to complete an individual plan; could not answer all the questions at the defence. | *Poor,**3 points* |
| The master’s degree student has not completed a work experience internship program, has not submitted a report on the internship or there are many comments to the reporting documents; failed to complete an individual plan; could not answer all the questions while the defence. | *Poor,**2 points* |
| The master’s degree student has not completed a work experience internship program and has not submitted a report on the internship or reporting documents; there are many comments; did not fulfil an individual plan; could not answer a single question while the defence. | *Poor,**1 point* |

1. **Internship review** from the internship supervisor from hosting organisation.

The review of students’ performance during internship is formed by the organisation’s internship supervisor. The review should specify the student name, the place of internship, the time of the internship.

The review should include:

* professional tasks performed by the student;
* completeness and quality of implementation of the internship;
* student's attitude to the assignments received during the internship;
* assessment of the formation of the planned competencies;
* conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities;
* recommended final grade on a ten-point scale (where excellent grades as “9” and “10” stand for unsurpassed result/s of a student’s activity/student’s introduction and/or implementation of the project that brought feasible positive results for the process/place of internship and have to be documentally supported)

The review should be signed by the Internship supervisor from the hosting organisation, stamped (if stamp is used) and be present on the official letterhead (if official letterhead is used).

The final grade for Internship is the grade from the Internship supervisor from the university based on the report and the pool of documents student has provided for the Internship supervisor from the university. If one of the documents is missing without valid excuse then the student receives a poor grade. The students who have failed to carry out the internship program for a valid reason have an opportunity to undertake the internship again in their study-free time. The students who have failed to carry out the internship programs without valid excuse or have got a poor grade may be expelled from the university as students with academic failure. The students who have failed to pass PTE “Work experience internship” before Module 4 are not allowed for the State final examination.

### 2.3.5. Resources

##### During the PTE period, students may harness information technologies, e.g., automation means for designing and developing software, or HSE Library Electronic Resources. Materials and technical support should satisfy set of sanitary and fire-safety rules, as well as workplace safety regulations and techniques. Students may use HSE classrooms or other premises for the internship element which are equipped with a computer with access to the Internet, and, if necessary for a student’s assignment, specialised software in accordance with the Regulations for ordering classrooms for training sessions and extracurricular activities at the Higher School of Economics - St. Petersburg.

#####

##### Appendix B-1. Template of the individual internship assignment

National Research University Higher School of Economics,

HSE – Saint-Petersburg

**THE INDIVIDUAL INTERNSHIP ASSIGNMENT**

for the student of 2 year of study full-time / part-time / extramural program

 *(underline)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(*student’s full name*)*

|  |  |
| --- | --- |
| Educational programme | “Data Analytics for Business and Economics” |
| Degree | Master’s programme |
| Field of study | 38.04.01 Management / 38.04.02 Management |
|  | *(code and title)* |
| Faculty | St. Petersburg School of Economics and Management |
| Form of internship | Professional Internship |
| Type of internship | Work Experience Internship |
| Internship period | from | 13.01.2025  |
|  |  |  |  | to | 15.03.2025 |

Goals of internship[[4]](#footnote-4):

|  |
| --- |
|  |
|  |
|  |
| Objectives of internship[[5]](#footnote-5): |
|  |
|  |
|  |
|  |
|  |

Internship plan (content) (questions to be studied):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Planned results: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |
| --- |
| Internship supervisor (HSE academic staff member): |
| Senior lecturer, Department of Management |  |  |  | Pleshkova A.Yu. |
| *(position)* |  | *(signature)* |  | *(print name)* |
| APPROVED |
| the Organization’s Internship Supervisor |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(print name)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The task accepted | \_\_\_.\_\_\_.202\_\_ |
| Student |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(signature)* |  | *(print name)* |  |

Федеральное государственное автономное образовательное учреждение

высшего образования

«Национальный исследовательский университет «Высшая школа экономики»

**ИНДИВИДУАЛЬНОЕ ЗАДАНИЕ, ВЫПОЛНЯЕМОЕ В ПЕРИОД ПРАКТИКИ**

студенту 2 курса очной / очно-заочной / заочной формы обучения

*(нужное подчеркнуть)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(фамилия, имя, отчество при наличии)*

|  |  |
| --- | --- |
| образовательной программы | «Аналитика данных для бизнеса и экономики» |
|  |  |  |  | *(наименование образовательной программы)* |
| уровня | Магистратура |
| по направлению/ специальности | 38.04.01 Экономика / 38.04.02 Менеджмент |
|  | *(код и название направления/ специальности)* |
| факультета[[6]](#footnote-6) | Санкт-Петербургская школа экономики и менеджмента |
| Вид практики | Профессиональная |
| Тип практики | Производственная практика |
| Срок прохождения практики | с | 13.01.2025  |
|  |  |  |  | по | 15.03.2025 |

Цель прохождения практики[[7]](#footnote-7):

|  |
| --- |
|  |
|  |
|  |
| Задачи практики[[8]](#footnote-8): |
|  |
|  |
|  |
|  |

Содержание практики (вопросы, подлежащие изучению):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Планируемые результаты: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Руководитель практики от НИУ ВШЭ: |
| Старший преподаватель, департамент менеджмента |  |  |  | Плешкова А.Ю. |
| *(должность)* |  | *(подпись)* |  | *(фамилия, инициалы)* |
| СОГЛАСОВАНО |
| Руководитель практики от профильной организации |
|  |  |  |  |  |
| *(должность)* |  | *(подпись)* |  | *(фамилия, инициалы)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Задание принято к исполнению | \_\_\_.\_\_\_.202\_\_ |
| Студент |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(подпись)* |  | *(фамилия, инициалы)* |  |

**Appendix B-2. Template of the internship schedule**

National Research University Higher School of Economics,

HSE – Saint-Petersburg

**AN INTERNSHIP PLAN (SCHEDULE)**

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

(student’s full name)

Field of Study 38.04.01 Economics / 38.04.02 Management

Educational program “Data Analytics for Business and Management”

Full time / part-time / program, of 2 year of study, group № \_\_\_\_\_\_\_\_

(underline)

Faculty St. Petersburg School of Economics and Management

Type of internship Professional Internship, Work Experience Internship

Internship period: from «13» January 2025 to «15» March 2025.

Internship supervisor from University Pleshkova Anastasiia Yurievna, senior lecturer, Department of Management

Name of the internship Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the Organization’s Internship Supervisor

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

(full name, title)

|  |  |  |
| --- | --- | --- |
| №  | Time period | Internship plan |
| 1 |  | 1. Organizational meeting |
| 2 |  | 2. Personnel safety notification |
| 3 |  | 3. Welcome tour |
| 4 |  | 4. Performance of an individual task |
| 5 |  | 5. Consultations |
| 6 |  | 6. Preparation and providing report on internship |

|  |  |  |
| --- | --- | --- |
|  | Student | Supervisor from the of internship Organization  |
| 1. The workplace is provided to the student | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name  | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name |
| 2. The safe conditions of internship meeting health regulations and the requirements of labor protection are provided | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name |
| 3. Personnel safety notification, fire safety and also is carried out by employment policies and procedures | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name |

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship supervisor (HSE academic staff member) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Pleshkova A.Yu.

the Organization’s Internship Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Санкт-Петербургский филиал федерального государственного автономного образовательного учреждения высшего образования

«Национальный исследовательский университет «Высшая школа экономики»

**РАБОЧИЙ ГРАФИК (ПЛАН) ПРОВЕДЕНИЯ ПРАКТИКИ**

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

(Ф.И.О. обучающегося)

Направление подготовки (специальность) 38.04.01 Экономика / 38.04.02 Менеджмент

Образовательная программа «Аналитика данных для бизнеса и экономики»

Очной / очно-заочной / формы обучения, 2 курса, группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(нужное подчеркнуть)

Факультета Санкт-Петербургская школа экономики и менеджмента

Вид, тип практики Профессиональная, Производственная

Срок прохождения практики: с «13» января 2025 г. по «15» марта 2025 г.

Руководитель практики от университета Плешкова Анастасия Юрьевна, старший преподаватель, департамент менеджмента

Наименование профильной организации \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Руководитель практики от профильной организации \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Ф.И.О., должность)

|  |  |  |
| --- | --- | --- |
| № п/п | Сроки проведения | Планируемые работы |
| 1 |  | 1. Организационное собрание |
| 2 |  | 2. Инструктаж по технике безопасности |
| 3 |  | 3. Экскурсия обзорная |
| 4 |  | 4. Выполнение индивидуального задания |
| 5 |  | 5. Консультации |
| 6 |  | 6. Подготовка и предоставление отчета о прохождении практики |

|  |  |  |
| --- | --- | --- |
|  | Обучающийся | Руководитель практики от профильной организации |
| 1. Рабочее место обучающемуся предоставлено | подтверждаю\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/подпись расшифровка подписи | подтверждаю\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/подпись расшифровка подписи |
| 2. Безопасные условия прохождения практики обучающемуся, отвечающие санитарным правилам и требованиям охраны труда, обеспечены | подтверждаю\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/подпись расшифровка подписи | подтверждаю\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/подпись расшифровка подписи |
| 3. Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка проведен | подтверждаю\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/подпись расшифровка подписи | подтверждаю\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/подпись расшифровка подписи |

Обучающийся \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Руководитель практики от НИУ ВШЭ – Санкт-Петербург\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Плешкова А.Ю.

Руководитель практики от профильной организации \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Appendix B-3

##### Template of the title page of the internship report

**The Government of the Russian Federation**

**National Research University Higher School of Economics**

**HSE – Saint Petersburg**

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

**REPORT ON INTERNSHIP**

**MASTER’S PROGRAMME “DATA ANALYTICS FOR BUSINESS AND ECONOMICS”**

Field of studies *38*.*04.01 Economics / 38.04.02 Management*

Level: Master’s

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

 student’s name

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verified:**

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

*(position, full name of Organisation’s Internship Supervisor)*

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

 *(signature)*

***stamp***  *\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(date)*

**St.Petersburg, 2025**

1. Full name [↑](#footnote-ref-1)
2. If any [↑](#footnote-ref-2)
3. The external reviewer completes a similar form [↑](#footnote-ref-3)
4. According to the internship program. [↑](#footnote-ref-4)
5. According to the internship program. [↑](#footnote-ref-5)
6. Под факультетом понимается структурное подразделение НИУ ВШЭ, реализующее образовательные программы высшего образования – программы бакалавриата, специалитета, магистратуры. [↑](#footnote-ref-6)
7. В соответствии с программой практики. [↑](#footnote-ref-7)
8. В соответствии с программой практики. [↑](#footnote-ref-8)