**Appendix B**

**Internship Programme**

**GUIDELINES FOR WORK EXPERIENCE INTERNSHIP**

**MASTER’S PROGRAMME “International Business in the Asia-Pacific Region”**

# GENERAL PROVISIONS

In accordance with the Regulations on Practical Training of Students under Core Bachelor’s, Specialist, and Master’s Programmes at HSE University, the goal of the Work Experience Internship (hereinafter – Internship) is further systematizing and extending the theoretical and practical knowledge gained in the University in management subjects and practical application of management knowledge in order to solve the tasks of professional occupation.

The Master’s degree students have to develop the Internship programme on their own and to undertake actions in accordance with the Internship goals and tasks defined in this programme.

The 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.

The Internship is aimed at the development of the research and professional skills of students, their competencies in self-organization, independent professional activities, and proper time management. It also serves the need to collect primary data for completing research.

The Internship is held in the spring semester of the 2nd year. It weights 9 ECTS and can take place in structural divisions of HSE or in external organizations. The 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 Internship for no valid reason or who received a fail grade shall be facing academic failure.

The Internship Supervisor from the University and the student’s supervisor from the place of Internship (Internship Supervisor from the Organization) together supervise the student’s activities during the Internship. The Internship is conducted inside the University (in research laboratories or departments) or outside the University (in companies, banks, public organizations, etc.).

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# II. LIST OF INTENDED LEARNING OUTCOMES

The Internship is aimed at the development of the following competencies:

**International Business Operations in Asia-Pacific**

| The competency code | The competency description |
| --- | --- |
| GPC-1 | Able to solve professional problems based on knowledge (at an advanced level) of economic, organizational, and management theory, innovative approaches, generalization, and critical analysis of management practices |
| GPC-2 | Able to apply modern techniques and methods of data collection and advanced methods of data processing and analysis, including the use of intelligent information and analytical systems, when solving management and research problems |
| GPC-3 | Able to independently make informed organizational and managerial decisions, evaluate their operational and organizational effectiveness and social impact, and ensure their implementation in a complex (including cross-cultural) and dynamic environment |
| GPC-4 | Able to manage project and process activities in an organization using modern management practices, leadership, and communication skills, identify and evaluate new market opportunities, and develop strategies for the creation and development of innovative activities and corresponding business models |
| PC-1 | Able to apply various methods and techniques for analysis of business cases |
| PC-2 | Able to identify main risks and business opportunities in the global economy |
| UC-4 | Able to use modern communication technologies, including those in foreign languages, for academic and professional interaction |
| UC-6 | Able to determine and implement priorities for one’s own activities as well as ways for improving one’s performance using self-assessment and life-long learning |

**Business Innovations in Asia-Pacific Markets**

| The competency code | The competency description |
| --- | --- |
| GPC-1 | Able to solve professional problems based on knowledge (at an advanced level) of economic, organizational, and management theory, innovative approaches, generalization, and critical analysis of management practices |
| GPC-2 | Able to apply modern techniques and methods of data collection and advanced methods of data processing and analysis, including the use of intelligent information and analytical systems, when solving management and research problems |
| GPC-3 | Able to independently make informed organizational and managerial decisions, evaluate their operational and organizational effectiveness and social impact, and ensure their implementation in a complex (including cross-cultural) and dynamic environment |
| GPC-4 | Able to manage project and process activities in an organization using modern management practices, leadership, and communication skills, identify and evaluate new market opportunities, and develop strategies for the creation and development of innovative activities and corresponding business models |
| PC-1 | Able to apply appropriate methods and techniques for research projects in the international business area |
| PC-2 | Able to identify main risks and business opportunities in the global economy |
| UC-4 | Able to use modern communication technologies, including those in foreign languages, for academic and professional interaction |
| UC-6 | Able to determine and implement priorities for one’s own activities as well as ways for improving one’s performance using self-assessment and life-long learning |

# III. Reports forms

When completing the Internship, a student must have the following documents (completion of all of them is mandatory):

1. **Information letter** about the organization with an academic supervisor’s visa,
2. **Agreement/application** for the Internship,
3. **Individual Assignment from the University** that is signed by the student and confirmed by the student’s Internship Supervisor from the University,
4. **Individual Internship Assignment** that is signed by the student and confirmed by the student’s Internship Supervisors from the University and the Organization. The assignment has to include the following items: goal of Internship, objectives of Internship, Internship plan (issues to be studied), planned results. The form of the document is presented in Appendix B-2,
5. **The Schedule** is to be filled weekly and has to reflect the content of a student’s activity. The Schedule is signed after the student’s report to both Supervisors. The form of the Schedule is presented in Appendix B-3,
6. **Review (Reference Letter)** by the Internship Supervisor from the Organization that contains a comprehensive description of the Internship. The Review form is presented in Appendix B-4,
7. **Confirmation of the passing** of the safety instructions has to be signed by the Internship Supervisor from the Organization. The form of the document is presented in Appendix B-5,
8. **The Report** needs to reveal the student’s activities and also the knowledge, skills, and competencies that have been acquired. The template for the title page of the Report is presented in Appendix B-1. Details about the requirements and content are listed below.

The Report is the result of a student’s independent work and has to be a consistent, logical, and completed piece of writing. It has to include following parts:

* Introduction:
* A statement of the goals and tasks of the Internship.
* A description of the place where the Internship is completed (of the organization and its division) that includes sphere of activity, organizational structure, economic indicators.
* A description of the professional tasks solved by the student during the Internship (activities in which the student has been involved, features of tasks, description of the process of problem solving).
* A description of the tasks from Individual Assignment from the University.
* Conclusion (including the student’s self-evaluation of their development of competencies)
* A reference list (in the APA style)
* Attachments (graphics, schemes, tables, illustrations, etc.)

The Report needs to be presented in an appropriate manner:

* The provisional length is 10-15 pages.
* Font: Times New Roman, size 12.
* Margins – 20 mm.
* 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, Description of the Organization, Professional Tasks, Individual Assignment from the University, Conclusion, Reference List, and Appendices) must begin on a new page. For the formatting of subheadings, utilize APA 7 style formatting guidelines for headings (<https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>).
* Illustrations (tables, schemes, examples of documents) whose volume exceeds 2/3 of the page must be placed in the Appendix. Each Appendix needs to 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 criteria for the report are presented in Appendix B.

If a student uses automated content generation algorithms while preparing reporting documents, they must include a section titled “Description of Used Generative Model” in their paper. This section should encompass a description of the objectives for using the generative model, the name of the generative model, link to the website on the Internet (or a description of another source of the model), and a description of its application method.

# IV. current and INTERIM INTERNSHIP ASSESSMENT

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The current assessment provides an assessment of the practical training of students and is carried out in discrete time intervals by the Internship Supervisor from the Organization in the forms of monitoring of the implementation of individual tasks, and in the form of a written Report. On completion of the Internship, students present its results in a written report. The proposals/recommendations on the improvement of the organization business processes in the area of management or analytics are very welcome.

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

The final grade is calculated as follows:

*0.20* x *supervisor from the organization* + *0.20* x *oral defense of the Report* +*0.40* x *student’s Internship Report + 0.20* x *Individual Internship Assignment, Schedule, Confirmation of the passing of the safety instructions, and Reference Letter*

The grade for each of the listed documents (Internship Report, Individual Internship Assignment, Schedule, Confirmation of the passing of the safety instructions, and Reference Letter) is given for the degree to which the documents are completed. If the documents are not submitted, a student receives 0 as a final grade for his or her internship.

The final grade is rounded using the arithmetic approach.

The grade given for the Internship is considered equivalent to the grades given for classroom training and is taken into account when summing up the results of the students’ overall performance.

The students who have failed to carry out the Internship programme 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 programmes without valid excuse or have got a poor grade may be expelled from NRU HSE as students with academic failure in the manner provided for in Regulations for Interim and Ongoing Assessments of Students at National Research University Higher School of Economics.

Besides observance of dates and regulations established by the department as regards the Internship (submitting internship agreements, applications, reports) also influences the grade.

# Appendix B-1

# Template for the title page of the report

National Research University Higher School of Economics

Saint-Petersburg School of Economics and Management

Master’s Programme “International Business in the Asia-Pacific Region”

**REPORT**

**Work Experience Internship**

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

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

*(full name)*

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

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

**Checked by:**

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

*(position and full name of the Internship Supervisor from the Organization*)

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

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

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

**stamp** *(date)*

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

*(position and full name of The Internship Supervisor from the University*)

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

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

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

*(date)*

St. Petersburg, 2025

**Appendix B-2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| St. Petersburg Regional Campus of  State Autonomous Institution of Higher Education  National Research University Higher School of Economics  **AN INDIVIDUAL INTERNSHIP ASSIGNMENT**  2nd year full-time student  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(last name, first name, middle name/patronymic)*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Educational program | International Business in the Asia-Pacific Region | | | | | |  | | | | | | | Level | Master’s | | | | | | Field of study | 38.04.02 Management | | | | | |  |  | | | | | | Faculty | St. Petersburg School of Economics and Management | | | | | | Internship | professional | | | | | | Type of internship | work experience | | | | | |  |  |  | | | | Period | from | 13.01.2025 | | | | to | 15.03.2025 |  |  | |

Goals of internship:

|  |
| --- |
| systematization and extension of the theoretical and practical knowledge gained during studies at the University, |
| practical application of management skills for solving professional tasks (…) |
|  |
|  |
|  |
| Objectives of internship: |
| solidify theoretical knowledge (for example, state-of-the-art IT solutions, statistical methods of analysis, machine learning methods for data mining, staffing analytics and performance evaluation, marketing models, management solutions information support, consumer behaviour, etc.); |
| collect, process, analyse and systematise the information on the research topic (for example, related to current applied procurement practices, consumer behaviour, their expenditures and expectations, market performance, arrangement of financial and information flows, etc.); |
| develop research tools (including, if applicable, theoretical and marketing models of the studied processes, phenomena and subjects) and implement them in professional practice; |
| solidify theoretical knowledge (for example, state-of-the-art IT solutions, statistical methods of analysis, machine learning methods for data mining, staffing analytics and performance evaluation, marketing models, management solutions information support, consumer behaviour, etc.); |
|  |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | |  | | | | | | | | | | | | | | |
| 2. | |  | | | | | | | | | | | | | | |
| 3. | |  | | | | | | | | | | | | | | |
| 4. | |  | | | | | | | | | | | | | | |
| 5. | |  | | | | | | | | | | | | | | |
| Planned results: | | | | | | | | | | | | | | | | |
| 1. | |  | | | | | | | | | | | | | | |
| 2. | |  | | | | | | | | | | | | | | |
| 3. | |  | | | | | | | | | | | | | | |
| 4. | |  | | | | | | | | | | | | | | |
| APPROVED  Internship Supervisor from the University: | | | | | | | | | | | | | | | | | |
|  | | | | | | |  |  | | |  |  | | | | | |
| *(position)* | | | | | | |  | *(signature)* | | |  | *(print name)* | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Internship Supervisor from the Organization | | | | | | | | | | | | | | | | | |
|  | | | | | | |  |  | | |  |  | | | | | |
| *(position)* | | | | | | |  | *(signature)* | | |  | *(print name)* | | | | | |
|  |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  | |
| The task accepted to be completed on 13.01.2025 | | | | | | | | | | | | |  | | | | |
| Student | | | | | |  |  |  |  |  |  |  | |  |  |  | |
|  |  | |  | | | |  |  | | | | | | | |  | |
|  |  | | *(signature)* | | | |  | *(print name)* | | | | | | | |  | |

**Appendix B-3**

St. Petersburg Regional Campus of

State Autonomous Institution of Higher Education

National Research University Higher School of Economics

**INTERNSHIP SCHEDULE**

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

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

Field of Study: 38.04.02 “Management”

Programme “International Business in the Asia-Pacific Region”

2nd year, group \_\_\_\_

Faculty: St. Petersburg School of Economics and Management

Type of internship: Work Experience Internship

Internship period: from “13” January 2025 to “15” March 2025

Internship Supervisor from the University: Maria A. Malinina, Guest Lecturer of the Department of Management, St. Petersburg School of Economics and Management

Name of the Internship Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor from the Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name, position)*

|  |  |  |
| --- | --- | --- |
| № | Dates | Work details |
| 1 |  | 1. Organisational meeting |
| 2 |  | 2. Safety training |
| 3 |  | 3. Excursion |
| 4 |  | 4. Individual task completion |
| 5 |  | 5. Consultations |
| … |  |  |
|  |  |  |
|  |  | 6. Internship Report preparation |

|  |  |  |
| --- | --- | --- |
|  | Student | Internship Supervisor from the Organization |
| 1. The student got a workplace | Confirmed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  *Signature name* | Confirmed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  *Signature name* |
| 2. Internship is held according to the sanitary and occupational safety and health rules | Confirmed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  *Signature name* | Confirmed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  *Signature name* |
| 3. Occupational safety, fire safety and internal work rules training passed | Confirmed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  *Signature name* | Confirmed  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  *Signature name* |

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

*(signature) (name)*

Internship Supervisor from the University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Malinina M.A.

*(signature)*

Internship Supervisor from the Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(signature) (name)*

**Appendix B-4**

**REVIEW**

**of the student’s work from the place of internship**

Feedback is made to the student at the end of the Internship by Internship Supervisor from the Organization.

In the Review, the Supervisor will have to specify the surname, initials of the student, place of internship, and time of internship.

The Review needs to reflect:

#### professional tasks performed by the student;

#### the completeness and quality of the implementation of the program of Internship;

#### the student’s attitude to completing assignments received during the Internship;

#### assessment of the formation of planned competencies (descriptors of their formation)

#### conclusions about the professional suitability of the student; if necessary, comments on his or her personal and professional qualities;

#### **Recommended grade (on a 10-point scale)\*.**

The Review is signed by the Internship Supervisor from the Organisation and certified by a stamp.

\*

|  |  |
| --- | --- |
| **10-point scale** | **5-point scale** |
| 10 | Excellent |
| 9 | Excellent |
| 8 | Excellent |
| 7 | Good |
| 6 | Good |
| 5 | Satisfactory |
| 4 | Satisfactory |
| 3 | Fail |
| 2 | Fail |
| 1 | Fail |

**Appendix B-5**

St. Petersburg Regional Campus of

State Autonomous Institution of Higher Education

National Research University Higher School of Economics

**Confirmation of the passing of the safety induction course**

Student of HSE University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

*(student’s full name)*

studying in the second year of the programme “International Business in the Asia-Pacific Region” (field 38.04.02 “Management”), has been taken on for an Internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(name of the organization)*

And the student has acquainted themselves with:

* labor protection requirements;
* safety requirements;
* fire safety requirements;
* the rules of the internal labor schedule of the *Organisation name*.

Internship supervisor from the organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_

*(position) (last name, initials) (signature)*

13.01.2025

# Appendix B-6. Evaluation Criteria

|  |  |
| --- | --- |
| Report grading criteria | *Grade* |
| The Master’s degree student submits an Internship Report on time, written in accordance with the established requirements; the Report covers fully all aspects of the Internship; the Individual Assignments are completed correctly and completely without any critical remarks from the Internship Supervisor. The Report is characterized by the high level of prepared material, all elements of the Individual Assignments are thoroughly covered and reflect the depth of the research undertaken or the problem addressed. The student has demonstrated proactiveness and a high level of communication with the Internship Supervisors from the University and the Organization. | *Excellent, 10 points* |
| The Master’s degree student submits an Internship Report on time, written in accordance with the established requirements; the Report covers fully all aspects of the Internship; the Individual Assignments are completed correctly and completely without any critical remarks from the Internship Supervisor. The Report is characterized by the high level of prepared material, all elements of the Individual Assignments are thoroughly covered. | *Excellent,*  *9 points* |
| The Master’s degree student submits an Internship Report on time, written in accordance with the established requirements; the Report covers fully all aspects of the Internship; the Individual Assignments are completed correctly and completely without any critical remarks from the Internship Supervisor. | *Excellent,*  *8 points* |
| The Master’s degree student submits an Internship Report on time; the Report covers fully different aspects of the Internship; but the student has received insignificant critical remarks regarding the format of the reporting documents; the Individual Assignments are completed correctly but with insignificant critical remarks from the Internship Supervisor. | *Good,*  *7 points* |
| The Master’s degree student submits an Internship Report on time; the Report covers fully different aspects of the Internship; but the student has received critical remarks regarding the format of the reporting documents; the Individual Assignments are but with critical remarks from the Internship Supervisor. | *Good,*  *6 points* |
| The Master’s degree student submits an Internship Report on time; but the student has received significant critical remarks regarding the format of the reporting documents; the Report does not cover different aspects of the Internship fully. | *Satisfactory, 5 points* |
| The Master’s degree student submits an Internship Report on time; but the student has received significant critical remarks regarding the format of the reporting documents; the Report does not cover different aspects of the Internship fully. The Report is completed superficially, does not demonstrate a thorough approach to addressing the problem. The response to the requests from the Internship Supervisors from the University and the Organization was not timely and adequate. | *Satisfactory, 4 points* |
| The Master’s degree student has not completed the Internship programme; the reporting documents are assessed with numerous critical remarks; failed to complete an individual plan for the Internship. | *Poor,*  *3 points* |
| The Master’s degree student has not completed the Internship programme, has not submitted a Report on the Internship or there are many comments to the reporting documents; failed to complete an individual plan for the Internship. | *Poor,*  *2 points* |
| The Master’s degree student has not completed the Internship programme and has not submitted a Report on the Internship or reporting documents; there are many comments; did not fulfill an individual plan for the Internship. | *Poor,*  *1 point* |

The evaluation scale for the rest of the documents (Individual Internship Assignment, Schedule, Confirmation of the passing of the safety instructions, and Reference Letter):

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

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

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

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