**The Government of the Russian Federation**

**Federal State Autonomous Institution for Higher Professional Education National Research University Higher School of Economics**

**St. Petersburg Branch**

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

**GUIDELINES FOR PASSING AND REPORTING ON INTERNSHIP**

**MASTER’S PROGRAMME “MASTER IN FINANCE”**

Area of Studies: 38.04.08 “Finance and Credit”

Level: masters

Recommended by the Head of the Students’ Office for Master’s programmes

Neklyudova M.A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_” \_\_\_\_\_\_\_\_ 20\_\_

Approved by the Academic Council of Master’s programme “Master in Finance”

Chair: Rogova E.M. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ “\_\_\_” \_\_\_\_\_\_\_\_ 20\_\_

Minutes 3/2017

St. Petersburg, 2017

# General Provisions

Internship is a 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.

For master’s students professional internship (for master’s thesis) is the way to incorporate research and/or teaching internship. It is aimed at the development of the research and professional skills of students, their competencies in self-organisation, independent professional activities, and proper time management. It also serves the need to collect primary data for completing research.

Internship is held in the spring semester of the second year (the third quarter). It weights 12 ECTS and can take place in research divisions of HSE, or in external organizations.

Internships are graded on a 10-point grading scale and assessment results are included into 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 research advisor and the student’s supervisor from the place of internship together supervise the students’ activities during the internship.

# Reporting on internship results

On completing the internship, a student should have 3 types of reports:

1. The **report on internship** should reveal the student’s activities, and also knowledge, skills and competencies that have been acquired. The provisional form of the report is presented in the Appendix A.

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

1. The brief description of the organization (sector of economy, organizational structure, market, financial performance).
2. The list of professional tasks that have been solved by students (activities in which the student has been involved).
3. The main results that were obtained in the research programme (the draft of the empirical/practical part of the dissertation).

The report should be presented in an appropriate manner, with title list, introduction, the body, conclusions, references and appendices (if needed). The provisional length is 25-40 pages (Times New Roman, 12 pt, 1.5 space intervals).

1. The **internship diary**, that is to be filled weekly, and reflect the content of a student’s activity. The diary is signed weekly after the student’s report to both supervisors. The form of the diary is given in the Russian page of the website. The reference letters from both supervisors contain a comprehensive part of the diary
2. The **student’s presentation** (in ppt) of the main results of the internship.

# The assessment

The oral defense is organized by a Study office after completing the internship. During the oral defense a student demonstrates the presentation and answers the questions from the defense committee. The latter consists of 3 faculty members.

The final grade is a weighted average grade and is calculated as follows:

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 where Greport is the grade for the written report (made by scientific advisor), Gsv1, Gsv2 are the grades by supervisors (in reference letters), Goral defense – the grade of the oral defense.

 The final grade is rounded using the arithmetic approach.

# Appendix A. The template for a title list of the report

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**REPORT ON INTERNSHIP**

**MASTER’S PROGRAMME “MASTER IN FINANCE”**

Area of Studies: 38.04.08 “Finance and Credit”

Level: masters

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

 student’s name

 Research advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 name, job position

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

St.Petersburg, 2017