**Internship Programme**

Master’s Programme “HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia”

*APPROVED by:*

*Academic Council of Master’s Programme*

*“HSE and Kyung Hee University Double Degree Programme in*

*“Economics, Politics and Business in Asia”*

*protocol\_\_\_\_\_\_\_\_\_\_\_\_\_, №\_\_*

Internship programme is based on the criteria drawn from educational standard for the entire internship module in the Master’s programme (MP) curriculum. Internship programme is an integral part of the MP and sets forth the criteria for the content and results for all PTEs completed, as prescribed by the MP for the entire duration of studies.

**SECTION 1. GENERAL PROVISIONS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ac. year** | **Type of internship** | **Element of practical training (PTE)** | **Description** | **Duration in ECTS per 1 student** | **Duration in ac. hours per 1 student** | **Implementation period** |
| *1* | *Scientific and Research* | *Thesis* | *Compulsory* | *3* | *114* | *1st ac. year* |
| *1, 2* | *Project*  | *Project* | *Variable* | *3* |  *114* | *1st, 2nd ac. year* |
| *2* | *Project and Professional*  | *Graduation Internship or Graduation Project* | *Compulsory (one element out of two)* | *9* | *342* | *3rd module of the 2nd ac. year* |
| *2* | *Scientific and Research* | *Preparation of a Graduation Thesis* | *Compulsory* | *9* | *342* | *2nd, ac. year* |

**Dates of control points for EPT:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of PTE** | **The control point for signing the assignment to the student** | **A control point for providing an interim version of the text/report** | **A control point for providing a final text/report** |
| Project | No later than the official start of the PTE | Determined by the project supervisor | No later than 5 working days after the official end of the PTE but no later than the end of the 3rd module of the 2nd year |
| Thesis | No later than the first Friday of December of the current academic year | Determined by the supervisor of the Thesis | No later than the fourth Thursday of April of the current academic year |
| Graduation Internship | No later than the official start of the PTE | Determined by the internship supervisor | No later than the end of the 3rd module of the 2nd ac. year |
| Graduation Project | No later than the official start of the PTE | Determined by the internship supervisor | No later than the end of the 3rd module of the 2nd ac. year |
| Preparation of the Graduation Thesis | No later than the first Friday of December of the current academic year | Determined by the supervisor of the Graduation Thesis | No later than the second Thursday of May of the current academic year |

**SECTION 2. PTE "PROJECT".**

**2.1. Goal of PTE:**

The goal of the PTE "Project" is to acquire and develop practical significant knowledge and skills of students, as well as experience in self-organization.

Project activity is a compulsory element of the MP “HSE and Kyung Hee University Double Degree Programme in "Economics, Politics and Business in Asia" in accordance with the educational standard. It is a specially organized, group or independent activity of students aimed to solving a practically and theoretically significant problem and designed as a final product.

The prerequisites for PTE "Project" are specified separately for each project (depending on its features and goals).

**2.2. Content and features of the PTE.**

*Types of PTE*: in terms of organization methods, projects can be internal or external. External project is a project carried out at the request of external customers in relation to the University; internal project is a project carried out by order of structural divisions and research and teaching staff of the University.

From the point of view of goals, the following types of the PTE are distinguished:

*Research* (*scientific and research*) project is a project which main purpose is to conduct research involving obtaining a scientific or applied scientific product as a result (articles/publications, a report, an analytical review or a note, an application for a scientific grant, a methodological manual, etc.);

*Practice-oriented* (*applied*) project is a project which main goal is to solve an applied problem, most often at the request of a customer external to HSE; the result of such a project can be a developed and justified project solution, a business plan or business case, a custom-made product, etc.;

*Service* project is a project aimed at solving some official tasks within the framework of ongoing events or to ensure the current work of the University and/or its structural divisions, contributing mainly to the development of organizational and communication competencies of students. The result of such project is a recorded and evaluated contribution of the project participant to the organization of an event (for example, conferences, Olympiads, excursions, etc.) or to the implementation of organizational processes (for example, the organization of teacher and student feedback, technical preparation of educational materials, organizational assistance in the course of classes, etc.). The share of service projects in the total number of credits allocated for project activities is limited and cannot exceed 25% of the specified total number.

Projects can be *individual* or *collective*, *short-term* (no more than one module/semester) or *long-term*.

A student can choose a project in the VLIS (HSE University’s virtual learning information system). He or she can also find a project himself or herself inside or outside HSE.

The project must meet the following requirements:

1. to correspond to the profile of the MP (exc. PTE for service projects);
2. to be focused on the result, which is expressed in the form of the final product;

The academic supervisor of the MP is authorized to block a project proposal if it has not been agreed with the Supervisor of the project activity at the MP and does not relate to service projects, if the academic supervisor consider that the proposed project does not correspond to the profile of the MP.

The amount of credits for the Project activity should be no less than 3 (three) ECTS.

After signing up for the project and the approval of the candidate by the project supervisor, the student cannot leave the project voluntarily, without the consent of the head. In case of unauthorized departure, the supervisor has the right to evaluate the work of the corresponding student as unsatisfactory, which means academic debt.

A student can complete a project on topics related to the profile of the MP in the Partner University. In this case for credit transfer after project realization, student must submit an application to the academic supervisor of MP. The application must contain arguments or evidence about how this project has developed professional competencies laid down by the MP. After reviewing the application, the academic supervisor has the right to reckon this project. An application for credit transfer is based on the documents reflecting the results of the student's activity and should be submitted no later than the end of the 3rd module of the 2nd year of studies.

**2.3. Evaluation and report forms of the PTE.**

The evaluation of the student's activity is carried out by the project supervisor in accordance with the principles specified in the evaluation form for the project. At the end of the project, the project supervisor fills out an assessment form, giving an assessment for the activity done by the student and the number of credits for activity on the project. The evaluation form must be submitted to the Programme Office no later than 5 working days after the official end of the PTE but no later than the end of the 3rd module of the 2nd year of studies.

**SECTION 3. PTE "GRADUATION PROJECT".**

**3.1. Goal of PTE:**

The goal of the PTE "Graduation Project" is the professional competencies consolidation and development in terms of the research activities, including institutional and managerial activity and expert-analysis work. The consolidation and enhancement of student’s theoretical training is exercised in pursuit of GP along with the practical skills development and improvement, together with the experience of independent research and practically-oriented activity in the field of international relations, business administration in conjuncture with international cooperation and other related spheres.

Project activity is a compulsory element of the MP “HSE and Kyung Hee University Double Degree Programme in "Economics, Politics and Business in Asia" in accordance with the educational standard. It is a specially organized, group or independent activity of students aimed to solving a practically and theoretically significant problem and designed as a final product.

The prerequisites for PTE "Graduation Project" are specified separately for each project (depending on its features and goals).

**3.2. Content and features of the PTE.**

*Types of PTE*: in terms of organization methods, GP can be internal or external. External GP is a project carried out at the request of external customers in relation to the University; internal GP is a project carried out by order of structural divisions and research and teaching staff of the University.

From the point of view of goals, the following types of the PTE are distinguished:

*Research* (*scientific and research*) GP is a project which main purpose is to conduct research involving obtaining a scientific or applied scientific product as a result (articles/publications, a report, an analytical review or a note, an application for a scientific grant, a methodological manual, etc.);

*Practice-oriented* (*applied*) project is a project which main goal is to solve an applied problem, most often at the request of a customer external to HSE; the result of such a project can be a developed and justified project solution, a business plan or business case, a custom-made product, etc.;

Projects can be *individual* or *collective*, *short-term* (no more than one module/semester) or *long-term*.

A student can choose a GP in the VLIS (HSE University’s virtual learning information system). He or she can also find a project himself or herself inside or outside HSE.

The GP must meet the following requirements:

1. to correspond to the profile of the MP (exc. PTE for service projects);
2. to be focused on the result, which is expressed in the form of the final product;

The academic supervisor of the MP is authorized to block a project proposal if it has not been agreed with the Supervisor of the project activity at the MP, if the academic supervisor considers that the proposed project does not correspond to the profile of the MP.

The amount of credits for the Graduation project should be no less than 9 (nine) ECTS.

After signing up for the GP and the approval of the candidate by the project supervisor, the student cannot leave the project voluntarily, without the consent of the head. In case of unauthorized departure, the supervisor has the right to evaluate the activity of the corresponding student as unsatisfactory, which means academic debt.

A student can complete a GP on the topics related to the profile of the MP in the Partner University. In this case, for credit transfer after GP realization, the student must submit an application to the academic supervisor of MP. The application must contain arguments or evidence about how this GP has developed professional competencies laid down by the MP. After reviewing the application, the academic supervisor has the right to reckon the GP. An application for credit transfer is based on the documents reflecting the results of the student's work and should be submitted no later than the end of the 3rd module of the 2nd year of studies.

**3.3. Evaluation and report forms of the PTE.**

The evaluation of the GP is carried out by the project supervisor in accordance with the principles specified in the evaluation form for the GP. At the end of the GP, the project supervisor fills out an assessment form, giving an assessment for the activity done by the student and the number of credits for activity on the project. The evaluation form must be submitted to the Programme Office no later than 5 working days after the official end of the PTE but no later than the end of the 3rd module of the 2nd year of studies.

**SECTION 4. PTE "GRADUATION INTERNSHIP".**

**4.1 Goal of PTE:**

The goal of PTE "Graduation internship" is the professional competencies consolidation and development in terms of the research activities, including institutional and managerial activity and expert-analysis work.

The consolidation and enhancement of student’s theoretical training is exercised in pursuit of internship along with the practical skills development and improvement, together with the experience of independent research and practically-oriented activity in the field of international relations, business administration in conjuncture with international cooperation and other related spheres.

The prerequisite of the PTE "Graduation internship" is the utilization of the previous part of the educational programme in a sufficient volume for passing this type of practical training.

**4.2. Content and features of the PTE.**

Graduation Internship is carried out in two ways: stationary or visiting. GI in stationary way is taken in organizations located on the territory of Moscow or surrounding regions in the availability of transport and do not require the temporary relocation of a student. GI in visiting way is carried out if the organization is located outside the areas mentioned above.

The duration of the GI is 7 weeks.

GI organized in the:

1. Specialized structural units of HSE, including research divisions and departments, including the Faculty of World Economy and International Affairs, but external to the educational programme “HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia”.

2. Third-party Organizations, Russian and / or foreign, municipal, public, commercial and noncommercial enterprises, institutions connected to programme’s profile, the content of which corresponds to professional competencies, developed within educational programme, conducting historical, political, economic, and other studies, primarily in the field of international relations or business administration, or studies similar in structure and subject, or conducting practical activities with foreign partners.

The organization and coordination of the GI in the MP “HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia” is carried out by a Head of Internship at HSE.

Students can independently search for places of GI.

To pass a GI in any third-party organization, an agreement on practical training is necessarily concluded between it and HSE. An alternative to the contract can also be an exchange of offer and acceptance letters between HSE and the organization.

From the moment of enrollment of students during the internship period as interns at workplaces, they are subject to the rules of labor protection and internal regulations in force at enterprises, institutions, organizations.

**4.3. Evaluation and report forms of the PTE.**

*Assessment criteria*. The grade is set by the Head of Internship at HSE on the cover page of the Internship Report and is based at the “10-point” approach to evaluating students’ knowledge. The grading system is based on completeness, detail, relevance, accuracy of information about the activities of the student during the internship, as well as the timeliness of the delivery of a package of documents. The resulting score is set in the statement. The Head of Internship at HSE evaluates the results of internship on the following approximate scale:

|  |  |
| --- | --- |
| Score on а ten-point scale | Approximate content of the assessment |
| 10- Brilliant9- Excellent8- Almost Excellent  | А full set of documents, all the documents were signed and authenticated properly. The purpose of the internship is fulfilled or three or more professional competencies are fully developed and applied in internship (numerous examples and results of activities are presented, with comments from representatives of the organization, which are evaluated in an expert manner). There are no negative comments from representatives of the enterprise or organization. |
| 7- Very good6- Good | The purpose of the internship is performed almost completely or partially developed and put into internship three or less professional competences (Briefly presented some examples and results of activities without comments from representatives of the organization, which are evaluated in an expert manner). Minor negative comments from representatives of the enterprise or organization. |
| 5- Very satisfactory4- Satisfactory | The purpose of the internship is partially or insufficiently developed and applied in internship three or less professional competencies. Multiple negative comments from representatives of the enterprise or organization. |
| 3-Bad2- Very bad1- Very unsatisfactory | The set of documents is incomplete. The purpose of the internship is not fulfilled. Serious negative comments from representatives of the enterprise or organization. |

The resulting grade is set by the formula:

*Gresult = 0,5·Greview + 0,5∙Gdoc,* where

Greview – assessment for the activity performed, done by the head of the internship of the organization according to the results of the student activity (either on the cover page of the internship report or in the review),

*Оdoc* – assessment for the student’s report, done by the Head of Internship at HSE (on the cover page of the internship report).

The resulting grade is rounded arithmetically (≥0.5 = 1). The score is rounded towards the next integer.

*More information about the Graduation Internship is set out in the Graduation Internship Programme of the MP "HSE and Kyung Hee University Double Degree Programme in Economics, Politics and Business in Asia" (**Appendix No. 1)*

**SECTION 5. PTE “THESIS” AND “GRADUATION THESIS”.**

**5.1. Goal of PTE:**

a) The goal of the PTE "Thesis" is to deepen the knowledge and skills acquired by the student during theoretical and practical classes, to develop the skills of independent study of the material, at the same time developing the skills of analytical and research work with information. Thesis should contribute to the consolidation and reflection of the knowledge and skills acquired by student in the process of mastering the disciplines.

b) The goal of the PTE "Graduation thesis" is to further deepen, expand and consolidate the knowledge and skills obtained during the Thesis. PTE "Graduation thesis" is an independent scientific research confirming the qualification of a graduate of the MP " HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia".

The prerequisite of the PTE "Graduation thesis" is the utilization of the previous part of the educational programme in a sufficient volume for passing these types of practical training.

**5.2. Content and features of the PTE.**

According to the *content*, the Thesis and the graduation thesis are performed in the form of an academic study, presented in the form of a completed text in English.

By the *character* of the execution, the Thesis and the graduation thesis work are individual work.

**5.3. Evaluation and report forms of the PTE.**

5.3.1. Evaluation and report forms of the PTE *“Thesis”*:

5.3.1.1. The final grade for Thesis at the MP “HSE and Kyung Hee University Double Degree Programme in "Economics, Politics and Business in Asia" is issued on the basis of the supervisor's assessment indicated in the Supervisor review on the Thesis.

5.3.1.2 If the student received an unsatisfactory grade based on the results of the supervisor's examination, he or she is issued a final unsatisfactory grade for the Thesis.

5.3.1.3 The student can get acquainted with the supervisor's feedback through the VLIS or in the Programme Office.

5.3.1.4 If the student received a final unsatisfactory grade for the Thesis, the topic of the thesis can be changed. To do this, the student should submit a new application in VLIS and get the approval of the Thesis supervisor by the end of the ongoing academic year. The application is subject to approval of the Academic Supervisor/Academic Council of the MP “HSE and Kyung Hee University Double Degree Programme in "Economics, Politics and Business in Asia". Afterwards the revised thesis topic will be integrated into his/her IC.

5.3.1.5. The grade "unsatisfactory" (0 points) is issued:

- if the student has not started to complete the Thesis;

- if violations has been committed as listed in the Procedures for Applying Disciplinary Measures for Violations of Academic Standards for Student Papers at National Research University Higher School of Economics, such as cheating, double delivery, plagiarism, forgery, fabrication of data and results of work, etc;

- if a Thesis is not submitted on time.

5.3.1.6 Due to the features of the implementation of the MP, the deadline for submitting the Thesis is not postponed. If the Thesis is not submitted on time, the student has an academic debt, the liquidation of which is carried out in the autumn retake period until October 15 of the next academic year.

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5.3.2. Evaluation and report forms of the PTE *“Graduation thesis”*:

5.3.2.1. The Graduation thesis is subject to mandatory public defense. The defense of the Graduation thesis is carried out within the framework of the State Final Certification.

5.3.2.2. The defense of Graduation theses is carried out at meetings of State Examination Board with the participation of at least two-thirds of their membership.

5.3.2.3. Decisions of the SEB are taken at closed meetings by a simple majority of votes of the members of the commissions participating in the meeting, with the mandatory presence of the chairman of the commission or his or her deputy. If the number of votes is equal, the chairman of the commission (or the deputy chairman of the commission replacing him or her) has the right of a decisive vote.

4.3.2.4. The decision of the SEB is based on the assessments of:

- the supervisor for the quality of the work, the degree of its compliance with the requirements for the final qualifying work;

- the reviewer for the work as a whole, taking into account the degree of novelty, practical significance and validity of the conclusions and recommendations made by the author based on the results of the study;

- the members of the examination commission for the content of the work, its defense, including the report, answers to questions and comments of the reviewer.

5.3.2.5. Students who have not submitted their Graduation Theses within the prescribed period are not allowed to defend their Graduation Theses and are expelled from HSE for not passing the final state certification.

5.3.2.6. A student who has not passed the final state certification without a valid reason, including those who received unsatisfactory results at the final state certification, is expelled from HSE, and an academic certificate is issued to him or her. The specified student, upon restoration to HSE, has the right to pass the final state certification again no earlier than one year and no later than two years after passing the final state certification for the first time.

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*Other information about the preparation and defense of Thesis and Graduation Thesis are set out in the Rules for the preparation of essays, Thesis and Graduation Thesis on the MP “HSE and Kyung Hee University Double Degree Programme in "Economics, Politics and Business in Asia" (Appendix No. 2) and in the Research Paper Guidelines (Appendix No. 3).*

**5.4.** **Evaluating of PTEs “Thesis” and “Graduation Thesis” is guided by the following approximate scale:**

|  |  |
| --- | --- |
| **Score on а ten-point scale** | **Approximate content of the assessment** |
| 10- Brilliant9- Excellent8- Almost Excellent  | A solid, well-developed, logically stated text without internal contradictions, corresponding to the Research Paper Guidelines, these Recommendations, the requirements of the supervisor. The assigned tasks are completed in full and correctly, the problem is articulated, the work is original and contributes to the increment of knowledge in a specific problem area (for grade "10"). |
| 7- Very good6- Good | A well-developed and presented text without significant internal contradictions, corresponding to the Research Paper Guidelines, these Recommendations, and the requirements of the supervisor. Almost all the tasks have been completed in due volume. |
| 5- Very satisfactory4- Satisfactory | Sometimes the text is incoherent, there are internal contradictions. Incomplete compliance with the Research Paper Guidelines, these Recommendations, and the requirements of the supervisor. Some of the tasks were not completed / were not completed sufficiently. There are gross errors, low originality of the text, the lack of full-fledged conclusions. |
| 3-Bad2- Very bad1- Very unsatisfactory | The text is incoherent, does not correspond to the specified topic. There are significant contradictions. Does not comply with the Research Paper Guidelines, the requirements of the supervisor. Most of the tasks have not been completed. |

**SECTION 6. RESOURCES AND CONDITIONS FOR THE IMPLEMENTATION OF THE PTE.**

**6.1 Resources and material and technical base necessary for the implementation of the PTE.**

In the process of passing the PTE, students can use information technologies, including automation tools for design and software development used in the profile organization, Internet technologies, etc.

The material and technical support of the PTE, if necessary, is indicated in the contracts for practical training with individual organizations. The specified material and technical support must comply with the current sanitary and fire safety standards, as well as safety requirements during work.

**6.2 Specifics of the implementation of PTE tasks in the conditions of restrictive or other measures.**

In the conditions of restrictive measures, the stationary realization of the PTE (if it is the norm in normal conditions) can be replaced or remote by the decision of the University or, in the case of the delegation of the authority to the Master’s programme, by the Academic Council of the MP.

Other features of implementation PTE tasks in the conditions of restrictive measures depend on the nature of the restrictions and are specified by the administrative bodies of the University, Faculty, or educational programme.

**SECTION 7.** **SPESIFICS OF THE ORGANIZATION OF PRACTICAL TRAINING FOR PERSONS WITH DISABILITIES**

Practical training of students with disabilities and disabled persons is organized taking into account the peculiarities of psychophysical development, individual capabilities and health status. If there are special features or limitations due to health reasons or other objective factors which prevent the student from Practical training, the student must inform the academic supervisor before the Practical training starts.