Annex to HSE University Directive No. \_\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_

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APPROVED by

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

Minutes No. \_\_\_\_\_\_, dated \_\_\_\_\_\_\_

**Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University**

Moscow

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# **Definitions and Abbreviations:**

**Thesis** – a final qualifying student paper;

**SEB** – State Examination Board;

**Diploma** – a document confirming that a graduate has received a higher education and been awarded a Bachelor’s/Specialist/Master’s degree, e.g., an HSE University diploma;

**PTE documents** – all and any documents specifying criteria for the implementation of practical training elements under a given degree programme;

**DPO** – Degree Programmes Office;

**Campus** – all HSE University campuses (HSE University – Moscow, HSE University – St.Petersburg, HSE University – Perm, HSE University – Nizhny Novgorod), ensuring the implementation of educational (scientific/educational), research (scholarly research), expert/analytical and other activities at the University;

**Term paper** – a student’s term paper, e.g., interdisciplinary term paper;

**Credit (credit unit)** – a universal unit for measuring the study load of a given degree programme, equal to 38 academic or 25 clock hours;

**DP manager** – a head of a programme office of a given degree programme, or its manager, whose functions include the support for student learning processes in that degree programme;

**“Internship” module in a DP curriculum** – one of the modules of a curriculum as per the Educational Standards for Bachelor’s Studies and Master’s Studies at HSE University, respectively, under which a student’s competencies are being built, thus allowing him/her to handle practical tasks of the selected professional activities, including project, research, business, and expert/analytical activities;

**HSE University** – National Research University Higher School of Economics, including all regional campuses;

**DP** – a core degree programme – a Bachelor’s, Specialist, Master’s programme under all modes of study at HSE University, as implemented at the University and its regional campuses;

**HSE University’s ES** – educational standard of HSE University;

**Regulations** – these Regulations for Practical Instruction of Students under Core Degree Programmes (Bachelor’s, Specialist, and Master’ Programmes) at HSE University;

**Prerequisites** – any prior conditions or special courses that must have been completed or taken by a student before the implementation of a given PTE;

**Industry-specific Organization** – an organization where a student is pursuing his/her practical training;

**Student** – an individual who is pursuing a course of study under a given degree programme;

**SED** – a system for electronic document management;

**Programme Office** – a curriculum support unit, which primarily provides support in student learning processes under a given degree programme;

**Faculty** –HSE University subdivision[[1]](#footnote-1), e.g., at a regional campus, engaged in the provision of degree programmes;

**VLIS** –HSE University’s virtual learning information system;

**PTE (element of practical training)** – an element of a curriculum that is implemented to attain particular objectives and goals with respect to practical training;

**CE** – an element of a curriculum.

# **1. General Provisions**

* 1. Practical training is a form of educational activity during studies under a given degree programme, with learners completing certain types of tasks, related to their future professional activities and aimed at building, consolidating, and developing practical skills and competencies specific to the respective degree programme. The goals and objectives of practical training shall be attained through the implementation of PTEs.
	2. Practical training for HSE University students shall be implemented either as part of the “Internship” module under a DP curriculum, or as part of courses.
	3. When practical training is implemented as part of courses, it shall be carried out during practical classes, tutorials, laboratory sessions, and other similar types of learning activities that stipulate the involvement of students in the completion of specific elements of works, directly related to their future professional activities. As such, special aspects for the organization of practical training as part of courses are not governed by these Regulations and shall be set out in a respective course syllabus.
	4. These Regulations shall set out the procedures for the organization and holding of practical training elements (PTEs) included in the “Internship” module under a curriculum for degree students at HSE University.
	5. These Regulations shall set:
		1. the types, special aspects and stages for the implementation of PTEs;
		2. the rights and obligations of the participants in PTEs;
		3. documentation and reports on PTEs.

# **2. Special Aspects for Practical Training Elements, Included in the “Internship” Module of Degree Programme Curricula**

* 1. The “Internship” module in a degree programme’s curriculum may include the following three types of internship (elements):
		1. “work placement” type of PTE is aimed at ensuring conditions, thus allowing students to obtain professional skills and experience, while also guiding them through a professional environment and fostering professional competencies. A key learning outcome obtained by students from work placements is their direct acquaintance with a professional environment and the development of practical competencies in regards to their chosen professional field. The settings, main means and methods for student activities during this type of internship shall be as similar as possible to those experienced during their future professional activities.

The following types of PTEs may be attributed to work placements: work placements, introductory academic internships, pre-graduation internships, teaching practice, etc.;

* + 1. “project-based internship” type of PTEs is intended for proposing solutions to applied tasks in the form of developed and substantiated project solutions, business plans or business cases, ready-made products, etc.

The following PTEs may be considered project-based internships: applied products, applied term papers, project-based theses, etc.;

* + 1. “research internship” type of PTEs is organized to instill research skills in students, thus allowing them to gain new knowledge about phenomena, objects and processes through putting forward and testing scholarly and research hypotheses.

The following types of PTEs may be considered research internships: research-based theses, research-based term papers, research projects, research internships, etc.

* 1. A PTE may be a core or elective component for students; this shall be stipulated in the respective DP curriculum.
	2. A selection of elective PTEs (if applicable) shall be completed by students within the timeframe and as per procedures, set by the respective DP’s documentation.
	3. Students shall not be prevented from completing elective PTEs from among those that have not been agreed upon with the respective DP’s administration. The results for such PTEs obtained by students may be counted as optional components above the standard credit load. Students shall independently decide to either take part in the PTE on an optional basis, or select another PTE agreed upon with the respective DP’s administration.
	4. A PTE may be implemented under a single degree programme (i.e., a mono-programme PTE), under degree programmes offered by a single faculty (faculty-level cross-programme PTE) and under various degree programmes at various faculties (University-level cross-programme PTE).
	5. A PTE may be group-based or individual. The former may be pursued by students from various degree programmes, campuses, fields of study and degree levels, as well as years of study. Furthermore, a PTE supervisor shall determine whether it is advisable to form a group based on the PTE’s specific objectives and expected outcomes.
	6. A PTE may be held, based directly out of HSE University subdivisions (e.g., laboratories, workshops, etc.), one of the University’s regional campuses that is not the campus where the student is primarily studying, or industry-specific organizations, whose activities are relevant to the specialty of a respective programme, including the relevant organization’s subdivision, intended to offer practical training.
	7. A student may take part in the completion of a PTE, which has been initiated by those degree programmes, research laboratories and subdivisions with a specialization different from that pursued by said student, and which however include elements of professional objectives, which are relevant to their degree programme’s focus. If this is the case, when assessing the results of a student’s participation in the respective PTE, competencies relevant to a student’s DP major shall be counted.
	8. A PTE supervisor has the right to draw up a list of curriculum elements required for the completion of the given PTE. In such cases, students shall refer to this list when drawing up their own individual curricula.
	9. Students’ selection of a PTE may be done on a competitive basis and/or validated through checking whether students’ current competencies meet the set prerequisites.
	10. If a PTE can be accessed through a competitive selection and/or verification if set prerequisites are satisfied by a given candidate, the PTE supervisor shall issue recommendations as to a list of courses (portions thereof), which may be useful for the intern in his/her preparation for the selection. Recommendations shall be specified in the proposal form for the PTE.
	11. A student may include in his/her individual curriculum required courses as part of the studies under his/her degree programme or take them independently in a fast-track mode by using available learning means, including e-courses. Learning results for such courses must be obtained by students before the selection procedures for the PTE commence.
	12. If there are any special aspects or limitations affecting an individual, due to health issues or other objective factors that may impede a student’s involvement in a PTE, his/her practical training shall be organized with due consideration of their health issues and/or other special needs.

# **Participants in PTEs, Their Rights and Obligations**

* 1. Key participants in a PTE include:
* students of degree programmes;
* academic supervisors of degree programmes;
* managers of degree programmes (programme offices);
* PTE authors;
* PTE supervisors;
* project managers (e.g., project offices, project and internship centres at faculties, etc.);
* deputy deans (deputy directors) overseeing practical training;
* the Degree Programmes Office.
	1. Students shall be directly involved in mastering every PTE from the point of an element’s selection (if applicable) until the generation of a result (award of a grade), within the timeframes set in the DP curriculum. Students must master the full load of PTE, not less than that required by their specific degree programme, as well as complete PTE with the result not below the “satisfactory” grade, as per the DP curriculum.

A student has the right to submit his/her proposal to complete their work placements at a specific individual venue or propose his/her own topic for a term paper/thesis. In such instances, the academic supervisor of the relevant degree programme under which the student in question is studying, shall review the proposal and appoint the PTE supervisor.

Upon approval with the PTE supervisor, students shall have the right to initiate an additional vacancy for the PTE during its implementation if the involvement of another participant is objectively required to meet their PTE objectives. The total number of credits awarded for the PTE shall be then distributed amongst all students involved, with due consideration of contributions to PTE implementation from participants who joined practical training after its start.

* 1. Academic supervisors of degree programmes shall maintain and update pools of PTE proposals for their degree programmes, monitor if all PTE characteristics are in line with the respective DP curriculum, as well as coordinate the involvement of their degree programme’s students in cross-programme PTEs and interaction with academic supervisors of degree programmes whose students are engaged in joint PTE activities. Furthermore, they shall offer consultations for participants in practical training and make decisions whenever any contingencies arise during PTE implementation.

Together with the heads of schools (departments), they shall appoint PTE supervisors for students if the latter persons submit proposals for work placement completion at an individual place, or an independently devised topic for their term papers/thesis.

In addition, academic supervisors for degree programmes shall make sure that all approved DP documentation is available with respect to PTE implementation and that it contains all required information, such as specific PTE types, the period and mode for its implementation, credit load and other relevant details.

* 1. Managers of degree programmes (programme offices) shall oversee the inclusion of PTEs in students’ individual curricula and coordinate the timing of PTE completion, as well as make arrangements for retakes, if required.
	2. A PTE initiator is a legal entity or an HSE University staff member[[2]](#footnote-2), who has drawn up a proposal for the purpose of recruiting participants from among HSE University students for PTE realization, or a student who has submitted a proposal intended to develop a new PTE. The PTE proposal form filled in the VLIS is specified in Annex 1 to these Regulations.

PTE initiators shall be responsible for specifying true and accurate information in their PTE proposal.

* 1. PTE supervsiros are HSE University staff members, who shall be responsible for the organization and holding of PTE for one or several students. In turn, they shall specify the content of the PTE proposal, develop tasks for the completion by students during the PTE period, select candidates for participation in the PTE, organize and carry out the PTE together with learners, as well as assess students’ PTE results.

In cases of PTE, which has been initiated by a legal entity or student, the PTE supervisor shall also cooperate with the student or the legal entity that has drawn up the PTE proposal.

PTE supervisors shall have the right to further recruitment of students, replacement of students and re-distribution of tasks among PTE students subject to their approval, if a given student cannot carry out his/her obligations due to objective circumstances (illness or other circumstances beyond the student’s volition), as well as when a given PTE student fails to carry out his/her obligations in good faith and, thus, compromises the attainment of PTE goals.

PTE initiators may act as PTE supervisors, or not.

* + 1. PTE supervisors must assess the final results of all PTE students and hand over assessment record (grade) sheets to DP managers no later than 5 (five) working days after the date of PTE completion.
	1. Project managers are responsible for coordinating all PTE-related aspects at faculties and prompt uploads of PTE information to VLIS. As per the decision of a faculty’s dean, project managers may also conduct technical checks and approve both mono-programme PTE proposals and cross-programme PTE proposals at the faculty level.
	2. Responsible deputy deans (deputy directors), together with deans (directors) shall reach a decision in regards to the organization and development of students’ practical training at the faculty level. Furthermore, if a PTE was initiated by a legal entity or student (with the exception of instances when a student has applied for the work placement completion at an individual venue or proposed his/her own term paper/thesis topic), and responsible deputy deans (deputy directors) shall oversee the timely appointment of PTE supervisors, make decisions jointly with deputy deans (deputy directors) of other faculties on the appointment of the PTE supervisor should a competition situation occur, as well as coordinate the signing of agreements between the University and a legal entity, which has initiated the PTE, upload them to the HSE University contract register and later oversee their update.
	3. The Degree Programmes Office shall provide general methodological support and offer consultations with respect to the organization of practical training of HSE University students, as well as general coordination of the implementation of University-level cross-programme PTEs (i.e., maintenance of the register of PTE proposals available for selection, digital services for PTE implementation and practical training results, as well as contracts register). Furthermore, the DPO shall verify cross-programme PTE proposals via VLIS if the values indicated therein are listed in Annex 2.
	4. Depending on specifics of PTE, the following roles may emerge, if the need in them is determined by the respective faculty head:
* co-supervisor (applicable to industry-specific organizations, where the PTE is being carried out) –representative of the organization where a specific PTE is being carried out;
* responsible staff member for certain elements under the “Internship” module – may be appointed at the faculty level or that of a degree programme in order to coordinate the organization of PTE for students involved;
* coordinator – administrative or academic staff members of a faculty, authorized to allocate resources, ensure quality of allocated resources (i.e., classrooms, co-working spaces, laboratories, VLIS, etc.) for PTE activities and/or settle disputes should they arise;
* consultant – an expert in his/her respective professional sphere, who offers advice to students during PTE implementation;
* referee – shall write a reference outlining the contributions of specific students to PTE if the given PTE must be defended and the major of an intern is not strongly connected with the subject matter of the project overall.
	1. Interaction between PTE participants shall be maintained as per the requirements, set out in these Regulations and other internal bylaws.

# **PTE Implementation Stages**

* 1. All stages for PTE implementation provide for a single mechanism for interaction between potential PTE participants that is implemented via VLIS and shall be subject to accumulation, storage and further use within the digital infrastructure of the University. The provision of support for the PTE via VLIS is governed by Annex 3 to these Regulations.
	2. PTE, either a mono-programme or implemented jointly by degree programmes at the single faculty, may also be carried out via VLIS with the use of services, as determined by the degree programmes/faculty.
	3. The implementation of any PTE shall include the following stages:
* PTE proposal – initiation of a proposal to develop a new PTE or select participants from among HSE University students for its implementation;
* approval of PTE proposals – technical review of the PTE proposal by a faculty’s project manager (for mono-programme PTEs or cross-programme PTEs at the faculty level) or the Degree Programmes Office (for cross-programme PTEs by various faculties), as required, as well as consideration of PTEs by academic supervisors of degree programmes interested in the PTE. If the PTE is initiated by a legal entity or an HSE University student, it should also be considered by the deputy dean (deputy director) charged with making appointments of PTE supervisors from among HSE University staff;
* PTE selection – if a DP curriculum provides for the selection of the PTE, students shall go through with such selection either via VLIS or by informing the academic supervisor of his/her degree programme;
* PTE implementation –actual performance of work on the part of PTE participants, setting and solving tasks as per the approved assignments for the PTE completion;
* Provision of PTE results –submission of reporting documentation to PTE supervisor;
* PTE assessment – assignment of grades by PTE supervisor with records made as to credits earned by students (if applicable);
* Using PTE results –upload of reporting materials regarding PTE results to VLIS for reference and possible further use.
	1. **PTE Proposal**
		1. PTE proposals shall be put forward by the creation of a proposal form for a PTE by an initiator.
		2. At the stage when a PTE proposal is being drawn up, any staff member, an HSE University student, as well as a legal entity external to the University, may act as initiators.
		3. If VLIS is used, a PTE proposal shall be generated through the personal account of an HSE University staff member, student or legal entity. PTE proposals may be uploaded to VLIS throughout the calendar year.
		4. If a PTE supervisor is not available among HSE University’s staff, an HSE University student or a legal entity has the option to post a PTE proposal via their personal account with the condition to search for and appoint an HSE University staff member as the PTE supervisor. PTE supervisors shall be selected from among faculty staff through joint decision of deputy deans (deputy directors) overseeing PTEs at faculties. At the same time, a legal entity and HSE University must start a contractual process.
		5. A student may initiate a PTE proposal:
* in regards to his/her own educational trajectory, with agreeing upon the PTE implementation with his/her programme’s academic supervisor;
* as a general proposal in regards to other students, which entails the appointment of an HSE University staff member as said PTE’s leader.
	+ 1. When initiating a group PTE, the proposal form shall state vacancies (roles) with the description of tasks and requirements for necessary skills for applicants to said vacancy (role).
		2. Students may be engaged in PTE completion both for the entire period of the PTE process and a certain stage thereof. The expected period of participation shall be specified in the description of the vacancy on the PTE proposal form.
		3. When drawing up a PTE proposal, the calculation of credits to be awarded for the PTE shall be made based on the estimation of total hours necessary for the PTE implementation. Examples of calculations can be seen in Annex 4 to these Regulations.
		4. When calculating credits earned for PTE, it is not recommended to exceed a workload of 20 hours per week – during study time; and 40 hours per week – during vacations, per student.
	1. **Approval of PTE Proposals**
		1. Approval of PTE proposals, which have been initiated by HSE University staff members, depending on the list of degree programmes generated by them, whose students are planned to be involved in the completion of respective PTEs, shall be carried out by:
* project managers at faculties (for mono-programme and cross-programme PTEs at the faculty level), subject to respective order of faculty dean;
* DPO staff members (for cross-programme PTEs at the University level) as per terms, indicated in Annex 2 to these Regulations;
* degree programmes’ academic supervisors (for any PTEs).
	+ 1. The overall timeframe for approving proposals may not exceed 7 (seven) working days, excluding period for amending said proposals if they have been returned to their initiators for this purpose.
		2. Should a PTE proposal be turned down by a degree programme’s academic supervisor, its initiator may request feedback about the option to reconsider the proposal after amending it appropriately, as well as recommended changes. Feedbacks may be sent to initiators via a special module for working with a PTE proposal in VLIS, or corporate e-mail. In such instances, an amended proposal may be subjected to repeat approval procedures with all persons involved and within timeframes, as indicated in pp. 4.5.1-4.5.2 of these Regulations.
		3. Approval of PTE proposals, as initiated by HSE University students or legal entities, shall be made by the given degree programme’s responsible officer, as well as deputy deans (directors) charged with appointing PTE supervisors on the part of HSE University. The timeframe for considering proposals for such PTEs shall come to 12 (twelve) working days and may be extended to be equal to 15 (fifteen) working days at the HSE University’s initiative, excluding periods for amending the proposals if they have been returned to their initiators with this request.
		4. After approved PTE proposals are assigned “Approved” status, they:
* are included in students’ individual curricula, if the approved PTEs are core curricular elements and were initiated for students of specific DPs;
* become available as elective courses for HSE University students.
	+ 1. If a PTE proposal was initiated by a legal entity, it should be approved after signing the Agreement for Student Practical Training and entering the agreement’s details into the SED contract register.
	1. **PTE Selection**
		1. PTE selections shall be done by students within the timeframes, established in degree programmes’ curricula and academic calendar, as well as pursuant to procedures set out in internship programmes.
		2. With respect to core curricular PTEs, such PTEs shall be automatically included in students’ individual curricula after the approval of their respective PTE proposals.
		3. With respect to elective curricular PTEs, students shall apply for PTE participation through VLIS.
		4. After the completion of application submission period for PTEs, the PTE supervisor shall select student PTE applications within 5 (five) working days.
		5. Should an application be declined by PTE supervisors, the latter shall provide reasons for doing so.
		6. Students shall retain the right to independently agree with their programmes’ academic supervisors upon the former’s participation in activities which may be transferred towards their result for an elective PTE. In this case, students must submit a completed PTE proposal for its individual assessment by their degree programmes’ academic supervisors.
		7. Students shall bear responsibility for selecting appropriate PTEs in terms of fitting the overall credit loads, prescribed by the respective curricula for all years of study.
		8. After the selection of student applications for the involvement in PTEs, PTE supervisors must agree with every student on their respective statements of work during the PTE process.
		9. The PTE selection stage prescribes an obligatory agreement on the right to use and alienate expected PTE results, if participants’ consent shall be granted and properly documented.
		10. Information about a selection of PTEs available to students shall be open and must be posted in VLIS, including degree programmes’ sites (with the exception of instances when the PTE process involves access to confidential information).

**4.7. PTE Implementation**

* + 1. General terms for the PTE implementation shall be governed by internship programmes, PTE proposals and statements of work.
		2. Specification of objectives and tasks for students in regards to the implementation of the assigned PTE, including a list and definition of expected indicators, which are planned to be attained during the PTE implementation, shall be stated in the PTE statement of work.
		3. Integration of elective PTEs into a student’s individual curriculum shall be done automatically after signing a PTE statement of work, along with granting him/her access to the VLIS module (service) where stages of PTE implementation and results thereof shall be recorded.
		4. The PTE implementation shall include:
* actions on the part of a student starting from the moment when he/she selects a PTE up until the receipt of a record with his/her learning results;
* interaction between a student and a PTE supervisor within the scope of set tasks and subsequent verification of the completion of these tasks based on the PTE statement of work previously agreed upon between them.
	+ 1. PTE implementation may provide for individual interim assessments and assessment elements, as per requirements set out in the respective PTE proposal.
		2. If necessary, PTE implementation may involve students from other DPs, both at the PTE supervisor’s initiative and that of students completing a specific PTE. Overall credits shall be re-distributed with due consideration of new PTE participants.
		3. PTE implementation may take place outside of the organizational framework for in-class learning processes and should not necessarily require its inclusion in class timetable. In addition, if necessary, students may use available University’s resources for the PTE implementation: co-working spaces, information resources, consultations with the University’s staff, etc. Should students require access to specific premises and facilities, access shall be granted upon request to the University’s subdivisions, which provide booking services of classrooms and other premises, as forwarded by the PTE supervisor or the DP academic supervisor.
	1. **Presenting and Assessing PTE Results**
		1. PTE expected results, including terms for holding assessments and criteria thereof, shall be determined in the PTE proposal. Actual results shall be matched by expected outcomes in terms of their alignment or discrepancy with expected outcomes through holding an interim assessment.
		2. PTEs worth 3 (three) or more credits must be evaluated in points with awarding a grade; PTEs weighing 1 (one) or 2 (two) credits may be assessed as pass/fail tests.
		3. PTE assessments may rely on the either of the following 2 (two) scales:
* a grade on a 10-point grading scale, thus reflecting the quality of the completed PTE work (or pass/fail for PTEs weighing 1-2 credits);
* according to quantity of credits (applicable to any PTE, except for thesis work), thus reflecting the PTE workload.
	+ 1. Quantity of credits counted towards a student’s PTE result may be reduced if the PTE workload has not been completed in full:
* for valid[[3]](#footnote-3) reasons: a student could not fulfill his/her obligations in full (e.g., due to ailment); in this case, PTE supervisor may assess a student's actual input and award a certain quantity of credits for it;
* without any valid reasons: a student cannot effectively cope with the tasks assigned to him/her and/or is negligent towards their progress and, hence, their PTE supervisor suspends him/her from the PTE completion ahead of time; a student does not perform his/her portion of assigned group work, resulting in a re-allocation of duties within said group, or recruitment of new members during the PTE period.

A decision for a reduction of credit units awarded to a student for a PTE shall be made by the respective PTE supervisor. As such, the decrease in credits shall not automatically mean that the mark for a PTE portion actually completed by a student will be capped. In regards to general instances, rules and conditions for decreasing credits to be awarded for the PTE shall be set out in the PTE proposal and/or PTE statement of work.

* + 1. Both the assessment of PTE reporting documentation by a PTE supervisor and the public defence of the PTE results may be a form of interim PTE assessments.
		2. If a PTE, which ensures positions for students from various fields of study, is concluded with a mandatory defence, the following approaches are recommended for the assessment of interns that fill in vacancies that are not aligned with the PTE supervisor’s research focus:
* the defence board shall include an HSE University faculty member who should represent a field that differs from a PTE supervisor’s specialization but is aligned with the student’s major;
* the grade formula for a student pursuing studies under a degree programme whose field of study differs from the PTE supervisor’s specialization shall include a grade given by a referee, i.e., a representative of the degree programme relevant to the student’s field of study; in such instances, attendance of a defence board meeting shall not be required of representative of fields of study that differ from that of the PTE supervisor.

Assessments of interns studying under a field of study, which is not aligned with that of the PTE supervisor, shall not be permitted, without the submission of a review or the attendance of the defence on the part of a representative of a subject-specific (in relation to the intern) programme.

* + 1. A review must include a grade on a 10-point scale and another element, as assigned by the specific PTE documentation.
		2. The responsibility for forming defence boards shall lie with the deans of field-specific faculties where PTE supervisors work; the responsibility for coordinating activities related to the receipt of reviews shall remain with the academic supervisors of interns’ degree programmes.
		3. Students may receive the results of individual PTEs both on an individual basis and within a group, with grades for specific PTEs assigned to each student individually with due consideration of the scope and quality of their respective contribution into an overall result as per p. 4.8.3 hereof.
		4. It is possible to establish algorithms for assessing individually every group member, involved in the same PTE completion, depending on the special aspects of the given PTE and every member’s role therein. At the same time, integrated algorithms for individual assessments shall not impede the attainment of those purposes in place for a specific PTE. That said, with the overall PTE result being positive, an individual student’s grade may be unsatisfactory, or vice versa, e.g., an individual student’s grade may be satisfactory for a PTE whose final results are unsatisfactory. In turn, assessment algorithms shall be recorded in PTE proposals.
		5. If the interim grade for a PTE included in a student’s individual curriculum is “fail”, or if it falls below 4 (four) points on a 10-point scale, he/she shall be deemed to have an academic failure, which shall be considered for the purposes of HSE University student rating, as well as decisions in regards to all matters where academic failures can be a significant factor.
		6. In instances whereby a student is replaced or suspended prior to the end of a PTE period, due to their violation of the terms for the implementation of works, lack of interim results, refusal to implement activities as stated in the PTE statement of work without objective reasons thereof, the work of such a student, acting in bad faith shall be deemed unsatisfactory and the credits for his/her participation in the PTE shall not be awarded; this student shall thus have an academic failure.
		7. Academic failures shall also arise if, by Module 3 (final semester) of the graduation year, students have failed to include in their individual curricula or complete a PTE with a credit load equivalent to that required by a respective modular curriculum. Should a student have an unrectified academic failure by the time period of his/her studies under a degree programme ends[[4]](#footnote-4), he/she cannot proceed to take part in the final state certification.
		8. Academic failures for PTEs may be removed through retakes, if a given PTE allows for retakes. Otherwise, a student must select a similar PTE for their subsequent implementation.
		9. Students’ diplomas shall list all grades for all PTEs completed during their studies under a given degree programme, indicating PTE type and credits awarded for completion.
		10. If a PTE result is an alienated product or service, it may be subsequently used by both students and HSE University, or external parties, subject to a right to use the results approved between PTE members.
	1. **Use of PTE Results**
		1. In cases of a successful defence of a research- or project-based thesis, and subject to the signing of an informed consent to publication, student papers shall be posted on a designated page on HSE University website (portal), as per the procedures established by relevant bylaws.
		2. In cases of the successful implementation of an applied or research project, and subject to the signing by all project members of their informed consent to its publication, the given project results (as reports, presentations, etc.) shall be posted on a designated page on HSE University website (portal), as per the procedures established by relevant bylaws.
		3. When generating a project proposal, initiators may indicate whether a planned project is the continuation (next stage) of an already completed project, or whether it is an entirely new project, which draws upon the results of a previously completed project. In such cases, reference to an earlier project must be cited.
		4. If project members do not grant their consent to the publication of results, a card with core information from the project proposal only shall be posted on a designated page on the University’s corporate website (portal).
		5. All implemented PTEs must be reflected both in student e-portfolios and on the personal webpages of the University’s staff members, who were involved in the PTE completion on behalf of respective PTE supervisors. Information shall be integrated after the completion of the PTE period.

# **Documentation Support for Practical Training Elements**

* 1. Mandatory documentation for PTEs includes the following:
* internship programmes;
* PTE proposals;
* PTE statements of work for interns;
* reports or final PTE texts;
* reports on a final plagiarism check (via the Antiplagiat system) – this is mandatory for a final thesis / term paper draft;
* assessment record (grade sheet) filled in by a PTE supervisor, with grades and credits earned.

5.2. Internship programmes shall be developed by the academic committees (or, if unavailable, academic supervisors) of degree programmes / degree programme groups based on criteria drawn from educational standards for the entire internship module in a degree programme’s curriculum and approved as an integral part of the programme by the academic committees (if unavailable, academic supervisors) of degree programmes / degree programme groups. In turn, internship programmes shall set forth the criteria for the content and results for all PTEs completed, as prescribed by the degree programme for the entire duration of studies.

Internship programmes should feature:

* author(‘s)s’ full name(s), degree programme(s) / degree programme groups, for which said internship programmes were developed, PTE formats (professional, project-based, research) and PTE forms under degree programmes/degree programme groups, years of study, when said PTE shall be implemented, if the PTE is an elective or a core element, the expected credits to be achieved on each PTE, and the period of implementation (if applicable);
* purpose, tasks and prerequisites for every PTE;
* dates for assessment points (at least 3 (three): signing a PTE statement of work; submission of interim products/results; submission of final draft/report);
* general conditions (e.g., the given PTE shall be carried out with or without visiting the place of its implementation, primarily at HSE University or under contracts with industry-specific organizations);
* assessment and reporting (reporting PTE forms; assessment formulas; assessment standards for interim assessments on the PTE);
* resources (a list of information technologies utilized during PTE implementation, e.g., a list of software and information directories (if required), descriptions of materials and facilities necessary for PTE implementation);
* special aspects with respect to the completion of PTE tasks under restrictive or other measures in place;
* other materials and supplementary information, as deemed necessary by an author(s). A sample internship programme is attached in Annex 5 hereto.

5.3. PTE proposals shall be drafted by PTE initiators and should include a document that specifies the purposes, goals, expected outcomes, implementation conditions, content of reporting documentation and other information about the specific PTE.

5.4. PTE statements of work shall be developed by respective PTE supervisors for each student individually.

Students must read PTE statements of work and provide their consent to the completion of works specific thereto by signing PTE statements of work personally or via VLIS. Upon signing the statement of work, students shall assume obligations to complete the PTE and bear responsibility for the results thereof.

If 1 (one) intern is required for the completion of PTE work, a statement of work for this PTE may duplicate the proposal.

A PTE statement of work is attached in Annex 6 hereto.

5.5. PTE reports shall be drafted as structured texts with information about PTE progress and results achieved. The final drafts of theses and term papers are deemed equivalent to PTE reporting on these activities, respectively. In turn, reporting criteria shall be stated in both the internship programme and proposal.

A template for PTE reports and their structure is provided in Annex 7 hereto.

5.6. If a PTE, which was initiated by a legal entity, is being implemented, the following documentation must be prepared in addition to the aforementioned listed:

* the agreement for the practical training of HSE University students signed with an industry-specific organization;
* feedback from a co-supervisor working at an industry-specific organization regarding a student’s practical training.

5.7. With respect to theses and term papers, documentation support shall be governed by Annex 8 to these Regulations.

5.8. Upon the development of documents governing practical training under a degree programme, supplementary documents may be devised to cover the provision of specific curricular PTEs, by the degree programme’s academic supervisor/committee.

# **Practical Training Elements Involving External Legal Entities (Industry-Specific Organizations)**

* 1. During PTE implementation, initiated by a legal entity, HSE University and/or respective legal entity (hereinafter an “industry-specific organization”) shall sign an agreement for the practical training of students (Annex 9 to these Regulations).
	2. The following persons shall bear responsibility for signing a hard copy of the Agreement:
* a PTE supervisor, if a PTE was put forward by him/her independently;
* a deputy dean (a deputy director) of a faculty charged with overseeing internships run by an appointed PTE supervisor working in the former’s subdivision, if the PTE was initiated by a legal entity or a student via their designated personal account.
	1. The location and period for storing hard copies of agreements for the practical training shall be determined by the initiating subdivisions, as per the file register.
	2. The University and a respective industry-specific organization may enter into an agreement for practical training both through the parties’ signing of a single document (agreement) and the exchange of an offer letter sent by HSE University and an acceptance letter sent on the part of the industry-specific organization, as per the forms provided in Annex 10 to these Regulations, in accordance with p. 1 of art. 433, p. 2 of art. 434 of the Civil Code of the Russian Federation. Upon entering into an agreement for practical training through the exchange of letters, it is not required to draft an agreement as an individual document signed by the parties.
	3. At the HSE University’s end, practical training agreements must be initiated, be subject to all stages of approval, signing and registration via the SED. Offer letters and acceptance letters shall be drawn up and registered via the SED as outgoing and incoming documents, respectively.
	4. Scanned copies and details of practical training agreements, signed by industry-specific Organizations and HSE University shall be kept with the SED’s contract register and subsequently updated – either by faculties or the DPO. The latter shall oversee the general coordination of the maintenance of the said register.
	5. Upon selecting an industry-specific organization, the degree programme’s academic supervisor shall oversee if the terms are met that confirm the organization’s ability to:
		1. create conditions for organizing and holding PTEs for the duration of its period as per the agreement;
		2. appoint a co-supervisor, who shall be charged with organizing the student internship, writing up feedback with a recommended mark and the delivery of required documentation to HSE University upon the internship’s conclusion;
		3. allocate equipment and technical facilities to the extent required and sufficient for interns to conduct certain types of work/activities;
		4. organize orientation sessions and ensure that interns observe safety rules, access control procedures, access to the equipment (if required), etc.
	6. Upon seconding students to a given industry-specific organization for mastering PTEs, a degree programme’s office shall submit to the industry-specific organization an approved list of students, signed by the programme manager and certified with a faculty’s seal, not later than 10 (ten) working days before the start of the PTE. A sample of the list is provided in Annex 11 hereto.
	7. The following are procedures to put in place travel arrangements for students to and from the location of the PTE, as well as accommodation during the specified period:
		1. If an industry-specific organization is not located in the city where a student studies, the programme’s academic supervisor and/or a deputy dean (director) charged with overseeing internships may make a decision to search for alternative PTE places in the city of studies;
		2. If an industry-specific organization, where a student is seconded to, is located in another town (region), different from that where he/she studies, travelling costs to and from the PTE place, as well as accommodation expenses, shall be borne by a subdivision of HSE University that is implementing the student’s degree programme;
		3. A student may select an industry-specific organization independently; if so, as per the availability of alternative proposals put forward by his/her degree programme, all expenses specified in this paragraph shall be borne by the student independently.
	8. Those learners who work and study may complete their PTEs at their workplace if their professional activities meet their DP’s criteria for practical training.
	9. Prior to PTE activities, students must familiarize themselves with safety techniques in place at an industry-specific organization, and acknowledge that they are aware of them with their signature.
	10. If a student pursues his/her practical training at a subdivision that is external to the degree programme where he/she studies, an agreement shall not be required. At the same time, approval at the level of responsible decision-makers for both sides of the student’s PTE completion at another HSE University’s subdivision shall be required. Such responsible parties may include: the academic supervisor of the degree programme where a student is enrolled, the head of the subdivision serving as the base for PTE implementation (for HSE University’s regional campuses – the campus director).
	11. If practical training includes works, which must involve mandatory prior and periodic medical check-ups, interns must go through a respective medical examination as per the procedures established by Russian legislation.

# **7. Options for Transferring PTE Results**

* 1. The procedures for transferring PTE results, as achieved by students in other (e.g., international) academic institutions or under other HSE University programmes shall be set forth in respective regulations, approved by degree programmes independently.
	2. The options for transferring results are available subject to the relevance of PTEs themselves; only those results (grades), which were obtained through comparing the results achieved by the student and those expected by the degree programme, may be counted. Degree programmes may refuse to transfer PTE results gained at a different academic institution, if such a decision is caused by the inappropriateness of respective results from the training received on the part of students under an earlier pursued DP or a portion thereof to planned learning outcomes under a given programme.
	3. The results generated at a student’s initiative for a completed PTE that is beyond his/her degree programme’s curriculum, without the approval of his/her degree programme’s academic supervisor, may not be transferred.
	4. Decisions as to the results of the consideration of an option to transfer PTE results shall be made available within 3 (three) working days after a respective request is filed by the given student who initiated the query.
	5. No fees shall be charged for transferring PTE results.
1. Including subdivisions bearing other names (e.g., institute, centre, etc.), which are engaged in the implementation of degree programmes. [↑](#footnote-ref-1)
2. Teachers and researchers at HSE University may draw up a proposal with the assistance of administrative staff at schools/departments and research subdivisions, or a given faculty's project managers. [↑](#footnote-ref-2)
3. Procedure for the provision of documents, confirming the validity of the reasons, as specified in the Regulations on Organizing Interim Testing and Assessment of HSE University Students [↑](#footnote-ref-3)
4. As per one’s individual curriculum [↑](#footnote-ref-4)