

## **Part 2. Description of the “Practice” elements**

### **Project activity**

**1. Definition of project work (PW).** Student project work is organized to implement knowledge and experience achieved by students during their studies, as well as solving problems of practical or theoretical relevance. PW can be organized in the form of teamwork or individually.

**2. Student PW initiation.** PW is a mandatory element of the study plan on the first and second years of the Master’s programme, PW should not be identical to the topic of the master’s thesis, but it can complement it. There is a large array of topics for the PW. PW is initiated by the Programme or organizations. Programme offers students to participate in the PW and provides all necessary information about project parameters for a student to decide whether to participate in certain projects or not. Students can contribute to projects, which are initiated by HSE departments or external establishments. Students can choose projects from the Project Fair. In all these cases, there should be a mandatory acceptance by the student and approval of the PW plan by the Programme.

Students submit to the Study Office for approval of the following documents (in English):

1. Application form for participation in the project work with an indication of PW’s consultant (appendix 1 and 2);
2. PW plan, including (appendix 2):
  - 1) Project name;
  - 2) Project description, no more than 0,5 pages;
  - 3) The length of the project (dates)
  - 4) Expected results
  - 5) The role of the student in the project (for the collective projects additionally the impact of each collective member);
  - 6) The expected accountability form of the student/group for the project (for the collective projects additionally the accountability form for each collective member).

The most preferred form of participation is to apply through a Project Fair.

**3. PW realization by the student.** Responsibility for the fulfillment of the PW plan lies with students. Only professors, which are approved by the Academic Supervisor of the Programme, can be curators. In case of a collective project consultant load is divided by the number of students.

Consultations can be provided by the experts in the field as well. Students report to their consultant no less than once per month. In case of difficulties, students should ask their consultant about means to solve the problem. In case of force majeure during the fulfilment of PW, a scientific supervisor should inform the Study Office and the Programme about causes and consequences with possible solutions. Alterations could be done by the Programme with student's approval to ensure fulfilment of the PW.

**4. Defense of the project and grading.** Grading is accomplished by the defense of the project by students. Defense is a public event, which is held no later than the end of the examination period in accordance with the curriculum. For the second-year students, the defense should be held no later than the end of study period. The level of fulfillment, project relevance and student's impact are the main criteria for evaluation.

In case of successful completion of the Project seminar student acquire a satisfactory grade and above as well as previously set in the approved PW programme number of credits. Otherwise, an unsatisfactory grade and academic failure are given. Academic failure should be compensated by the student under the HSE regulations.

## **5. Important steps and deadlines for 2024-25 Academic year**

### **1<sup>st</sup> year students**

Project

Mark before the 4<sup>th</sup> module examination week

### **2<sup>nd</sup> year students**

Project

Mark before the 4<sup>th</sup> module examination week