**Template Form of PTE Assignments, Completed via HSE University’s Virtual Learning Information System**

National Research University Higher School of Economics

**ASSIGNMENT FOR THE PTE COMPLETION for**

a full-time/part-time/distant 2 - year student

*(underline as appropriate)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(last name, first name, middle name/patronymic (if any))*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Degree programme (DP) | | | | «Business Analytics and Big Data Systems» /  «Master in International Management» | | |
|  |  |  |  | *(programme)* | | |
| at the Bachelor’s/Specialist/Master’s level  (*underline as appropriate*) | |  | | | | |
| in the field of/qualification | | | | | 38.04.05 Business Informatics / 38.04.02 Management | |
|  | | | | | *(code of field of study/qualification)* | |
| faculty[[1]](#footnote-1) | | | Graduate School of Business | | | |
| Internship | | | professional | | | |
| Type of internship | | | Work Experience Internship | | | |
| *(PTE type)*  PTE duration[[2]](#footnote-2) | | | | | from | \_\_\_\_\_\_, 202\_\_ |
|  |  |  |  | | to | \_\_\_\_\_\_, 202\_\_ |

|  |  |
| --- | --- |
| **PTE topic (title)**  *(except professional internship)* | *-* |
| **PTE workload (in credits)** | *6* |
| **PTE goal** |  |
| **PTE objectives** | *A short description of the assignments for the professional internship / term paper/thesis contents / project goals and objectives* |
| **Requirements to PTE outcomes** | *Provide a precise description of the outcomes subject to assessment* |
| **Reporting format** | *Report / presentation / final version / layout / database / etc.* |
| **Mandatory / optional presentation of outcomes** | *Presentation form, if any: e.g., presentation, defence of a term paper/thesis/project outcomes, discussion, event, etc.* |
| **Requirements to students completing a PTE assignment** | *Basic knowledge and competencies (prerequisites), which must be acquired by a student (student agrees that he/she has all necessary skills for completing a PTE assignment)* |

**PTE Schedule[[3]](#footnote-3)**

|  |  |  |
| --- | --- | --- |
| **PTE stage** | **Document** | **Deadline** |
| 1. Signing an assignment | Assignment signed by student | *dd.mm.yyyy* |
| 1. Interim results | *Completed by PTE supervisor* | *dd.mm.yyyy* |
| 1. Final report | *Choose: report / final version of term paper/thesis* | *dd.mm.yyyy* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PTE Supervisor at HSE University: | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | |  | *(last name, initials)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| APPROVED |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PTE Internship Site Supervisor: | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | |  | *(last name, initials)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The assignment was received on | | | | | | | | \_\_\_\_\_\_, 202\_\_ | | | | | | |
| Student | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | |  |
|  |  | *(signature)* | | | |  | *(last name, initials)* | | | | | | |  |

1. A faculty refers to any subdivision at HSE University (including an institute), engaged in the provision of degree programmes at the Bachelor’s, Specialist and Master’s level. [↑](#footnote-ref-1)
2. A PTE denotes an element of practical training, as per a given degree programme’s curriculum. [↑](#footnote-ref-2)
3. Three mandatory deadlines. The PTE supervisor may add other deadlines (PTE completion stages) at their own discretion. [↑](#footnote-ref-3)