**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* |

|  |
| --- |
| 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)