**INTERNSHIP PROGRAMME**

**MAIN EDUCATIONAL PROGRAMME OF MASTER PROGRAMME – “GLOBAL BUSINESS”**

**For 2022/2023 academic year – 2023/2024 academic year**

Approved by:

Academic council of the “Global Business” programme

Developed by E.Krekhovets,

Assoc. Prof. Department of Economic Theory and Econometrics,

Academic supervisor of “Global Business” programme

**Section 1. General information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Classification** | **Type** | **Attribute** | **ECTS** | **Number of hours for student** | **Period** |
| 1 | Project | Project | Obligatory | 12 |  | 2022-2023 – 2023-2024 year |
| 2 | Educational | Internship | Obligatory | 12 |  | 15.01.2024-11.03.2024 |
| 3 | Research | Master’s thesis preparation | Obligatory | 18 |  | 2023-2024 year |

**Section 2. Description of the content**

**2.1. Project**

2.1.1. Goal and objectives

The goal of the project is the introduction to the project design and involvement students to project work. During the project students get acquainted with the concept of project and project work, have to design their particular project in group. Main objectives include:

* Know classification of project, main stages of project implementation, technologies of work in each stage of project implementation
* Be able to develop an idea of project, analyze the condition of project design, create and implement goal of project, present a result of project
* Have skills for implementation of project in different stages, skills working in team, skills in preparing and presenting final results.

To perform project students should use knowledge and skills obtained during previous studying as well as competences obtained from studying first-year master courses.

2.1.2. Key deadlines

Key deadlines for project presented on the table 2.1.

Table 2.1.

Key deadlines for project

|  |  |
| --- | --- |
| Stage | Deadline |
| Presenting information about project. Discussing expected results of project. Distribution of roles in project team. | 10.09.2022 |
| Meeting 1. Student present intermediate results. Discussing | 24.09.2022 |
| Meeting 2. Student present intermediate results. Discussing | 08.10.2022 |
| Meeting 3. Student present final results. | 20.10.2022 |

2.1.3. Content

Students will be involved in work on particular practical project during the first module (September-October). During the introduction meeting the project will be presented. Students should distribute roles and tasks among project team, choose project manager and delegate responsibilities. Students mostly work by themselves; project coordinator can help if it is necessary. On the first meeting students should present project management plan, scope management plan and schedule. On the second meeting students should present intermediate results and discuss correction and structure on presentation with project coordinator. On the final meeting students should present results of the project to project coordinator and other stakeholders if it is necessary.

Content and structure of the project determined by project coordinator at the beginning of first module and agreed upon academic supervisor.

2.2.4. Evaluation and reports

The project coordinator shall evaluate project report and presentation. Students also should evaluate each other’s work in the project team. Final grade for the project considers both supervisor grade and peer’s grade. Final grade is calculated according to the formula 2.1.

(2.1.)

Evaluation criteria presented on the table 2.2.

Table 2.2.

Project evaluation criteria

|  |  |
| --- | --- |
| Criteria | Grade |
| The project successfully completed. All objectives achieved and results of project met requirements. Project documentation prepared correctly. Students can answer all questions of project coordinator or other stakeholders. | Excellent  8-10 |
| The project successfully completed. All objectives achieved and results of project met requirements. Project documentation prepared with mistakes, or some required documents are missing. Students can answer not all questions of project coordinator or other stakeholders. | Good  6-7 |
| The project partly completed. Not all objectives achieved. Project documentation prepared with mistakes, or some required documents are missing. Students can answer not all questions of project coordinator or other stakeholders. | Satisfactory  4-5 |
| The project was not completed. Project documentation prepared with a lot of mistakes, or some required documents are missing. Students can answer not all questions of project coordinator or other stakeholders. | Unsatisfactory  3-0 |

2.1.5. Resources

During the project work student can use HSE library resources including database of scientific journals, books, and preprints. In library and computer labs student can use statistical software and internet.

2.1.6. Features of project in case of restrictions or other measures

In case of restrictions relating to physical presence at the University, meetings with project coordinator will be arrange online. In this case student also can use all library resources and other HSE resources online. Project presentation can be arranged online.

**2.2. Educational Internship:**

2.2.1. Goal and objectives

Educational internship for master students is carried out during the second year according to the curriculum. The internship is focused on in-depth study of selected topics through acquiring practical experience and skills, as well as collecting data for writing the master thesis.

Goals of educational internship are:

* Collection and analysis of scientific and practical data on the topic of research;
* Development of original research proposals and research hypothesis on the research topic;
* Obtaining skills of independent research activity, as well as work as a part of research team.

Educational internship is based on the professional courses of the programme. To complete the internship student must have general competencies and professional skills which are formed during his study. The knowledge and skills acquired in the framework of educational internship should be used in the preparation of the master thesis.

2.2.2. Key deadlines

Key deadlines for internship presented on the table 3.1.

Table 3.1.

Key deadlines for internship

|  |  |
| --- | --- |
| Stage | Deadline |
| Presenting information about internship for students. | 20.10 2023 |
| Distribution students by the place of internship. Concluding internship agreements with companies if it is necessary. | 20.12 2023 |
| Student’s internship according to the curriculum. | 15.01.2024 – 11.03.2024 |
| Check of drafts of internship reports. | 07.03.2024 |
| Submission of the final version of the reports in hard copy to the programme’s Study Office. Defense of internship reports. | 24.03.2024 |

2.2.3. Content

The internship can be arranged in two ways: stationary and visiting. Visiting practice is carried out in Russian (excluding NRU HSE in Nizhny Novgorod) and foreign universities and commercial and non-commercial organizations. Stationary internship is carried out in NRU HSE in Nizhny Novgorod. Educational internship is carried out by allocating a continuous period of study time in the calendar of internship schedule for interns.

Students who combine internship with work are entitled to undergo internship in organization there they work in case if their professional activity in workplace meet the requirements for the research topic. Students taking internship in organization are required to perform individual tasks stipulated by the internship programme, comply with the labor regulations in force of the Organization, comply with the requirements of labor protection and fire safety.

The general management of the internship is carried out by the staff of the NRU HSE in Nizhny Novgorod and specialists from the organization (in case of visiting internship). Contact work is carried out in the form of consultation. Control over all stages of internship is carried out by conducting an exam based on the results of educational internship in the form of report. Report of internship should be presented to the supervisor of internship.

The content of the educational internship for writing final research project (master thesis) is determined by the specifics of the research field. Educational internship provides for the student to perform the functions of a professional specialists and researcher. In this regard, students must collect and summarize the data necessary for research, develop and implement methods and instruments of research, coordinate all stages of research with supervisor.

To present the results of internship student must submit the full set of documents to the Study Office. The set of documents include:

Before the start of the internship:

* Individual internship assignment (App 1)

At the end of the internship:

* Internship report signed by supervisor (App 2)
* Feedback, signed by supervisor (App 3).

In the feedback form supervisor evaluates the student perform, competencies and professional skills formation, development of student research skills as well as quality of work, discipline, and so on.

The internship report is the final document based on the results of educational internship, reflects the result of the individual task, acquired skills and competencies. The content and reliability of the report is checked by supervisor. After checking the report by the supervisor from NRU HSE in Nizhny Novgorod the fact of protecting the practice and checking the report is recorded by the signature of the supervisor.

Students who have not completed the internship programme without a valid reason of who received an unsatisfactory grade, are considered to have academic debt. It can be eliminated in accordance with the Regulations on the organization of intermediate certification and current monitoring of student performance at the NRU HSE in Nizhny Novgorod.

Students who have not completed the established internship programme are not admitted to the final state certification.

2.2.4. Evaluation and reports

The supervisor from HSE shall evaluate internship report. Final grade for the project considers supervisor grade in accordance with company supervisor feedback in case student takes internship in company.

Evaluation criteria presented on the table 3.2.

Table 3.2.

Internship evaluation criteria

|  |  |
| --- | --- |
| Criteria | Grade |
| Correct and complete presentation and high-quality design of report as well as a full detailed answer to the question during the presentation of internship report. | Excellent  8-10 |
| correct and partly complete presentation. Presence of certain inaccuracies in answering to the question during the presentation of research or in the presence of comments on the report of a non-fundamental nature (grammatical, arithmetical errors and so on). | Good  6-7 |
| Partly complete presentation with some serious mistakes. There are inaccuracies and errors that indicate a lack of understanding of the issues and require additional reference to data and literature. There are gaps in knowledge in the report and answers to the questions during the presentation. | Satisfactory  4-5 |
| There are only certain positive aspects in the completed report and submitted answers to the questions during the presentation, or in the case of complete absence of positive moments in the report and in the questions during the presentation. Student unable to answer any question during the presentation, report includes a lot of significant errors or student demonstrate unethical attitude to presentation or internship at all. | Unsatisfactory  3-0 |

2.2.5. Resources

During the internship work student can use HSE library resources including database of scientific journals, books, and preprints. In library and computer labs student can use statistical software and internet.

Material and technical support has to meet requirements of existing health and fire protection regulations, as well as work safety requirements.

2.2.6. Features of project in case of restrictions or other measures

In case of restrictions relating to physical presence at the University or in the company internship can be arranged online. Presentation of internship reports can be arranged online.

**2.3. Master’s thesis**

2.3.1. Goal and objectives

The goal of completing master’s thesis is the systematization, expansion and development of general academic, instrumental, social, cultural and professional competencies through engaging with complex objectives, while also relying on research elements, as well as determining the level of a student’s readiness to engage in both research and practical work. The main objectives with respect to the completion and defense of master’s thesis include:

* expanding upon, systemization and integration of theoretical knowledge and practical skills in a given field of study;
* developing one’s skills to critically assess and summarize concepts and various points of view on a given topic;
* stimulating one’s skills to carry out independent analysis of a given research phenomenon;
* presenting the results of work activities in reports, abstracts, and articles written as per relevant requirements, using the latest editing and publishing technologies.

To perform the master’s thesis students should use knowledge, skills and competences obtained from the previous studies.

2.3.2. Key deadlines

Key deadlines for master’s thesis presented on the table 4.1.

Table 4.1.

Key deadlines for master’s thesis preparation

|  |  |
| --- | --- |
| Stage | Deadline |
| Open publication on the educational programme’s website of information for studies about possible topics, master’s thesis supervisors | 10.10.2021 |
| Student present initial topic for their paper | 20.11.2023 |
| Writing up an application (app 5) to approve the master’s thesis topic | 10.11.2023 |
| Presentation of the draft of master’s thesis to supervisor | 20.03.2024 |
| Uploading of master’s thesis to LMS for further plagiarism check in the Antiplagiat system | 26.05.2024 |
| Submission of the final version of the Master’s thesis in hard copy to the programme’s Study Office. | 07.06.2024 |
| Defense of master’s thesis | 10.06.2024 |

2.3.3. Content

Content of master’s thesis, goal and objectives determined by the student together with supervisor. The working plan of a master’s thesis should be flexible. Any changes should have the approval of the thesis supervisor. A final version of the master’s thesis plan should be approved by the supervisor and provide an outline of the work’s contents. The principal parts of a master’s thesis shall include: a title page, a table of contents, an introduction, main body, conclusion, bibliography, appendices. Information about rules, requirements, including structure, design, presentation, presented in the Methodological Recommendations for Writing and Defending Master’s Thesis.

2.3.4. Evaluation and reports

The supervisor shall review the master’s thesis and write up feedback within 7 working days after uploading the final version of the master thesis to LMS. Each master’s thesis should be reviewed by an expert in the field of topic. A review should present an analysis of the contents and the key positions of the thesis under review, an assessment of the relevance of the selected topic, the student’s independence in terms of approach to research, student’s ability to rely on contemporary methods for collecting and processing data, and so on. The detailed information about master’s thesis review presented in the Methodological Recommendations for Writing and Defending Master’s Thesis. Students must prepare a presentation of the master’s thesis and defense the master’s thesis.

Evaluation criteria presented on the table 4.2.

Table 4.2.

Master’s thesis evaluation criteria

|  |  |
| --- | --- |
| Criteria | Grade |
| Relevance demonstrated in regards to academic discourse, uses statistical data. The work submitted features a wellargued analysis supported by adequate sources, theories and models. The work covers a wide range of theories, concepts, and approaches. The author’s position is very well founded. Justified use of primary and/or secondary data. Results are substantiated and verifiable. Selection of research method is well-argued. Statistical and/or other processing methods are used in regards to given data. Methodological approaches are directly connected to the hypothesis presented for defense, as well as present significant theoretical and/or applied innovation. The data collected by the author is innovative in nature. Complete conclusions have been made along with well-founded recommendations. The results are scientifically grounded. Results bear a direct relation to the project’s goal and objectives. The work features a well-developed approach to solving administrative issues, which would be innovative for Russian science and practice. The presentation’s slides feature references to all sources cited. The presentation’s structure logically explains the topic. No significant errors have been made in the presentation’s format, bibliography, and visual materials. The presentation’s format is of very high quality. The author has logically and effectively answered all questions, properly relying on professional terminology. | Excellent  8-10 |
| Relevance demonstrated in regards to academic discourse, but does not utilize statistical data. The work submitted features a founded analysis using adequate sources, theories and models. Foreign sources are cited. Several theories, concepts, approaches, are presented. The author’s position is wellfounded. Justified use of primary and/or secondary data. Results are substantiated and verifiable. Selection of research method is wellargued. Statistical and/or other processing methods are used in regards to given data. Methodological approaches are directly connected to the hypothesis presented for defense, but do not present any significant theoretical and/or applied innovation. The derived data is not innovative in nature. Complete conclusions have been made along with wellfounded recommendations. Results are scientifically grounded. Results bear a direct relation to the project goal and objectives. The work does not present a developed approach to solving administrative issues which would be innovative for Russian sciences and practice. The presentation’s slides feature references to all sources cited. The structure of the presentation logically explains the topic. No significant errors have been made in the presentation’s format, bibliography and visual materials. The presentation has been assembled in a quality way. The author has logically, but not entirely thoroughly, responded to the questions, and may have incorrectly used professional terminology. | Good  6-7 |
| Relevance demonstrated, but with no relation to academic discourse. The work submitted features a well-founded analysis using adequate sources, theories and models. Foreign sources are cited. Only one overriding theory or concept is presented. Justified use of primary and/or secondary data. The results are substantiated and verifiable. No arguments are made for the given selection of methodology. The work features a formula for its hypothesis, but bears no relation to other methodological components. No innovation in data collection. Full conclusions made along with well-founded recommendations. The results bear a direct relation to the project goal and objectives. The results have some scientific relevance. The work does not present a development approach to solving administrative problems, which would be innovative for Russian sciences and business practice. The presentation’s slides feature links to the sources used. The structure of the presentation does not properly explain the topic. The work features significant mistakes in the presentation’s format, bibliography, and visual materials. The author was unable to provide adequate answers to the board’s questions. | Satisfactory  4-5 |
| Relevance of topic has not been demonstrated. The work submitted does not include, or has an insufficient, analysis of the sources used; does not reference foreign sources; only one theory or concept is considered in the thesis. The work does not feature, or ineffectively uses primary or secondary data. No arguments are made for the given selection of methodology. The results are not substantiated and/or verified. The work does not present a formula for a hypothesis, nor any innovation in terms of the data collected. Conclusions are incomplete/or no well-founded recommendations provided. The results do not reflect the stated goals and objectives of the research. The results have no academic relevance. The presentation slides do not feature links to the sources used. The presentation’s structure does not properly present or describe the topic. The presentation features major errors in terms of format, bibliography, and visual materials. The author failed to answer the majority of questions submitted. | Unsatisfactory  3-0 |

2.3.5. Resources

During the preparation of master’s thesis student can use HSE library resources including database of scientific journals, books, and preprints. In library and computer labs student can use statistical software and internet.

2.3.6. Features of master’s thesis preparation in case of restrictions or other measures

In case of restrictions relating to physical presence at the University, meetings with supervisor will be arrange online. In this case student also can use all library resources online. Defense of master thesis can be arranged online.

**3. Features of education for students with disabilities**

Internship and other types of preparation for students with special needs and disabilities are arranged in accordance with their psychological and physical development, individual capabilities and heath status.

**Application 1**

*Sample of individual internship assignment*

National Research University Higher School of Economics

**INDIVIDUAL INTERNSHIP ASSIGNMENT**

student of the 2nd year of the full-time / part-time mode of study

*(Please underline)*

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*(Last Name, First Name, Patronimic if applicable)*

of the educational programme: Global Business

level of education field of study: Master’s, 38.04.02 Management

department: Management

internship classification: Educational

Intenship dates: from \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ till\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ .

Internship goal[[1]](#footnote-1):

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| Internship objectives[[2]](#footnote-2): |
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Internship content (issues to be studied):

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| 1. |  |
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| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| Anticipated results: | |
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| 7. |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Internship supervisor from HSE: | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(title)* | | | | | |  | *(signature)* | | |  | *(last name, initials)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| APPROVED | | | | | | | | | | | | | | |
| Internship supervisor from the company | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(title)* | | | | | |  | *(signature)* | | |  | *(last name, initials)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The assignment is accepted for execution | | | | | | | | \_\_\_.\_\_\_.201\_\_ | | | | | | |
| Student: | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | |  |
|  |  | *(signature)* | | | |  | *(last name, initials)* | | | | | | |  |

**Application 2**

*Sample of report of educational internship*

NATIONAL RESEARCH UNIVERSITY

«HIGHER SCHOOL OF ECONOMICS»

##### Department of Management

MASTER OF GLOBAL BUSINESS PROGRAMME

INTERNSHIP REPORT

Student name (last, first), signature

University supervisor's grade

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(signature)*

Date

“\_\_\_”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

Nizhny Novgorod, 20\_\_

**Application 3**

*Internship Reference Letter Format*

[Letterhead]

Date

Master of Global Business Programme

Faculty of Management

National Research University «Higher School of Economics»

Subject: Internship Reference for (Add student’s name here)

To whom it may concern:

[Text of letter]

Yours sincerely,

[Company Supervisor position] [Signature]

[Official company stamp]

Internship Reference Letter must be written on the official letterhead paper of the internship company/organization, contain the exact dates of your internship, a list of your work tasks, a grade on a 10-point scale, and be signed by your company supervisor or other person in charge, and stamped.

**Application 4**

*Sample of a Master’s thesis Request*

To: Academic Supervisor of the Master’s Programme “Global Business” of the Faculty of Management, NSE Nizhny Novgorod \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from student of the group (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request

I request the approval of my master’s thesis topic:

Name of topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor (position, degree, full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student’s signature)

“\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_

Academic supervisor’s approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(academic supervisor’s signature)

“\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_

Approved by Programme Academic Supervisor

\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

1. In accordance with the internship programme. [↑](#footnote-ref-1)
2. In accordance with the internship programme. [↑](#footnote-ref-2)