

Regulation of research internship for students of 1st and 2nd year of Master degree program “Political Analysis and Public Policy” at NRU HSE.

Approved by the department meeting on August 31, 2011 (Department meeting minutes #1), with changes approved by the department meeting on July 25, 2013 (Department meeting minutes #07/13).

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1. General Provisions

1.1. Master students' research internship program at HSE Master Program “Political Analysis and Public Policy” (hereinafter – “the internship”) is an obligatory part of the master degree educational program. It is conducted in accordance with the Regulation “On the organization and implementation of the internship of students at the Research University - Higher School of Economics”, in accordance with approved Academic Council protocol from 26.06.2009 № 04, in accordance with this Regulation, approved at the meeting of the university Department of Public Policy (hereinafter the Department) on 31.08.2011 and in accordance with basic and working curricula.

1.2. At the Master Program “Political Analysis and Public Policy”, students do a research internship, which is carried out in two stages:

- 1) In the third module of the 1st year of study;
- 2) In the third module of the 2nd year of study

2. Aims of the internship

2.1. The aim of the research internship for master program students at the 1st year of study is: to collect research material for term paper and master's thesis, to acquire professional skills in organizations and areas related to the analysis of public policy and the protection of human rights, to deepen the knowledge and competences obtained in the process of theoretical training, to offer an introduction to professional paths and clarify the possible scope of applying the skills and knowledge after the graduation .

2.2. The main purpose of the research internship for students of Master programs at the 2nd year of study is: to gather and synthesize research and analytical material for the preparation of the master's thesis, to develop original scientific ideas and practical proposals, to gain skills of independent research work, to participation in research teamwork.

3. Content of the internship

3.1. Master students do internship according to their study track and based on the individual program of student internship (IPSI). IPSI is formed by the students with participation of their supervisor, based on the theme of term paper and / or master's thesis, the subject of their research seminar, as well as student's participation in research projects of the department.

3.2. IPSI reflects the main types of work that the student must complete during the internship; the expected results of the internship; the form of presenting these results which will allow supervisor and members of the examination committee to assess the volume and quality of the collected material (e.g, in the form of tables, a summary, a report, a journal of field research notes, etc.).

4 . Organizational side of internship supervision

4.1. Supervision of the internship is carried out by:

Research supervisor of the student

Coordinator of the Department responsible for the internship at this specialization/study track ,
Internship supervisor at the organization where the student does the internship .

4.2. Supervisor of the term paper or master's thesis holds primary responsibility for the content of internship and sets requirements for the form of presentation of expected results. If at the time of referral to the internship student has no approved supervisor of the term paper or Master's thesis, head of the department assigns an internship supervisor from among the teachers of the department. Supervisor is responsible for clearly setting the internship goals for the student and, if necessary, shall agree on the content of the internship with the organization where the student is referred to.

4.3. Internship coordinator from the department is appointed by head of the department for each of the specializations/study tracks. Internship coordinator is responsible for: selecting organizations for practical training, negotiating with them about the conditions and procedures of internship, drafting agreements on cooperation, maintaining a working relationship with the leaders of these organizations, dealing with controversies and issues in the period of internship, for overall preparation and carrying out of internships for the relevant specialization/study track.

4.4. Supervisor of the student must suggest to her/his student a venue for internship and provide contacts (name, e-mail and phone for communications with internship supervisor from the organization) to the coordinator of internship from the department. If the supervisor of the student cannot offer his or her student a venue for internship, s/he shall report it to the program's study office at least 4 weeks prior to the start of internship and shall consult with the internship coordinator, head of department and department's study office manager in order to find a place for internship. If the supervisor of the student cannot offer the student a place for internship, even after the consultations with the persons referred above, supervisor must step down from supervising the research work of this student.

5. Where and how should the students do an internship

5.1. Graduate students do their internship in outside organizations (state and municipal bodies , research institutes , government and non-governmental think tanks , non-profit organizations , media , etc.) , which signed internship agreements with the Department or the HSE . List of the organizations for internship should be approved annually for each of the Department's specializations/ study tracks. In exceptional cases, after a motivated request of the student supported by her or his supervisor and coordinator of specialization, the Department may approve as a place of internship an organization which is not included in the list, if this organization signs the form "Agreement to accepting a student for research internship" (the form is specified in Annex 1) and if the organization has the capacity to ensure that the student will do an internship in accordance with the IPSI . According to the decision of the department and with the consent of the supervisor of the student, he or she can do the internship at the Department or in other departments of HSE.

Place of internship cannot be the same as the student's usual workplace (except for students working in the department as full-time employees).

5.2. Students should submit to the Head of the Department a personal application which specifies the name of the internship organization and the subject of their research. Students should do it 1,5 months prior to the start of the internship. Application must be signed by the research supervisor of student and approved by the internship coordinator. Student should also attach IPSI

(individual plan of student's internship) signed by the student and her or his supervisor. The preparatory work on the internship (including: selection of the place of internship, preparation and coordination of the IPSI project with the coordinators at the department and place of internship) should be done by the student and research supervisor prior to filing the application.

5.3. Place of internship, names of the internship supervisors from the department and place of internship are approved at the department meeting. If student didn't provide an application and program of internship in time, the Department itself appoints a place of internship, name of the supervisor and internship supervisor in organization.

5.4. After the Department approves the place of internship, name of the supervisor and internship supervisor in the organization, any change in place of internship or supervisors is possible only after applying to the special commission (consisting of the head and deputy heads of the department - the Department's Bureau). The student should provide the following documents: motivation for changing the place of internship (approved by the student's research supervisor), new application and program of the internship. Motivation for the change of internship place should give a detailed reasoning as to why the new place is better than the previous one in terms of the internship's main goal: collecting research material for the term paper and master's thesis.

5.5. Arriving at the place of internship on the first day of internship, the student must inform the internship supervisor from organization about the content of her or his individual program (IPSI) and get the supervisor's signature on this document certifying that the organization is familiar with the program. If for any reason the organization cannot ensure that the student will be able to do the internship in accordance with the IPSI, the student should immediately inform internship coordinator of the Department and her or his supervisor.

6. Evaluation of the results of internship

6.1. Final knowledge control for the internships is carried out in the form of a pass-fail test in the ten-scale grading system. Grades for internship are included into the cumulative rating.

6.2. Evaluation of internship results is carried out by a commission formed by the head of the Department from representatives of the Department teaching staff. The commission includes coordinators of internship for specializations. If necessary, the Head of the Department may invite to the commission representatives from external organizations, as well as from other units of HSE.

6.3. Evaluation of internship results is based on the documents and information submitted by the student:

- 1) Written report about the internship;
- 2) Materials (data) Collected during the internship; they should be presented in the form defined by student's supervisor and reflected in the internship plan;
- 3) Daily record of internship;
- 4) Review from the student's supervisor;
- 5) Review from the internship supervisor in the organization (except when the Department itself was place of internship).

If the commission has doubts about the authenticity of the internship results and the form of their presentation and their correspondence with the internship plan, as well as in the case of a negative review of the supervisor or the head of the internship at the organization, the

commission has the right to require that the student submits additional materials in support of her or his work during the internship in accordance with the approved individual internship plan.

6.4. Students who did not complete the program of internship for valid reason may be directed to re-take internship again in their free time alongside their studies. If internship in the previously approved organization or previously approved program became impossible, the Department refers the student to a different place of internship, and the approval of the new IPSI and of the new internship dates are required.

6.5. Students who did not start internship without valid reason, as well as students who have received “fail” during the presentation of their internship results (internship defense), acquire an academic deficit.

6.6. Academic deficit on internship should be retaken in accordance with the procedure established in the HSE for all other types of academic deficits. When re-taking the internship defense the student has the opportunity to correct technical flaws in the daily record of internship or eliminate other drawbacks which do not require additional collection of the material.

Department

To the Head of the Public Policy

Prof. N.Y. Belyeva

from student: _____
____ year of study

APPLICATION

I would like to submit for your approval the place of my Research Internship in (name of the organization, contacts, website, phone, e-mail).

Contact information of the person who supervises the internship at the place of training:

Scientific Supervisor (Full Name)

Signature of Scientific Supervisor _____

Signature of the student _____

Date « ___ » _____ 20 ___

Программа прохождения

научно-исследовательской практики / Program of Research Internship

ФИО/Full Name:	
Курс, группа /Course, Studying Group:	
Период прохождения практики/ Duration of the Internship:	
Руководитель практики от кафедры (научный руководитель)/Supervisor of internship from the Department:	
Руководитель практики от принимающей организации/ Supervisor of internship at the Host Organization:	
Место прохождения/ Place of internship:	
Подразделение, в котором проходит практика/Department/unit of internship at the Host Organization:	
Цели практики/ Internship goal	
Задачи практики/Internship Tasks:	
Этапы практики/Stages of internship:	
Мероприятия практики/Events/type of work planned for the internship	
Планируемые результаты/ Expected Research Results:	

_____ подпись студента/

Signature of student

_____ подпись руководителя практики от НИУ ВШЭ/

Signature of internship supervisor at the NRU HSE

**National Research University/ Национальный исследовательский
университет**

“Higher School of Economics” / “Высшая школа экономики”

Department of Public Policy/

общеуниверситетская кафедра публичной политики

INTERNSHIP DAILY RECORD/

Д Н Е В Н И К

ПРОИЗВОДСТВЕННОЙ ПРАКТИКИ

СТУДЕНТА

г. Москва

Студент/Student (full name)

(фамилия, имя, отчество)

Магистерская программа «Политический анализ и публичная политика»/Master Program
“Policy Analysis and Public Policy” _____ курса/year of study, группы/
group _____,

направляется на (в)/is recommended for internship at

_____ (учреждение, предприятие/name of the organization)

1. Календарные сроки практики / Internship dates

По учебному плану /according to study plan

начало /start date _____ конец /end date _____

Дата прибытия на практику/ date of arrival at the internship place « ____ » _____ 20
г.

Дата выбытия с места практики / date of leaving the internship place « ____ » _____ 20
г.

**2. Координатор практики от кафедры / Internship coordinator at the
Department of Public Policy**

Фамилия /surname _____

Имя /first name _____

Отчество /patronymic _____

**3. Руководитель практики от предприятия,
учреждения / Internship supervisor at the organization**

Должность/position _____

Фамилия /surname _____

Имя / first name _____

Отчество/ patronymic _____

Ежедневные записи студентов по практике / daily notes on the internship activity

Дата / date	Описание работы, выполненной студентом / activities done by the intern, accomplishments, daily work, etc.	Отметки руководителя / notes of the internship supervisor

