

Internship Guidelines for CSR students

1. General information on the internship

- 1.1. The internship is a compulsory part of the Master in Comparative Social Research.
- 1.2. The study plan is designed so that the internship covers Modules 1-2 during the second year of study. The internship is worth 12 ECTS. An internship supervisor will grade for successful completion according to HSE regulations.
- 1.3. The main goal of the internship is to enhance the on-going research for student's coursework and Master's thesis (e.g. data gathering). The students are also expected to involve themselves in some of the host institution's activities.
- 1.4. During the internship the students are expected to fulfil the following tasks:
 - 1.1.1. To finalise the MA Thesis proposal, in coordination with the academic supervisor and any (if relevant) experts at the host institution.
 - 1.1.2. To complete their coursework, which is an advanced draft of an article for publication in an English-language peer-reviewed journal.
 - 1.1.3. To present in a professional research group. Students should present their work in a setting that also includes professional researchers (not only students), such as a periodic research seminar at their host institution, professional conference, or even a special talk designed for the purpose. This activity should be included in the internship program designed by the student together with the HSE internship supervisor.
 - 1.1.4. Internship report. This represents the students' activities on a week-to-week basis, stipulates the start and end date of the internship and the CSR and host-institution tasks achieved. This document must be signed by the student and internship supervisor and be submitted at the end of the internship period. (Appendix 4).
- 1.5. The Internship must last for a minimum of 10 weeks, and should fall during the dates of Module 1 and 2 of the second year of study. The internship is expected to involve the student's full-time, which should not exceed 40 hours per week (based on the article 92 of the Labor Code of the Russian Federation) for at the internship location.

2. Internship documentation

- 2.1. By September 10th students should provide an internship application form (Appendix 1), duly completed, an internship program (Appendix 2) and the confirmation from the hosting organisation accepting the student for the internship (which may be submitted as a filled-in Appendix 3 or any other official letter from the hosting organisation). The application indicates the period for the internship, details on the hosting organisation, and contact details for the internship supervisor from the hosting organisation. The internship program additionally indicates students' expected goals, research tasks and results of the internship. The internship program is designed together with the internship supervisor from HSE and the hosting organisation. Both documents should be signed by the student and the supervisor and submitted to the program manager.
- 2.2. The program manager files the official university orders for the students enrolled in the program.
- 2.3. During the internship period, the student keeps the internship weekly record book (Appendix 4) in which they keep track of the tasks fulfilled, activities taken part in, etc. At the end of the internship period the internship supervisor from the hosting organisation signs the document. The hosting organisation may provide an additional reference letter to the student, which may be taken into consideration by the supervisor from HSE when awarding the grade for the internship.
- 2.4. The student obtains a grade on a 10-point scale used at HSE for the internship

completion on the exam week that follows Module 2. The grade awarded is based on whether the student has completed the planned internship program.

3. Internship hosting organisation.

- 3.1. The student may conduct their internship with any organisation (private sector, public sector, university, or other) involved in research activities. They may approach official partners of the program and search for their own internship destinations.
- 3.2. All students may choose to intern in Russia or abroad and should choose organisations that complement their own career goals.
- 3.3. As the Master in Comparative Social Research is an English-taught program, the students are expected to complete an internship in an English-speaking environment.

4. Internship supervision

- 4.1. The coursework supervisor is appointed from HSE. The internship supervisor from the University assists the student to design the internship program, formulate internship goals and expected results. Upon completion of the internship the University internship supervisor awards a grade on the 10-point scale used in HSE. The grading is based on the degree of completion of the internship program submitted before the start of the internship, internship weekly records and additional references provided by the hosting organisation upon the completion of the internship. The grade should be awarded at the end of Module 2 of the second year of studies.
- 4.2. The internship supervisor from the hosting organisation assists the student (a) to integrate into selected institutional activities, (b) offers (if relevant) advice for the student's research, and (c) signs the internship weekly record upon the completion of the internship. The internship supervisor from the hosting organisation may also.