

Appendix

APPROVED

by HSE Academic Council

Minutes No.____ dated _____ 2011

Regulations for Student Internships at the National Research University Higher School of Economics

1. GENERAL PROVISIONS

1.1. These Regulations have been developed on the basis of the Law of the Russian Federation No.3266-1 “*On Education*” dated July 10, 1992, Federal Law No.125-FZ “*On Higher and Continuing Professional Education*” dated August 22, 1996, Labour Code of the Russian Federation, *Model Regulations on the Educational Institution of Higher Professional Education (Higher Education Institution)* adopted by the decree No.71 of the Government of the Russian Federation dated February 14, 2008, *Regulations on Organizing Internships for Students of Higher Education Institutions* adopted by the decree No.1154 of the Ministry of Education of the Russian Federation dated March 25, 2003.

1.2. At the National Research University Higher School of Economics and its regional campuses (hereafter, the University), internship is an integral part of degree programmes carried out in accordance with the approved working curricula and academic calendar and designed to help students gain professional experience, as well as improve and strengthen their knowledge and competencies acquired in the course of theoretical education.

1.3. Internship duration and types, and competencies to be acquired in the course of internship are put forth in state educational standards of higher education/educational



standards adopted by the University/federal state educational standards of higher education for each field of study¹.

1.4. Internships may be held at state, municipal, social, commercial and non-profit institutions or University subdivisions matching the student's field of study.

1.5. The purpose, scope and reporting procedures of an internship are put forth in the Internship Plan (Appendix 1a and 1b).

1.6. Internship plans are developed for each internship type on the basis of state educational standards of higher education/educational standards adopted by the University/federal state educational standards of higher education for each field of study (for undergraduate and master's students) or qualification (for specialist students), and approved by department heads. At subdivisions that do not have any departments (hereafter, subdivisions), internship plans are approved by heads of these subdivisions.

1.7. All internship types are graded on a 10-point grading scale. Assessment results are included into the student performance rating.

1.8. Students who failed to complete their internship for a valid reason will be assigned a new internship that they must complete in their free time during the study period.

1.9. Students who failed to complete their internship for no valid reason or who received a fail grade shall be facing academic failure.

1.10. Students who failed to complete assigned internships in their final year of study shall not be allowed to proceed to the final state certification.

2. INTERNSHIP TYPES

2.1. Main internship types are as follows:

For undergraduate students:

- Student internship that can incorporate introductory internship and/or research internship;
- Professional internship (for bachelor's thesis) that can incorporate research and/or teaching (in certain cases)/ technological/ pre-degree internship;

For specialist students:

¹ state educational standards of higher education for undergraduate students admitted before 2010, for specialist students, and for master's students admitted before 2011; educational standards of higher education adopted by the University for undergraduate students admitted from 2010 onwards and for master's students admitted from 2011 onwards; federal state educational standards of higher education for students of some master's programmes admitted in 2010.

- Student internship that can incorporate introductory internship;
- Professional internship (for thesis) that can incorporate pre-degree internship.

For master's students:

- Professional internship (for master's thesis) that can incorporate research and/or teaching internship.

Introductory internship is held for Year 1-2 students of undergraduate and specialist level to consolidate, expand and improve their theoretical knowledge and acquire basic practical problem-solving skills.

Professional internship is held for Year 3-4 undergraduate students to explore teaching, instructional and regulatory materials and special literature, apply acquired knowledge to practice, and collect, process and analyse information needed for their final theses.

Professional internship is held for Year 3-5 students of specialist level to explore special and concentration-specific courses in more detail on the basis of acquired practical experience, and strengthen their skills and competencies of research and professional work.

Pre-degree internship, as a part of professional internship, is held for students of specialist level after they finish their theoretical and practical classes and select a thesis topic. Pre-degree internship is held for Year 5 students of specialist level to gather materials for the thesis, acquire professional experience, strengthen their competencies, and check how prepared they are for independent work in the professional context.

Pre-degree internship for master's students is held to maintain close relationship between academic and practical training of students, help student acquire professional experience relevant to their programme, develop practical competencies, and gather materials for their master's thesis.

Research internship, as a part of professional internship, is held for master's students to collect, analyse and consolidate materials, develop fresh proposals and ideas for a master's thesis, acquire the skill of independent research, and take part in group research projects.

Teaching internship, as a part of professional internship, is held for master's students to acquire teaching skills, develop teaching and learning materials and deliver seminars.

2.2. Internship stages may be further detailed in the Guidelines for Student Internships adopted by academic councils of separate faculties /subdivisions².

3. INTERNSHIP ARRANGEMENT AND SUPERVISION

3.1. At faculties, internships are organized by departments. Departments establish a database of businesses, institutions and organizations suitable for internships in the given field of study, draw up and approve internship plans and appoint internship supervisors.

3.2. At subdivisions, internships are organized by study offices. Study offices establish a database of businesses, institutions and organizations suitable for internships in the given field of study. Internship plans are developed by faculty members appointed by the head of the subdivision as internship supervisors at the given subdivision. Internship plans are approved by the head of the subdivision.

3.3. Introductory internships are held at departments/ subdivisions of the University or at different institutions, organizations and companies.

Professional internships, as a rule, take place at different institutions, organizations and companies, or at departments/ subdivisions and research units of the University.

3.4. The University concludes agreements with other institutions, organizations and businesses (regardless of their legal structure and form of incorporation), according to which they must provide placements for University students. Unless an institution, organization or business provides its own agreement template, the standard agreement developed by the University shall be used (Appendix 2).

3.5. Students may find their own placements. In this case, they must submit to the department/study office of the subdivision a certificate from the institution, organization or company confirming that it agrees to host internship for the student and specifying its duration.

3.6. *Internship supervisor from the department/subdivision:*

- Contacts the internship supervisor from the company/institution/organization to jointly develop a working programme of the internship;
- Designs individual assignments for students;

² When there is no Academic Council at the given faculty/subdivision, this task is carried out by a different elected representative body responsible for self-government of the faculty/subdivision within the authority of this faculty/subdivision or, when there is no such representative body, by the head of the faculty/subdivision. At regional campuses, this task is carried out by the Academic Council of the campus

- Participates in distributing placement options and activities among students;
- Bears responsibility for student compliance with the safety regulations, jointly with the internship supervisor from the company/institution/organization;
- Monitors observance of internship duration and scope;
- Provides advice to students on completion of individual tasks and collection of materials for their thesis;
- Evaluates internship results.

3.7. Study office of the faculty/subdivision:

- Supervises creation of the database of available internship options;
- Drafts internship directives;
- Issues internship record sheets and passes them to internship supervisors from the department/subdivision;
- Submits a summary internship report to the Studies Administration Office.

3.8. Department/subdivision:

- Establishes a database of businesses, institutions and organizations suitable for internships;
- Concludes internship agreements with businesses, institutions, organizations;
- Keeps in touch with businesses, institutions, organizations;
- Develops internship plans for each field of study (for undergraduate and master's students) or qualification (for specialist students);
- Arranges events aimed at pre-internship preparation of students;
- Arranges internships in accordance with the corresponding internship plans;
- Monitors observance of internship duration and scope;
- Ensures timely submission of internship reports by students;
- Arranges internship assessment;
- Submits a written report on internship arrangement, along with any recommendations and ideas for improvement, to the study office of the faculty/head of the subdivision.

3.9. Curriculum Development Office:

- Helps faculties/ subdivisions to develop materials associated with internship arrangement and completion (draft regulations for student internships at faculties/subdivisions, internship plans, standard agreements with businesses/organizations/institutions).

3.10. ***Studies Administration Office:***

- Supervises internship arrangements at faculties/subdivisions and internship assessment;
- Prepares summary reports on internships at the University level (for each academic year);
- Establishes a University-wide database of available internship options.

3.11. ***Head of the faculty/subdivision:***

- Issues internship directives for the faculty/subdivision, concludes internship agreements with businesses/organizations/institutions;
- Supervises internship arrangements and measures aimed at their improvement;
- Analyses overall internship results of the faculty/subdivision.

3.12. At the discretion of the corresponding department/head of the subdivision, students who have employment record³ relevant to the given field of study may have it counted as introductory and professional (but not pre-degree) internship on the basis of interim assessment.

3.13. Students undertaking internship in a company, institution or organization can work no more than 36 hours per week if they are from 16 to 18 years old (Article 92 of the Russian Labour Code), no more than 40 hours per week if they are over 18 (Article 91 of the Russian Labour Code), and no more than 24 hours per week if they are from 15 to 16 years old (Article 91 of the Russian Labour Code).

3.14. Once students become interns, they must observe occupational safety guidelines and internal regulations established at the company, institution or organization to which they are assigned.

3.15. Students who have concluded an employment agreement with an organization/business/institution, as a rule, undertake their professional and pre-degree internship there as well.

4. REPORTING INTERNSHIP RESULTS

4.1. Once the internship is completed:

4.1.1. ***Students*** are to submit an internship report to the internship supervisor from the department/subdivision within five calendar days after the internship is over (including weekends and public holidays). The internship report must be structured as per the template put forth in the

³ As evidence, the student must submit a certificate (or a copy of the employment history record) signed and sealed by the company/institution/organization to the head of the faculty/subdivision who will transfer it to the study office to be stored in the student's personal file.

Guidelines for Student Internships adopted by the faculty/subdivision. If internship ends on the last day of the module, the internship report must be submitted within the first five days of the subsequent module.

4.1.2. *Department/internship supervisor from the subdivision* must submit the following documents to the study office of the faculty/subdivision before September 10 of the next academic year:

- a summary internship report (student compliance with internship plans, description of internship locations, internship types and duration, number of students, internship locations, data on internship agreements);
- ideas for improvement of internship arrangement and completion;
- reviews on internship results from businesses, organizations and institutions.

4.1.3. *Study office of the faculty/subdivision* must submit the summary report on internship results at the faculty/subdivision to the Studies Administration Office before September 20 of the next academic year.

4.1.4. *Studies Administration Office* prepares summary report on internship arrangement and completion at the University level for each academic year by October 01 of the next academic year.

4.2. Internships should be scheduled throughout the academic year (and assigned to study week 41). Internships must not take place during the study period, except for cases described in Clause 1.7.

Internships held in summer (after study week 41) are included into the curriculum for Module 1 of the next academic year (as they cannot be factored into the respective rating otherwise).

4.3. Internship record sheets with pass/fail grades and grades on a 10-point scale are signed by the internship supervisor from the department/subdivision and submitted to the study office of the department/subdivision as follows:

- by the final week of the module or examination period, if the internship took place during the academic year;
- by the first week of Module 1/first semester of the next academic year, if the internship took place in summer.

5. STORING DOCUMENTS ON INTERNSHIP ARRANGEMENT AND COMPLETION

5.1. The study office of the faculty and/or the department/study office of the subdivision must store the following documents relating to internship arrangement and completion for 5 years:

- Database of internship options (updated annually);
- Internship directives;
- Internship plans;
- Agreements with businesses, organizations, institutions;
- Internship record sheets;
- Internship reports prepared by students;
- Internship reports prepared by departments/subdivisions.

6. FINAL PROVISIONS

6.1. Students may report any breach of these Regulations committed by faculty members and educational support staff of departments and study offices on a case-by-case basis. Breach of these Regulations by faculty members and educational support staff constitutes violation of the duly established educational process.

6.2. A copy of these Regulations must be kept at study offices, departments, curriculum development and support units, and posted on bulletin boards and websites of faculties to make it openly available to students and teaching staff. Heads of faculties/subdivisions are responsible for posting these Regulations on bulletin boards and websites of faculties.