***(Sample of the Title Page)***

Federal State Autonomous Educational Institution of Higher Education

«National Research University «Higher School of Economics»

Faculty of World Economy and World Politics

HSE and University of London Parallel Degree Program in International Relations

Bachelor

Specialization in International Politics and Public Relations

**Internship Report**

 Carried out by the student

 Ivanov Ivan Ivanovich

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

 *(Signature)*

 **Verified by:**

Deputy Dean,

Entina Ekaterina Gennadievna

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

 *(grade) (signature)*

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

Place for stamp *(date)*

Deputy Head of the WTO division,

Petrov Petr Petrovich

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

 *(grade) (signature)*

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

 *(date)*

**Goals and Objectives of the Internship**

The main **goal** of the internship is to consolidate and develop professional competencies in research, organizational and analytical activities. During the course on the internship both theoretical as well as practical competencies have been acquired and developed, as well as practical work in the field of international relations specifically in international trade policy.

The main **objectives** of the practice are:

* Consolidation theoretical knowledge obtained during the period of studying
* Accusation of initial technical and practical skills in solving specific problems typical of the research and work applied
* Formation of student’s attitude towards the reflexive development of professional competencies provided by the educational standard
* Developing skills of reporting of professional work results on a specific project

**Place of Internship’s Organizational Characteristics**

The internship was carried out at the Ministry of Economic Development of Russian Federation at the Department of Trade Negotiations. The Department of Trade Negotiations is a structural unit of the central apparatus of the Ministry of Economic Development, ensuring the implementation of the functions of the Ministry related to the membership of the Russian Federation in the World Trade Organization (WTO).

The Department is responsible for:

* Conducting negotiations on the trade agreement, revision of agreements on the encouragement and mutual protection of investments, as well as agreements on free trade in services and investments with foreign countries, monitoring the implementation of the provisions of these agreements;
* Providing favorable conditions for Russian economic operators abroad in terms of identifying and eliminating cases of restrictions, prohibitions or discrimination of business entities, their services and investment in foreign markets;
* Ensuring consideration of appeals of WTO members received in accordance with the procedures provided for in the Agreement on the rules and procedures for resolving WTO dispute

Over the course of the internship a number of tasks are to be completed. At the initials stage interns are getting to learn about general structure and functions of the Ministry. The integration into organizational activities give understanding of the functioning of the international trade as well as the WTO itself. Among competencies expected at the Internship are:

• understanding of the functions and tasks of the organization;

• performance of tasks assigned by the internship supervisor;

• collection and processing of data on the professional field;

• participation in the organization of events related to WTO

**Executed individual assignments**

* Taking part in the organization of “The Eighth China Round Table”, the first WTO event hosted by the Russian Federation.
* Verification of information regarding the Russian Federation for the annually updated database of the OECD index on restrictions on trade in services
* Preparation and communication of the official economic strategy of the Russian Federation to other ministries
* Analysis of the reports of countries of the WTO member countries

**Conclusion**

As a result of the internship the theoretical knowledge and applied skills of an international researcher were tested. An idea has been formed about the structure and work of the Ministry and as well as the process of conducting trade negotiations within WTO. The understanding of procedure for conducting and presenting research projects in the field have been developed.

***(Sample of the practice journal)***

Federal State Autonomous Educational Institution of Higher Education

«National Research University «Higher School of Economics»

Department of International Relations

 HSE and University of London Parallel Degree Program in International Relations

Bachelor

Specialization in International Politics and Public Relations

**Student Internship Journal**

\_\_\_\_\_\_\_group\_\_\_\_course

Ivanov

Ivan

Ivanovich

 **Started:** 28.10.2019

 **Finished:** 22.11.2019

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_

Petrov Petr Petrovich

 \_\_\_\_\_\_\_\_\_\_\_\_\_/signature/

**\_\_\_\_\_\_\_\_\_\_\_ 20\_\_**

**Place of internship**: Ministry of Economic Development of the Russian Federation

**Office, FCs head of the internship enterprise**: Department of Trade Negotiations, Deputy Head of the WTO division,

Petrov Petr Petrovich

**ACCOUNTING OF WORK PERFORMED**

|  |  |  |  |
| --- | --- | --- | --- |
| Period of internship | Brief overview of the completed work (filled in by the intern)  | Instructions/ comments (filled in by the head of the internship) | Grade for the work carried out (signature of the head of the internship) |
| 28.10.2019  | General familiarization with the structure, **rules of internal and safety regulations**. Overview of the aims and the objectives of the department. Introduction to the project to be made during the internship period  |  |  |
| 29.10. 2019 | Translation of the official WTO program for the first WTO event held in Russia: “Eighth China Round Table on WTO Accessions. |  |  |
| 30.10.2019 – 01.11.2019 | Preparation of WTO delegates’ documents to the Ministry of Foreign Affairs of the Russian Federation. Verification of applicants’ information  |  |  |
| 5.11.2019- 11.11.2019 | Verification of information regarding the Russian Federation for the annually updated database of the OECD STRI indices on restrictions on trade in services. At the preliminary stage of the project the initial compliance check of trade indices with Russian legislation has been made.  |  |  |
| 12.11.2019 – 18.11.2019 | The secondary stage of STRI indices project involved translation of the information verified into English and search for appropriate resources to cite the legislation from. Double checking for the inconsistencies in the table and misinterpretation of the trade regulations of the Russian Federation |  |  |

 Student – intern \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

 *Signature signature decipherement*

 ***(Sample of the technical map)***

**Technological map of occupational practice**

Educational program: 41.03.05 «HSE and University of London Parallel Degree Programme in International Relations»

Level of education: Bachelor’s (BSc)

Profile: Specialization in International Politics and Public Relations

Internship place: Ministry of Economic Development of the Russian Federation, Department of Trade Negotiations

FCs of the head of the internship: Petrov Petr Petrovich

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | 1.Stages of the internship[[1]](#footnote-1) | 2.Technological content of the stage  | 3. Competencies built | 1. Outcome /product obtained at the described stage
 | 5 Grade of the head of the internship for the stage (10-scale) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 6.Final grade |  |

***(Sample of the internship review)***

**Feedback**

**On the student’s work at the internship organization**

Feedback on the student is written by the head of the internship at the end of the practice period.

The feedback should contain the following aspects: surname, initials, place where the internship is carried out, period of the internship.

There should be reflected:

* Carried out by the student professional tasks (professional tasks carried out by the student);
* Completeness and quality of the internship program carried out;
* Student attitude to performed tasks, assigned during the internship period;
* Self-evaluation grade formation of the planned competencies (descriptor of its formation)
* Conclusion over the student’s professional suitability; if necessary – comments over the demonstrated individual and professional competencies.

Review is signed by the head of the internship enterprise (organization) and sealed.

1. Columns 1-4 are filled in by the intern, 5-6 -head of the internship [↑](#footnote-ref-1)