

METHODICAL GUIDELINES
for students' internship organization and conduction
at International College of Economics and Finance (ICEF)
National Research University Higher School of Economics

1. General

1.1. Methodical guidelines are developed on the basis of the Regulations on the project, research activities and internships at HSE University (approved by HSE Academic Council, protocol #07, 24.06.2016), implemented by the HSE order (05.09.2016, #6.18.1-01/0509-02) as revised on 21.03.2019 #6.18.1-01/2103-33) and are aimed at clarifying section 4 "Organization and conducting of internships".

1.2. Methodological guidelines serve as concretization of internship form and stages at International College of Economics and Finance (further on text – ICEF) educational programmes.

1.3. Particular internship forms, internship requirements, reports and documentation forms are determined by Academic Subcommittee of Bachelor's Programme 'HSE and University of London Double Degree Programme in Economics' and Academic Subcommittee of Master's programme 'Financial economics' and by academic supervisors based on the HSE University and Russian federal state educational standards of higher education.

1.4. Guidelines are purely advisory in nature. Decisions on internships implementation and documents approved by ICEF educational programme's management, are of priority importance.

1.5. In all cases not specifically mentioned in these Guidelines, one must use the Regulations on the project, research activities and internships at HSE University.

2. Internship formats, types and forms

2.1. As a rule, the following formats, types, ways and forms of internship are realized at ICEF:

2.1.1. Basic formats are:

- Educational internship
- Work experience internship

2.1.2. Basic types are:

- Educational internship
- Work experience internship
- Research internship
- Research-educational internship

2.1.3. Basic ways are:

- Stationary
- Visiting

In case of visiting internship the travel costs can be covered by:

- University funds
- External organization funds
- Student personal funds

2.1.4. Basic forms are:

- Discrete by type
- Discrete by period

2.2. Correspondence between formats, types, ways and forms is established at particular internship programme.

2.3. Each format can have one or more types, ways and forms.

2.4. Internships can be undertaken at:

- HSE University
- Relevant external organization (companies).

Relevant organizations for internships are the companies where goals and objectivities of internship correlate with the content of this programme and educational programme in general. Such organizations may include but are not limited to banks and other financial institutions, audit and consulting companies, financial, strategy, marketing, sales departments of economy real sector, startups, research and educational organizations, and public sector.

2.5. Work experience internships at external organizations are administered in accordance with agreements with such organizations, irrespective of their types of legal entity and ownership. Agreements can be in 2 forms:

- general contract with HSE University (based in reequipments from HSE Internship statute)
- confirmation letter (accept) from company as an answer to HSE formal letter.

Offer letter form in Russian and English is provided in Appendix 1.

Confirmation letter (accept) form in Russian and English can be observed in Appendix 2.

2.6. Organizational and methodological support of internship agreement conclusion is provided by ICEF departments career development and employers communications.

2.7. In accordance with program management, internship can be transferred to other educational years based on personal education plans and personal statement (Appendix 3). In this case all the requirements are still effective.

3. Participants and their functional

3.1. HSE and ICEF internship supervisors (faculty or research staff at HSE University) are appointed to lead the internship.

The internship supervisor's appointment decision is made by ICEF educational programme management.

3.2. Organizational, methodological and other support for the internship organization and conduction is provided by ICEF internship supervisor and career development and employers communications manager.

4. Grading and assessment

4.1. Internship results are determined by the intermediate certification in the form of an assessment. The form of the exam is set by the educational programme management and is fixed in the internship programme. It is recommended to evaluate the results of the internship of each student individually in the form of evaluation of the submitted documents.

5. Required internship documents

5.1. As a rule, the required internship documents are the following:

- Internship programme,
- Internship diary
- Agreed individual task,
- Internship report signed by the programme and organization supervisors;
- Review on the student's work from the internship organization signed by the internship supervisor from that organization

5.1.1. Other documents may be included in the mandatory documentation to the discretion of the educational programme management.

5.2. Internship programme is developed by educational programme management and is approved by educational programme Academic Subcommittee as a part of the educational programme. Internship programme determines requirements for internship content and results, its goals, form and reporting procedure for students.

5.2.1. Internship programme includes:

- Internship format, ways (if any) and form (forms)
- list of planned learning results of internship based on planned results of mastering the educational program (competences)
- internship place in the educational programme structure
- internship volume in credits and its duration in weeks or in academic or astronomical hours
- internship content
- internship reporting forms
- pool of assessment tools for midterm certification of internship students
- list of educational literature and internet resources required for the internship
- list of information technologies used for the internship including the list of software and information systems (if necessary)
- logistical base description necessary for the internship

5.2.2. An internship diary is filled by a student during the internship. The diary includes:

- The confirmation of the students being familiarized with the labour protection safety, fire safety requirements and with the rules of internal labour procedures. The confirmation should be indicated either in the description of the completed work or in the separate paper.
- Description of the completed work indicating the length of the work, brief summary, supervisor's commentaries on student performance.
- In the case of particular practical work the technological internship map is filled.

5.2.3. Individual task is filled no later than at the beginning of the internship. It is signed by the student and agreed with the internship supervisors from HSE University and external organization. Individual task must include:

- Internship goal
- Internship objectives
- the content of internship (investigated questions)
- internship planned results

Individual task can be included into the report.

Template of individual task in English is provided in Appendix 4.

5.3. Internship report is filled only by the student. Internship report includes the following:

- internship goal
- internship objectives,
- brief description of the company (field, indicators, etc.) and the responsibilities given to the student.
- description of professional problems to solve (according to the goals and objectives of the internship program)
- new competencies and knowledge acquired by the student during the internship
- the student's suggestions considering the organizational and content part of the internship

The internship report template in English is provided in Appendix 5.

5.4. The review on the student performance is provided in the free form. It is preferred to indicate in the review: professional tasks performed by the student; the quality of internship programme performance; student's attitude to the internship tasks; evaluation of the formation of planned competencies (the descriptors of the formation); conclusions regarding the student's professional competence; if necessary – the commentaries on the demonstrated personal and professional qualities.

Review (reference) must include assessment of the student's performance during the internship. Review is certified by the student's direct supervisor or by hierarchical superior.

Approximate form of review in English can be observed in Appendix 6.

Appendix 1

To: (name)
(position)
(organization)

Dear (name),
National Research University Higher School of Economics offers you to provide an intern position at (organization name) (hereinafter Organization) to NRU HSE student on the following terms:

Name of the student:
Type of internship: science study
Name, type, level of educational programme: “Financial Economics”, master
Major: 38.04.01 Economics
Student’s year of study: 1
Terms of internship:

In case of providing of intern position to the NRU HSE student the Organization undertakes the following responsibilities:
to appoint internship supervisor from among the employees of the Organization who approves individual tasks, content, and planned results of the internship.
provide the student with safe working conditions, conduct mandatory health and safety briefings.
set up necessary conditions for the student to fulfil internship syllabus in accordance with internship schedule (plan), and obtain professional experience.
keep record of fulfilment of the internship syllabus, individual tasks and job assignments.
prevent student’s involvement into activities not specified in internship syllabus and not related to field of study (major) and future profession of the student.

The present letter is a formal offer to execution of internship arrangement contract. We kindly ask you to notify us about the acceptance of the present offer in written form. In your letter please specify your consent to providing intern position to the student on the above stated terms, as well as the name on internship supervisor.

Best regards,

Position Name Signature

Appendix 2

To:
Yaroslav I. Kuzminov,
Rector of the National Research
University Higher School of
Economics (NRU HSE)

20, Myasnitskaya St., Moscow,
101000 Russia

Dear Dr. Kuzminov!

Organization's full name hereby accepts the NRU HSE's offer №
from ____ . .20__ on providing a place for internship to the NRU HSE student full
name and confirms acceptance of all the conditions contained in the offer.

The supervisor/-rs from the Organization is/are supervisor's name and
position.

position
decoding

seal

signature,

Appendix 3

International College of Economics and
Finance
HSE

To:
From the student of ____
academic year of ICEF program

(name, surname)

APPLICATION REQUEST

I hereby ask to change the organization / terms of my internship to
(underline as appropriate)

due to

(signature)

Appendix 4

« ____ » _____ 20__

Federal state autonomous educational institution for higher education
National research university Higher School of Economics

INDIVIDUAL TASK COMPLETED DURING THE INTERNSHIP
by the student of ____ year of education

_____ (*name, surname*)
of educational program “HSE and University of London Double Degree Program
in Economics”

Degree: BSc

Major: 38.03.01 Economics

Department: International College of Economics and Finance

Type of internship: work experience

Nature of internship: internship focused on obtaining professional skills and
practical experience

Terms of internship: from _____.____.201__ to _____.____.201__

Aims of the internship:

The aims of internship are assessment, deepening and strengthening of the
knowledge and practical skills obtained during the period of study at ICEF.

Tasks for the internship:

- Study the activity of the organization;
- To apply theoretical knowledge and professional skills acquired during the
study;
- Demonstrate and further develop organizational, management and teamwork
skills;
- Perform all tasks assigned by the organization properly and timely;
- Provide accurate information about completed work in the internship report.

Content of the internship (questions to study):

1. Functions and activities of the organization and department for the internship;
2. Normative legal documents regulating the activity of the organization and department which the student interacts with during the internship;
3. Professional tasks assigned by the organization.

Anticipated results:

Development of the following competences: working with information (ability to find, assess, and use information from various sources requested for solving research and professional tasks, including on the basis on systems' approach); teamwork; effective communication based on the goals and situation's requirements; critical assessment and interpretation of accumulated experience; reflection of professional and social activity; presentation of results of analytical and research activity; self-organization according to professional assignments.

HSE internship supervisor:

_____	_____	_____
<i>(position)</i>	<i>(signature)</i>	<i>(surname, initials)</i>

APPROVED

Internship supervisor at the organization

_____	_____	_____
<i>(position)</i>	<i>(signature)</i>	<i>(surname, initials)</i>

The task is accepted

Student

____.____.201__

_____	_____
<i>(signature)</i>	<i>(surname, initials)</i>

Appendix 5

Federal state autonomous educational institution for higher education
National research university Higher School of Economics

Department: International College of Economics and Finance
Educational program “HSE and University of London Double Degree Program in Economics”
Degree: BSc
Major: 38.03.01 Economics

REPORT
on work experience internship

Completed by the student of _____ study group

(name)

(signature)

Checked by:

(position, name of internship supervisor at the organization)

(grade)

(signature)

Stamp

(date)

Professor, Deputy director, Nikitin Maxim Igorevich
(position, name of HSE internship supervisor)

(grade)

(signature)

(date)

INTRODUCTION

During the period from _____.____.201__ to _____.____.201__ I completed an internship at

(name of organization)

The **aims** of internship were assessment, deepening and strengthening of the knowledge and practical skills obtained during the period of study at ICEF.

The **tasks** for the internship were:

- Study the activity of the organization;
- To apply theoretical knowledge and professional skills acquired during the study;
- Demonstrate and further develop organizational, management and teamwork skills;
- Perform all tasks assigned by the organization properly and timely;
- Provide accurate information about completed work in the internship report.

MAIN PART

1. Brief description of the organization

2. Description of professional tasks completed during the internship

1. Occupational health and safety briefing

2. Internal code of labor conduct briefing

3.

4.

5.

6.

7.

CONCLUSION

In the course of the internship I completed the assigned **individual task** and obtained the **following competences**:

1.

2.

3.

4.

5.

6.

Appendix 6

Internship supervisor at the organization's brief review of the student's performance

(can be printed on the organization's typeface, but must be stamped)

The following points are recommended to include:

- 1) Brief overview of the student's work and the quality of his/her performance
- 2) What theoretical knowledge did the student demonstrate and what knowledge was missing?
- 3) What skills did the student demonstrate and which skills were missing?
- 4) What personal qualities did the student demonstrate and which ones should he/she develop in order to succeed in future work?

[illegible]

(position, name of internship supervisor at the organization)

(signature)

Stamp

(date)