Annex 12

to Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University

**Assessment Record Sheet for Practical Training Element**

Research / project-based / work placement (*select internship type*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PTE type)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PTE name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (PTE timeframe)

|  |  |  |  |
| --- | --- | --- | --- |
| **Internship Supervisor:**  Full name  Position | |  | |
| **Intern[[1]](#footnote-1)**: | |  | |
| Full name | |  | |
| Degree programme | |  | |
| Group No. | |  | |
| Elements of a final grade[[2]](#footnote-2) | | Grade on a 10-point scale | | Notes (if necessary) | |
| **G pr** – grade on a PTE result/product | |  | |  | |
| **G tec -** grade on methods and technologies used during the PTE implementation | |  | |  | |
| **G p -** grade on the PTE progress | |  | |  | |
| **О sk -** grade on the mastery of planned skills | |  | |  | |
| **О gr -** grade on a participant’s individual contribution to group work | |  | |  | |
| **О team -** grade on teamwork | |  | |  | |
| **О def** - grade on the PTE presentation/defence | |  | |  | |
| **О mut -** grade given by other PTE members (mutual grading) | |  | |  | |
| **О self -** self-assessment of a PTE member | |  | |  | |
| Formula for calculating final grade (indicating PTEs and their respective weights) | |  | | | |
| **Final grade for a PTE** | |  | | Signature of supervisor | |
| **Total credit units for a PTE** | |  | |

Date of assessment record \\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For group-based PTEs, the assessment record sheet shall be filled in for each of the group’s members individually. If there are more than 20 members in a practical training element, a single grade sheet may be drawn up. [↑](#footnote-ref-1)
2. Only necessary elements shall be counted; if a certain element is not applicable, a line should be put through the corresponding section; if necessary, extra elements may be added. [↑](#footnote-ref-2)