

Research Internship Program
Field of Study 38.04.08 Finance and Credit

Approved by the HSE Banking Institute
Learning Expert Council
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Internship volume in ECTS credits	11
Total academic hours for internship including the number of contact work per hour	418, including 2 contact hours
Period of internship in weeks	8
Year	2
Internship kind	professional
Internship type	research

1. General provisions

This internship program (hereafter the Program) was worked out basing on the HSE Regulations on Practical Training of Students under Core Bachelor's, Specialist and Master's Programmes at HSE University, stated by the Directive 6.18.1-01/130721-7 of 13.07.2021 (protocol #6 of the HSE Academic Council of 17.06.2021) and education standard of federal state autonomous educational institution of higher education "National Research University "Higher School of Economics" for the field of study 38.04.08 Finance and Credit (Master level).

Consolidation and development of professional competencies in research, project-economic, organizational and managerial, analytical activities.

Purpose of the research internship is gathering, analyzing and generalizing of the scientific and practical material, working out of the new scientific suggestions and scientific ideas for the master thesis.

Internship objectives:

- Consolidation of the gained by the student knowledge and getting practical skills and competences in the professional field;
- Getting the skills of independent scientific-research work, practical participation in researchers groups work as well as in professional activity of companies accepting for the internship.

2. Internship in the Education Programme Structure

According to the HSE Regulations on the project, research activities and internships for students and education standard of federal state autonomous educational institution of higher education “National Research University “Higher School of Economics” for the field of study 38.04.08 Finance and Credit (Master level), the internship is the integral part of the educational process of the Master programme “Financial Analyst” and is held on the second year of study following the approved working curriculum and HSE academic calendar. Duration of internship is 8 weeks.

The internship is carried out in banks, financial organizations and enterprises of the real sector. The Banking Institute creates a database of organizations for the internship of Master students. Students can independently search for places of internship. In this case, students prior to the deadline specified in the assignment for internship, submit a letter of consent (Appendix 1 to this Program) of the organization accepting the student / students on internship, written on the letterhead of the organization (unless otherwise provided by the regulations of this organization) confirming the provision of a place for internship and indicating the period of internship. Such letter has to be addressed to the Director of HSE Banking Institute.

The internship is based on all courses of the Education Programme Study plan. Internship is intended for using of the theoretical and practical knowledge, gained by the Students, in practice.

Internship is the independent work of the students with the tuition both of the Banking Institute professors of the education programme “Financial Analyst” (hereafter the Banking Institute Internship Supervisor) and of the manager of the Company of internship.

Internship is done based on the agreements with companies regardless their legal form and type of ownership, as well as on the basis of the confirmation letter from the company, and the named companies provide the students of the education programme “Financial Analyst” opportunity for internship accordingly.

3. Means of Internship

Students undergo internship in banks, financial institutions and real economy companies as well as in the scientific-learning departments of the University.

4. Forms of Internship

Students undergo the internship according to the internship periods – by interchange of the periods devoted to internship and the periods devoted to theoretical classes in calendar schedule.

5. List of the planned education results for the period of internship in correspondence with the planned results of educational programme comprehension (competences)

Competence code	Competence meaning	Competence core which is being formed during internship (comprehension descriptors)	Professional tasks where competence is needed (for solution)
PK-1	Ability to make independent researches in accordance to the worked out program, to offer original suggestions on fields and methods of research, to justify own contribution to the development of the chosen field of study	Gathering and generalization of the material, needed for the internship report documents / master thesis	Research activities
PK-2	Ability to present the research results to the scientific community in format of report (presentation) and article	Participation in preparing and executing the events, planned in internship program	Research activities
PK-3	Ability to analyze and foresee the tendencies, processes and financial instruments	Participation in preparing and executing the events, planned in internship program	Analytical activity
PK-4	Ability to analyze the financial state of the companies and financial institutions	Participation in preparing and executing the events, planned in internship program	Analytical and project-economical activities
PK-5	Ability to evaluate the financial instruments cost	Participation in preparing and executing the events, planned in internship program	Analytical activity
PK-6	Ability to justify the effectiveness of the company or financial institution investment politics	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-processes analysis	Organizational-managing activity
PK-7	Ability to produce the analytical grounds for management decisions in companies, financial institutions, as well as working out of the financial politics	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-processes analysis	Organizational-managing activity

ПК-8	Ability to work out recommendations on personal financial resources investment	Participation in preparing and executing the events, planned in internship program	Analytical activity
ПК-9	Ability to implement financial policy of the company and financial institution	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-processes analysis	Organizational-managing and project-economical activities

6. STRUCTURE AND CONTENT OF THE INTERNSHIP

#	Practical student activities	Content	Formed competences
1	Scientific research activity	Gathering and generalization of the material, needed for the internship report documents / master thesis	ПК-1. Ability to make independent researches in accordance to the worked out program, to offer original suggestions on fields and methods of research, to justify own contribution to the development of the chosen field of study. ПК-2. Ability to present the research results to the scientific community in format of report (presentation) and article
2	Analytical activity	Participation in preparing and executing the events, planned in internship program	ПК-3. Ability to analyze and foresee the tendencies, processes and financial instruments ПК-4. Ability to analyze the financial state of the companies and financial institutions ПК-5. Ability to evaluate the financial instruments cost ПК-8. Ability to work out recommendations on personal financial resources investment
3	Managing activity	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-processes analysis	ПК-6. Ability to justify the effectiveness of the company or financial institution investment politics ПК-7. Ability to produce the analytical grounds for management decisions in companies, financial

			institutions, as well as working out of the financial politics ΠΚ-9. Ability to implement financial policy of the company and financial institution
4	Project-economical activity	Executing the duty tasks set by the internship supervisor	ΠΚ-4. Ability to analyze the financial state of the companies and financial institutions. ΠΚ-9. Ability to implement financial policy of the company and financial institution

1. The Students get to know the company structure and the way the departments cooperate, they analyze the company performance.

2. Master Students act as professionals with set job description, implementing the knowledge gained during the study process at their practical work during the internship.

Here the internship program demands from the master Student:

- to find out the problems in the work of the company, find the ways of their solution based on the analytical evaluation and prepare the offers to the company management;
- to learn how to prepare the documents within the competence and in accordance with the chosen research field of the master thesis promptly and effectively;
- to execute the tasks of the company internship supervisor as well as the functions set for the period of internship;
- to learn the job descriptions needed for the professional activity.

3. Gathering, generalizing and analysis of the information and statistical data, laws and legal acts, regulating the work of the company, corresponding with the master thesis topic.

Here the internship program demands from the master Student:

- to get and generalize needed for the master thesis materials;
- to discuss the statistical data with the company internship supervisor;
- to report, if necessary, on the work results at the internship company department meeting;
- to be constantly in touch with the academic supervisor on the process and results of the materials gathering for the master thesis.

4. The result of the internship is the text and research-connected literature overview ready to be used in the master thesis.

Project activities may not be considered as the internship.

All Students obey the rules and regulations of the companies where they undergo the internship.

7. INTERNSHIP REPORTING FORMS

The Student has to present the following documents to the Banking Institute internship supervisor not later than 5 (five) days after the internship is over:

- Individual Student Task Form (Appendix 2 hereto);
- Internship report (Appendix 3 hereto);
- Review of the company internship supervisor, signed and stamped (Appendix № 4 hereto).

Internship Report has to have appendices, to be detailed and contain the following:

- brief description of the structure and the characteristics of the internship company,
- description of the work done during the internship,
- description of new knowledge and skills gained, and the analysis results

Attached to the Report there must be the obtained and processed facts which will be used in master thesis – calculations, tables, schemes, charts, diagrams.

Text part of the Internship Report is not less than 10 pages. No theoretical or general information materials from the reading resources are to be inserted in the report.

The Banking Institute internship supervisor evaluates the report and writes the review using the standard form (Appendix 6 hereto) before the Internship defenses start.

Company internship supervisor review, internship report and attached materials are to be loaded to LMS system within 5 (five) days after the internship is over.

8. INTERMEDIATE ASSESSMENT OF INTERNSHIP

Intermediate assessment of internship is the exam with a 10 points scale of evaluation, approved by HSE.

Evaluating results are used in rating system grade of student academic performance.

The Students who did not do the internship due to respectful reasons, are assigned for internship for the second time, at the spare from the studies time.

The Students who did not do the internship due to disrespectful reasons or who got the not satisfactory mark, are considered to have academic failure. It may be liquidated in accordance with the HSE Regulations for intermediate certification and current control of student academic performance.

The Student who fail to undergo the internship are not accepted for the state final certification.

The Banking Institute internship supervisor fills in the evaluation form (Appendix 7 hereto) basing on the presented materials, and if necessary, gives comments. Resulting grade is formed basing on the evaluation form.

Internship defense is held in case the Student does not agree with the resulting grade. The date for the defense is stated by the Study Office and the Banking Institute internship supervisors.

Defense is held in public in group with the presentation of the research internship results and main paragraphs of the report.

The Banking Institute internship supervisor has to present to the responsible for internship person in the Study office the original of the evaluation form and the following documents:

- Internship report;
- Individual Student Task Form;
- Student Internship Calendar Plan;
- Review of the company internship supervisor;
- The Banking Institute internship supervisor review.

Criteria and grading scale for intermediate assessment of the internship:

10-points scale of evaluating		Sample meaning of the grade
10	Brilliant	Package of documents is full, all documents are signed and approved promptly. The objective of the internship is reached in full or even more: either there is a certain whole product created (e.g. a database is created, scientific article, scientific-publicist or analytical articles, or translated materials are prepared for publication or published); or three or more professional competences are implemented in practice (numerous examples and activity results with the comments of the representatives of the company are presented, evaluated in an expert manner). No remarks from company representatives.
9	Excellent	
8	Almost excellent	
7	Very good	Package of documents is full, but some documents are not signed or approved promptly. The objective of the internship is reached almost in full: either an acceptable product created (e.g. a partial database is created, scientific article, scientific-publicist or analytical articles, or translated materials are partially prepared for publication); or three or less professional competences are partially implemented in practice (some examples and activity results with no comments of the representatives of the company are presented, evaluated
6	Good	

		in an expert manner). Not significant remarks from company representatives.
5	Quite satisfactory	Package of documents is full, but some documents are not signed or approved promptly. The objective of the internship is reached almost in full: either some product created (e.g. a partial database is started to be created collectively, scientific article, scientific-publicist or analytical articles, or translated materials are prepared for publication with minimum help); or three or less professional competences are insufficiently implemented in practice (some examples and activity results with no comments of the representatives of the company are presented, evaluated in an expert manner). Remarks from company representatives.
4	Satisfactory	
3	Bad	Package of documents is not full, The objective of the internship is not reached partially: either the product created is of the doubtful quality (or the authorship is in doubt); or the professional competences are not implemented in practice (no examples and activity results). Bad remarks from company representatives.
2	Very bad	
1	Quite unsatisfactory	

Resulting grade is calculated the following way:

$$Орез = 0,3Орно + 0,7Орнбу, \text{ where}$$

Орно – grade by the company internship supervisor for the work done by the Student,

Орнбу – grade by HSE Banking Institute internship supervisor for the presented by Student package of documents after the internship (stated on the front page of the internship report),

Resulting grade is rounded arithmetically ($\geq 0.5 = 1$).

Plagiarism and falsification of documents are evaluated as 0 points.

9. Features of performing tasks in practice under conditions of restrictive or other measures

In the case of restrictive measures for students, it is permissible to renegotiate the plan for a new graphic practice with a remote format of work. In case of refusal from the profile organization to transfer the practice to a remote format, it is possible to change the place of practice (to an alternative profile organization or the National Research University Higher School of

Economics). If the practice in remote mode is not possible, the practice is postponed to another period.

10. Features of teaching people with disabilities and disabilities

Practical training of students with limited health needs and manifestations with features of psychophysical development, the presence of features and health status.

11. Educational and methodological and information support of practice Reading list and Internet resources needed for internship

#	Title
Main reading	
1	Sparrow, Jane. The Culture Builders : Leadership Strategies for Employee Performance, Routledge, 2017. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1002987 .
2	Sparrow, Jane. The Culture Builders : Leadership Strategies for Employee Performance, Routledge, 2017. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1002987 .
Additional reading	
3	Tracy, Brian. Time Management, AMACOM, 2014. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1390903 .
Internet resources	
1	International monetary fund – www.imf.org
2	Bank for International Settlements – www.bis.org
3	World Bank – www.worldbank.org
4	World trade Organization – www.wto.org
5	European Bank for Reconstruction and Development – www.ebrd.com
6	Organization for Economic Cooperation and Development – www.oecd.org
7	National Bureau of Economic Research (USA)– www.nber.org

12. List of information technologies used for internship, including list of program software and information resources (if applicable)

During internship, Students may use information technologies, including computer simulations, automation sources of software projecting and developing, used in the Company, Internet technologies, etc.

13. Technical resources needed for internship.

Computer, access to Internet.