

APPROVED by
Academic Committee
of the 'Economics and Economic Policy'
Master's Programme
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Internship Programme
for the 'Economics and Economic Policy' Master's Programme

*Developed by Academic Committee
and Academic Supervisor of the
'Economics and Economic Policy'
Master's Programme,
for students of the 2022 and 2023 intakes*

Abstract

Practical training is a format for organizing educational activities under this programme, whereby students pursue works related to their future professional/career activities, all aiming to develop, instill and cultivate practical skills and competencies in line with the focus of their programme. This is all possible thanks to the application of practical training elements (PTE). The modes of practical instruction are specified for HSE University learners in the "Internship" module of their programme's curriculum.

The internship programme includes descriptions of the degree programme's curricular elements, organized as practical training and grouped under the "Internship" module of the curriculum.

The procedures for the provision of PTE to HSE University students are covered by the [Regulations on Practical Training of Students under Bachelor's, Specialist and Master's Degree Programmes at HSE University](#).

Section 1. General Information

Year	PTE	Total credits	Period	Obligatory/elective
1,2	Project	Year 1: 5 (190 hrs), Year 2: 2 (76 hrs)	Modules 1-4 (Year 1), Modules 1-3 (Year 2)	Obligatory
2	Drafting a thesiswork*	13 (494 hrs)	During the academic year. Thesis defense is at Final State Certification in June. Deadline to	Obligatory

			upload thesis text to VLIS – <u>15.05.2024</u> <u>22:59</u>	
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*Defenses of thesis works are an obligatory part of the Final State Certification.

Important Deadlines:

Internship Type	Deadline for approving student's assignment	Deadline for submitting an interim draft / report	Deadline for submitting a final draft / report
Project	By the PTE official start date	To be determined by project head	No later than the first day of the examination period of the respective module (for Year 1: June 21, 2024; for Year 2: March 25, 2024)
Thesis work	By December 15	To be determined by thesis supervisor	15.05.2024 22:59

SECTION 2. Project-based Internship

2.1. PTE Goal

The goal of project-based internships is to instill teamwork skills in students, specifically for the purpose of the generation of unique outcomes (e.g., products, services, etc.) with specific features and limited access to resources, as well as offer learners the opportunity to acquire special skills, which can be instrumental in applied project activities.

The project internship type, depending on its character and objectives, may have prerequisites, which should be set by the project supervisor, and may list courses, which are preferable to have been studied by candidates for involvement in the project process.

2.2. Contents and Special Aspects

Participation in the research project seminars under the “Economics and Economic Policy” programme held by the Faculty of Economic Sciences is obligatory. At these seminars, students discuss their current areas of analysis and various research outcomes. All participants are expected to take part in seminar discussions. These discussions are held in the form of

defences of submitted hypotheses, proposed analytical methods, and applicable research outcomes.

After registering for a project and clearing their participation therein with project supervisors, students cannot leave their project at their own will, without the approval of the supervisor. If a student unilaterally leaves a project, the project head shall have the right to assess the works of said student as unsatisfactory, thus resulting in an academic failure.

The Project Support Unit organizes project activities out of the Faculty of Economic Sciences.

2.3. Assessment and Reporting

Based on the project's results, students shall present their reports. A report is a document authored by a student specifying the progress with their individual assignment, attained skills and abilities and developed competencies during the project's implementation. Project reports shall be submitted electronically and cover the following issues and information:

- goal and objectives of the project;
- list and detailed description of tasks an intern carried out during the project;
- description of final project outcomes;
- description of a student's project experience (what new things they have learned, difficulties encountered and overcome, etc.);
- self-assessment of personal achievements.

A project head shall assess students' work in line with the criteria specified in the grade sheet for the given project. Upon the completion of the project, the project head will fill in the grade sheet and award grades for each student's work, as well as credits for the overall workload on the project. The grade sheet must be submitted to the Projects FES system within 5(five) days after the completion of the examination period of the module during which the project was finished.

Section 3. Thesis Works as an Internship Type

3.1 Goal

The goal of the practical training completed in the form of thesis composition is to further expand, consolidate and build on knowledge and skills, obtained when engaged in project work throughout academic processes.

Prerequisites for the thesis writing shall include a student's mastery of a previous part of the degree programme in a sufficient volume for their participation in this type of practical training.

Owing to the introduction of the project-based learning model, thesis works shall be considered part of project activities, with project work carried out through project team efforts.

3.2. Contents and Special Aspects

The thesis should be a final research work on a proposed topic, executed as a part of a project work individually or as a part of a project group (consisting of no more than 3 people). In exceptional cases the number of authors of a group thesis may be increased by decision of the academic director and the head of Research Project Seminar. The thesis must demonstrate the ability of the author (authors) to work with literature, summarize and analyze factual material, using theoretical knowledge and practical skills gained during the acquisition of the educational programme, and also contain results that represent an increase in knowledge.

A thesis topic may either build on analysis previously started by a learner (their earlier term paper works can be cited in thesis works) or pursue new spheres of knowledge.

The thesis work coincides with students' final stage of studies, so learners must demonstrate their universal, general professional, and professional skills.

The recommended volume of a thesis work is 80,000 characters, including spaces (approximately 40-50 pages of printed text without attachments, A4 size, font 12 line spacing 1.5) for individual work. For group work, the recommended volume may be larger.

Such works should be composed during the given academic year, in line with set deadlines (i.e., interim stages for thesis drafts, as well as submission of a work plan, interim draft, etc., as approved by the thesis supervisor (co-supervisor)):

- **before November 12** of the current year, students should agree on a thesis topic with their project supervisor (or co-supervisor), where they are participants; learners taking part in team projects should specify the topic with a uniform, agreed-upon, name in the special module of VLIS;
- **before November 20** of the current academic year, the academic supervisor of the programme should approve the thesis topics for all students; any student who does not select a topic by this deadline will be issued academic failure;
- **before December 15** of the current academic year – approval of a thesis topic, as per a directive from the dean, specifying each thesis work's supervisor (co-supervisor); amendments and adjustments to thesis topics need to be approved no later than 15.04.2024 with the consent of the programme's academic supervisor (students should file an application in this regard via a special module in VLIS);
- **no later than 15.05.2024 22:59** – upload of the final version of thesis work to special VLIS module for further checks in the Antiplagiat system; students who fail to meet this deadline shall not be admitted further to the defense process and can be dismissed at the HSE initiative.

In terms of content, thesis works shall be carried out as academic research and presented in its finalized version (a research-focused thesis).

Theses may be produced by individuals, or as part of a group with up to three participants. In exceptional cases, the total number of students in a given group may be expanded with the approval of the programme's academic supervisor, track supervisor and head of the thesis group. With respect to collective theses, the following special aspects shall be taken into

account:

- the directive on approval of thesis topics and supervisors shall specify the collective format of thesis writing;
- a thesis group can be overseen by several supervisors (e.g., a supervisor and co-supervisor);
- group theses should include a section, which explicitly describes the portion of the work carried out by each student, as well as their contribution to the overall research outcome, and (if necessary) a description of the group work implemented jointly by all group participants;
- when performing group work, each participant is recommended to demonstrate skills in working with data (collection, processing), econometric calculations, and substantiating the results;
- students engaged in group work bear collective responsibility for the final result. The defense grade may vary for students of the same group depending on the answers to questions and contribution to the overall result;
- students may move from one group thesis project to another, or move to the individual composition of a thesis, e.g., with the alienation of a part of the generated results, only with the approval of the head of the team, which he/she is leaving, as well as the head of the team (individual thesis supervisor), which he/she plans to join, and the programme's academic supervisor, before the end of Module 2.

3.3. Assessment and Reporting

The final stage of the thesis composition is its defense (held either face-to-face or via videoconference) before the state examination board. Students, who have successfully completed the programme in full, will be able to proceed to their thesis defense.

Thesis defences shall be held according to the set timetable for holding final state examinations at a meeting of the examination board for a respective field of study, with the involvement of at least two third of the respective board's members.

The final grade for the thesis is assigned to each student collegially by members of the State Examination Committee. The Committee takes into account the assessments of the work supervisor, reviewer, and representative of the customer company (in case of applied thesis), but may assign a different final grade.

3.4. Approximate Grade Structure with Respect to Project-based or Research-based Thesis Works:

Thesis works completed by students either individually or as part of a group, shall be assessed in line with the following criteria:

- research should relate to economic sciences;
- a thesis topic should be based on a substantive research question, be relevant, scientifically significant or have practical value;

- a thesis should contain a comprehensive overview of academic literature, indicating the contribution of the work to the development of research on the selected topic;
- a thesis work should contain a critical independent assessment of theses, arguments, empirical assessments obtained from previously conducted studies in recent years, critical thinking and creativity are demonstrated when working with data and modern methods of its analysis;
- a thesis paper should reflect student's work with original databases/empirical models, and/or include an independent theoretical model built in accordance with modern requirements in this field of scientific knowledge;
- a thesis should contain an informative presentation of the results of calculations and assessments (descriptive statistics, models, formulations of statements, conclusions, results of evaluation of empirical/econometric models);
- references, as well as a list of references, equations, figures and tables should be correctly formatted;
- a thesis should demonstrate the absence of plagiarism and the independence of the student's work;
- during the defense, the student should demonstrate the mastery of both universal, general professional and professional competencies, as well as special competencies in the field of research;
- during the defense, the student should show strong knowledge of the material and provide reasoned answers to the Committee's questions and comments from the reviewer and supervisor.

Grading

The work failing to go beyond descriptions or reviews of the subject at hand cannot be given a grade over "satisfactory" (that is, 4-5 points on a 10-point scale), even if it features independent judgements and critical evaluations. Works with an independent research component, however featuring significant flaws (e.g., incorrect application of known methods), normally cannot contend for an "excellent" grade. Works featuring original theoretical results or requiring special skills (e.g., programming), with all else being equal, may be given a higher grade. Unsatisfactory grades (1, 2 or 3 on a 10-point scale) shall go to works not allowing for a conclusive judgement as to the development of skills, required for earning a Master's degree in a respective field of study.

A "0" grade may be issued in the following instances:

- If a student has commenced the thesis defense process, but refuses to continue their presentation, he/she will be issued a "0" grade, as per the meeting minutes of the local state examination board;
- Upon instances of plagiarism or forgery, upon the upload of thesis works to the special VLIS module for review in the Antiplagiat system, or in cases of fabrications of data of

research work outcomes, as uncovered by members of the local state examination board during the defense process;

A detailed description of all stages of the thesis process, as well as compositional criteria, is provided in the Methodological Guidelines for Writing Thesis Works for Students in the “Economics and Economic Policy” Master’s programme.

Section 4. RESOURCES AND TERMS FOR IMPLEMENTATION

4.1. Resources, Equipment and Facilities for Internships

During the internship process, students may utilize various information technologies, including tools for design automation and software development, applied in the host organization, as well as internet technologies, etc.

Supplies and equipment for internships, if required, shall be stipulated in agreements for practical training with individual organizations. The provision of specified supplies and equipment shall satisfy current sanitary and fire safety requirements, as well as occupational safety techniques.

4.2. Special Aspects for Meeting Internship Tasks under Restrictive Measures

While restrictive measures are still in effect, the University-based completion of internships (if this is a norm in the usual situation), as per the decision of the University or, if such powers are delegated to the programme, the programme’s Academic Committee, may be replaced with the remote format for internship completion.

Other special aspects for implementing internships under restrictive measures shall depend on what said restrictions are and shall be specified by the administration bodies of the University, the faculty or the programme.

Section 5. Special Features of Organizing Learning Processes for Persons With Disabilities or Health Issues

Practical instructions for learners with limited mobility, health issues and disabilities shall be organized with consideration of their psychophysical development, individual abilities, and health condition.