**Federal state autonomous educational**

**institution of higher education**

**National research university**

**“Higher school of economics”**

Banking Institute

Internship Task Form

To Student

*(Full name)*

of the 2nd year of HSE Banking Institute Master education program, group MFA211, field of study 38.04.08 Finance and Credit

Internship type: research, in-site

Internship period is from «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 2023 till «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 2023.

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name the company, accepting the Student for the internship)*

Master thesis topic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In accordance with the Master thesis topic it is assigned to learn the following theoretical questions:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To learn the company workflow, as well as to analyze the economic indicators to find out the company financial stability and development perspectives:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To choose the tools for company improvement tasks solving (found problems):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task is set «\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_\_.

Task to completed and reported «\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 201\_\_\_.

Banking Institute Internship supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(position,degree and/oracademic title)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full Name) (signature)*

APPROVED:

Company internship supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(position)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full Name) (signature)*

TASK IS accepted:

Student of group # MFA1\_1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full Name) (signature)*

*Student Internship Calendar Plan Form*

**Federal state autonomous educational institution of higher education
- National research university
"Higher school of economics"**

Banking institute

**Internship Calendar Plan**

Student

*(Full Name)*

of the 2nd year of the Banking Institute Master program “Financial Analyst”, field of study 38.04.08. “Finance and Credit”, group MFA211

Internship type: on-site (scientific-research)

Internship period from «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 2023 till «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 2023.

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the organization where the student is accepted for internship)*

|  |  |  |
| --- | --- | --- |
|  | **Internship task** | **Supervisor conclusion****(***fulfilled/ partially fulfilled/ not fulfilled***)** |
| Week 1 |  |  |
| Week 2 |  |  |
| Week 3 |  |  |
| ………… |  |  |
| ………… |  |  |
| Week 8 |  |  |

Company internship supervisor report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company internship supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(position)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name ) (signature)*

*Internship Report Form*

**Federal state autonomous educational institution of higher education
- National research university
"Higher school of economics"**

Banking institute

Educational master program “Financial Analyst”

Field of study 38.04.08 “Finance and Credit”

**INTERNSHIP REPORT**

**Fulfilled by**

MFA 211 group student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(signature)*

**Checked by**

Company internship supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(position)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(grade) (signature)*

Banking Institute internship supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(position, degree or academic title)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(grade) (signature)*

Moscow, 2023

Text part of the research internship report is to have not less than 10 pages, not counting the appendices).

Following parameters are to be used: line spacing is 1.5, size – 14, font - Times New Roman.

Text is to be printed with following side spacing: left – not less than 30 mm (depending on the space needed for the stapling), right – 10 mm, upper – 20 mm, lower – 20 mm. Text alignment is – justified.

All basic components – title, content, introduction, chapters, reading list - are to be divided by the new page break insertion.

Tables are to be done with font 12 with 1 line spacing without paragraph indent.

Report text should not contain general or theoretical provisions, taken from literature sources or company of the internship webpage.

Internship report with appendices has to be detailed and have following sections:

**CONTENT**

**INTRODUCTION**

* *Internship purpose;*
* *Following tasks are set for the internship*: [enumerate tasks];
* *Subject of the research*;
* *Object of the research – grounds for choosing the company for the internship in accordance with Individual Student Internship Task.*

**COMPANY BRIEF DESCRIPTION**

*This report section contains:*

* *Brief structure and general description of the company: description of the objectives and types of company activities, legal form, organizational structure, provided services/goods, company’s department cooperation schemes, analysis of the company, and significance of the department chosen for the internship;*
* *Assessment of the company's competitiveness, including: description of the works done by the company, description of the partners and clients, description of the main competitors, assessment and analysis of the company’s competitiveness;*
* *Financial state of the company based on the applicable parameters calculations and analysis.*

**DESCRIPTION OF PROFESSIONAL TASKS WHICH STUDENTS FULFILL DURING INTERNSHIP**

This report part is filled in by the student in accordance with tasks and objectives of internship program and individual task.

**INDIVIDUAL WORK REPORT**

* *Description of the work during internship – description of the work done, exactly work with data, company reporting data, analytical materials;*
* *Presenting the results of internship individual task fulfillment;*
* *Systemizing of the materials, gathered during internship to be used for the Master thesis;*
* *Presenting the independent research works done during the research internship by the company task or by personal initiative within working on the Master thesis.*

**CONCLUSION**

* *Conclusions and recommendations on the improving of the activity or its elements, executed by the student during internship;*
* *Information about new knowledge and skills, and results of the analysis during the internship;*
* *Reading list has to be presented the following way:*

*list and annotated review of the used by the student:*

*- regulatory materials (standards, industry guidance and teaching materials),*

*- scientific and special literature (monographs, scientific collections and publicistic and scientific articles, essays),*

*- used technical and software tools and Internet websites.*

**APPENDIX**

*Appendices to the report should have gathered and processed facts and materials, including the materials to be used for the Master thesis – needed calculations, tables, schemes, graphics and diagrams.*

*Review of the Company Internship Supervisor Form*

 **INTERNSHIP REVIEW**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name)*

of the 2nd year of the Banking Institute Master program “Financial Analyst”, field of study 38.04.08. “Finance and Credit”, group MFA 211

Internship type: on-site (scientific-research)

Internship period from «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 2023 till «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 2023 .

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of the organization where the student is accepted for internship)*

During the internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Student Full name)*

researched \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(list of the questions researched during the internship in the company)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The student got the following knowledge and practical skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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in the field \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of company’s activity.

Student showed the following business characteristics[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gained professional skills during theoretical and practical courses of Master program of the field of study 38.04.08. Finance and Credit prove the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ level of the student readiness to work in the sphere \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship conclusions practical value[[2]](#footnote-2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Internship may be evaluated as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(grade)*

Company internship supervisor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(position)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Full name) (signature)*

«\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_ .

stamp

*Form confirming*

*the instructing*

**Moscow 2023**

**Confirmation of instructing**

2nd year HSE Student of group MFA 1\_1, studying at the Banking Institute Master program “Financial Analyst”, field of study 38.04.08 “Finance and Credit”

 ,

*(Full name)*

appointed for professional internship to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 *(name of the hosting company)*

was instructed on:

* labor protection requirements,
* safety requirements,
* fire safety requirements,
* the organization’s internal labor regulations.

Company internship supervisor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

*position signature Full name*

«\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ .

1. Company internship supervisor evaluates basing on the following criteria: attendance, participation in the set tasks solving, personal initiative and tasks fulfi8lling, learnability, personal organization and discipline, flexibility and readiness to help in solving the appeared problems. [↑](#footnote-ref-1)
2. Data on fullness and quality of the gathered information about the company, analysis of the problems and offered ways of solving [↑](#footnote-ref-2)