

**Practical Training**  
**EP Science of Learning and Assessment, training direction**  
**37.04.01 – Psychology, 44.04.01 – Pedagogy**

Developers:  
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**Abstract**

Practical training in the "Science of Learning and Assessment" educational programme consists of such types of work as writing a Master's thesis, carrying out project work and completing an internship. All elements of practical training contribute to the formation, consolidation and development of practical skills and competences in the profile of the educational programme, including: planning and conducting research, organising and participating in scientific and applied events (conferences, seminars, open lectures, summer schools), interaction with practitioners, communication skills and problem solving.

The internship program includes a description of the educational program curriculum elements organized in the form of practical training and grouped in the «Practice» module of the curriculum.

**Section 1. General Provisions:**

For the track “Psychometrics and Developmental Science” (main track)

<b>Year of study</b>	<b>Type of internship</b>	<b>Element of practical training (PTE)</b>	<b>Feature 1<sup>1</sup></b>	<b>Feature 2<sup>2</sup></b>	<b>Credit units per student</b>	<b>Academic hours per student</b>	<b>Internship period</b>
1, 2	Project	Project	C	F	9	342 ac. hours	2025 – 2027 academic years
1	Research	Term paper	C	S	4	152 ac. hours	2025 – 2026 academic year
2	Research	Master's thesis Research	C	S	16	608 ac. hours	2026 – 2027 academic year

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<sup>1</sup> Compulsory (C) – PTE is mandatory for all students of the degree programme  
Elective (E) – the student has the opportunity to complete one or several items from the proposed list of curriculum elements in the «Practice» module of the curriculum.

<sup>2</sup> Scheduled (S) – PTE must be completed strictly in the current academic year.

Free (F) – PTE can be completed throughout the entire period of study until the start of the final module of the graduating year.

		(preparation and defence)					
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For the track “Teaching and Assessment” (dual qualification program)

Year of study	Type of internship	Element of practical training (PTE)	Feature 1 <sup>3</sup>	Feature 2 <sup>4</sup>	Credit units per student	Academic hours per student	Internship period
2	Project	Project	C	F	3	114 ac. hours	2026 – 2027 academic year
2	Professional	Internship	C	S	4	152 ac. hours	2026 – 2027 academic year
1	Research	Term paper	C	S	4	152 ac. hours	2025 – 2026 academic year
2	Research	Master’s thesis Research (preparation and defence)	C	S	15	570 ac. hours	2026 – 2027 academic year

## Section 2. Description of internship content

### 2.1. Project

#### 2.1.1. PTE purpose, objectives and prerequisites

Students' project activities are organised in order to develop professional and project competences, which are enshrined in the HSE University educational standards and the concept of the educational programme. Independent project is a key activity of the student when participating in project activities. The project involves the development, selection and implementation of project solutions. Students act as authors of a product that may become part of their project portfolio. Project activity is a mandatory part of the curriculum for all students of the EP "Science of Learning and Assessment", regardless of the track, and has no mandatory prerequisites.

#### 2.1.2. Milestones

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<sup>3</sup> Compulsory (C) – PTE is mandatory for all students of the degree programme

Elective (E) – the student has the opportunity to complete one or several items from the proposed list of curriculum elements in the «Practice» module of the curriculum.

<sup>4</sup> Scheduled (S) – PTE must be completed strictly in the current academic year.

Free (F) – PTE can be completed throughout the entire period of study until the start of the final module of the graduating year.

Students are required to take part in project activities during the entire period of study on the educational program. No later than the beginning of the 4th module of the second year of study, students must submit to the study office confirmation of participation in the projects' implementation with a total labour intensity of at least the credits number provided for in the curriculum of the educational program.

### 2.1.3. Other materials

The students' project activity of the Institute of Education is regulated by the methodological recommendations of the Project Office of the HSE Institute of Education.

Up-to-date information about the dates of control points, content, development features, evaluation and reporting, as well as resources available for the implementation of projects, is available in the electronic resources of the Project Office: <https://ioe.hse.ru/project-training/student>.

## 2.2. Internship/pre-graduate practice

### 2.2.1. PTE purpose, objectives and prerequisites.

The purpose of the internship is to provide students with professional experience, professional knowledge and skills.

For students studying on the educational track with an optional additional qualification in the direction of "Pedagogy", internship is conducted in the format of pedagogical internship.

Internship in an educational organisation includes various types of pedagogical and methodological activities:

- teaching (designing curricula, its implementation, conducting training sessions),
- educational (visiting and analysing colleagues' training sessions),
- activities related to the development of individual assessment tools or systems, interpretation of the results of external monitoring.

### 2.2. Milestones

Control point	Date
Approval of internship/pre-graduate practice places, agreement on practical training contract with external organizations	No later than December 15 of the second year of study
Preparation and signing of contract and assignment for the internship/pre-graduate practice passing	No later than January 15 of the second year of study
Reporting documents submission on the internship/pre-graduate practice passing to the Study office	No later than May 15 of the second year of study

### 2.2.3. Content and key features of practical training

2.2.3.1. Students studying on the educational track with an optional additional qualification in the direction of "Pedagogy" are interning in educational organisations of basic, secondary, higher, additional (including professional) education, as well as commercial

organisations whose main activity is to provide educational services (Edtech-companies). The internship can be carried out in the structural divisions of the HSE University (mainly the Institute of Education).

2.2.3.2 The performance of internship provided for the curriculum of the EP not at the HSE University (a branch of the HSE University) done by the basis of contracts with Organizations, regardless of their organisational and legal forms and forms of ownership. Contracts are concluded by preparing a document signed by the HSE University and the relevant Organization, according to the standard form of the contract for the internship of University students. Contracts of practical training can be:

- framework, in which framework students can be sent to practise in the organisation by agreement through curators from both sides;
- individual for particular students / student only for the period of their internship;
- an agreement in the form of an exchange of an offer letter and acceptance between the university and the organisation for particular students / student.

In exceptional cases, it is allowed to prepare contracts according to the form of the Organization.

If it is impossible for one reason or another to conclude a direct contract with the Organization, the student's internship can be conducted on the basis of an agreement concluded by the HSE University and the Organization by exchanging letters and other documents (in accordance with paragraph 2 of Section 434 of the Civil Code of Russian Federation). The approximate form of the HSE University offer letter is established by the Regulation on Practical Training of Students under Core Bachelor's, Specialist and Master's Programmes at HSE University.

2.2.3.3. The internship is managed by the Head of the HSE University internship (hereinafter referred to as the Head of the Internship), appointed by order of the Director of the Department of Educational Programs of the Institute of Education from among the persons belonging to the academic leaders and/or teaching staff of the Department of Educational Programs (hereinafter referred to as the Department).

2.2.3.4. Head of Internship from HSE University:

- agrees with external organisations the admission of students to practise;
- informs students and external organisations about various aspects of internship/pre-graduate practice;
- develops individual assignments for students to complete;
- provides organisational and scientific-methodical assistance in organising and carrying out students' internship (establishes contact with the head of the internship from the Organization (if available), participates in the distribution of students to internships in the organisation or department of the HSE University);
- recommends basic and additional literature to the students within the framework of their internship;
- conducts individual consultations with students;
- controls the process of the work placement;
- receives reporting materials from the student based on the results of the internship, evaluates the results of the student's internship.

2.2.3.5. Directly at the place of internship, the internship is managed by the head (managers) of the internship from among the employees of the Organization (hereinafter referred to as the Curator of the internship from the Organization). The duties of the Curator of the internship from the Organization are established in the contract with the Organization or in a separate letter.

#### 2.2.4. Grading and reporting

2.2.4.1. The content of the internship is determined by the student's individual assignment for the internship (hereinafter referred to as the Individual Assignment, Appendix 1). The individual task is formed by the Head of the Internship together with the student, taking into account the professional interests of the student, the level of theoretical training of the student, in terms of both the major and optional components of study at the time of the internship, as well as the specifics of the Organization in which the student is practising.

The individual assignment contains a description of the tasks that the student must complete during the internship. The individual assignment in the final form is agreed upon by the Head of the Internship and the Head of the Internship from the Organization and is provided by the student to the study office of the EP at least two weeks before the start of the Internship. In case of registration of internship by contract, the Individual task is an appendix to the contract and is signed by both sides. In the case of registration of the internship by a letter of consent, the Individual assignment is an attachment to the letter and is signed by the Head of the Internship and the Head of the Internship from the Organization.

2.2.4.2. Following the results of the internship, students submit an Internship Report (hereinafter referred to as the Report) and a Review of the curator of the internship to the Study office of the EP.

The report (Appendix 2 of the programme) is made according to the requirements and contains data about the date and place of the internship, practical tasks (from an individual assignment). The placement report is a student's document reflecting the work done by the student during the internship, the skills and abilities acquired, the competences formed. The report must contain the grades signed by the Head of the Organisation on the completion of the tasks, signed by the student and the Head of the Internship and is the main document reporting on the internship.

The Report may be accompanied by additional reporting materials characterising the content of the work and/or the results of the student's work during the internship.

The curator of the internship from the Organization also makes a review of the student's practical training (Appendix 3 to the Program). The curator's review reflects the professional tasks performed by the student during the internship, the completeness and performance quality, the student's attitude to the tasks received during the internship, as well as the overall assessment of the student's professional competencies and conclusions about student's professional suitability. The review is signed by the Head of the Internship from the Organization and stamped. The student is responsible for timely provision of feedback from the Head of the Internship from the Organization.

The report and additional materials must be submitted to the EP study office in full electronic form no later than 3 (Three) working days from the end of the internship.

#### 2.2.4.3. The duties of students during the internship include:

- performing Individual tasks;
- compliance with the labour regulations in force in Organisations;
- compliance with occupational safety and fire safety requirements in Organizations.

2.2.4.4. The sources of information for performing an Individual task can be documents (reports, archives, publications), both internal and external, as well as data obtained by interviewing employees and managers of the Organization (questionnaires, informal interviews) and as a result of personal observations of the student.

2.2.4.5. Interim certification in internship is preceded by ongoing control, namely: independent work (filling points of an individual report on internship by a student), face-to-

face consultations with the Head of the Internship. The task of the current control is to monitor the student's activities during the internship period in accordance with the established schedule and identify /eliminate problems related to the organisation of the internship.

The criteria for evaluating the current control are:

- the current task of the individual plan is completed on time;
- the task has been completed in full;
- the student demonstrates the skills of working with information according to an individual task, is able to analyse the studied documents, set further tasks and identify problematic issues.

2.2.4.6. For students studying on the educational track with an optional additional qualification in the direction of "Pedagogy", interim certification in internship is carried out in the form of an exam. The final grade is set according to the control element "Lesson analysis". The score is set on a 10-point scale.

The control element "Lesson Analysis" (G) is calculated using the following formula:

$G = 0.3 * G \text{ (introspection of the lesson)} + 0.3 * G \text{ (mutual analysis of the lesson)} + 0.4 * G \text{ (analysis of the lesson by the Head of the Internship)}.$

During the internship period, the Head of the Internship attends students' classes, evaluating them on the basis of a criteria table. The criteria can be specified, but must be brought to the attention of students before the Head of the Internship visits the lesson. At least once during the internship period, the student conducts a self-analysis of the lesson and provides it to the Head of the Internship within 5 days. At least once during the internship period, the student attends the class of his classmate and analyses it. This mutual analysis is also provided to the Head of the Internship within 5 days.

Introspection and mutual analysis of the lesson are conducted on the basis of the same criteria table and are a free-form text in which the points awarded for each of the criteria are argued.

The recommended text size is 3,500 signs with spaces. Reasoned analysis and introspection are evaluated according to the following criteria.

Criterion	full compliance with the criterion	minor flaws in the disclosure of the criterion	significant flaws in the disclosure of the criterion	non-compliance with the criterion
For each aspect of the lesson, the following are highlighted:				
positive aspects	3	2	1	0
deficits	3	2	1	0
recommendations are given	3	2	1	0
There is an argumentation from the point of view of theoretical provisions	3	2	1	0
Examples of more successful technologies / techniques are given	3	2	1	0
Based on the results of the analysis, a reasonable conclusion was made about the lesson	3	2	1	0
The text is constructed logically and competently	2	1	0	
Total	20	The final score is divided by 2 and rounded according to mathematical rules.		

Maximum score: 10 points.

The assessment for the analysis of the report on the internship is the final assessment for the internship and is entered in the statement.

Students who have not completed an Internship for a good reason are sent to internship a second time, in their free time.

Students who have not completed Individual assignments without a valid reason and/or who have received an unsatisfactory assessment based on the results of their internship are considered to have academic debt. The debt can be liquidated in accordance with the Regulations on the Organization of intermediate Certification and ongoing monitoring of the progress of HSE students.

## 2.2.5. Resources

The list of educational literature and Internet resources necessary for the internship:

Basic literature:

Evers, A., Hagemester, C., Høstmælingen, A., Lindley, P., Muñoz, J., & Sjöberg, A. (2013). EFPA review model for the description and evaluation of psychological and educational tests. Test review form and notes for reviewers. Version 4.2, 6.

Bhattacharjee, A. (2012). Social science research: principles, methods, and practices. Textbooks Collection. Retrieved on November, 10, 2015.

Additional literature:

Baturin, N. A., Vuchetich, E. V., Kostromina, S. N., Kukarkin, B. A., Kupriyanov, E.A., Lurie, E. V., ... & Shmelev, A. G. (2015). The Russian Personnel Testing Standard (a temporary version created for wide discussion in 2015). *Organizational psychology*, 5 (2).

During the internship, students can use information technologies, including computer simulations, automation tools for design and software development used in the profile organisation, Internet technologies, etc.

#### 2.2.6. The key features for assignments under PTEs under restrictive or other measures.

In the conditions of restrictive and other measures, if it is impossible to provide accounting documents on practical training, the student sends the accounting documents to the program manager by email; the program manager, on his part, ensures their storage until the termination of restrictive measures, after which the student provides the original documents signed by the Head(s) of the Internship.

### 2.3. Term Paper

#### 2.3.1. PTE purpose, objectives and prerequisites

Term paper is a specific type of educational activity – a students' practical training form. The implementation of the term paper by the student contributes to the deepening of knowledge and skills acquired during theoretical and practical classes, instils the skills of the independent material study on the term paper topic, as well as develops the competencies of analytical, research and project activities, work with information.

For the main track Psychometrics and Developmental Science term paper should be in English, for dual track Teaching and Assessment - in English or Russian.

#### 2.3.2. Milestones

The control points and stages of preparation of term papers are defined by Appendix 8 to the Regulation on Practical Training of Students under Core Bachelor's, Specialist and Master's Programmes at HSE University.

#### 2.3.3. Content and key features of practical training

2.3.3.1. The volume of term paper in the general case is about 72 thousand characters (about 40 pages) of the original text written during training in the program and under the direct supervision of the supervisor and other teachers and in connection with the educational process. The volume of the term paper may vary based on the selected format of the work.

#### 2.3.3.2. General requirements for the content of the term paper:

- the topic and objectives of the term paper should be significant for the development of the education system or neuroscience, correspond to or be at the intersection of the student's interests and the Institute of Education;
- conclusions and results obtained in the term paper should be based on a sufficient and reliable scientific basis;
- the term paper should demonstrate the author's ability to apply the methodology of scientific research or the methodology of finding and analysing solutions and designing their implementation to achieve the goals set;
- the term paper should demonstrate a high level of critical thinking, intellectual courage and independence of the author;

- in the term paper, in the process of its preparation and defence, the author must demonstrate the skills of academic writing and communication, presentation of the results of the work.

#### 2.3.4. Grading and reporting

The final grade for the term paper is set by the Commission. The members of the Commission, when making an assessment, take into account the feedback provided by the Supervisor and rely on the following criteria:

- the problem/topic formulation is clear and guides all subsequent research;
- theoretical/practical relevance is justified;
- research questions, goals and objectives of the study are formulated correctly;
- the literature review of sources on the research topic is relevant and representative;
- theoretical and practical bases of the work have been formed;
- the literature review is well structured;
- methodology is adequate for finding answers to research questions;
- correct definitions of key constructs and concepts;
- research methods are valid and reliable;
- the methods of analysis are relevant to the objectives of the study;
- structure is clear and relevant to the goals and objectives;
- clear and relevant academic language;
- high-quality presentation of data in the form of tables and figures.

Each work is checked in the "Anti-Plagiarism" system for the presence of borrowings. The volume of the borrowed text in the term paper cannot exceed 20%. Exceeding this figure is brought to the attention of the supervisor and the Commission for the defence of the term paper by the manager of the EP and may become the basis for lowering the assessment or issuing an unsatisfactory assessment, as well as for disciplinary action. If plagiarism is found in the text, the procedure of the Supervisor's actions corresponds to the procedure established by the local regulations of the HSE (Appendix 2 to the Internal Regulations of the HSE Students). If there are permissible borrowings, the supervisor represents a review of the work performed by the student, in which he gives a conclusion about the originality of the text.

#### 2.3.5. Resources

In the process of writing the term paper, students use the resources of the HSE library, electronic information resources provided by the HSE library by special subscriptions, and can also use information technologies, including computer simulations, automation tools for design and software development used in the profile organisation, Internet technologies, etc.

### 2.4. Master's Thesis

#### 2.4.1. PTE purpose, objectives and prerequisites

The final qualification work (hereinafter referred to as the FQW, Master's thesis) is a specific type of educational activity - a students' practical training form. The implementation of the Master's thesis by the student contributes to the deepening of knowledge and skills acquired during theoretical and practical classes, instils the skills of independent study of the material on the topic of the Master's thesis, as well as develops the competencies of analytical, research and project activities, work with information.

#### 2.4.2. Milestones

The control points and stages of the preparation of the Master's thesis are defined by Annex 8 to the Regulations on Practical Training of Students under Core Bachelor's,

Specialist and Master's Programmes at HSE University, as well as the Regulations on State Final Certification of Students under Core Bachelor's, Specialist and Master's Programmes at HSE University.

#### 2.4.3. Content and key features of practical training

##### 2.4.3.1. The following Master's thesis formats are allowed on the Program:

2.4.3.1.1. Research Master's thesis in English for the track "Psychometrics and developmental science" (main track); In English or Russian for the track "Teaching and assessment" (dual qualification program).

2.4.3.1.2. Portfolio (article) in Russian or English. Requirements for the article to be included in the portfolio:

- it must be an article in a journal indexed by Web of Science, Scopus, or included in the HSE 'white list', relevant at the time of sending the article to the editorial office,
- the student must be the sole author or the first co-author in this article. The "first co-author" concept implies that it is the student who builds the logic of the research, analyses and writes the main text, as well as communicates about the article (is the corresponding author),

- at the time of the dissertation defence, the article must be accepted for publication (have the accepted status) OR it must have time to pass a review, according to the results of which a response to the reviewer should be prepared, edits made to the text and the revised article should be sent back to the journal. The risks regarding the processing time of materials in the editorial office are assumed by the student, and if the response time from the editorial office is delayed, he must reorganise in time and prepare the text of the research Master's thesis for defence. The article can be in Russian or English,

- short summary of the study (proposal) of 5-6 pages, containing the research program (problem, relevance, basic concepts and theoretical framework, methodology and the main results and conclusions of the study).

2.4.3.2. The Master's thesis portfolio form for each student of the Program must be approved by the Academic Council of the Program.

2.4.3.3. Each work is checked in the "Anti-Plagiarism" system for the presence of borrowings. The volume of the borrowed text in the Master's thesis cannot exceed 20%. Exceeding this figure is brought to the attention of the supervisor and the Commission for the defence of the term paper by the manager of the EP and may become the basis for lowering the assessment or issuing an unsatisfactory assessment, as well as for disciplinary action. If plagiarism is found in the text, the procedure of the Supervisor's actions corresponds to the procedure established by the local regulations of the HSE (Appendix 2 to the Internal Regulations of the HSE Students). If there are permissible borrowings, the supervisor represents a review of the student's completed Master's thesis, in which he gives a conclusion about the originality of the text.

If a student uses the text of the term paper as part of his/her Master's thesis, it is necessary to mark the relevant chapters with a footnote, where there will be a link to his/her term paper.

#### 2.4.4. Grading and reporting

2.4.4.1. Upon completion of the Master's thesis, the student receives feedback on the work, comments and recommended grades from the Supervisor and Reviewer. The evaluations of the Supervisor and the Reviewer are reflected in the reviews.

2.4.4.2. When evaluating the Master's thesis, the supervisor is guided by the criteria specified in the sample review of the supervisor (Appendix 5). The evaluation of the Master's thesis is accompanied by a detailed commentary, in which it briefly characterises the main advantages and disadvantages of the Master's thesis, the theoretical and practical applicability of the Master's thesis results.

2.4.4.3. The reviewer evaluates the Master's thesis and is guided by the criteria specified in the reviewer's review sample (Appendix 5 or 6 for evaluating the article).

2.4.4.4. The final grade for the Master's thesis is set by the State Examination Commission (hereinafter - the SEC). The decision of the SEC on the final assessment is based on the assessments of:

- the supervisor for the work quality, the degree of its compliance with the requirements for the final qualifying work;

- the reviewer for the work as a whole (in the case of a portfolio, the assessment is based on the reviews submitted to the text of the article), taking into account the degree of novelty, practical significance and validity of the conclusions and recommendations made by the author based on the results of the study;

- members of the examination commission for the content of the work, its defence, including the report, answers to questions and comments of the reviewer. The evaluation criteria are presented in Appendix 7.

2.4.4.5. The recommended defence time is no more than 25 minutes: 15 minutes presentation and 10 minutes answers to questions.

2.4.4.6. When making an assessment, the commission must get acquainted with the review and evaluation of the supervisor and reviewer.

#### 2.4.5. Resources

In the process of preparing the Master's thesis, students can use information technologies, including computer simulations, automation tools for design and software development used in the profile organisation, Internet technologies, etc.

### **Section 3. Key features of practical training for persons with disabilities and health issues.**

Practical training of learners with disabilities and health issues shall be organized with due consideration of their psychophysical development, individual abilities and health status.



## Appendix 1. Form of individual internship assignment

National Research University Higher School of Economics

### Template form on an Element of Practical Training (PTE)

student \_\_\_\_\_ of the full-time course of study

\_\_\_\_\_  
(DP name)

educational programme

Science of Learning and Assessment

\_\_\_\_\_  
(name of the educational program)

degree level      Master

field of study/specialty

37.04.01 Psychology

\_\_\_\_\_  
(code and name of the direction/specialty)

faculty

Institute of Education

Type of internship

professional

Kind of internship

Internship

(PTE name)

PTE completion period<sup>1</sup>

from      \_\_\_\_\_.\_\_\_\_.202\_\_

to      \_\_\_\_\_.\_\_\_\_.202\_\_

<b>Intensity (number of credits) by PTE</b>	( ____ c.u. )
<b>PTE purpose</b>	The purpose of the internship is to provide the student with professional knowledge, skills and experience of professional activity.
<b>PTE tasks</b>	<i>Descriptions of practical tasks, ways of their implementation, personal contribution of the student, his reflection on the solved tasks.</i>
<b>Requirements for the PTE result</b>	<i>Descriptions of practical tasks, implementation ways, personal contribution of the student, student's reflection on the solved tasks</i>

<sup>1</sup> PTE - a practical training element according to the curriculum of the educational program

<b>Reporting format</b>	Report, supervisor's review, other materials at the discretion of the student and the Head of PTE
<b>Necessity/ possibility of public result presentation</b>	Interim certification in internship is carried out in the form of an analysis of the reporting documentation on internship (report and diary).
<b>Requirements for the PTE performer</b>	<i>Skills in research in the field of social sciences, methodological solutions and the development of psychometric tools.</i>

#### **PTE implementation schedule<sup>2</sup>**

<b>PTE implementation stage</b>	<b>Document</b>	<b>Deadline</b>
1. Signing the task	Student's signed assignment	<i>January 2026</i>
2. Intermediate result	<i>Filled in by the Head of the PTE</i>	<i>January-February 2026</i>
3. Final report	<i>Select: report / final text of the term paper /master's thesis</i>	<i>March 2026</i>

Head of the PTE from the Higher School of Economics:

\_\_\_\_\_

(position)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname, initials)

Task accepted for execution

\_\_\_\_\_.\_\_\_\_.202\_\_

Student

\_\_\_\_\_

(signature)

\_\_\_\_\_

(surname, initials)

<sup>2</sup> Three mandatory control points are specified. The head of the PTE has the right to specify additional control points (stages of implementation) Sole proprietor at his discretion.

## Appendix 2. Report form on internship

National Research University Higher School of Economics

Institute of Education  
EP Science of Learning and Assessment  
Master level degree  
Training direction 37.04.01 Psychology

### **R E P O R T** **on internship**

*Internship*

Performed by the student gr. \_\_\_\_\_

\_\_\_\_\_  
(full name)

\_\_\_\_\_  
(signature)

#### **Checked:**

\_\_\_\_\_  
(position, full name of the supervision)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## **Structure of the professional internship report**

1. Introduction:
  - a. The purpose of the internship,
  - b. internship tasks.
2. The content part.
3. A brief description of the organisation (place of internship) with a description of the field, organisational structure, economic indicators.
4. Description of professional tasks solved by the student in internship (in accordance with the aims and objectives of the internship program and individual assignment).
5. Completed individual tasks.
6. Conclusion (self-assessment of competence formation):
  - a. What new knowledge and skills did you acquire during internship?
  - b. Your wishes regarding the organisational and substantive side of the internship
7. Appendices (graphs, diagrams, tables, algorithms, illustrations, etc.).

**Appendix 3. Review form of the Head of Internship from an external organisation  
for internship**

**Curator review from the profile organisation about the student's practical training**

The review is compiled for the student at the end of the internship by the Curator of the internship from the Organization.

In the review it is necessary to specify – the surname, student's initials, the place of internship, passing time.

The review should reflect:

- the professional tasks performed by the student;
- completeness and quality of the implementation of the internship program;
- the student's attitude to the performance of tasks received during the internship period;
- assessment of the planned student's competencies and skills formation;
- conclusions about the professional suitability of the student; if necessary, comments on the personal and professional qualities shown by the student.

The review is signed by the Head of the Internship from the company (organisation) and stamped.

## Appendix 4. Review form for the term paper

National Research University Higher School of Economics

Institute of Education

Review of term paper

Author of TP:

Theme of TP:

Work sections and criteria	Grade (out of 10 points)
<i>Introduction and problem statement</i> <ul style="list-style-type: none"><li>- The problem/theme formulation is clear and guides all subsequent research</li><li>- Theoretical/practical relevance is justified</li><li>- Research questions, aims and objectives of the study are correctly formulated</li></ul>	
<i>Literature review</i> <ul style="list-style-type: none"><li>- The literature review of sources on the research topic is relevant and representative</li><li>- Theoretical and practical bases of the work have been formed</li><li>- The literature review is well structured</li></ul>	
<i>Methodology</i> <ul style="list-style-type: none"><li>- Adequate for finding answers to research questions</li><li>- Correct definitions of key constructs and concepts</li><li>- The research methods are valid and reliable</li><li>- Methods of analysis are relevant to the aims of the study</li></ul>	

<i>Form</i> - Structure is clear and relevant to aims and objectives - Clear and relevant academic language - Correct referencing - Relevant amount of material - High quality presentation of data in the form of tables and figures - Quality of applications	
<i>TOTAL: Recommended assessment for the work</i> (May differ from the average of the above)	

**Brief description of the work:**

Supervisor  
academic degree,  
department/place of  
work)\_\_\_\_\_

/signature/\_\_\_\_\_Full name

Date

## Appendix 5. Supervisor's or Reviewer's review form for the Master's thesis

National Research University Higher School of Economics

Institute of Education

Review of supervisor / reviewer

Author of Master's thesis:

Theme of Master's thesis:

Work sections and criteria	Grade
<b><i>Abstract (max 1 point)</i></b> - Accurately and compactly reflects the problem/theme, aims, objectives, results, discussion and conclusions from the work done (possible points 0,1)	
<b><i>Introduction and problem statement (max 6 points)</i></b> - The formulation of the problem/theme is clear and guides all subsequent research (0,1,2) - Theoretical relevance is justified (0,1) - Practical relevance is justified (0,1) - Research questions, aims and objectives of the study are correctly formulated (0,1,2)	
<b><i>Literature review (max 3 points)</i></b> - The literature review of sources on the research topic is relevant and representative (0,1,2) - The literature review is well structured (0,1)	
<b><i>Methodology (max 4 points)</i></b> - Adequate for finding answers to research questions (0,1) - Definitions of key constructs and concepts are provided (0,1) - Methods are sufficiently documented to conduct a replication study (0,1) - Data analysis methods are relevant to the aims and objectives of the study (0,1)	
<b><i>Results (max 4 points)</i></b> - The results obtained are presented completely and correctly (0,1,2,3) - The results are reliable (0,1)	

<p><b>Discussion and conclusions (max 5 points)</b></p> <ul style="list-style-type: none"> <li>- The results allow conclusions to be drawn and provide answers to all the stated research questions (0,1)</li> <li>- The conclusions are analysed for consistency with the theoretical or other justifications formulated in the introduction, the results obtained are compared with the results of other works (0,1,2)</li> <li>- The limitations of the work, the possibilities for practical application are understood, recommendations for future perspectives are given (0,1,2).</li> </ul>	
<p><b>Format (max 5 points)</b></p> <ul style="list-style-type: none"> <li>- Clear and relevant structure (0,1)</li> <li>- Clear and relevant academic language (0,1)</li> <li>- Correct summary (0,1)</li> <li>- Relevant amount of material (0,1)</li> <li>- Qualitative presentation of data through tables and figures (0,1)</li> </ul>	
<p><b>TOTAL: Recommended work grade (max. 28 points)</b> (May differ from the average of the above)</p>	
<p><b>Recommended work grade (on a 10-point scale)</b> Conversion to a 10-point score using the formula: <math>\text{Grade} = \text{grade} \times 0.36</math> (arithmetic rounding)</p>	

### Brief description of the work, strengths and weaknesses

Recommendations on the admission of Master's thesis for public defence:

Questions for public defence:

Reviewer/Supervisor  
academic degree, place of work  
/signature/\_\_\_\_\_ Full name  
Date

**Appendix 6. Supervisor's or Reviewer's review form for the Master's thesis performed  
as an article**

**National Research University Higher School of Economics**

**Institute of Education**

**Review** \_\_\_\_\_ of \_\_\_\_\_ supervisor / \_\_\_\_\_ reviewer

**Bibliographic data of the article:**

<b>Work sections and criteria</b>	<b>Grade</b>
<b><i>Abstract (max 1 point)</i></b> - Accurately and compactly reflects the problem/theme, aims, objectives, results, discussion and conclusions from the work done (possible points 0,1)	
<b><i>Introduction and problem statement (max 6 points)</i></b> - The formulation of the problem/theme is clear and guides all subsequent research (0,1,2) - Theoretical relevance is justified (0,1) - Practical relevance is justified (0,1) - Research questions, aims and objectives of the study are correctly formulated (0,1,2)	
<b><i>Literature review (max 3 points)</i></b> - The literature review of sources on the research topic is relevant and representative (0,1,2) - The literature review is well structured (0,1)	
<b><i>Methodology (max 5 points)</i></b> - Adequate for finding answers to research questions (0,1) - Definitions of key constructs and concepts are provided (0,1, 2) - Methods are sufficiently documented to conduct a replication study (0,1) - Data analysis methods are relevant to the aims and objectives of the study (0,1)	
<b><i>Results (max 4 points)</i></b> - The results obtained are presented completely and correctly (0,1,2,3) - The results are reliable (0,1)	

<p><b>Discussion and conclusions (max. 5 points)</b></p> <ul style="list-style-type: none"> <li>- The results allow conclusions to be drawn and provide answers to all the stated research questions (0,1)</li> <li>- The conclusions are analysed for consistency with the theoretical or other justifications formulated in the introduction, the results obtained are compared with the results of other works (0,1,2)</li> <li>- The limitations of the work, the possibilities for practical application are understood, recommendations for future perspectives are given (0,1,2).</li> </ul>	
<p><b>TOTAL: Recommended work grade (max. 24 points)</b> (May differ from the average of the above)</p>	
<p><b>Recommended grade for the work (on a 10-point scale)</b> Conversion to a 10-point score using the formula: Grade = grade*0.42 (arithmetic rounding)</p>	

**Brief description of the work, strengths and weaknesses**

Recommendations on the admission of Master's thesis for public defence:

Questions for public defence:

Reviewer/Supervisor  
academic degree, place of work  
/signature/\_\_\_\_\_ Full name  
Date



**Appendix 7. Criteria for evaluating the Master's thesis defence  
during the State Final Certification**

<b>Work sections and criteria</b>	<b>Grade</b>
<p><b><i>Introduction and problem statement, basic concepts (max 6 points)</i></b></p> <ul style="list-style-type: none"> <li>- The formulation of the problem/theme is clear and guides all subsequent research (0,1,2)</li> <li>- Theoretical relevance is justified (0,1)</li> <li>- Practical relevance is justified (0,1)</li> <li>- Research questions, aims and objectives of the study are correctly formulated (0,1,2)</li> </ul>	
<p><b><i>Methodology (max 4 points)</i></b></p> <ul style="list-style-type: none"> <li>- Adequate for finding answers to research questions (0,1)</li> <li>- Definitions of key constructs and concepts are provided (0,1)</li> <li>- Methods are sufficiently documented to conduct a replication study (0,1)</li> <li>- Data analysis methods are relevant to the aims and objectives of the study (0,1)</li> </ul>	
<p><b><i>Results (max 3 points)</i></b></p> <ul style="list-style-type: none"> <li>- The results obtained are presented completely and correctly (0,1,2,3)</li> </ul>	
<p><b><i>Discussion and conclusions (max. 5 points)</i></b></p> <ul style="list-style-type: none"> <li>- The results allow conclusions to be drawn and provide answers to all the stated research questions (0,1)</li> <li>- The conclusions are analysed for consistency with the theoretical or other justifications formulated in the introduction, the results obtained are compared with the results of other works (0,1,2)</li> <li>- The limitations of the work, the possibilities for practical application are understood, recommendations for future perspectives are given (0,1,2).</li> </ul>	
<p><b><i>Defense / Format (max 6 points)</i></b></p> <ul style="list-style-type: none"> <li>- Complete, correct and relevant answers to the commission's questions (0,1,2)</li> <li>- Clear and relevant structure (0,1)</li> <li>- Clear and relevant academic language (0,1)</li> <li>- High-quality presentation of data in the form of tables and figures (0,1,2)</li> </ul>	
<p><b><i>TOTAL (max 24 points)</i></b> (May differ from the average of the above)</p>	
<p><b><i>Recommended grade for the work (on a 10-point scale)</i></b> Conversion to a 10-point score using the formula: Grade = grade*0.42 (arithmetic rounding)</p>	

## Appendix 8. Term Paper Title Page Form

Government of the Russian Federation

National Research University  
Higher School of Economics

Institute of Education

Student's full name

TERM PAPER TITLE

Term Paper

Field of Studies

37.04.01 Psychology

Master's Program - Science of Learning and Assessment

Supervisor:

first name, last name,  
academic degree, job title in HSE

Moscow, 2026

## Appendix 9. Master's Thesis Title Page Form

Government of the Russian Federation

National Research University  
Higher School of Economics

Institute of Education

Student's full name

MASTER THESIS TITLE

Master Thesis

Field of Studies

37.04.01 Psychology

Master's Program - Science of Learning and Assessment

Supervisor:

first name, last name,  
academic degree, job title in HSE

Co-Supervisor:

(if applicable)

first name, last name,  
academic degree, job title

Moscow, 2026

