

**IMPORTANT:** The internship is graded as an obligatory course. Students are responsible for finding an appropriate organization for the internship, completing it in time, and arranging for the submission of all official documents, including the contract. The teaching office has no such obligations except the assistance.

1. Internship is a course.
  - a. Duration 10 weeks (plus extra holidays).
  - b. Evaluation: final report + working materials.
  - c. 10-point grade.
  - d. Academic deficit if fail (less than 4 of 10) – MT defense will not be allowed!
2. Responsible bodies:
  - a. Prof. Dirk Meissner, the head of the programme (decisions in exceptional cases).
  - b. Lidiya Gribanova, the manager of the programme (official agreements, acceptance of submitted documents).
  - c. Stanislav Zaichenko, the head of the Internship Council (applications, assignments, reports, troubleshooting, some other issues).
  - d. Assistant (to be delegated later), helps the head of the internship Council with routine tasks.
  - e. Your internship supervisor at the internship organization (provides you with the task).
  - f. Your internship supervisor at HSE (accepts your application, assignment, preliminary and final reports, provides respective feedback, evaluates the internship).
3. Timing is important.
  - a. Available internship periods:
    - i. From the 1<sup>st</sup> of September (start in the 1<sup>st</sup> module) until the 12<sup>th</sup> of November
    - ii. From the 5<sup>th</sup> of November (start in the 2<sup>nd</sup> module) until the 26<sup>th</sup> of January
    - iii. From 9<sup>th</sup> of January (start in the 3<sup>rd</sup> module) until the 23<sup>rd</sup> of March (FIXED!)
  - b. Exceptions:
    - i. +/- 7 solar days shift (arrange with Lidiya and Stanislav)
    - ii. July-August internships in advance (arrange with Prof. Meissner, Lidiya and Stanislav)
4. Choose the internship organization carefully!
  - a. Keep in mind, that it's the students' obligation to find and negotiate the internship organization! Think of it as a recruitment training.
  - b. Get sure, that the internship organization/department:
    - i. Accepts the formal agreement with HSE
    - ii. Is relevant in terms of STI agenda
    - iii. Is relevant in terms of academic internship (must deal with scientific research or expert analytical work within the Programme domain)
    - iv. Meets all the Russian and anti-Russian restrictions, sanctions, countersanctions, countercountersanctions, whatever (they can change every day) ....
  - c. Don't forget about an opportunity to realize your internship at ISSEK (or at any other HSE department)! No any formal agreement needed. No problems with relevance and academic tasks. But the number of slots is limited. Try to contact professors you know or ask Stanislav for advice.

## 5. Procedure

- a. Internship agreement. You should arrange an official agreement between the internship organization and HSE. Address to Lidiya for the most recent template and advise. Start preparing it in advance (~1 month before the internship start), considering possible bureaucratic delays. Arrange with Lidiya on the agreement submission deadline personally!
- b. Internship application.
  - i. Send to Stanislav the application draft no later than 14 calendar days before your internship start date. Most probably, he will ask you to revise your application several times before he will approve it.
  - ii. Not later than 5 working days before your internship start date Stanislav should approve (or finally reject) the application and announce the HSE supervisor (if approved). The HSE supervisor will ask, in turn, for further revision of the application within the next 5 days.
  - iii. The final approved version of the application must be submitted no later than on the 5<sup>th</sup> day of the internship. "Submitted" means that THE HARD COPY WITH ALL NECESSARY SIGNATURES IS DELIVERED TO LIDIYA AND ACCEPTED BY HER.
- c. Internship assignment. The draft assignment must be sent to Stanislav not later than 1 calendar week after your internship start. Do not forget to remove the yellow marker before the submission, it only indicates the positions you should fill. The final version should be submitted not later than 2 calendar weeks after the internship start. "Submitted" means that THE HARD COPY WITH ALL NECESSARY SIGNATURES IS DELIVERED TO LIDIYA AND ACCEPTED BY HER.
- d. Preliminary (draft) internship report together with the draft working materials should be sent to your HSE supervisor by e-mail about 2 weeks before your internship finish date. In your Internship assignment this date is indicated as "interim results". No need to submit anything, but you need to obtain the feedback from your HSE supervisor in order to improve the report. The later you do it, the less time you have for revisions.
- e. Final internship report together with the working materials must be received (in hard copy or by e-mail) and approved by your HSE supervisor and Stanislav by the end date of your internship ("approved" means that your HSE supervisor accepts the report and proposes the grade, and Stanislav confirms this grade, so try to send the report in advance). The report should be submitted to the teaching office not later than 5 working dates. For the 3<sup>rd</sup> module the report submission deadline is the 27<sup>th</sup> of March, NO FURTHER EXTENTION! "Submitted" means that THE HARD COPY WITH ALL NECESSARY SIGNATURES IS DELIVERED TO LIDIYA AND ACCEPTED BY HER.

### Important:

- i. Internship report is the essential document for your internship. Respecting the deadlines is crucial, especially in the 3<sup>rd</sup> module. Internship report does not include the outputs/outcomes of your work, but characterizes them.
- ii. Working materials contain the outputs/outcomes of your work (or selected ones). Submission of the working materials is optional, but they define the grade. The working materials should be submitted as an annex (annexes) to the report within a separate document. All the annexes should be listed in the report (the list of annexes with full titles in the end of the report) and addressed by respective meaningful (contextual) references.
- iii. You should find out in advance whether your internship organization allows submission of the working materials! If it does not, please, inform Stanislav well in advance. There are other acceptable solutions. Your grade depends on it.