Annex

to HSE Directive

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APPROVED

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**Regulations for**

**HSE Student Project Work, Research and Internships**

**Moscow**

**2016**

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# DEFINITIONS AND ABBREVIATIONS

“**HSE”, or the “University”,** refers to National Research University Higher School of Economics;

“**HSE ES”** means “Educational Standards” for higher education established by HSE;

“**HE FSES”** means “Federal State Educational Standards” for higher education;

“**EP”** means an “Educational Programme” of higher education, or a “Degree Programme”;

“**FM”** means “Faculty Members”;

“**RF”** means “Researchers” or “Research Fellows”;

“**AS”** means “Academic Staff”;

“**RTL”** means “Research and Teaching Laboratory”;

“**PSG”** means “Project-based Study Group”;

“**PLL”** means “Project-based Learning Laboratory”;

“**Faculty”** refers to an HSE subdivision implementing a Degree Programme;

“**IC”** refers to a student’s “Individual Curriculum”;

“**RS”** means “Research Seminar”.

# 1. Introduction. General Provisions

* 1. These Regulations set forth the procedure for organizing and implementing research, project work and internships for students of Degree Programmes delivered at HSE pursuant to the HSE ES/ HE FSES (including programmes at the undergraduate, Master’s and Specialist levels).
  2. Student research, project work and internships are an integral part of HSE’s Degree Programmes. They are implemented in order to create realistic conditions close to actual situations, thereby enabling students to apply theoretical knowledge in practice, as well as develop their universal and professional competences, as stipulated by their Degree Programme.
  3. Student research, project work and internships can be implemented in combined forms (e.g., as an internship-based project, a research project, an internship with participation in a project group or research laboratory, etc.). Furthermore, student activities may be classified as related to research, project work, or an internship on the basis of priority goals and objectives achieved by students, as well as established formal requirements and conditions in general:
     1. Student research is organized with the aim of developing research competences, as outlined in the HSE ES/HE FSES and an individual Degree Programme’s conceptual framework. The main objective achieved by students in the course of their research work is gaining/acquiring new knowledge about phenomena, objects and processes. The principal method of research is characterized by making and testing scientific research hypotheses. Furthermore, students apply a scientific approach as their main method of research. Student research activities feature attributes of research work, while research results are presented in the form of term papers, articles, reports, and theses, as well as other types of research papers. Students’ independent research skills and their contribution as a part of a given Degree Programme are expected to expand during the study process and upon their further transition to their next level of higher education;
     2. Student project work is organized with the aim of developing professional and project-based competences, as outlined in the HSE ES/HE FSES and the EP concept. A project implies specially organized motivated independent work performed by students with the aim of solving a problem of practical or theoretical relevance, as well as generating deliverables that can be seen, understood, and applied in practice. The main learning results derived from project work include acquisition and development of knowledge and skills (competences) of practical relevance, which are needed in professional context, as well as self-organization abilities. A project must have strictly defined goals, performance criteria and deadlines. In addition, project work consists of its development, selection and implementation of related solutions. Project management techniques serve as a main method of project work. The key requirements for project deliverables include: conformity with prescribed parameters, capacity for existing separately from the author(s), and their practical value/applicability. The practical value of project work and a student’s independent project management skills are expected to increase depending on his/her level of education;
     3. Internships are a mandatory part of Degree Programmes, implemented with the aim of creating the relevant conditions that can enable students to gain professional skills and practical experience through professional activities, as well as their exposure to a professional environment and development of professional competences beyond the scope of a given project. The key academic results acquired by students in the course of internships include getting directly acquainted with a professional environment, as well as developing practical competences and skills pertaining to a chosen professional career. The general environment, principal approaches and techniques used during student internships must be as close as possible to the approaches and techniques applicable in practice to a student’s chosen professional career. Furthermore, interaction of students with internship supervisors, having established professional careers and willing to work with students as mentors, is considered an important element of internship programmes. Reports prepared by students following their internships must reflect their progress in building professional competences, as well as include career development plans or trajectories, etc.

# 2. Organization of Research Work

### 2.1. General Provisions

* + 1. Student research (scientific research) activities refer to special types of educational activities, aimed at developing research and analytical competences, critical and theoretical thinking, the ability to work with information, and academic writing skills.
    2. HSE students take part in research activities starting from the first year of their studies. Student research activities may be specifically organized within the framework of their respective Degree Programme for educational purposes and/or may include participation in research activities conducted by HSE’s subdivisions.
    3. Student research activities are intended to produce relevant academic results in such forms as articles, research papers (e.g., term papers, or theses), analytical surveys, research reports, etc.

### Organizational Forms

2.2.1. The main organizational forms of HSE student research activities include participation in (academic and project) RS and preparation of term papers and theses, as well as participation in various types of academic events (e.g., seminars, conferences, and competitions, etc.). The binding nature of certain organizational forms of research activities are to be determined by the conceptual framework and curriculum of a student’s given Degree Programme.

2.2.2. Student participation in a RTL and other research subdivisions at the University implies a special organizational form of research. A key element of this form includes student involvement in research activities through opportunities to employ their knowledge and competences gained at the University in the implementation of research projects.

2.2.3. RS are organized in order to support and encourage student research activities.

Depending on their contents, RS may be organized as:

- subject-based seminars (RS of this type are dedicated to relevant subjects in certain areas of research) held with the participation of students and academic staff engaged in the given subject matter;

- methodological seminars (RS of this type are dedicated to general research methods - e.g., qualitative and quantitative research methods, data processing techniques and tools, reporting methods, etc.);

- structural seminars (RS of this type are held in accordance with stages of research work - e.g., developing a particular topic/problem, surveying research papers on this topic, building and validating hypotheses, etc.; as a result, students gain experience in using different types of tools and approaches at each stage);

- project-based seminars (RS of this type accompany the implementation of a specific research project and are held with participation of students and academic staff engaged in this project);

- combined seminars (including all or some of the above-mentioned grounds).

Depending on their organizational form, RS may be structured as “horizontal” (i.e., held with participation of students of the same year, or the same level of education), “vertical” (i.e., held with participation of students in the same area of studies, but different years and/or levels of education), or on a cross-disciplinary basis (i.e., held with the participation of students in different areas of study),usually implying work on a research problem at the intersection of particular disciplines.

### Key Participants and Objectives

* + 1. Student research shall be conducted under the supervision of academic staff or researchers. Academic supervision shall be regulated by applicable HSE bylaws.
    2. RS may by conducted by one supervisor, or by a team of supervisors.
    3. The functions of a RS supervisor may be subdivided into general and specific tasks.

**General** functions include:

- developing RS programmes, with possible revision/adjustment thereof at the start of each academic year, including due consideration of the number of students who decided to join a given RS, defining the form and contents of classes, assessment forms and the presentation of interim results of student work at a RS, as well as the procedures for cumulative and graded assessments, and retakes (if necessary);

- making presentations about a RS for students of a given Degree Programme, including oral presentations and written materials published on the website of the programme;

- holding all or some part of RS classes.

- in case other teachers are engaged in holding the RS, getting approval of their candidatures, formats, contents and scope of their classes, and coordinating the schedule (sequential order) of classes with other teachers of the RS;

- monitoring of classes given by teachers of seminars, collecting and summarizing results of ongoing assessments;

- conducting interim assessments of RS participants and giving grades; organizing and holding retakes (if necessary).

**Specific** functions include:

- engaging independent speakers to take part in seminars, including researchers, and experts in areas like business, consulting and state management, etc.

- advising students of a RS on any matters relating to their choice of topic for a term paper or thesis, and academic supervisor.

- organizing discussions of theses prepared by final year students, as a mandatory part of RS.

* + 1. Faculty members and researchers from other HSE subdivisions may be engaged in organizing student research activities. They may perform the following key functions as:

- a co-supervisor or adviser for students preparing a term paper or thesis (respective rights and obligations shall be regulated by the University’s bylaws);

- a teacher, a presenter of master-classes, and an expert at the RS (respective rights and obligations shall be regulated by the Research seminar programme);

- a consultant on a research-related topic;

- a (verbal or written) reviewer of papers prepared by (doctoral) students in the course of research activities (including term papers and theses), as well as in the framework of public presentations of research outcomes by (doctoral) students;

- a facilitator and participant of student research activities (e.g., in the course of preparation for conferences and competitions, as well as preparing articles for publication, etc.);

- other functions, as defined by the head of the relevant HSE subdivision, where students are engaged in research projects.

* + 1. As part of the mandatory part of their research activities, students may:

- choose and/or propose topics for research with respect to preparing term papers and theses;

- request the appointment of HSE academic staff members as academic supervisors of student term papers and/or theses, or in regards to other forms of research activities;

- take part in the work of HSE’s research and academic subdivisions in line with the terms and conditions proposed by such subdivisions;

- take part in conferences and competitions that include the presentations of research results;

- publish theses and annotations thereto on HSE’s corporate website (portal), indicating the author’s name and the publication date pursuant to the University’s bylaws that regulate the publication of theses on the corporate website (portal).

* + 1. As part of the mandatory part of their research activities, students must:

- select topics for their term papers and/or theses and have them approved in accordance with the established procedure and deadlines, as set by the University’s bylaws;

- prepare term papers and/or theses in accordance with requirements of a student’s given Degree Programme;

- observe research rules and ethical standards.

### Assessments of Research Results

* + 1. Assessments of student term papers and thesis results are regulated by respective HSE bylaws.
    2. Assessments of research results (undertaken in the framework of a given RS) shall be regulated by a RS programme.

### Credits for Other Types of Student Work

* + 1. Upon approval of a Degree Programme’s academic supervisor, and pursuant to the HSE ES applicable to the particular field of study/concentration, or pursuant to the applicable HE FSES relating to the given Degree Programme, other results generated by students for the following types of work may be considered as separate mandatory results of respective research activities:
* research projects;
* taking part in the activities of HSE’s subdivisions engaged in research work (in addition to its research institutes);
* research work performed by students at any other educational institution;
* publications prepared as the result of research work, implemented beyond the scope of the student’s Degree Programme (with HSE affiliation acknowledged).

# Organization of Project Work

### General Provisions

* + 1. Project work (projects) implies a separate type of student educational activity performed as part of a Degree Programme for which academic credits are awarded, and which is to be arranged and assessed in line with specific procedures.
    2. Each project is subject to deadlines and clear performance criteria (i.e., predefined characteristics pertaining to the project’s final result), and must have external and internal customers with interest in the project results.
    3. Types of projects that may be implemented under the HSE EP may differ depending on their goals, work type and project results, as well as their respective organizational methods.

The following types of projects are conducted, depending on their ***goals and project results:***

**- research projects** refer to projects concentrated on research work conducted in order to generate research or applied research materials as the project result (e.g., articles/publications, reports, analytical surveys or notes, research grant applications, or teaching and learning guidelines, etc.);

**- practical (applied) projects** refer to projects focused on solving applied tasks, as a rule, at the request of external clients; the results of such projects may be developed as substantiated project solutions, business plans or business cases, or products created upon the client’s request, etc.;

**- service projects** refer to projects focused on solving certain official tasks under the framework of a project assignment or providing support to HSE’s ongoing activities and/or those of related subdivisions which, in turn, may be conducive to development of students’ organizational and communicative competences. In this case, project results may be represented in the project team member’s tangible and recognized contribution to the organization of any event (e.g., conferences, Olympiads, excursions, Open House days, or admission campaign, etc.) or the implementation of organizational processes (e.g., organising feedback contributions by teachers and students, providing technical support required during preparation of teaching and learning materials and organizational support during classes, especially with a large number of participants, etc.). The share of service projects in total credits given for project work within the framework of a given Degree Programme is limited and may not exceed 25% of a student’s total credits.

The following types of projects are conducted, depending on the ***methods of project organization:***

* **individual** projects refer to projects that may be implemented individually by one participant in the course of his/her work;
* **group** projects mean projects conducted by a team, and participants produce a collective result in the course of collaboration;
* **short-term** projects are scaled to fit in one academic module/semester;
* **long-term** projects are meant for longer periods of time (over one semester);
* **external** projects are implemented at the request of the University’s external customers;
* **internal** projects are implemented upon the request of the University’s subdivisions and academic staff.
  + 1. If the project involves personal data processing and operations with the University’s information systems that are subject to limited access, students shall be permitted to take part in a project only after they sign a confidentiality agreement.
    2. If a project is proposed by an administrative subdivision of the University, it shall be initiated by the subdivision head (or deputy head), and the project work performed by students may not coincide with official professional duties of the involved subdivision staff.

### Organizational Forms

* + 1. Student project work may be organized during the academic year for limited periods of time or may be scheduled otherwise (depending on the contents of projects selected by students).
    2. The contents, preferable types and forms of student project work shall be defined by a given Degree Programme depending on the respective HSE ES and fixed in the conceptual framework of the Degree Programme, as well as in the programme’s regulations (e.g., in the rules or procedures for project work, as well as methodological recommendations or directives relating to the organization of project work, developed for any particular Degree Programme, or for a group of such programmes, implemented by the same Faculty).
    3. The curriculum of a given Degree Programme may include a mandatory component of project work, whereby students are responsible for following recommendations and the particular terms of the programme, as well as an elective component providing for free selection of projects (from a list of proposals approved by the academic supervisor of the Degree Programme, if projects do not fall into service projects category, or taken from a list of service projects). An elective component can account for up to 100% of credits designated for project work within a Degree Programme’s curriculum. No more than 95% of credits can be related to the mandatory part of project work (hereafter, mandatory projects are conducted as a compulsory part of project work; elective projects may be conducted within an elective part of project work).
    4. Project seminars serve as an academic model for the provision of organizational and educational support with respect to project work. Although a project seminar is not considered as a form of project work, the aim of such seminars is to develop project competences, teamwork and management skills on the part of students. Project seminars may focus on methods and techniques, which are used at different stages of a given project’s implementation (e.g., methods for setting problems, coming up with project solutions, assessing resources and project risks, etc.). During project seminars, students may discuss individual and group projects together, seek expert consultation, take part in master classes conducted by leading experts engaged in real business projects, and present interim project results.
    5. Student project work may imply participation in PSG and PLL and/or other HSE subdivisions, which may involve students in project work, whereby they may apply knowledge and skills obtained at HSE to projects implemented in all practical areas.

### Project Selection and Proposals

3.3.1. Projects may be proposed and selected through a common University-wide mechanism of interaction between project initiators, clients and perspective participants, - a special “Project Fair” (in Russian: «Ярмарка проектов») section on the HSE corporate website (portal), as well as via other project work services and tools proposed by the given Degree Programme or Faculty, including services available in LMS.

3.3.1.1. The Project Fair has been established for project applications and selection of projects during the entire calendar year.

3.3.1.2. Projects are proposed for the Project Fair through submitting a project application, which must contain all details necessary for participation in said project. All HSE staff members have access to the Project Fair page with the right to fill in an application (via a personal account on the HSE corporate website (portal)).

* + - 1. The academic supervisor of a given Degree Programme has the option of blocking project proposals for students taking part in the programme, if the project is not a service project, and if the academic supervisor believes that the proposed project does not meet the educational goals of the programme and does not facilitate the development of students’ skills and competences, as envisaged by HSE’s educational standards. Project proposals that have been blocked will not be presented at the Project Fair page to students of a Degree Programme coordinated by the academic supervisor who has decided to block such a proposal.
      2. Instructions concerning the project proposal application process and activities of the academic supervisor on the Project Fair are given in Annex 1.
      3. On the basis of proposals announced at the Project Fair, students may fill in applications for any service project, as well as other types of projects, as approved by the academic supervisor of their respective Degree Programme.
      4. A project originator has the right to reject a student’s application, if the latter does not meet the requirements specified in the project proposal.
    1. Student registration for participation in projects via other services that are provided at the Degree Programme or a Faculty level shall be regulated by the given programme’s or the Faculty’s bylaws and shall be available to students of the Degree Programme or Faculty through the former’s website.
    2. The number of credits allocated for mandatory projects (if mandatory projects are included in a given Degree Programme’s curriculum) and recommended number of credits given for elective projects shall be defined in the programme's curriculum every year.
    3. A student’s individual curriculum, which is to be prepared at the beginning of the academic year, or in case of any changes to the educational track, shall include records concerning mandatory projects. It also must specify the number of credits and deadlines for reporting on the results of mandatory projects.
    4. A student’s individual curriculum may be submitted for approval even if no information concerning elective projects has been provided. An elective project may be assigned to the student, provided that this project was not included in his/her individual curriculum, on the basis of a project assignment signed by the student and the relevant project coordinator. Project assignments may be signed in hard copy. At the same time, a student’s choice of project and the project coordinator’s approval as to the student’s involvement in project work may be confirmed via information services available on the Project Fair page or through any other information system used by the relevant Degree Programme/Faculty that involves personal identification. A project approval procedure shall be established by academic managers of the Degree Programme in related bylaws, if a project has not been selected via the Project Fair or any other information system used by the Degree Programme/Faculty that requires the approval of an academic supervisor.
    5. Students are advised to take part in elective projects during the academic year in order to receive the number of credits that would be at least equal to the recommended total credits specified in their curriculum for the current year.
    6. If a student has failed to secure the recommended number of credits for elective projects during the academic year pursuant to requirements of his/her Degree Programme’s curriculum, the programme coordinator shall notify the student prior to the last examination period of the academic year that he/she must perform elective projects during subsequent years of study, including years when project work is not included in the given curriculum.
    7. Academic managers of Degree Programmes establish the terms and procedures for selecting projects, as well as the terms and special conditions for approval of projects, in related regulations based on the academic calendar and curriculum of the particular Degree Programme and the specifics of project work organization, as regulated by educational standards applicable at HSE, as well as the goals and objectives of the Degree Programme.
    8. Students shall be responsible for selecting projects during the entire period of their studies, as well as for making sure that they receive the required number of credits, pursuant to their given curriculum. The Degree Programme coordinator monitors projects selected by students and informs the relevant academic supervisors about all students who may have failed to secure recommended number of credits for the elective part of their project work at the end of each academic year.
    9. Students may engage in elective projects that have not received approval from a given academic supervisor. Credits earned by students for such projects in excess of recommended credits may be optionally added to their total results. Students may decide, at their own discretion, whether to take part in a project without approval on an optional basis and select another project that will be given credits under their given Degree Programme, or engage in another project approved by the academic supervisor of their Degree Programme.
    10. Students may receive additional credits for project work in excess of the recommended limit during the entire period of their studies under a given Degree Programme. An insufficient number of credits earned prior to final state certification shall be considered as a student’s failure to fulfil the relevant curriculum in full. A student may not be admitted to the final state certification in this case.

### Key Participants and Objectives

* + 1. Project participants perform the following key functions:
* **project initiator** refers to a person (or a group of individuals) who prepares a project application and defines goals and objectives for the project participants, the University’s staff members, as well as any other persons may act as Project initiators;
* **client** refers to a person, a group of persons, or a subdivision (including any of the University’s subdivisions) interested in a particular project’s results; the given criteria of the required product (result) are often formulated by the Client, who, in turn, also takes part in assessment of project results and may allocate resources for project implementation; the Client may act as the project initiator (however, these roles do not always coincide);
* **project supervisor** is an authorized person responsible for project implementation, assessment of project participants’ contributions, and preparation of teaching and learning documentation in the course of project work, as well as assessments of project results; HSE staff members, as well as any other persons (excluding students), may act as project supervisors. Project supervisors may act as project initiators and/or Clients.
* **project participant** refers to a person directly involved in a project’s implementation; students and HSE staff may act as project participants; other independent persons may take part in the implementation of external projects upon the order of respective customers;
* **project coordinator** refers to an authorized person appointed by the Faculty, who is responsible for coordination and organizational support for project work performed by students of the Faculty’s Degree Programmes; it may be an official position, or an additional assignment presented to a Faculty staff member; if a project supervisor is not employed by HSE, the project coordinator shall be responsible for the coordination of interactions between students and the project supervisor, as well as the timely preparation and presentation of the project’s instructional and learning documentation to the office of the relevant Degree Programme.
* **Degree Programme coordinator** means an employee/head of the Curriculum Support Unit of the relevant Degree Programme, who is responsible for making sure that project work performed by students of the programme meets established requirements (e.g., making sure that projects are included in students’ individual curriculum, monitoring academic performance/failures in regards to project work, and making sure that total credits received by students for project work meet the Degree Programme’s requirements, etc.).
  + 1. The project initiator is charged with coming up with a project concept that is specified in the relevant application; a student or a group of students may act as project initiator, provided that their application specifies a Client and has been agreed with a perspective project supervisor.
    2. The project initiator shall fill in the project application in accordance with HSE’s established rules, namely:

- describing the request for a project solution, as well as specifying the relevance of the project’s results;

- describing the project’s anticipated results (e.g., project results relating to the final product and the educational results relating to the student’s acquired competences);

- providing a clear and simple description of work performed by the project participants;

- specifying the timeframe and conditions of the project implementation, as well as special requirements to the project participants, if any;

- proposing the form of the final project result/product presentation;

- specifying the approach and methods for assessing project results and participants’ performance (e.g., assessing the relevant competences of the project’s participants); in case of group projects - giving due consideration to the respective contributions of each project participant;

- specifying the project supervisor.

The project initiator shall be responsible for the faithfulness and accuracy of information provided throughout the project’s application.

The project initiator may specify any special requirements to participants within the project application (e.g., studies as part of any particular educational programmes, or areas of education/concentrations, required year of study, mastering particular skills or competences, etc.). If there are any special requirements, the project initiator may establish entrance tests for candidates interested in joining the project, as well as specify such requirements in the application. If there are no special requirements, the project application must describe the relevant selection mechanism (if more candidates apply to take part in the project than actually needed). If an application for taking part in project is rejected, students may apply for another project.

3.4.4. The Client defines the problem and anticipated results of a given project, as well as the key conditions of its implementation (e.g., timeline, place, final result/product quality criteria, and terms of financing and application area of the project results, if necessary). The Client has the right to advise on the selection of ways and methods for assessing project work, participate in public presentation of the project results, as well as in assessing the project results with respect to meeting the established criteria for quality. Also, the Client is obliged to work closely with project participants as deemed necessary for the organization of project work (pursuant to the agreed schedule or upon request). If necessary, the Client shall be responsible for signing agreements with project participants, in conjunction with the project supervisor.

3.4.5. The project supervisor shall be in charge of the organization and implementation of the project; his/her responsibilities include the following functions:

- developing and/or clarifying the project’s specification (based on the Client’s request, either independently or together with the project participants); the recommended structure of the draft specification is provided in Annex 2;

- preparing the project schedule (together with the project participants);

- selecting candidates to participate in the project;

- if necessary - determining individual responsibilities for project participants;

- providing assistance in the project’s organization and implementation upon the request of its participants, including necessary interactions between project participants and the Client;

- providing assistance in the engagement of field-specific experts to the project work, etc.;

- organizing the public presentation of the project results;

- assessing performance of the project participants (including assessment of project reports, pursuant to the established criteria);

- preparing the teaching and learning documentation related to the project ( assessment sheets, etc.).

The project supervisor may recruit more participants or replace project participants if any of them are unable to fulfil their obligations for any valid reason (e.g., illness or any other circumstances that are out of the student’s control), as well as if any project participant’s fails fulfil his/her duties properly, thus posing a threat for the project’s implementation.

Based on the project’s results, the project manager shall prepare assessment sheets in order to evaluate all students who have taken part in the project and, then, shall present them to respective Degree Programme coordinators (if necessary, the project supervisor may seek help on the part of the Faculty’s project organizer). Assessment sheets may be forwarded via corporate e-mail. Furthermore, an assessment sheet template is provided in Annex 3.

* + 1. Candidates who have submitted an application to take part in a project and received the approval of a project supervisor (if necessary - after the entrance tests) shall be considered as participants on the project. A project participant shall undertake to implement the project or any related part thereof (in accordance with the distribution of duties), as well as be responsible for the quality and timely performance of their duties.
    2. A project participant has the right to take part in the development/clarification of a specification for a given project, as well as in drawing up a schedule and main stages for project, determining its interim results and related monitoring, carrying out evaluation procedures, and specifying quality criteria of the project’s outcomes (on the basis of the Client’s requirements). A project participant also has the right to receive consultations and support on the part of the project supervisor, as well as request consultations with the Client and dedicated experts with appropriate experience in the given area of the project’s focus. Furthermore, he/she has the right to take part in assessments of their own contributions and those of other participants in the project’s results. Also, a project participant may be entitled to remuneration for their work in the project, pursuant to the terms and conditions of the relevant agreement (if any).
    3. A project participant is required to prepare reporting materials based on the results of project work. The format of the reporting materials depends on the type and contents of the given project. A report/journal of the project is the recommended format for presentation of research and practice-oriented (applied) long-term projects results. Reporting materials must be sufficient for assessing the competences stated for the given project as anticipated deliverables. The list and type of reporting materials for a particular project shall be defined by the project manager and described in the project application and/or its specification. The recommended structure for project reports is provided in Annex 3.
    4. Upon receiving approval from the project manager, a project participant may refuse to take part in the project. In such cases, the participant must submit an application to the study office with the project supervisor’s consent in order to be dismissed from the project. In turn, the study office shall exclude this project from the student’s individual curriculum.
    5. The Degree Programme coordinator shall:

- gather information on the projects selected by students of the Degree Programme within the timeframe specified by the programme’s management;

- keep a record of projects selected by students taking part in the Degree Programme;

- enter credits and grades received by students for project work in the ASAV system, based on assessment sheets submitted by project supervisors;

- inform students and the academic supervisor of the given Degree Programme in case a student has received an insufficient amount of credits for the elective part of their project work as compared to the recommended amount of credits stated in his/her curriculum, as well as about any academic failures related to project work.

### Assessment of Project Results

* + 1. The results of a student’s participation in project work that accounts for less than three credits may be evaluated as “Pass” or “Fail”. Information on the Pass/Fail grading system must be provided in the given project’s application. Furthermore, the student must be aware of this during the project selection stage.
    2. The results of a student’s participation in project work, that is not assessed on the basis of a Pass/Fail grading system, shall be evaluated according to a 10-point grading scale.
    3. The resulting grade for project work includes an assessment of the competences stated in the given project application as to be acquired by the student. This may also include an evaluation of the project result/product and the student’s participation therein. With respect to group projects, the resulting grade may also consider an assessment of teamwork/individual contribution on the part of each participant. Each component of the resulting grade shall also be based on a 10-point grading scale, with the resulting grade representing a weighted total of said components. A formula for the resulting grade[[1]](#footnote-1) calculation shall be determined by the project supervisor as part of the specification. As such, this shall be specified in the assessment sheet.
    4. If a student receives a “Fail” as the resulting grade for a project included in his/her individual curriculum and accompanied by the signed specification, or if the student receives less than “4” on a 10-point grading scale, his/her performance is qualified as an academic failure. This, in turn, shall be taken into account in regards to ratings of HSE students, as well as considered in all situations in which a student’s academic failure has an impact.
    5. The nature of project work requires that particular assignments must be completed within a specified timeframe. Therefore, in order to liquidate an academic failure, a student, as a rule, must take part in another project and achieve results not deemed as an academic failure. However, certain projects permit retakes (e.g., mandatory projects). The project supervisor and the Client may determine the category of the proposed project at the application stage (depending on whether or not retakes are permitted).
    6. A Client and/or project manager may reduce the number of credits awarded to a student based on project results, as compared with initially declared figures. Total credits awarded to students for project work may be reduced if the scope of such work has not been fulfilled in full for:
* objective reasons: if a student has failed to fulfil all obligations due to force majeure circumstances (e.g., illness); in this case, a project supervisor may evaluate the student’s work and award a certain number of credits based his/her actual contribution;
* for subjective reasons: if a student does not properly cope with the assignments and/or displays a negligent attitude, and, thus, the project supervisor dismisses the student from the project; or if the student fails to fulfil his/her share of the collective work while in a group/team, which entails the redistribution of responsibilities within the group during the project, etc.

The project supervisor may decide to reduce the number of credits awarded to a given student for project work. A reduction of credits does not automatically entail a lower grade for the part of a project that has already been completed by the student. In general, the rules and conditions for reducing total credits are described in the project application an (or) specification for a given project.

* + 1. If a project participant is replaced or dismissed from the project group before the project is completed due to a violation of the terms and/or conditions of work, or the unavailability of interim results, or if the student refuses to work on the project without a valid reasons, the work performed by such project participant shall be assessed as unsatisfactory; no credits shall be awarded for the project work; such work shall be considered an academic failure.
    2. Academic failure in project work may also arise if a student has not added project work to his/her individual curriculum and/or did not receive the required number of credits for project work by the third module (the last semester) of the final year. If the student still has an academic failure in the project work by the end of the theoretical part of their training, he/she shall not be admitted to the final state certification process.
    3. Grades for all projects completed by students in the course of theirs studies under a Degree Programme shall be recorded in their degree certificates, thereby specifying project types and total credits awarded.

### Mandatory Documents Required for the Organization of Project Work

* + 1. Mandatory documents required for the organization of project work include the following:

- a project application (prepared and submitted by the project initiator);

- a specification[[2]](#footnote-2) (prepared by the project supervisor upon the Client’s consent, or jointly with the project’s participants, on some occasions), which includes the requirements for the given project’s results/products;

- reporting materials (prepared by each participant of the project).

# Internship Organization and Procedures

### General Provisions

* + 1. Internships are included as a mandatory part of Degree Programmes. Credits awarded for internships, as well as types, methods and description of competences acquired by students in the course of internships are defined by the HSE ES/HE FSES regulating the respective Degree Programme. Specific forms of internships are determined by designers of the Degree Programme on the basis of the HSE ES/HE FSES jointly with students, as well as by employers, and fixed in the curriculum of the Degree Programme.
    2. Internships for persons with disabilities shall be organized with due consideration of the specifics of their psychophysical conditions, individual capabilities, and overall health condition.
    3. Internships may be conducted within state, municipal, public, commercial or non-profit organizations, as well as the University’s subdivisions (hereinafter, “Organizations”), operating in the area of a student’s training and specialization. The contents of such internship must correspond to the professional competences developed within the Degree Programme.

### Main Types and Forms of Internships

* + 1. The main types of student internships at HSE are educational internships and work placements. If educational standards foresee the option of a pre-graduation internship, it shall be implemented in order to prepare students for the defence of their thesis.
    2. The main type of educational internship is an internship that ensures the acquisition of basic professional skills (e.g., basic research skills). The main types of a work conducted during a placement include an internship that is focused on the acquisition of professional skills and work experience (including research work), and teaching practice.
    3. Specific forms and stages of internships are to be defined in the Guidelines for the Organization of Student Internships at the University’s Faculties approved by the respective Academic Councils of such Faculties.
    4. Internships may be organized as on-the-job training, or field practice.

Internships in the form of on-the-job training are conducted within organizations operating in cities where HSE campuses are located. Internships in the form of field practice are carried out when the place of said internship is located outside of cities where HSE campuses are located.

If any special conditions are required for a student’s field practice, respective conditions for such work may be organized. Specific forms of internships are determined by the developers of a given Degree Programme, with due consideration of requirements of educational standards, and fixed in the programme’s curriculum.

* + 1. Internships included in the curriculum of a given Degree Programme shall be carried out on the basis of contracts and/or agreements with Organizations, irrespective of their organizational and legal form, or form of ownership, or, in cases stipulated in p. 4.2.6 hereof, on the basis of a letter of consent provided by the involved Organization, whereby it shall provide places for internships to HSE students. If parties enter into contractual relations, an agreement must be concluded with the given Organizations in the form of a template agreement for a HSE student internship (Annex 5 hereto). Furthermore, in exceptional cases, an agreement template proposed by the Organization may be used.
    2. Students may look for places for internships at their own discretion. If the Organization refuses to conclude an internship agreement, the student’s internship shall be organized on the basis of a letter of consent from the Organization, thereby allowing the student to participate in the internship, and where his/her full name and the period of internship are specified. Furthermore, the student must submit the letter of consent to their Degree Programme office before the starting date of the internship.
    3. The internship may be organized:

- on an ongoing basis – in this case, an ongoing period of time for all types of internships required by the Degree Programme are to be designated in the academic calendar; or

- on a discretionary basis: by types of internships – in this case, the period of time for each type (all types) of internship shall be described in the academic calendar; by period of internship – by alternating periods of internships with periods for theoretical classes set in the academic calendar. A combination of internship periods is possible, depending on the types and duration of internships.

* + 1. If there is a vacant position available in the Organization that meets the requirements of the internship, a fixed-term employment contract may be concluded with the student.
    2. Students who combine their internships with work may engage in educational internships and work placement, as well as pre-graduation internships, at their workplace in a given organization in cases when professional duties carried out by students in such organizations are in compliance with the requirements and anticipated results of their internship.

### Key Participants and Objectives

* + 1. An **Internship Supervisor (supervisors)** is appointed from among HSE faculty members to supervise internships held within the University’s subdivisions.

Internship Supervisor (Supervisors) shall be appointed from among HSE Faculty members or Researchers to supervise internships held at other Organizations (hereafter, the “Faculty’s Internship Supervisor”), and an Internship Supervisor (“Supervisors”) shall be appointed from among the Organization’s employees (hereafter, the “Organization’s Internship Supervisor”). The Internship Supervisor’s responsibilities shall be defined in a relevant contract/agreement signed with the Organization.

* + 1. The Faculty’s Internship Supervisor shall be responsible for:

- establishing liaisons with the Organization’s Internship Supervisor (if any) and drafting the internship programme in conjunction with the Organization’s Internship Supervisor;

- preparing an internship plan (schedule); if the internship is held in any other Organization, coordinating the internship plan (schedule) with the Organization’s Internship Supervisor;

- developing individual assignments performed by students during their related internships;

- taking part in the circulation of jobs and assignments to students within the Organization or within the University’s subdivision;

- maintaining control over the timelines of internships, as well as ensuring conformity with the requirements of respective educational standards;

- providing methodological assistance to students with respect to their individual assignments and gathering materials for their theses during pre-graduation internships;

- assessing the results of student work during their internships.

* + 1. During their internship in Organizations, students shall:

- complete individual assignments stipulated as per their internship programmes;

- comply with applicable labour regulations;

- observe health and safety procedures, as well as fire safety rules.

* + 1. Students who have failed to complete their internship programme for a valid reason shall be asked to take an internship again in their free time.

Students who have failed to complete their internship programme without good reasons or received an unsatisfactory grade shall be deemed to have an academic failure. Such an academic failure may be liquidated pursuant to the *“Regulations* [*for Interim and Ongoing Assessment of Students at National Research University Higher School of Economics"*](http://www.hse.ru/docs/131015196.html).

* + 1. Final year students who have failed to complete an established type of internship programme shall not be admitted to the final state certification process.

### Assessment of Internship Results

* + 1. The results of each type of internship shall be determined through interim assessments, conducted in the form of an examination.

### Mandatory Documents Required for Organizing Internships

* + 1. Mandatory documents required for organizing internships include:

- an internship programme,

- an individual assignment for the student’s internship,

- a contract/agreement for a HSE student internship or a letter of consent from the organization providing a place and position for the internship (except when an internship is organized within one of the University’s subdivisions),

- a report prepared by a student on the basis of his/her internship results, which should be signed by the internship supervisors on behalf of the relevant Faculty and the Organization (if any);

- a review with respect to a student’s performance signed by the Organization’s Internship Supervisor.

* + 1. Internship programmes are developed by a given Faculty’s internship supervisor (or supervisors) on the basis of educational standards established for each type of internship, and agreed upon with the Organization’s internship supervisors (if any) and approved by the Degree Programme’s academic managers as a programme component. The internship’s working programme defines requirements as to the contents and results of internships, related goals, forms, and student reporting procedures.
    2. The internship programme shall specify:

- the internship type, its goals and objectives, methods and forms;

- the list of anticipated learning outcomes of the internship, correlating with the anticipated results of a given Degree Programme;

- the place of the internship within the structure of the Degree Programme;

- credits awarded for the internship and its duration in weeks;

- the contents of the internship;

- reporting forms;

- means of assessment for conducting interim reviews of students’ performance during internships;

- a list of educational literature and Internet resources required for conducting the internship;

- a list of information technology tools used during the internship, including a list of software and information reference systems (if necessary);

- a description of the facilities and equipment necessary for conducting the internship;

- other materials determined by the Degree Programme academic managers.

A template layout of the Internship Programme is provided in Annex 4.

* + 1. Internship assessments may include:

- a list of competences generated during an internship, indicating the stages of their formation during an individual’s studies under a Degree Programme;

- a description of indicators and criteria used for assessing competences, along with a description of the assessment scales;

- standard assessment materials, required for assessment of knowledge, skills and/or practical experience, characterizing the stages of competence formation during the internship process;

- methodological materials that set forth procedures for assessing knowledge, skills and/or work experience, thus characterizing the stages of competence formation.

1. The formula shall be described in a similar way to the calculation of the resulting grade for a course, taking into consideration fluctuations of related components. For more details, please see [*Regulations for Interim and Ongoing Assessment of Students at the National Research University Higher School of Economics*](http://www.hse.ru/docs/131015196.html)*.* [↑](#footnote-ref-1)
2. Not required for Service projects. [↑](#footnote-ref-2)