

*Appendix No. 1 to Internship Program Bachelor's of BP HSE University and
Kyung Hee University Double Degree Program in
Economics and Politics in Asia*

Federal State Autonomous Educational Institution
for Higher Professional Education
National Research University Higher School of Economics

PRE-GRADUATION INTERNSHIP PROGRAM

for the Educational Program “Economics and Politics of Asia” in the area of
study 41.03.01 Regional Studies

Author	PhD in Economics, Associate Professor, Academic Supervisor of the BP “Economics and Politics in Asia” Shcherbakov Denis
Volume of internship in credits	12
Duration of internship in academic hours, including the amount of contact work per hour.	456 hours, including: Contact work: 160 hours (for students aged 18 years and older (according to Article 91 of the Labor Code of the Russian Federation)). Contact work: 144 hours (for students aged 16 to 18 years (according to Article 91 of the Labor Code of the Russian Federation)).
Studying year	4
Type of internship	Pre-graduation

I. GENERAL PROVISIONS

The purpose and objectives of Pre-graduation internship

The purpose of the internship is the acquisition by students of professional experience, improvement of competences obtained in the learning process, as well as improvement of skills in typical spheres of professional activity of a specialist in regional studies.

The objectives of the internship are:

- consolidation and deepening of theoretical knowledge in the disciplines learned during the study at the university;
- creating conditions for the practical application of knowledge in the field of general professional, specialized regional studies disciplines;
- the formation and improvement of basic professional skills in the field of application of modern information technologies;
- the formation of information competence in order to successfully work in professional activities;
- ensuring the success in further professional career.

The place of Pre-graduation internship in the structure of the EP

The discipline is a part of Block 2. Internship(s), Student Project Work and Research. Study form – without using an online course.

The student must be fluent in English and Asian language of specialization at a level not lower than Upper-Intermediate and successfully master all the disciplines of the EP preceding Pre-graduation internship.

A student who has not completed Pre-graduation internship cannot be permitted to defend of the final thesis.

The method of conducting Pre-graduation internship

Pre-graduation Internship may be taken in:

1. The specialized structural units of the HSE, including research divisions and departments, including the Faculty of World Economy and International Affairs, but external to the educational program “Economics, Politics and Business in Asia”.

2. Third-party Organizations, Russian and / or foreign, municipal, public, commercial and noncommercial enterprises, institutions connected to program’s profile, the content of which corresponds to professional competencies, developed within educational program, conducting historical, political, economic, and other studies, primarily in the field of international relations, or studies similar in structure and subject, or conducting practical activities with foreign partners. The place of internship may be:

- specialized government and non-government institutions involved in economic, political, historical, and cultural studies (specialized institutes and units of the Russian Academy of Sciences, the INF, the Ministry of Foreign Affairs, the Ministry of Economic Development of the Russian Federation and others, including the research departments of the Higher School of Economics and the academic departments of the faculty of world economy and world politics, leading research activities);

- large private firms, as well as branches of foreign firms specializing in economic, political, cultural, and other studies;

- non-specialized firms and institutions with departments for the study of international relations and conducting specific studies, as well as conducting practical activities with foreign partners.

Internship is carried out in two ways: stationary or visiting. Internship in stationary way is taken in organizations located on the territory of Moscow or surrounding regions in the availability of transport and do not require the temporary relocation of a student. Internship in visiting way is carried out if the organization is located outside the areas mentioned above.

From among academic personnel belonging to the Faculty of the World Economy and International Affairs of HSE the Head of Internship at HSE University is appointed (hereinafter referred to as the Head of Internship at HSE). The Head of Internship at HSE at HSE University develops Individual Tasks (Appendix 1), and the Schedule for Practical Training of Students (Annex 9), for the

students to perform during the period of internship. The content of the internship, determined by the individual task, must be relevant to the students' field of study and to the theme of the Graduation Thesis.

Before the beginning of the term of the Internship, depending on the requests of students, who need in the place of the Internship, the Head of Internship at HSE forms a database of institutions, organizations, enterprises for the Internship for these students.

To pass an internship in any third-party organization, an agreement on practical training (Annex 9) is necessarily concluded between it and HSE. An alternative to the contract can also be an exchange of offer and acceptance letters (Annex 10) between HSE and the organization. To manage the Internship conducted in third-party Organizations, the Head of Internship at HSE and the Head(s) of Internship from among the employees of this Organization (hereinafter referred to as the Head of Internship of the third-party Organization) are appointed. Responsibilities of the Head of Internship of the third-party Organization are set out in the contract/agreement with the Organization.

From the moment a student is enrolled as an intern for job he becomes a subject to the rules of labor protection and the internal rules in force at the enterprises, institutions and organizations.

Students can independently search for places of internship, coordinating the place of passage with the Head of internship at HSE. In this case, Internship Agreement on providing internship(s) for student(s), signed by HSE and the Organization or Internship Acceptance Letter signed by Organization, indicating the duration of the training and the head of internship in organization, must be provided as well.

As one of the methods of the Internship in visiting way the Internship may be carried out in Asia region during studying at the Kyung Hee University at the 3rd academic year. In this case, student at his or her free time may work in municipal, public, commercial, and noncommercial enterprises, institutions and organizations, as well as structural units of foreign universities of the Republic of Korea or in another student's country of specialization. Student should coordinate his work with the Academic supervisor of the BP and the head of Internship at HSE (before the beginning of this employment).

Work in organizations abroad should not contradict the migration requirements

Work in a foreign organization can be assessed as the Pre-graduation internship by the decision of the Attestation commission of the program, provided that this activity corresponds to the competencies and goals of the research practice at the BP.

To assess this work as the Internship, and this work should be consistent with following provisions: 1) an agreement on practical training (Annex 9) is necessarily concluded between it and HSE, an alternative to the contract can also be an exchange of offer and acceptance letters (Annex 10) between HSE and the organization; 2) duration of the work must be at least 4 weeks; 2) it must be relevant to the students' field of study and to the theme of the Student Thesis; 3) after the work student should provide the head of Internship at HSE with necessary Internship reporting forms (see p. IV below), these forms should be submitted till mid-May of the 4th year of BP. This work will be assessed as the Internship on the basis of Internship report (Appendix 2) and the Review of Internship from the student' s supervisor in Organization with assessment, signed by the authorized person of the Organization (director of the Organization, head of department, supervisor, etc.).

II. LIST OF PLANNED LEARNING OUTCOMES THE STUDENT HAS TO OBTAIN IN THE PROCESS OF CARRYING OUT INTERNSHIP

The internship process is aimed at the forming of the following competencies*:

Table 1

Competency code	Competency statement	Content of competency which is formed during the internship (development descriptors)	Professional tasks that require this competency
YK-10	Able to carry out industrial or applied activities in the international environment.	Able to develop and implement organizational and managerial decisions according to the profile of activity.	All professional tasks
OIK-1	Able to carry out applied research in the field of international, regional and cross-border interaction.	Able to develop proposals and recommendations for applied research and consulting; Able to prepare analytical materials, expert opinions, and author's comments on current problems of regional and international development.	Organizational, scientific and research tasks
OIK-5	Able to apply scientific approaches, concepts and methods developed in the framework of the theory of regional studies, international relations, comparative political science, economic theory to the study of specific problems of regions and countries of specialization.	Able to analyze and synthesize tasks in the field of country and regional studies; Able to apply the basic theories of domestic and foreign scientific schools in country and regional studies.	All professional tasks
IIK-5	Able to take responsibility in the implementation of collective agreements in the framework of official duties.	Able to develop and implement organizational and managerial decisions on the profile of activity.	All professional tasks
IIK-10	Able to critically evaluate the proposed options for managerial decisions, develop and justify proposals for their improvement.	Able to develop proposals and recommendations for applied research and consulting.	Organizational, scientific and research tasks
IIK-20	Able to initiate and organize projects on the	Able to develop and implement organizational	All professional tasks

* Competencies should be selected from the OS in accordance with the EP competency matrix

	subject of regional studies and country studies.	and managerial decisions on the profile of activity.	
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III. STRUCTURE AND CONTENT OF INTERNSHIP

The total complexity of production internship is 12 credits, 4 weeks.

Table 2

№	Types of practical work	Activity content	Formed competencies
1	Analysis of the scope of the Organization	The study of regulatory acts in the unit for its functional purpose, mode of operation, paperwork structure of this organization.	УК-10, ПК-5
2	Work with sources of information	The collection and analysis of theoretical information necessary to carry out the tasks in practice	ОПК-1, ОПК-5
3	The solution of tasks	<ul style="list-style-type: none"> • Choosing the best solution to the problem and carrying out work on the implementation of the research project; • Participation in the preparation and implementation of planned activities provided for in the internship program; • Fulfillment of certain official tasks (instructions) of the head of internship. 	ПК-10, ПК-20
4	Preparation of an internship report	Collection and compilation of material necessary for the preparation of internship reporting documents	ОПК-5

IV. INTERNSHIP REPORTING FORMS

The format of the internship report is determined by the developer of the internship program, based on the purpose and objectives of the internship. After completing the internship (within 15 calendar days after its final day, but no later than 4th module session period ends (in accordance with the Academic calendar), a student must submit the internship documentation:

A. Internship report (Appendix 2);

Report structure:

1. Introduction (the section should contain the goals and objectives of the internship)
2. The informative part.
3. Performed individual task (Appendix 1).
4. Conclusion (including self-assessment of competence development)
5. Applications (graphs, diagrams, tables, algorithms, illustrations, etc.).

The content of the informative part must include the following sections:

1. Brief description of the organization (place of internship) with a description of the field of activity, organizational structure, and economic indicators.

2. Description of professional tasks solved by the student during internship (in accordance with the goals and objectives of the internship program and individual task).

B. Confirmation of Providing Instructions at a Company to a Student (Appendix 3);

C. Review of internship from the student's supervisor with assessment, signed by the head of internship (Appendix 4) The review of the Organization with the assessment is signed directly by the supervisor / curator of the student. The signature is sealed by the Organization's stamp (if possible). If it is not possible to obtain the seal, student is permitted to receive review on the official letterhead of the Organization.

D. Internship Agreement on providing internship(s) for student(s) (Annex 9) OR Internship offer and acceptance letters (Annex 10)

The internship report is completed exclusively by a student. Any visuals can be attached to the report, showing intermediate and final results of the tasks performed. On the cover page of

the report, it is necessary to affix the internship assessment by the head of internship from the Organization.

The *review* from the organization must contain an assessment of completeness, detail, relevance, reliability of information about the student’s activities during the internship, as well as the timeliness of the delivery of a package of documents are the basis for the assessment. It should coincide with the assessment on the cover page of the internship report.

Review from the organization is given in free form. It is desirable for the review to reflect student’s professional tasks; quality of the program of internship; student’s attitude to completing assignments received during the internship period; conclusions about the professional suitability of the student; if necessary, comments on his personal and professional qualities.

V. GRADING POLICY

The examination for the internship is carried out in the form an assessment of reporting documentation.

5.1. Grading Policy

The report is graded by the head of the internship from the faculty. The grade is written on the cover pages of the internship reports. A 10-point scale adopted by the Higher School of Economics is used. The head of the internship evaluates the results of the internship on the following approximate scale:

Grade on a 10-point scale	Approximate content of the assessment
10 Brilliant	The set of documents is complete, all documents are signed and certified properly. The purpose of the internship has been fulfilled or three or more professional competencies have been fully developed and put into practice (numerous examples and results of activities with comments by representatives of the organization, which are evaluated expertly) are presented. There are no rebukes from representatives of the enterprise or organization.
9 Excellent	
8 Almost excellent	
7 Very good	The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the internship was fulfilled almost completely or partially worked out and put into practice three or less professional competencies (some examples and results of activities are briefly presented without comments from the organization’s representatives, which are evaluated expertly). Minor rebukes from representatives of the enterprise or organization.
6 Good	
5 Very satisfactory	The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the internship has been partially or insufficiently worked out and three or less professional competencies have been put into practice. Rebukes from representatives of the enterprise or organization.
4 Satisfactory	
3 Very unsatisfactory	The set of documents is incomplete. The purpose of the internship is not fulfilled. Serious rebukes from representatives of the enterprise or organization.
2 Bad	
1 Very bad	

The resulting grade is set by the formula

$$G_{result} = 0.5 \cdot G_{review} + 0.5 \cdot G_{doc}, \text{ where}$$

G_{review} – assessment for the work performed, done by the head of the internship of the organization according to the results of the student work (either on the cover page of the internship report or in the review),

G_{doc} – assessment for the student’s report, done by the Head of Internship at HSE (on the cover page of the internship report).

The resulting grade is rounded arithmetically ($\geq 0.5 = 1$).

The score is rounded towards the next integer.

Plagiarism and falsification of documents are graded as “0”.

VI. EDUCATIONAL, METHODOLOGICAL AND INFORMATION SUPPORT OF INTERNSHIP

1.1. Main literature

№	Name
1	Методы и средства научных исследований: Учебник / А.А.Пижурин, А.А.Пижурин (мл.), В.Е.Пятков - М.: НИЦ ИНФРА-М, 2015. - 264 с.: 60x90 1/16. - ISBN 978-5-16-010816-2 http://znanium.com/catalog.php?bookinfo=502713 [available from the HSE network]

1.2. Additional literature

№	Name
1	Основы научных исследований / Б.И. Герасимов, В.В. Дробышева, Н.В. Злобина, Е.В. Нижегородов, Г.И. Терехова. — Москва : ФОРУМ, 2013. — 272 с. - ISBN 978-5-91134-340-8. http://znanium.com/catalog.php?bookinfo=390595 [available from the HSE network]

1.3. Methodical recommendations of the faculty/EP

№	Name
1	Regulations on the Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of HSE. https://www.hse.ru/mirror/pubs/share/direct/304903719

1.4. Databases, reference and search engines

№	Name	Access/download terms
1	Консультант Плюс	From the university's internal network

VII. MATERIAL AND TECHNICAL SUPPORT OF INTERNSHIP

Material and technical support of internship is reflected in the agreements for the internship with individual organizations. The specified material and technical support must meet the current sanitary and fire safety standards, as well as safety requirements during work.

Federal State Autonomous Educational Institution of High Education
National Research University Higher School of Economics

Faculty of World Economy and International Affairs

INDIVIDUAL INTERNSHIP TASK

Student's name _____, group _____

Year of study: 4th

Field of study The "Economics and Politics in Asia" BA Double Degree Program

BA Program "Economics, Politics and Business in Asia"

Type of internship Pre-Graduation

Internship period from _____ till _____

The goals of the internship are¹: the professional competencies consolidation and development in terms of the research activities, including institutional and managerial activity and expert-analysis work.

The objectives of the internship are²: consolidation of theoretical knowledge obtained during the training; development and consolidation of practical skills for performing analysis; development of practical (technical) skills in solving specific tasks typical of research and / or applied work in the field of training (qualification: master); developing students' skills of presenting the results of professional activity.

The content of the internship (issues for studying):

1. The study of the normative basis in relation to functional purpose of the Organization, mode of operation, office work, the structure of the Organization;
2. The execution of individual work tasks and assignments of the head practice of the Internship in the Organization and participation in the preparation and implementation of planned activities in the Organization according to its business plan;
3. Collection and compilation of research materials and elaboration of analytical model for the research of the region of interest / regional studies aspects for preparation of Student thesis (VKR);
4. Collection and compilation of material necessary for the preparation of internship reporting documents.

The expected results:

1. Able to carry out industrial or applied activities in the international environment;
2. Able to carry out applied research in the field of international, regional and cross-border interaction;
3. Able to apply scientific approaches, concepts and methods developed in the framework of the theory of regional studies, international relations, comparative political science, economic theory to the study of specific problems of regions and countries of specialization;

¹ In accordance with the approved internship program

² In accordance with the approved internship program

4. Able to take responsibility in the implementation of collective agreements in the framework of official duties;
5. Able to critically evaluate the proposed options for managerial decisions, develop and justify proposals for their improvement;
6. Able to initiate and organize projects on the subject of regional studies and country studies.

The head of internship from HSE _____/_____

The head of internship from Company / Organization _____/_____

Student's signature _____

Date _____

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION
FOR HIGH EDUCATION

NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS

FACULTY OF WORLD ECONOMY AND INTERNATIONAL AFFAIRS

BACHELOR'S PROGRAMME "HSE UNIVERSITY AND KYUNG HEE UNIVERSITY DOUBLE
DEGREE PROGRAMME IN ECONOMICS AND POLITICS IN ASIA"

Field of study 41.03.01 "Regional Studies"

STUDY YEAR ___ / ___

INTERNSHIP REPORT

Student name (last, first), group

Grade of the head of Internship at HSE³

_____ (grade)

_____ (signature)

The head of internship from HSE

MOSCOW 202_

³ Numeric grade on a 10-point scale (10-8 Excellent, 7-6 Good, 5-4 Satisfactory, 3-1 Fail)

1. Introduction

The goals of the internship

are:

2. The Informative Part

2.1 Brief description of the organization (field of activity, indicators, etc.) and the functionality received by the student

student

2.2 Description of professional tasks solved by the student during internship (in accordance with the goals and objectives of the internship program)

program)

3. Conclusion (including self-assessment of competence development)

3.1 What new knowledge and skills did You acquire during the practice?

practice?

3.2 Your suggestions regarding the organizational and content side of the internship

internship

20_____

**Подтверждение проведения инструктажа /
Confirmation of Providing Instructions at a Company to a Student**

Студент/-ка ФГАОУ ВО «Национальный исследовательский университет «Высшая школа экономики» *ФИО / Student's name* _____, studying at the National Research University Higher School of Economics,

обучающийся/-аяся на:

4-м курсе Бакалаврской программы «Программа двух дипломов НИУ ВШЭ и Университета Кёнхи «Экономика и политика в Азии»» (направление 41.03.01 Зарубежное регионоведение), being a 4th year student of Bachelor's Program "HSE University and Kyung Hee University Double Degree Program in Economics and Politics in Asia" (41.03.01 Regional Studies),

направленный/-ая для прохождения учебной практики в _____ (*название организации*),
/ assigned for a pre-graduation internship at _____ (*company title*)

был/-ла ознакомлен/-на с: / was acquainted with:

- требованиями охраны труда / Occupational safety requirements
- требованиями техники безопасности / Safety instructions in the workplace
- требованиями пожарной безопасности / Fire safety instructions in the workplace
- правилами внутреннего трудового распорядка *организации* / Internal regulations of the company / organization

Руководитель практики от организации /
The head of internship from Company / Organization:

должность / title

_____/_____
ФИО и подпись / name and signature

дата / Date

первый день практики / 1st day of internship

Instructions for Review of the head of internship from the organization.

The review of student's work is drawn up at the end of the Internship by the head (supervisor) of the Internship from the Organization.

First and last names, place of the Internship and the term of internship should be indicated.

The review should include:

- professional tasks performed by the student;
- completeness and quality of student's work;
- student's attitude to the realization of tasks received during the Internship period;
- assessment of the formation of planned competencies

Code of competency	Competency formulation	Evaluation of formation of competencies ⁴
УК-10	Able to carry out industrial or applied activities in the international environment.	
ОПК-1	Able to carry out applied research in the field of international, regional, and cross-border interaction.	
ОПК-5	Able to apply scientific approaches, concepts and methods developed in the framework of the theory of regional studies, international relations, comparative political science, economic theory to the study of specific problems of regions and countries of specialization.	
ПК-5	Able to take responsibility in the implementation of collective agreements in the framework of official duties.	
ПК-10	Able to critically evaluate the proposed options for managerial decisions, develop and justify proposals for their improvement.	
ПК-20	Able to initiate and organize projects on the subject of regional studies and country studies.	
FINAL GRADE		

- conclusions about the professional suitability of the student; if necessary - comments on his personal and professional qualities.

The review is signed by the head of the practice from the organization and certified by the seal (if possible).

⁴ Numeric grade on a 10-point scale (10-8 Excellent, 7-6 Good, 5-4 Satisfactory, 3-1 Fail)

