**SCIENCE AND RESEARCH INTERNSHIP SYLLABUS**

**DEGREE PROGRAMME OF HIGHER EDUCATION –**

**MASTER’S PROGRAMME**

**“PROTOTYPING FUTURE CITIES”**

Field of Studies: 07.04.04 “Urban Studies and Development”

Approved by the Academic Council of the

Faculty of Urban and Regional Development

(Minutes No. 4, dated Aug. 30, 2021)

|  |  |
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| Authors | Egor Kotov, Research fellow, Senior lecturer, Vysokovsky Graduate School of Urbanism;  Ruslan Goncharov, Associate professor, Vysokovsky Graduate School of Urbanism;  Yaroslav A. Bakhmetjev, Specialist on methodical and educational work, Faculty of Urban and Regional Development |
| ECTS | 10 |
| Duration of internship in academic hours,  including duration of contact hours, or  duration of internship measured in weeks | 380 academic hours, including 2 contact hours |
| Duration in weeks | 6 |
| Year of Study | 2 |
| Type of Internship | Production |
| Format of Internship | Science and research |

# GENERAL PROVISIONS

# Purpose and Objectives of Internship

# The syllabus is developed, according to:

* HSE University Educational Standard in the field of studies 07.04.04 “Urban Studies and Development” (approved by HSE Academic Council, Minutes No. 13, dated Dec. 22, 2017, edited in 2019);
* Regulations for HSE Student Project Work, Research and Internships (approved by HSE Academic Council, Minutes No. 07, dated June 24, 2016, annex to HSE Directive No. 6.18.1-01/0509-02, dated Sept. 5, 2016, edited in 2019).

Science and research internship is carried out in accordance with the approved Degree programme Curriculum and Academic calendar. Graduate students should reach the internship **goal:** to provide acquiring the skills of professional work, to deepen and to consolidate the knowledge and competencies acquired in the process of theoretical training. It is carried out for collecting, analyzing and summarizing scientific material; developing original hypotheses and scientific ideas for the master thesis; acquiring analytical and design work skills and experience of participating in design work on spatial planning, urban zoning, strategies and concepts for the development of territories.

Internship sets as its **objectives** – consolidation of the knowledge acquired by the student and the acquisition of practical skills and competencies in the field of professional activity, relevant to the degree programme concept, in state, municipal, public, commercial and non-profit organizations, structural units of the University, carrying out activities in the field of urban development and spatial planning.

**Internship in the Degree Programme Curriculum**

Science and research internship is included into Block 2 “Practice(s), Project and(or) Research work” of the Degree programme Curriculum. Research internship is held on the 2nd year of study and it is obligatory.

In the Academic calendar research internship follows other courses (except final state certification), thus research internship is based on the following courses:

* Legal Regulation in Urban Planning and Management;
* Spatial Planning;
* City project: Buildings;
* City project: Things;
* Research and Practice Seminar “City and Technology”. Part 1;
* Research and Practice Seminar “City and Technology”. Part 2;
* Research Seminar “Research Methods in Urban Studies”;
* Project Seminar;
* Project Seminar 2;
* Readings on Urbanity (depending on the chosen variation);
* Data Driven Cities (depending on the chosen variation);
* Recording Sociology (depending on the chosen variation);
* Computational Spatial Morphology (depending on the chosen variation);
* Governance for Sustainable Development (depending on the chosen variation);
* Academic Writing (depending on the chosen variation);
* Urban Histories (depending on the chosen variation);
* Urban Data (depending on the chosen variation).

The results and obtained skills of internship activity should be used in preparing of the Graduation Thesis.

**Method of taking the internship**

Science and research internship is predominantly taken stationary (taking internship in the field is also allowed).

**Form of taking the internship**

Science and research internship is taken on a discretionary basis: the period of time for the internship is separately described in the Academic calendar. A combination of internship periods is possible, depending on the types and duration of internships.

1. **LIST OF INTERNSHIP’S ANTICIPATED LEARNING RESULTS IN CORRESPONDENCE TO ANTICIPATED RESULTS OF MASTERING THE DEGREE PROGRAMME (COMPETENCIES)**

The internship is aimed at the formation of the following competencies:

|  |  |  |  |
| --- | --- | --- | --- |
| Competency  code | Competency | Content of competency, formed during the internship (development descriptors) | Professional tasks requiring this competency. Types of student practical work |
| UC-1 | Able to reflect (evaluate and process) mastered scientific methods and ways of activity | - knows how to apply studied research and analytical methods to solve specific professional problems;  - able to critically evaluate and to compare the effectiveness of different research and analytical methods | - conducting applied research of the city, urban systems, subsystems and processes;  - development of interdisciplinary projects, concepts, programs and proposals in the field of urban planning and management |
| UC-2 | Able to create new theories, invent new ways and instruments of professional activity | - able to optimize common methods for solving research and project problems | - development of interdisciplinary projects, concepts, programs and proposals in the field of urban planning and management |
| UC-3 | Able to independently master new research methods, to change the scientific and industrial profile of own activities | - able to master new research methods in the framework of the studied disciplinary approaches;  - able to master new analytical tools and algorithms as part of the programme packages | - analysis of methods, approaches and technologies used in solving problems of urban planning and management;  - development of interdisciplinary projects, concepts, programs and proposals in the field of urban planning and management |
| UC-4 | Able to improve and develop own intellectual and cultural level, to build a trajectory of professional development and career | - able to apply the basic theories of foreign and domestic schools in the research process | - analysis of methods, approaches and technologies used in solving problems of urban planning and management |
| UC-5 | Able to make managerial decisions and ready to bear responsibility for them | - understands the challenges of managing urban systems;  - understands new trends in urban planning and management | - development of project documentation and supporting materials for territorial planning, urban zoning and territory planning |
| UC-6 | Able to analyze, verify, evaluate completeness of information during professional activity, with the need to make up and synthesize the missing information | - knows how to organize pre-project analysis of urban areas and systems;  - owns modern tools for searching, processing and organizing information in the field of urban planning and management | - development of interdisciplinary projects, concepts, programs and proposals in the field of urban planning and management |
| UC-7 | Able to organize multilateral communication and manage it | - knows how to organize pre-project analysis of urban areas and systems | - development and implementation of territorial planning events |
| UC-8 | Able to conduct professional, as well as research activities in the international environment | - able to apply the basic theories of foreign and domestic schools in the research process | - development and implementation of territorial planning events |
| GPC-1 | Able to use social and multicultural differences to solve problems in professional and social activities | - able to apply the basic theories of foreign and domestic schools in the research process | - substantiation, assessment of decisions, methods and technologies, used in urban planning and management, preparation of conclusions and recommendations |
| GPC-2 | Able to determine, translate common goals in professional and social activities | - able to prepare analytical materials, expert opinions on topical issues of urban planning and management | - substantiation, assessment of decisions, methods and technologies, used in urban planning and management, preparation of conclusions and recommendations |
| GPC-3 | Able to build professional activities, business and  make choices guided by the principles of social responsibility | - knows how to develop the research project concept, to formulate goals, objectives, topicality, expected results and fields of their use | - implementation of urban planning policy, organization and management of territorial planning and design projects |
| GPC-4 | Able to carry out all stages of complex analysis and  summarize its results using scientific research methods | - owns research methods in urban planning and management;  - own methods of theoretical and empirical, as well as applied analysis in the field of urban planning and management | - substantiation, assessment of decisions, methods and technologies, used in urban planning and management, preparation of conclusions and recommendations |
| GPC-8 | Able to interpret the results of studies, prepare scientific and technical reports, presentations and scientific publications | - knows how to present the results of own research and scientific-project activities | - substantiation, assessment of decisions, methods and technologies, used in urban planning and management, preparation of conclusions and recommendations |
| PC-1 | Able to develop concepts for projects, programs, proposals, methods and mechanisms in the field of urban planning and management | - knows how to develop the research project concept, to formulate goals, objectives, topicality, expected results and fields of their use;  - able to prepare analytical materials, expert opinions on topical issues of urban planning and management | - development of interdisciplinary projects, concepts, programs and proposals in the field of urban planning and management;  - substantiation, assessment of decisions, methods and technologies, used in urban planning and management, preparation of conclusions and recommendations |
| PC-3 | Able to participate in the research of fundamental problems and applied objectives in the field of urban planning and management, as well as critically evaluate the scientific and technical information associated with them, theoretical and practical problems | - knows how to develop the research project concept, to formulate goals, objectives, topicality, expected results and fields of their use;  - able to prepare analytical materials, expert opinions on topical issues of urban planning and management | - monitoring, time planning and information support for urban development |
| PC-4 | Able to coordinate, set tasks and plan work of the team in the context of urban relations | - knows how to develop the research project concept, to formulate goals, objectives, topicality, expected results and fields of their use;  - able to prepare analytical materials, expert opinions on topical issues of urban planning and management;  - knows how to organize pre-project analysis of urban areas and systems | - development of interdisciplinary projects, concepts, programs and proposals in the field of urban planning and management;  - implementation of urban planning policy, organization and management of territorial planning and design projects |
| PC-5 | Able to evaluate and make suggestions on  improving management and administration systems of urban activities at local and regional levels | - understands the challenges of managing urban systems;  - understands new trends in urban planning and management  - owns expert analytical tools and methods in study of problems and processes in the field of urban planning and management | - advising legislative and executive authorities at various levels, public organizations and businesses in the field of urban planning and management;  - substantiation, assessment of decisions, methods and technologies, used in urban planning and management, preparation of conclusions and recommendations |
| PC-6 | Able to rationally choose methods and tools of urban development management, urban policy directions and urban development technologies, to advise authorities on these issues, prepare conclusions and recommendations | - owns methods of theoretical and empirical, as well as applied analysis in the field of urban planning and management;  - owns systematic approach of solving problems in research, scientific-project and expert activities | - advising legislative and executive authorities at various levels, public organizations and businesses in the field of urban planning and management |
| PC-7 | Able to assess urban development trends, to identify and to propose urban development strategies in the context of urban relations, to advise public organizations, business, representatives of regional and municipal authorities on these issues | - understands new trends in urban planning and management;  - able to prepare analytical materials, expert opinions on topical issues of urban planning and management;  - knows how to organize pre-project analysis of urban areas and systems | - implementation of urban planning policy, organization and management of territorial planning and design projects;  - monitoring, time planning and information support for urban development |
| PC-8 | Able to analyze the legal framework of urban regulation, to develop and to make proposals for its improvement | - understands the challenges of managing urban systems | - monitoring, time planning and information support for urban development |

# STRUCTURE AND CONTENT OF INTERNSHIP

Below is the recommended list of students’ practical work types within the internship framework, which can be combined in any ratio for each student individually, based on the specifics of the specialized organization and the specifics of the master thesis theme.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Types of students’ professional activities | Content of activities | Competencies codes |
| 1 | Scientific research | Monitoring, time planning and information support for urban development | PC-3, PC-7, PC-8 |
| 2 | Project | Development of interdisciplinary projects, concepts, programs and proposals in the field of urban planning and management | PC-1, PC-4 |
| 3 | Consulting | Advising legislative and executive authorities at various levels, public organizations and businesses in the field of urban planning and management | PC-1, PC-5, PC-6, PC-7, PC-8 |
| 4 | Expert | Substantiation, assessment of decisions, methods and technologies, used in urban planning and management, preparation of conclusions and recommendations | PC-1, PC-5, PC-6, PC-7, PC-8 |
| 5 | Organizational and managerial | Implementation of urban planning policy, organization and management of territorial planning and design projects | PC-4, PC-5 |

The internship is led by supervisors from the programme’s faculty members, appointed by the programme’s academic supervisor. Internship is carried out in state, municipal, public, commercial and non-profit enterprises, institutions and organizations, structural divisions of the Higher School of Economics, carrying out activities in the field of urban development and territorial planning.

The organization of internship is carried out on the basis of contracts and/or agreements with organizations, irrespective of their organizational and legal form, or form of ownership, or on the basis of the letters of offer and accept. In accordance with contracts, agreements or above letters, organizations provide places for internships for students. The standard form of the contract/agreement and the letters are provided by the administration of Vysokovsky Graduate School of Urbanism.

In agreement with the programme’s academic supervisor, students can choose a different time for internship by submitting a statement addressed to the academic supervisor (in free form) before the official beginning of the internship. In agreement with the programme’s academic supervisor, internship may be carried out in several organizations in series.

During the internship, students take part in all intra-organizational events, open for interns – planning meetings, brainstorms, training events, etc. During internship all students are subjects to the internal rules of the organizations in which they are interning.

1. **INTERNSHIP REPORTING FORMS**

The internship reporting format is a fully completed set of internship documents, which forms are established in the Appendices to this Syllabus. The set of documents is provided to the supervisor from the HSE no later than 10 calendar days after the official end of the internship period. The documents reflect the student’s work during the internship, the skills and abilities acquired by him, and formed competencies.

**Individual assignment**

The individual assignment is completed no later the starting day of the internship. The individual assignment is signed by the student, agreed by supervisors from the HSE University and the organization. The individual assignment contains:

* internship goal,
* internship objectives,
* internship content (issues, to be studied),
* planned results,
* other.

An approximate form of the individual assignment is presented in Appendix 1.

**Schedule (plan) of the internship**

The schedule (plan) of the internship reflects the planned activities and the approximate terms of their implementation. The schedule (plan) must necessarily reflect the date of the briefings on labour protection requirements, security measures requirements, fire safety regulations, the organization’s internal regulations. Briefings should be carried out before the start of the main activities (usually on the first day of the internship).

The schedule (plan) of the internship is signed by the student, agreed by supervisors from the HSE University and the organization. An approximate form of the schedule (plan) of the internship is presented in Appendix 2.

**Report**

The internship report is filled only by the student (allowed to fill handwritten or printed). The report contains:

* internship goal;
* internship objectives;
* organization and its structural subdivision (the venue of internship);
* general description of the scope of organization’s activities;
* general description of work during the internship;
* self-assessment of obtained skills.

On the cover page of the report are marks from supervisors from the HSE University and the organization.

An approximate form of the report is presented in Appendix 3.

**Internship diary**

The internship diary is filled by the student during the internship. The diary contains:

* confirmation of complete of briefings on labour protection requirements, security measures requirements, fire safety regulations, the organization’s internal regulations. Either as part of the internship records (on the first day), or on a separate sheet;
* internship records with the terms, description of activities, supervisor’s comments, supervisor’s marks and signature.

On the cover page of the diary are mark from supervisors from the HSE University. An approximate form of the report is presented in Appendix 5.

**Review**

Review of the supervisors from the organization about student’s activities is given in free form.

Review must contain an assessment of the student’s activity during the internship. The mark should coincide with the mark on the title page of the internship report.

Review is certified by the signature of the student’s supervisor or the senior manager. Review should be certified by the stamp of the organization, or carried out on the official letterhead of the organization.

An approximate form of the review is presented in Appendix 4.

# INTERIM ASSESSMENT OF INTERNSHIP

Interim assessment of internship is carried out in the form of an exam.

The exam is preceded by current control, namely: self-study work (filling out an individual assignment for internship, the internship diary), face-to-face consultations with the supervisor from the HSE University.

The examination is carried out in the form of an assessment of reporting forms.

**Criteria and grading scale for an interim assessment of the internship**

Based on the submitted documents on the internship, the supervisor from the HSE University checks the fulfillment of the objectives, set for the student, as well as the compliance of the results with the original objectives. If necessary, the supervisor writes a comment.

The resulting mark is determined expertly by the supervisor from the HSE University and is ranked on a 10-point scale.

Students, who have not completed the internship syllabus at the graduation course are not admitted to the final state certification.

Students, who have not completed the internship syllabus without a valid reason, are sent to the internship again in their free time. Students, who received an unsatisfactory mark on results of the internship, are considered to have academic debt. It can be eliminated in accordance with the Regulation on the organization of intermediate certification and ongoing monitoring of student performance at HSE.

The key criteria for assessment of a student’s internship are:

* content of review of the supervisor from the organization;
* degree of compliance of internship’s activities and the acquired competencies with professional tasks (based on the internship diary);
* completeness of the reporting forms and its compliance with the specified requirements (paragraph IV).

**Assessment tool fund for interim assessment of the internship**

Assessment tool fund for the internship includes:

* control questions and assignments on internship, studied by students on their own;
* individual tasks in accordance with the internship objectives;
* topics of design and graphic work, urban development projects, analytical materials performed during the internship;
* other.

# EDUCATIONAL, METHODOLOGICAL AND INFORMATION SUPPORT OF INTERNSHIP

**The list of educational literature and Internet resources, necessary for internship**

|  |  |
| --- | --- |
| **№** | **Names** |
| **Core bibliography** | |
| 1. | Evans B.M. Urban Environment and Resilience / Brian Mark Evans, Martin Barry, Nicholas Buchoud, Vincente Guallart. – Prague, Czech Republic: European Habitat, 2016. – URL: <http://search.ebscohost.com/login.aspx?direct=true&site=eds-live&db=edsbas&AN=edsbas.14C48F0D> |
| **Additional bibliography** | |
| 1. | Boeing G. Spatial information and the legibility of urban form: Big data in urban morphology / Geoff Boeing // International Journal of Information Management. – 2019. - 10 Oct. – URL: <http://search.ebscohost.com/login.aspx?direct=true&site=eds-live&db=edssch&AN=edssch.oai%3aescholarship.org%2fark%3a%2f13030%2fqt6mn025sb> |

**The list of information technologies, used in the internship, including the list of software and information reference systems (if necessary)**

In process of the internship, students may use information technologies, including computer simulations, computer-aided design and software development tools, used in specialized organizations, Internet technologies, etc.

1. **DESCRIPTION OF THE MATERIAL AND TECHNICAL BASE FOR INTERNSHIP**

Scientific and research equipment, measuring and computing systems, specially equipped classrooms, laboratories, etc.

The specified material and technical support must meet the current sanitary and fire safety standards, as well as safety requirements during work.

Appendix 1.

HSE University

**INDIVIDUAL ASSIGNMENT /**

**ИНДИВИДУАЛЬНОЕ ЗАДАНИЕ**

is issued to 2nd course student

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(first name, last name)

Field of study: 07.04.04 “Urban Studies and Development”

Type and name of the Degree programme: Master’s programme “Prototyping Future Cities”

Type of internship: Production internship

Format of internship: Science and research internship

Internship term: , 2022 – , 2022

Internship goal / Цель прохождения практики: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship objectives / Задачи практики:

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

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

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

Internship content (issues, to be studied) / Содержание практики (вопросы, подлежащие изучению):

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

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

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

Planned results / Планируемые результаты: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor from the HSE University / Руководитель практики от ФГАОУ ВО «НИУ ВШЭ» – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position / должность)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature / подпись) (first name, last name / ФИО)

AGREED BY / СОГЛАСОВАНО: Supervisor from the organization / Руководитель практики от профильной организации – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position, name of organization / должность и название организации)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature / подпись) (first name, last name / ФИО)

The assignment is accepted for execution: \_\_\_\_\_\_\_\_\_\_\_\_\_, 2022 /

Задание принято к исполнению «\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_ 2022 г.

Student / Обучающийся: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature / подпись) (first name, last name / ФИО)

Appendix 2.

HSE University

**SCHEDULE (PLAN) OF THE INTERNSHIP /**

**РАБОЧИЙ ГРАФИК (ПЛАН) ПРОВЕДЕНИЯ ПРАКТИКИ**

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(first name, last name)

Field of study: 07.04.04 “Urban Studies and Development”

Type and name of the Degree programme: Master’s programme “Prototyping Future Cities”

Course of student: 2

Type of internship: Production internship

Format of internship: Science and research internship

Internship term: , 2022 – , 2022

Supervisor from the HSE University / Руководитель практики от ФГАОУ ВО «НИУ ВШЭ»: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(first name, last name, position / ФИО, должность)

Organization of internship / Профильная организация: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor from the organization / Руководитель практики от профильной организации:

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

(first name, last name, position / ФИО, должность)

|  |  |  |
| --- | --- | --- |
| No. | Terms / Сроки проведения | Planned activities / Планируемые работы |
| 1. |  | Organizational meeting / Организационное собрание |
| 2. |  | Briefings on labour protection requirements, security measures requirements, fire safety regulations, the organization’s internal regulations / Инструктаж по охране труда, технике безопасности, пожарной безопасности, правилам внутреннего трудового распорядка организации |
| 3. |  | Execution of the individual assignment / Выполнение индивидуального задания |
| 4. |  | Preparing the Internship report / Подготовка и предоставление отчета о прохождении практики |

Student / Обучающийся: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature / подпись) (first name, last name / ФИО)

Supervisor from the HSE University / Руководитель практики от ФГАОУ ВО «НИУ ВШЭ»:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature / подпись) (first name, last name / ФИО)

Supervisor from the organization / Руководитель практики от профильной организации:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature / подпись) (first name, last name / ФИО)

Appendix 3.

HSE University

Faculty of Urban and Regional Development

Degree programme of higher education – Master’s programme

“Prototyping future cities”

(field of studies: 07.04.04 “Urban Studies and Development”)

**Science and research internship**

**REPORT /**

**О Т Ч Е Т**

**о научно-исследовательской практике**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Completed by / Выполнил: | Student of group \_\_\_\_\_\_ /  Студент группы \_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (first name, last name / ФИО)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature / подпись) |
| Graded by / Проверили: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor from the HSE University’s position, first name, last name / должность, ФИО руководителя от НИУ ВШЭ) | (mark / оценка) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature / подпись)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date / дата) |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, first name, last name of supervisor from the organization / должность, ФИО руководителя от организации) | (mark / оценка) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature / подпись)  stamp / МП  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date / дата) |

1. Introduction / Введение

internship goal / цель практики:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

internship objectives / задачи практики: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

2. Content of report / Содержательная часть

2.1. Organization and its structural subdivision (the venue of internship) / Наименование организации и подразделения, в котором проходила практика

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

2.2. General description of the scope of organization’s activities / Общая характеристика деятельности подразделения, в котором проходила практика

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

2.3. General description of work during the internship / Обобщенное описание выполненной во время практики работы

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

3. Conclusion (including self-assessment of obtained skills) / Заключение (самооценка сформированности компетенций)

3.1. What new knowledge and skills did you acquire during internship? / Какие новые знания и навыки Вы приобрели во время практики?

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

3.2. What materials (documents), You needed to write Your Graduation thesis, did You manage to collect (study) in the organization during the internship? / Какие материалы (документы), необходимые Вам для написания выпускной квалификационной работы, Вам удалось собрать (изучить) в организации в процессе прохождения практики?

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

3.3. Your wishes and suggestions regarding the organizational and substantive aspects of the internship / Ваши пожелания и предложения относительно организационной и содержательной стороны проведения практики

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

Appendix 4.

**Approximate form of the Review / Примерный формат отзыва**

Recommended to use the official letterhead of the organization / Рекомендуется использовать официальный бланк организации

HSE student (first name, last name) has passed the Science and research internship in (name of organization).

Student’s objectives were … During the internship student demonstrated (knowledges, skills and abilities).

In general I assess the student’s internship on a … (in 10-points scale) mark.

(Conclusions and some recommendations based on the results of the internship)

Студент НИУ ВШЭ (ФИО) проходил научно-исследовательскую практику в (название организации).

В задачи студента входили … Во время практики студент продемонстрировал (знания, навыки и умения).

В целом практику студента я оцениваю на … (оценка по 10-балльной шкале).

(Выводы и некоторые рекомендации по результатам практики)

Position / Должность \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / first name, last name / ФИО

(signature / подпись)

Stamp / Печать

\_\_\_\_\_\_\_\_\_\_\_, 2022 / \_\_.\_\_.2022

Appendix 5.

HSE University

Faculty of Urban and Regional Development

Degree programme of higher education – Master’s programme

“Prototyping future cities”

(field of studies: 07.04.04 “Urban Studies and Development”)

**Science and research internship**

**DIARY /**

**ДНЕВНИК**

**научно-исследовательской практики студента**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Starting day / Начат |  |
|  |  | Final day / Окончен |  |
|  |  | Completed by / Выполнил: | Student of group \_\_\_\_\_\_ /  Студент группы \_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (first name, last name / ФИО)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature / подпись) |
| Graded by / Проверили: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor from the HSE University’s position, first name, last name / должность, ФИО руководителя от НИУ ВШЭ) | (mark / оценка) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature / подпись)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date / дата) |

**Moscow 2022**

**Confirmation of briefings’ complete**

HSE University student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(first name, last name)

2nd course of Master’s programme “Prototyping Future Cities” (field of study: 07.04.04 “Urban Studies and Development”), assigned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(organization)

for production (science and research) internship, on \_\_\_\_\_\_\_\_\_\_\_\_, 2022 was familiarized with:

* labour protection requirements,
* security measures requirements,
* fire safety regulations,
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s internal regulations.

(organization)

Supervisor from the organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(position) (signature) (first name, last name)

\_\_\_\_\_\_\_\_\_\_\_\_, 2022

Name of internship organization / Место прохождения практики: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position, first name, last name of supervisor from the organization / Должность, ФИО руководителя практики от предприятия:

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

**INTERNSHIP RECORDS / УЧЕТ ВЫПОЛНЕННОЙ РАБОТЫ**

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| --- | --- | --- | --- |
| Terms / Срок выполнения | Description of activities (filled in by a student) / Краткое содержание работы (заполняется практикантом) | Supervisor’s comments / Комментарии руководителей практики | Supervisor’s mark and signature / Отметка о выполнении работы (подпись руководителя практики) |
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Student / Студент-практикант: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature / подпись) (first name, last name / ФИО)