

### **Part 3. Internship**

The goal of the internship is further development and practical mastering of the skills acquired by the students during the studies at the Programme. The aims of the Internship are:

- 1) to gather and synthesize research and analytical material for the preparation of the Master’s Thesis,
- 2) to develop original scientific ideas and practical proposals,
- 3) to gain skills of independent research work,
- 4) to acquire professional skills in organizations and areas related to the analysis of public policy and the protection of human rights,
- 5) to deepen the knowledge and competences obtained in the process of theoretical training,
- 6) to offer an introduction to professional paths and clarify the possible scope of applying the skills and knowledge after the graduation.

The Internship is a concluding obligatory part of the studies for the Programme. It is arranged during the 3rd module of the 2nd year of studies. The Internship is building upon all the material and competencies provided by all the courses of the Program. To get admission to the master thesis defense, students need to take the internship and to defend its results successfully.

#### **3.1. Organization of internship, internship placement, format of activities, and program**

Students do the Internship according to their study track and based on the Internship Program (Annex). The Internship Program reflects the main types of work that the student must complete during the Internship; the expected results of the Internship; the form of presenting these results which will allow supervisor and members of the examination committee to assess the volume and quality of the collected material (e.g. in the form of tables, a summary, a report, a journal of field research notes, etc.).

If the Supervisor of the student cannot offer her or his student a venue for the Internship, she/he shall consult with the Academic Director of the Program and the Program Manager (the Study Office) in order to find a place for the Internship.

The Internship Coordinator at the internship organization is the contact person from the organization where the student does the Internship. The Internship Coordinator determines the particular activities of the Internship for the student. At the end of the Internship the Internship Coordinator provides a review of the activities and evaluates the individual results and achievements of the student. The Study Office provides technical support for the Internship process. It collects the Internship Applications (Annex) and Programs (Annex) and the reporting documents on the fulfilled Internship from the students of the Programme. The Academic Director of the Program ensures general supervision of the Internship process.

Internship placement is subject to the approval by the Academic Director of the Program. If the Internship placement is not approved, the Supervisor is to provide alternative option for further

approval. Graduate students do their Internship in outside organizations (state and municipal bodies, research institutes, government and non-governmental think tanks, nonprofit organizations, media, etc.), which signed internship agreements. Such organizations signs the form “Agreement to accepting a student for research internship” (Annex) and if the organization has the capacity to ensure that, the student will do the Internship in accordance with the Internship Program (Annex 2).

According to the decision of the Academic Director and with the consent of the Supervisor, a student may do the internship at the Public Policy Department or in other departments of HSE. The contract is provided between HSE and the host organization for each or for group of students (Annex) Students are to submit an Internship Application (Annex) specifying the name of the internship organization and the subject of their research to the Study Office of the Program. Students are to do it prior to the beginning of the Internship. Application must be signed by the student and approved by the Supervisor. Students are also enclosing the Internship Program (individual plan of the Internship) also signed by the student and approved by the Supervisor. The preparatory work on the internship (including: selection of the place of the Internship, preparation and coordination of the Internship Program) should be done by the student and the Supervisor prior to filing the application. Place of the Internship and the Internship Coordinator at the organization are approved by the Academic Director and submitted to the Social Sciences Faculty administration for issuing the Faculty Internship Placement Order. If a student didn't provide the Internship Application and Program in time, the Academic Director appoints a place of Internship and an Internship Coordinator at organization from the list of partner organizations. After the approval of the internship place by issuing Faculty Internship Placement Order and name of the Internship Coordinator at the organization, any changes are possible only after formal application for introducing changes to the internship placement. The student should provide the following documents: motivation for changing the place of internship (approved by the student's Supervisor), new Internship Application and Program. Motivation for the change of internship place should give a detailed reasoning as to why the new place is better than the previous one in terms of the internship's main goal: collecting research material for the Master's Thesis. Upon arrival to the internship organization on the first day of the Internship, the student must inform the Internship Coordinator about the content of her or his Internship Program and get the Internship Coordinator's signature on this document certifying that the organization is familiar with the program. If for any reason the organization cannot ensure that the student will be able to do the Internship in accordance with the Internship Program, the student should immediately inform Supervisor.

### 3.2. Evaluation of the internship

The evaluation is based (but not limited) on the following criteria:

- Compliance of the internship aims to the Internship Regulations of the Master's Program;
- Fulfilment of the Internship Program, submitted by the Student before the Internship;
- The review and the grade for the Internship by the Supervisor;
- The review and the grade for the Internship by the Internship Coordinator;
- Content and quality of internship materials submitted by the Student;
- Student's presentation of the internship results during the pre-defense;
- Presented correspondence of the internship results to the Term Paper / Master's Thesis research as far as the internship is intended to support the Students' research as the primary objective.