**Template Form and Structure of a Report on an Element of Practical Training (EPT)[[1]](#footnote-1), Completed by Students via LMS at HSE University**

National Research University Higher School of Economics

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*(EP name)*

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

*(level of education)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(field of study/qualification, if any)*

**REPORT**

**on** *a professional / project / research* **internship**

 *(specify the type of internship)*

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

*(type of internship (the EPT title[[2]](#footnote-2))*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(for projects, the project title)*

Completed by\_\_\_\_\_\_

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

 *(full name)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(signature)*

**Reviewed by:**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(position, full name of EPT supervisor)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(signature)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(date)*

**Structure of the project report[[3]](#footnote-3)**

1. Contents
2. General description of the project:
* Project initiator, client, and supervisor;
* Project type (*research, applied, service-based*);
* Place of project implementation (name of the organization, subdivision / other).
1. Main part:
	1. Description of the project’s implementation;
	2. Description of project outcomes (product);
	3. Description of methods and technologies applied during the project;
	4. Description of student's role in a project team (*mandatory for a group project*)\*;
	5. Description of any discrepancies and difficulties during project implementation\*.
2. Conclusion (assessment of project’s individual results, as well as acquired competencies).
3. Project outcomes (e.g., *texts, photographs, references and other materials*)[[4]](#footnote-4)
4. Annexes (*if necessary*: *presentations for the project defence, diagrams, designs, tables, algorithms, illustrations, reviews, etc*).\*

1. For practical training element completed as a project or professional internship. The text of a term paper/thesis shall be formatted as per the annex hereto: “Procedures for Formatting Term Papers and Theses at HSE University”. [↑](#footnote-ref-1)
2. An EPT refers to element of practical training under an educational programme’s curriculum. [↑](#footnote-ref-2)
3. Paragraphs provided in the report on an optional basis should be marked with an asterisk \*. [↑](#footnote-ref-3)
4. With the exception of cases when outcomes cannot be published for reasons of confidentiality or due to provisions of commercial secrecy. [↑](#footnote-ref-4)