

Internship

The main goal of the internship is to give students the opportunities for the implementation of the theoretical knowledge and skills into the process of solving real cases and tasks (mainly correlated with different sorts and levels of development).

The main aims of the research internship for students of Master programs at the 2nd year of study are: to gather and synthesize research and analytical material for the preparation of the master's thesis, to develop original ideas and practical proposals, to implement the theoretic ideas and approaches for the practical tasks, to gain skills of independent work, to participate in research and practical teamwork, to prepare for the future job in the organization for solving the questions of development.

Content of the internship Master students do internship according to their study track and based on the individual program of student internship (IPSI). IPSI is formed by the students with participation of their supervisor, based on the theme of term paper and / or master's thesis, the subject of their research seminar, as well as student's participation in research projects of the HSE Units. IPSI 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.).

Type of internship Work Experience Internship

1. Supervision of the internship is carried out by: Research supervisor of the student, Coordinator of the Programme responsible for the internship at this specialization/study track, Internship supervisor at the organization where the student does the internship.
2. Supervisor of the term paper or master's thesis holds primary responsibility for the content of internship and sets requirements for the form of presentation of expected results. If at the time of referral to the internship student has no approved supervisor of the term paper or Master's thesis, Academic supervisor assigns an internship supervisor from among the teachers of the Programme. Supervisor is responsible for clearly setting the internship goals for the student and, if necessary, shall agree on the content of the internship with the organization where the student is referred to.
3. Internship coordinator from the programme is appointed by Academic supervisor. Internship coordinator is responsible for: selecting organizations for practical training, negotiating with them about the conditions and procedures of internship, drafting agreements on cooperation, maintaining a working relationship with the leaders of these organizations, dealing with controversies and issues in the period of internship, for overall preparation and carrying out of internships for the relevant specialization/study track.
4. Supervisor of the student has an opportunity suggest to her/his student a venue for internship and provide contacts (name, e-mail and phone for communications with internship supervisor from the organization) to the coordinator of internship from the Programme. If the supervisor of the student cannot offer his or her student a venue for internship, s/he shall report it to the program's study office at least 4 weeks prior to the start of internship and shall consult with the internship coordinator.

5. The internship can be organized in the discrete way or can be completed prior the official period (3rd module of the 2nd year). The length of the internship in this case is calculated from the formula 1 credit = 38 academic hours = 26 hours. The student should notify the Learning office and Academic supervisor about the willingness to do a discrete internship in advance.

Where and how should the students do an internship

1. Graduate students do their internship in the organizations outside the Programme (state and municipal bodies, research institutes, government and non-governmental think tanks, non-profit organizations, media, commercial organizations, centers of the Higher school of economics etc.). When the Coordinator offers the internship opportunity the priority is given to the organizations, which signed internship agreements with the Faculty of Social Science or the HSE. According to the decision of the academic supervisor and with the consent of the supervisor of the student, he or she can do the internship at different departments of HSE.

2. Students should submit to the Academic Supervisor a personal application which specifies the name of the internship organization and the subject of their research. Students should do it no later than 1 month prior to the start of the internship. Application must be signed by the research supervisor of student and approved by the internship coordinator. Student should also attach IPSI (individual plan of student's internship) signed by the student and her or his supervisor. The preparatory work on the internship (including: selection of the place of internship, preparation and coordination of the IPSI project with the coordinators at the Programme and place of internship) should be done by the student and research supervisor prior to filing the application.

If the internship takes place outside of HSE, extra documents should be prepared and sent to the representatives of the Internships and Project Activity Center cfiapa@hse.ru. The drafts of these documents are located on the program's website <https://www.hse.ru/en/ma/pd/internships/>

3. Place of internship, names of the internship supervisors from the programme and place of internship are approved by the Academic supervisor. If student didn't provide an application and program of internship in time, the Programme itself appoints a place of internship, name of the supervisor and internship supervisor in organization.

4. After the approval of the place of internship, name of the supervisor and internship supervisor in the organization, any change in place of internship or supervisors is possible only after applying to the special commission. The student should provide the following documents: motivation for changing the place of internship (approved by the student's research supervisor), new application and program of the internship. 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 term paper and master's thesis.

5. Arriving at the place of internship on the first day of internship, the student must inform the internship supervisor from organization about the content of her or his individual program (IPSI) and get the supervisor'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 IPSI, the student should immediately inform internship coordinator of the Programme and her or his supervisor.

6. Evaluation of the results of internship

1. Final knowledge control for the internships is carried out in the form of a pass-fail test in the ten-scale grading system. Grades for internship are included into the cumulative rating.

2. Evaluation of internship results is carried out by a commission formed by the Academic supervisor and from representatives of the Programme teaching staff. The commission includes coordinators of internship for specializations. If necessary, the Academic supervisor may invite to the commission representatives from external organizations, as well as from other units of HSE.

3. Evaluation of internship results is based on the documents and information submitted by the student: 1) Written report about the internship; 2) Materials (data) Collected during the internship; they should be presented in the form defined by student's supervisor and reflected in the internship plan; 3) Daily record of internship; 4) Review from the student's supervisor; 5) Review from the internship supervisor in the organization. If the commission has doubts about the authenticity of the internship results and the form of their presentation and their correspondence with the internship plan, as well as in the case of a negative review of the supervisor or the head of the internship at the organization, the commission has the right to require that the student submits additional materials in support of her or his work during the internship in accordance with the approved individual internship plan.

4. Students who did not complete the program of internship for valid reason may be directed to re-take internship again in their free time alongside their studies. If internship in the previously approved organization or previously approved program became impossible, the Programme refers the student to a different place of internship, and the approval of the new IPSI and of the new internship dates are required.

5. Students who did not start internship without valid reason, as well as students who have received "fail" during the presentation of their internship results (internship defense), acquire an academic deficit.

6. Academic deficit on internship should be retaken in accordance with the procedure established in the HSE for all other types of academic deficits. When re-taking the internship defense the student has the opportunity to correct technical flaws in the daily record of internship or eliminate other drawbacks which do not require additional collection of the material.

Final grade is determined based **on the results of the internship**. The recommendations of the internship supervisor are considered.

Plagiarism and falsification of the results are graded as 0 points.