

APPROVED by:
 Academic Council of Bachelor's Programme
 "HSE and Kyung Hee University Double Degree Programme in
 Economics and Politics in Asia"
 Protocol from 24.08.2023, №38

Internship Programme

Bachelor's Program (BP) HSE University and Kyung Hee University Double Degree
 Program in Economics and Politics in Asia

for 2020, 2021, 2022 and 2023 enrollment years

Internship Programme includes a description of the elements of the curriculum of the educational program, organized in the form of practical training and grouped in the "Practice" module of the curriculum.

SECTION 1. GENERAL PROVISIONS:

Ac. year	Type of internship	Element of practical training (EPT)	Description	Duration in ECTS per 1 student	Duration in ac. hours per 1 student	Implementation period
2	Scientific and Research	Thesis	Compulsory	3	114	2 nd ac. year
3	Project	Project ("Capstone Design for International Studies I")	Compulsory	3	114	3 rd ac. year
3	Project	Project ("Capstone Design for International Studies II")	Compulsory	3	114	3 rd ac. year
4	Professional	Pre-graduation Internship	Variable	12	456	4 rd module of 4 rd ac. year
		Pre-graduation Project	Variable	12	456	4 rd module of 4 rd ac. year
4	Scientific and Research	Preparation of a Graduation thesis	Compulsory	9	342	4 rd ac. year

Dates of control points for EPT:

Type of EPT	The control point for signing the assignment to the student	A control point for providing an interim version of the text/report	A control point for providing a final text/report
Pre-graduation Internship	Determined by the Head of Internship at	Determined by the Head of Internship at HSE	Within 15 calendar days after its final day

	HSE but no later than the official start of the EPT		
Pre-graduation Project	Determined by the Head of Internship at HSE but no later than the official start of the EPT	Determined by the Head of Internship at HSE	Within 15 calendar days after its final day
Project (“Capstone Design for International Studies I”)	No later than the official start of the EPT	Determined by the project supervisor	A control point is regulated by the rules and curriculum of Kyung Hee University
Project (“Capstone Design for International Studies II”)	No later than the official start of the EPT	Determined by the project supervisor	A control point is regulated by the rules and curriculum of Kyung Hee University
Thesis	No later than the first Friday of December of the current academic year	Determined by the supervisor of the Thesis	No later than the fourth Thursday of April of the current academic year
Graduation Thesis	No later than the first Friday of December of the current academic year	Determined by the supervisor of the Graduation Thesis	No later than the second Thursday of May of the current academic year

SECTION 2. EPT “PROFESSIONAL INTERNSHIP”

Professional Internship includes:

- Pre-graduation Internship;
- Pre-graduation Project.

Students choose one of the two types of professional internship until the end of the 1st module of the 4th year.

2.1 Goal of EPT “Professional Internship”:

The goal of the Pre-graduation Internship and the Pre-graduation Project is to provide students with professional, research, organizational and managerial, design and analytical skills, as well as to consolidate and develop professional, research and analytical skills acquired by them during their study at HSE University.

The prerequisite of the EPT “Professional Internship” is the utilization of the previous part of the educational program in a sufficient volume for passing this type of practical training.

2.2. Content and features of the EPT “Professional Internship”.

Professional Internship is carried out in two ways: stationary or visiting. PI 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. PI in visiting way is carried out if the organization is located outside the areas mentioned above.

The duration of Professional Internship:

- *Pre-graduation Internship:*

The duration is 4 weeks. It cannot be started later than the official date of EPT.

- *Pre-graduation Project:*

The duration is set by supervisor of the project. It can be carried out in any time during the 3rd and 4th academic year but no later than the end of official period of EPT.

The organization and coordination of Professional Internship at the BP “HSE and Kyung Hee University Double Degree Programme in Economics and Politics in Asia” is carried out by the Head of Internship at HSE. The student placement for the Internship options provided by the BP is based on the results of the 3rd year of study.

Pre-graduation Internship may be taken in:

1. The specialized structural units of the HSE, including research divisions, departments, including the Faculty of World Economy and International Affairs, but external to the BP “HSE and Kyung Hee University Double Degree Programme in Economics and Politics in Asia”.

2. Third-party Organizations, Russian and/or foreign, municipal, public, commercial and noncommercial enterprises, institutions connected to BP’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.

Students can independently search for places of Professional Internship.

To pass the Pre-graduation Internship in any third-party organization, an agreement on practical training (Appendix 1) is to be necessarily concluded between said organization and HSE.

During the Pre-graduation Internship period starting from the moment of enrollment of students as interns at their respective organizations, they are subject to the rules of labor protection and internal regulations in force at enterprises, institutions, organizations.

Pre-graduation Project (PGP) may be taken in following types:

Research (scientific and research) project is a project which main purpose is to conduct research involving obtaining a scientific or applied scientific product as a result (articles/publications, a report, an analytical review or a note, an application for a scientific grant, a methodological manual, etc.);

Practice-oriented (applied) project is a project which main goal is to solve an applied problem, most often at the request of a customer external to HSE; the result of such a project can be a developed and justified project solution, a business plan or business case, a custom-made product, etc.;

Projects can be *individual* or *collective*, *short-term* (no more than one module/semester) or *long-term*.

A student can choose a Pre-graduation Project in the VLIS (HSE University’s virtual learning information system). He or she can also find a project himself or herself inside or outside HSE.

The Pre-graduation Project must meet the following requirements:

1. to correspond to the profile of the BP (exc. EPT for service projects);
2. to be focused on the result, which is expressed in the form of the final product;

The Academic Supervisor of the BP is authorized to block a project proposal if it has not been agreed with the Supervisor of the project activity at the BP, if the Academic Supervisor considers that the proposed project does not correspond to the profile of the BP.

The amount of credits for PGP should be no less than 12 (twelve) ECTS.

After signing up for the PGP and the approval of the candidate by the Project Supervisor, the student cannot leave the project voluntarily, without the consent of the head of the project and Head of Internship at HSE. In case of unauthorized departure, the Supervisor has the right to evaluate the activity of the corresponding student as unsatisfactory, which means academic debt.

A student can complete a PGP on the topics related to the profile of the BP in the Partner University. In this case, for credit transfer after PGP realization, the student must submit an application to the Academic Supervisor of BP. The application must contain arguments or evidence about how this PGP has developed professional competencies laid down by the BP. After reviewing the application, the Academic Supervisor has the right to approve or decline the transfer of the PGP. An application for credit transfer is based on the documents reflecting the results of the student's work and should be submitted no later than the end of the 3rd module of the 4nd year of studies.

2.3. Evaluation and report forms of the EPT “Professional Internship”.

Assessment criteria. The grade is set by the Head of Internship at HSE on the cover page of the Internship Report or Project Report and is based on the “10-point” approach to evaluation of students’ knowledge. The grading system is based on completeness, detail, relevance, accuracy of information about the activities of the student during the Professional Internship, as well as the timeliness of the delivery of a package of documents. The resulting score is set in the statement. The Head of Internship at HSE evaluates the results of Professional Internship on the following approximate scale:

Score on a ten-point scale	Approximate content of the assessment
10 - Brilliant 9 - Excellent 8 - Almost Excellent	The set of documents is complete; all documents are signed and certified properly. The purpose of the Professional 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 negative comments from representatives of the enterprise or organization.

7 - Very good 6 - Good	The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the Professional Internship is fulfilled almost completely or partially and three or less professional competencies have been put into practice (some examples and results of activities are briefly presented without comments from the organization's representatives, which are evaluated expertly). Minor negative comments from representatives of the enterprise or organization.
5 - Very satisfactory 4 - Satisfactory	The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the Professional Internship is fulfilled partially or insufficiently and three or less professional competencies have been put into practice. Multiple negative comments from representatives of the enterprise or organization.
3 - Bad 2 - Very bad 1 - Very unsatisfactory	The set of documents is incomplete. The purpose of the Professional Internship is not fulfilled. Serious negative comments from representatives of the enterprise or organization.

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 project report),

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

The resulting grade is rounded arithmetically ($\geq 0.5 = 1$). The score is rounded towards the next integer.

More information about the Professional Internship is set out in the Professional Internship Program of the BP "Economics and Politics of Asia" (Appendix No. 1)

SECTION 3. EPT “PROJECT”.

3.1. Goal of EPT:

The goal of the EPT “Project” is to develop practical significant knowledge and skills of project work and teamwork by students to produce a unique result (product, service, etc.) with specific parameters.

The prerequisites for EPT “Project” are specified separately for each project (depending on its features and goals).

3.2. Content and features of the EPT.

At the 3rd year of BP “HSE and Kyung Hee University Double Degree Programme in Economics and Politics in Asia”, during the period of study at Kyung Hee University (Partner University), students are required to implement two projects: “Capstone Design for International Studies I” and “Capstone Design for International Studies II”. The Program features and conditions for the implementation of the projects

are developed by the Partner University. Each project weighs 3 credits and must be completed no later than the end of the 3rd academic year of BP.

3.3. Evaluation and report forms of the EPT.

The evaluation of the student's work is carried out by the Project Supervisor in the Partner University according to grade policy of the Partner University. Control points and report forms of the EPT are regulated by the rules and curriculum of Kyung Hee University.

SECTION 4. EPT “THESIS” AND “GRADUATION THESIS”.

4.1. Goal of EPT:

a) The goal of the EPT “Thesis” is to deepen the knowledge and skills acquired by the student during theoretical and practical classes, to develop the skills of independent study of the material, at the same time developing the analytical and research skills. Thesis should contribute to the consolidation and reflection of the knowledge and skills acquired by student in the process of mastering the disciplines.

b) The goal of the EPT “Graduation Thesis” is to further deepen, expand and consolidate the knowledge and skills obtained during the Thesis. EPT “Graduation Thesis” is an independent scientific research confirming the qualification of a graduate of the BP “HSE and Kyung Hee University Double Degree Programme in Economics and Politics in Asia”. The topic of the Graduation Thesis should have such characteristics as relevance, novelty and practical significance, the object and hypothesis of the research must be defined in the contents of the work, the research should have an internal logic and contain a scientific reference apparatus.

The prerequisite of the EPT “Graduation Thesis” is the mastering the skills and knowledge acquired during the study at HSE in a sufficient volume for passing these types of practical training.

4.2. Content and features of the EPT.

In accordance with the internal Regulations for the Preparation of Essays and Theses on the HSE and Kyung Hee University Double Degree Programme “Economics and Politics in Asia”, in mid-October, the BP manager forms a list of recommended topics approved by the Academic Supervisor of the BP and publishes it on the BP website. The selection of Thesis topics by students takes place in November. The topic is assigned to the student for one academic year. Different students cannot choose two identical topics in one academic year. The student has the right to propose an initiative Thesis topic. Such topics must be re-approved by the Academic Supervisor of the BP.

Thesis topics should correspond to the specialization of the student within the framework of 41.03.01 Foreign Regional Studies / 41.03.06 Public Policy and Social Sciences area of study. At the same time, students can use interdisciplinary methods in their Thesis.

4.3. Evaluation and report forms of the EPT.

4.3.1. Evaluation and report forms of the EPT “Thesis”:

4.3.1.1. The Thesis is evaluated by the Commission according to the 10-grade system adopted by HSE on the basis of the student's defense report, acquaintance with the text of the student's work, and the Thesis Supervisor review made in accordance with the evaluation criteria.

4.3.1.2 The final grade for the Thesis at BP "HSE and Kyung Hee University Double Degree Programme in Economics and Politics in Asia" is set according to the following formula: $0.2 \times (\text{the Supervisor assessment on a 10-point scale}) + 0.8 \times (\text{the Commission's assessment on a 10-point scale})$. The final grade is set in the protocol of the Commission.

4.3.1.3 If a student has received an unsatisfactory grade based on the results of the defense report or on the results of the Supervisor assessment, the student is given a final unsatisfactory grade for the Thesis.

4.3.1.4 The grade "unsatisfactory" (0 points) is issued if the student has not uploaded the Thesis, as well as if violations of academic ethics such as cheating, double delivery, plagiarism, forgery, fabrication of data and results of work are found (for more information see the Procedure for applying disciplinary penalties for violations of academic norms in writing written academic papers at the University, which is an appendix to the Rules of the internal Regulations of the University). A Thesis that is not submitted on time is an academic debt.

4.3.2. Evaluation and report forms of the EPT "Graduation Thesis":

4.3.2.1. The Graduation Thesis is subject to mandatory public defense. The defense of the Graduation Thesis is carried out within the framework of the Final State Attestation.

4.3.2.2. The defense of Graduation Theses is carried out at meetings of State Examination Commissions that are deemed valid only if at least two thirds of Commission members are present.

4.3.2.3. Decisions of the State Examination Commission are held in closed meetings by a simple majority of votes of the members of the Commission participating in the meeting, with the mandatory presence of the Chairman of the Commission or his or her Deputy. If the number of votes is equal, the Chairman of the Commission (or the Deputy Chairman of the Commission replacing him or her) has the right of a decisive vote.

4.3.2.4. The decision of the examination Commission on the final assessment is based on the assessments of: (a) the quality of the Graduation Thesis, the degree of its compliance with the requirements for the final qualifying work by the supervisor; (b) the Graduation Thesis as a whole, taking into account the degree of novelty, practical significance and validity of the conclusions and recommendations made by the author based on the results of the study by the reviewer; (c) the content of the Graduation Thesis, its defense, including the report, answers to questions and comments of the reviewer the members of the examination commission.

4.3.2.5. The final grade for the Graduation Thesis is set by the State Examination Commission while taking into account the opinion of the Supervisor and Reviewer. The Graduation Thesis is evaluated by the State Examination Commission according to the

10-grade system adopted by HSE based on the evaluation criteria set in clause 4.4 this Internship Programme. The final grade is set in the protocol of the State Examination Commission.

4.3.2.5. Students who have not submitted their Graduation Theses within the prescribed period are not allowed to defend their Graduation Theses and are expelled from HSE for not passing the Final State Attestation.

4.3.2.6. A student who has not passed the Final State Attestation without a valid reason, including those who received unsatisfactory results at the Final State Attestation, is expelled from HSE, and an academic certificate is issued to him or her. The specified student, upon reinstatement to HSE, has the right to pass the Final State Attestation again no earlier than one year and no later than two years after passing the Final State Attestation for the first time.

Other information about the preparation and defense of Thesis and Graduation Theses is set out in the Rules for the preparation of essays, Thesis and Graduation theses on the BP “Economics and Politics of Asia” (Appendix No. 2), in the General Research Paper Guidelines (Appendix No. 3), in the Research Paper Guidelines Graduation for thesis Defense (Appendix No. 4).

4.4. Evaluation of EPTs “Thesis” and “Graduation Thesis” is regulated by the following approximate scale:

Score on a ten-point scale	Approximate content of the assessment
10 (exceptional)	<p>Paper & presentation: Extremely clear, focused, and well-developed argumentation. Impressive depth and scope of knowledge of the subject matter. Student demonstrated the ability to operate relevant concepts and theories. Student showed some degree of originality or creative and independent thinking. Extremely thorough and effective research effort. Excellent presentation.</p> <p>Questioning: Extremely thorough answers that make impressively thoughtful use of theoretical frames and information from specific cases and examples. Very insightful, clear, and convincing answers.</p>
9 (excellent)	<p>Paper & presentation: The question is obvious but the argument is creative and original. Some minor errors and short comings. Other than that, an excellent work.</p> <p>Questioning: Extremely thorough answers that make impressively thoughtful use of theoretical frames and information from specific cases and examples. Very insightful, clear, and convincing answers.</p>
8 (excellent)	<p>Paper & presentation: An excellent work with a "but." The question is obvious but the argument is somewhat creative. Relatively frequent minor errors and shortcomings.</p> <p>Questioning: Thorough answers that make impressively thoughtful use of theoretical frames and information from specific cases and examples. Insightful, clear, and convincing answers.</p>

7 (very good)	<p>Paper & presentation: Very clear, focused & well-developed argument. Impressively thorough knowledge of the subject matter. Student demonstrated solid understanding of relevant concepts and theories. The thoroughness and effectiveness of the research effort are beyond standard expectations. Clearly better than average argumentation and writing.</p> <p>Questioning: Presentation done well beyond providing the essentials by, for example, being extremely thorough, making direct reference to literature or providing good examples. Thoughtful, clear and convincing answers. Solidly above average.</p>
6 (good)	<p>Paper & presentation: Clear, focused & well-developed argument. Thorough knowledge of the subject matter. Student demonstrated solid understanding of relevant concepts theories. Average to better than average argumentation, research and writing.</p> <p>Questioning: Gone beyond providing the essentials by making good use of references to literature or examples. Clear and convincing answers.</p>
5 (satisfactory)	<p>Paper & presentation: Clear but underdeveloped argument. Competent level of knowledge of the subject matter. Student demonstrated satisfactory grasp of relevant concepts. Requirements of assignment fully satisfied. Satisfactory argumentation, research, and writing.</p> <p>Questioning: Expectations are met in that the essential components of competent answers to the questions are all there. The depth of understanding and quality of analysis is entirely acceptable but not impressive. Reasonably clear and convincing answers.</p>
4 (satisfactory)	<p>Paper & presentation: Signs of weakness in argumentation. Competent level of knowledge of the subject matter. Student demonstrated satisfactory grasp of relevant concepts. Requirements of research paper basically satisfied. While the argumentation, research, and presentation are satisfactory, they are of below average quality.</p> <p>Questioning: Only the most obvious of expectations are met, the essential components of answers to the questions are all there but the depth of understanding and quality of analysis is below average.</p>
3 (unsatisfactory)	<p>Paper & presentation: Lack of clarity or consistency in argumentation. Student demonstrated slightly better than minimal knowledge of subject matter and relevant concepts. Limited ability to use course material or research techniques to satisfy standard expectations. Requirements of assignment not fully satisfied. Less than satisfactory argumentation, research, and presentation.</p> <p>Fails to provide the essential components of a satisfactory answer, but manages to demonstrate a limited understanding of relevant course material.</p>
2 (unsatisfactory)	<p>Paper & presentation: Unclear or missing argument. Student failed to demonstrate knowledge of the subject matter or use of research techniques. Fails to fulfill the requirements of the assignment. Unacceptable argumentation, research and/or presentation.</p> <p>Questioning: Fails to provide the essential components of a satisfactory answer, but manages to demonstrate a limited understanding of relevant course material.</p>

1 (unsatisfactory)	Paper & presentation: Unclear or missing argument. Student failed to demonstrate knowledge of the subject matter or use of research techniques. Fails to fulfill the requirements of the assignment. Unacceptable argumentation, research and/or presentation. Questioning: Fails to provide the components of a minimally satisfactory answer.
0 (unsatisfactory)	Plagiarism or other intentional or unintentional violations of academic ethics

SECTION 5. RESOURCES AND CONDITIONS FOR THE IMPLEMENTATION OF THE EPT.

5.1 Resources and material and technical base necessary for the implementation of the EPT.

In the process of passing the EPT, students can use information technologies, including automation tools for design and software development used in the profile organization, Internet technologies, etc.

The material and technical support of the EPT, if necessary, is indicated in the contracts for practical training with individual organizations. The specified material and technical support must comply with the current sanitary and fire safety standards, as well as safety requirements during work.

5.2 Specifics of the implementation of EPT tasks in the conditions of restrictive or other measures.

In the conditions of restrictive measures, the stationary realization of the EPT can be replaced by remote mode by the decision of the University or, in the case of delegation of these powers to the educational program, the Academic Council of the educational program.

Other features of EPT tasks implementation in the conditions of restrictive measures depend on the nature of the restrictions and are specified by the administrative bodies of the University, Faculty, or educational program.

SECTION 6. SPESIFICS OF THE ORGANIZATION OF PRACTICAL TRAINING FOR PERSONS WITH DISABILITIES

Practical training of students with disabilities and disabled persons is organized taking into account the peculiarities of psychophysical development, individual capabilities and health status. If there are special features or limitations due to health reasons or other objective factors which prevent the student from Practical training, the student must inform the Academic Supervisor before the Practical training starts.