**Template Form and Structure of a Report on a Pre-graduation Project**

National Research University Higher School of Economics

Faculty of World Economy and International Affairs

HSE and Kyung Hee University Double Degree Programme

in Economics and Politics in Asia

Bachelor

*(degree level)*

41.03.01 “Regional Studies”

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

**REPORT**

**on project****internship**

Pre-graduation

*(type of internship)*

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

*(the project title)*

**Completed by**:

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

*(full name)*

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

*(signature)*

**Reviewed by:**

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

*(position, full name of PTE supervisor)*

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

*(signature)*

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

*(date)*

**Structure of the project report**[[1]](#footnote-1)

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 body:
   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 issues and challenges during project implementation\*;
2. Conclusion (assessment of a project’s individual results, as well as acquired competencies);
3. Project outcomes (e.g., *texts, photographs, references and other materials*)[[2]](#footnote-2);
4. Annexes (*if necessary*: *presentations for the project defence, diagrams, designs, tables, algorithms, illustrations, reviews, etc*).\*

**Template Form**

National Research University Higher School of Economics

**ASSIGNMENT FOR THE PRE-GRADUATION PROJECT for**

a full-time \_\_\_\_\_ - year student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(last name, first name, middle name/patronymic (if any))*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Degree programme (DP) | | | | HSE and Kyung Hee University Double Degree Programme in Economics and Politics in Asia | | |
|  |  |  |  | *(programme)* | | |
| at the Bachelor’s level | |  | | | | |
| in the field of/qualification | | | | | 41.03.01 “Regional Studies” | |
|  | | | | | *(code of field of study/qualification)* | |
| faculty | | | Faculty of World Economy and International Affairs | | | |
| Internship | | | Project | | | |
| Type of internship | | | Pre-graduation | | | |
| PTE duration | | | | | from | \_\_\_\_\_\_, 202\_\_ |
|  |  |  |  | | to | \_\_\_\_\_\_, 202\_\_ |

|  |  |
| --- | --- |
| **Project topic (title)** | *project title* |
| **Project workload (in credits)** | *12* |
| **Project goal** | *Short description* |
| **Project objectives** | *Short description* |
| **Requirements to Project outcomes** | *Provide a precise description of the outcomes subject to assessment* |
| **Reporting format** | *Report / presentation / final version / layout / database / etc.* |
| **Mandatory / optional presentation of outcomes** | *Presentation form, if any: e.g., presentation, defense of a project outcomes, discussion, event, etc.* |
| **Requirements to students completing a Project assignment** | *Basic knowledge and competencies (prerequisites), which must be acquired by a student* |

**Project Schedule[[3]](#footnote-3)**

|  |  |  |
| --- | --- | --- |
| **PTE stage** | **Document** | **Deadline** |
| 1. Signing an assignment | Assignment signed by student | *dd.mm.yyyy* |
| 1. Interim results | *Completed by Project supervisor* | *dd.mm.yyyy* |
| 1. Final report | Report | *dd.mm.yyyy* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Supervisor at HSE University: | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | |  | *(last name, initials)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The assignment was received on | | | | | | | | \_\_\_\_\_\_, 202\_\_ | | | | | | |
| Student | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | |  |
|  |  | *(signature)* | | | |  | *(last name, initials)* | | | | | | |  |

**Assessment Record Sheet for Practical Training Element**

Pre-graduation (Project type)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Project name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Project timeframe)

|  |  |  |  |
| --- | --- | --- | --- |
| **Internship Supervisor:**  Full name  Position | |  | |
| **Intern[[4]](#footnote-4)**: | |  | |
| Full name | |  | |
| Degree programme | | HSE University and Kyung Hee University Double Degree Program in Economics and Politics in Asia | |
| Group No. | |  | |
| Elements of a final grade[[5]](#footnote-5) | | Grade on a 10-point scale | | Notes (if necessary) | |
| **G pr** – grade on a PTE result/product | |  | |  | |
| **G tec -** grade on methods and technologies used during the PTE implementation | |  | |  | |
| **G p -** grade on the PTE progress | |  | |  | |
| **О sk -** grade on the mastery of planned skills | |  | |  | |
| **О gr -** grade on a participant’s individual contribution to group work | |  | |  | |
| **О team -** grade on teamwork | |  | |  | |
| **О def** - grade on the PTE presentation/defence | |  | |  | |
| **О mut -** grade given by other PTE members (mutual grading) | |  | |  | |
| **О self -** self-assessment of a PTE member | |  | |  | |
| Formula for calculating final grade (indicating PTEs and their respective weights) | |  | | | |
| **Final grade for a PTE** | |  | | Signature of supervisor | |
| **Total credit units for a PTE** | |  | |

Date of assessment record \\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Оценочный лист по проекту**

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

*(название проекта)*

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

*(тип проекта)*

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

*(срок выполнения проекта)*

|  |  |
| --- | --- |
| **Руководитель проекта**:  ФИО  Должность |  |
| **Участник проекта[[6]](#footnote-6)**: |  |
| ФИО |  |
| Образовательная программа |  |
| Группа № |  |

|  |  |  |
| --- | --- | --- |
| Элементы результирующей оценки[[7]](#footnote-7) | Оценка по 10-балльной шкале | Примечания (при необходимости) |
| **О пр** - Оценка результата/продукта проекта |  |  |
| **О сп** Оценка использованных в проекте способов и технологий |  |  |
| **О р** Оценка хода реализации проекта |  |  |
| **О к** Оценка сформированности планируемых компетенций |  |  |
| **О гр** Оценка индивидуального вклада участника в групповую работу |  |  |
| **О з** Оценка презентации/защиты проекта |  |  |
| **О вз** Оценка от других участников группового проекта (взаимооценка) |  |  |
| **О с** Самооценка участника проекта |  |  |
| Формула расчета результирующей оценки (с указанием элементов и их весов) |  | |
| **Результирующая оценка за проект** |  | Подпись руководителя |
| **Количество ЗЕ за проект** |  |

Дата заполнения оценочного листа\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Paragraphs provided in the report on an optional basis should be marked with an asterisk \*. [↑](#footnote-ref-1)
2. With the exception of cases when outcomes cannot be published for reasons of confidentiality or due to provisions of commercial secrecy. [↑](#footnote-ref-2)
3. Three mandatory deadlines. The PTE supervisor may add other deadlines (PTE completion stages) at their own discretion. [↑](#footnote-ref-3)
4. For group-based PTEs, the assessment record sheet shall be filled in for each of the group’s members individually. If there are more than 20 members in a practical training element, a single grade sheet may be drawn up. [↑](#footnote-ref-4)
5. Only necessary elements shall be counted; if a certain element is not applicable, a line should be put through the corresponding section; if necessary, extra elements may be added. [↑](#footnote-ref-5)
6. Для групповых проектов оценочный лист заполняется на каждого участника группы [↑](#footnote-ref-6)
7. Используются только необходимые элементы, если какой-то элемент не используется, то в соответствующей строке ставится прочерк [↑](#footnote-ref-7)