

Research Internship Program
Field of Study 38.04.08 Finance and Credit

Approved by the HSE Banking Institute
Learning Expert Council
Protocol #4 of May, 22, 2017

Author	Solodkov V.M., PhD, Elizarova I.N.
Internship volume in ECTS credits	12
Total academic hours for internship including the number of contact work per hour	456
Period of internship in weeks	8
Year	2
Internship type	Research

1. Internship purpose and objectives

This internship program (hereafter the Program) was worked out basing on the HSE Regulations on the project, research activities and internships for students, stated by the Directive 6.18.1-01/0509-02 of 05.09.2016 (protocol #07 of the HSE Academic Council of 24.06.2016) and education standard of federal state autonomous educational institution of higher education “National Research University “Higher School of Economics” for the field of study 38.04.08 Finance and Credit (Master level).

Purpose of the research internship is gathering, analyzing and generalizing of the scientific and practical material, working out of the new scientific suggestions and scientific ideas for the master thesis.

Internship objectives:

- Consolidation of the gained by the student knowledge and getting practical skills and competences in the professional field;
- Getting the skills of independent scientific-research work, practical participation in researchers groups work as well as in professional activity of companies accepting for the internship.

2. Means of Internship

Students undergo internship in banks, financial institutions and real economy companies as well as in the scientific-learning departments of the University.

3. Forms of Internship

Students undergo the internship according to the internship periods – by interchange of the periods devoted to internship and the periods devoted to theoretical classes in calendar schedule.

4. List of the planned education results for the period of internship in correspondence with the planned results of education programme comprehension

Competence code	Competence meaning	Competence core which is being formed during internship (comprehension descriptors)	Professional tasks where competence is needed (for solution)
ПК-1	Ability to make independent researches in accordance to the worked out program, to offer original suggestions on fields and methods of research, to justify own contribution to the development of the chosen field of study	Gathering and generalization of the material, needed for the internship report documents / master thesis	Research activities
ПК-2	Ability to present the research results to the scientific community in format of report (presentation) and article	Participation in preparing and executing the events, planned in internship program	Research activities
ПК-3	Ability to analyze and foresee the tendencies, processes and financial instruments	Participation in preparing and executing the events, planned in internship program	Analytical activity
ПК-4	Ability to analyze the financial state of the companies and financial institutions	Participation in preparing and executing the events, planned in internship program	Analytical and project-economical activities
ПК-5	Ability to evaluate the financial instruments cost	Participation in preparing and executing the events, planned in internship program	Analytical activity
ПК-6	Ability to justify the effectiveness of the company or financial institution investment politics	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-	Organizational-managing activity

		processes analysis	
ПК-7	Ability to produce the analytical grounds for management decisions in companies, financial institutions, as well as working out of the financial politics	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-processes analysis	Organizational-managing activity
ПК-8	Ability to work out recommendations on personal financial resources investment	Participation in preparing and executing the events, planned in internship program	Analytical activity
ПК-9	Ability to implement financial policy of the company and financial institution	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-processes analysis	Organizational-managing and project-economical activities

5. Internship in the Education Programme Structure

According to the HSE Regulations on the project, research activities and internships for students and education standard of federal state autonomous educational institution of higher education “National Research University “Higher School of Economics” for the field of study 38.04.08 Finance and Credit (Master level), the internship is the integral part of the educational process of the Master programme “Financial Analyst” and is held on the second year of study following the approved working curriculum and HSE academic calendar. Duration of internship is 8 weeks.

Students undergo internship in banks, financial institutions and real economy companies. HSE Banking Institute creates the database of such organizations for master students’ internship. Students may search for the internship opportunities by themselves. In such cases the Students provide the confirmation letter from the company addressed to the Banking Institute Director (Appendix 1 hereto), stating the readiness to accept the Student for the internship and naming the period of the internship.

The internship is based on all courses of the Education Programme Study plan. Internship is intended for using of the theoretical and practical knowledge, gained by the Students, in practice.

Internship is the independent work of the students with the tuition both of the Banking Institute professors of the education programme “Financial Analyst” (hereafter the Banking Institute Internship Supervisor) and of the manager of the Company of Internship.

Internship is done based on the agreements with companies regardless their legal form and type of ownership, as well as on the basis of the confirmation letter from the company, and the named companies provide the students of the education programme “Financial Analyst” opportunity for internship accordingly.

By agreement with the education programme “Financial Analyst” academic supervisor the Students may choose a different company and internship period by presenting the confirmation letter form the accepting company on the letterhead, if other is not prescribed by the company regulations, to the Study Office before the start of the internship, stated in the internship task.

6. Internship content

#	Practical student activities	Content	Formed competences
1	Scientific research activity	Gathering and generalization of the material, needed for the internship report documents / master thesis	<p>ПК-1. Ability to make independent researches in accordance to the worked out program, to offer original suggestions on fields and methods of research, to justify own contribution to the development of the chosen field of study.</p> <p>ПК-2. Ability to present the research results to the scientific community in format of report (presentation) and article</p>
2	Analytical activity	Participation in preparing and executing the events, planned in internship program	<p>ПК-3. Ability to analyze and foresee the tendencies, processes and financial instruments</p> <p>ПК-4. Ability to analyze the financial state of the companies and financial institutions</p> <p>ПК-5. Ability to evaluate the financial instruments cost</p> <p>ПК-8. Ability to work out recommendations on personal financial resources investment</p>
3	Managing activity	Study of the local department legal acts on its function, working hours, document flow and organizational structure. Learning the organizational structure, types of decisions taken and department business-processes analysis	<p>ПК-6. Ability to justify the effectiveness of the company or financial institution investment politics</p> <p>ПК-7. Ability to produce the analytical grounds for management decisions in companies, financial institutions, as well as working out of the financial politics</p> <p>ПК-9. Ability to implement financial policy of the company and financial institution</p>
4	Project-economical activity	Executing the duty tasks set by the internship supervisor	<p>ПК-4. Ability to analyze the financial state of the companies and financial institutions.</p> <p>ПК-9. Ability to implement financial policy of the company and financial</p>

			institution
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1. The Students get to know the company structure and the way the departments cooperate, they analyze the company performance.

2. Master Students act as professionals with set job description, implementing the knowledge gained during the study process at their practical work during the internship.

Here the internship program demands from the master Student:

- to find out the problems in the work of the company, find the ways of their solution based on the analytical evaluation and prepare the offers to the company management;
- to learn how to prepare the documents within the competence and in accordance with the chosen research field of the master thesis promptly and effectively;
- to execute the tasks of the company internship supervisor as well as the functions set for the period of internship;
- to learn the job descriptions needed for the professional activity.

3. Gathering, generalizing and analysis of the information and statistical data, laws and legal acts, regulating the work of the company, corresponding with the master thesis topic.

Here the internship program demands from the master Student:

- to get and generalize needed for the master thesis materials;
- to discuss the statistical data with the company internship supervisor;
- to report, if necessary, on the work results at the internship company department meeting;
- to be constantly in touch with the academic supervisor on the process and results of the materials gathering for the master thesis.

4. The result of the internship is the text and research-connected literature overview ready to be used in the master thesis.

Project activities may not be considered as the internship.

All Students obey the rules and regulations of the companies where they undergo the internship.

7. Internship report.

The Student has to present the following documents to the Banking Institute internship supervisor not later than 5 (five) days after the internship is over:

- Individual Student Task Form (Appendix 2 hereto);
- Student Internship Calendar Plan (Appendix 3 hereto);
- Internship report (Appendix 4 hereto);
- Review of the company internship supervisor, signed and stamped (Appendix № 5 hereto).

Internship Report has to have appendices and contain the following:

- brief description of the structure and the characteristics of the internship company,
- description of the work done during the internship,
- description of new knowledge and skills gained, and the analysis results

Attached to the Report must be gathered and processed facts which will be used in master thesis – calculations, tables, schemes, charts, diagrams.

Text part of the Internship Report is not less than 10 pages. No theoretical or general information materials from the reading resources are to be inserted in the report.

The Banking Institute internship supervisor evaluates the report and writes the review using the standard form (Appendix 6 hereto) before the Internship defenses start.

Company internship supervisor review, internship report and attached materials are to be loaded to LMS system within 5 (five) days after the internship is over.

8. Evaluation Means for Intermediate Certification of the Internship Students.

The Banking Institute internship supervisor fills in the evaluation form (Appendix 7 hereto) basing on the presented materials, and if necessary, gives comments. Resulting grade is formed basing on the evaluation form.

The Banking Institute internship supervisor has to present to the responsible for internship person in the Study Office the original of the evaluation form and the following documents:

- Internship report;
- Individual Student Task Form;
- Student Internship Calendar Plan;
- Review of the company internship supervisor;
- The Banking Institute internship supervisor report.

Internship defense is held in case the Student does not agree with the resulting grade. The date for the defense is stated by the Study Office and the Banking Institute internship supervisors. Defense is held in public in group with the presentation of the research internship results and main paragraphs of the report.

The form of the final internship control is the exam with 10-points grades used by HSE.

Evaluating results are used in rating system grade of student academic performance.

The Students who did not do the internship due to respectful reasons, are assigned for internship for the second time, at the spare from the studies time.

The Students who did not do the internship due to disrespectful reasons or who got the not satisfactory mark, are considered to have academic failure. It may be changed in accordance with the HSE Regulations for intermediate certification and current control of student academic performance.

The Student who fail to undergo the internship are not accepted for the state final certification.

9. Reading list and Internet resources needed for internship

#	Title
Main reading	
1	Sparrow, Jane. The Culture Builders : Leadership Strategies for Employee Performance, Routledge, 2017. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1002987 .
2	Sparrow, Jane. The Culture Builders : Leadership Strategies for Employee Performance, Routledge, 2017. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1002987 .
Additional reading	
3	Tracy, Brian. Time Management, AMACOM, 2014. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1390903 .
Internet resources	
1	International monetary fund – www.imf.org
2	Bank for International Settlements – www.bis.org
3	World Bank – www.worldbank.org
4	World trade Organization – www.wto.org
5	European Bank for Reconstruction and Development – www.ebrd.com
6	Organization for Economic Cooperation and Development – www.oecd.org
7	National Bureau of Economic Research (USA)– www.nber.org

10. List of information technologies used for internship, including list of program software and information resources (if applicable)

During internship Students may use information technologies, including computer simulations, automation sources of software projecting and developing, used in the Company, Internet technologies, etc.

11. Technical resources needed for internship.

Computer, access to Internet.

Директору Банковского института
Национального исследовательского
университета
«Высшая школа экономики»
В.М. Солодкову

Уважаемый Василий Михайлович!

Руководство _____ (далее – Организация),
(наименование организации)

не возражает против прохождения производственной практики студента (-ов) 2 курса образовательной программы «Финансовый аналитик», направления подготовки 38.04.08 Финансы и кредит Банковского института НИУ ВШЭ

(ФИО обучающегося (-ихся))

на период с «___» _____ 20___ г. по «___» _____ 20___ г.
в соответствии с разработанной НИУ ВШЭ и согласованной Организацией программой практики на безвозмездной основе.

Организация обязуется:

1. Назначить руководителя практики из числа работников организации, который согласовывает индивидуальные задания, содержание и планируемые результаты практики.

Руководителем практики от организации назначен _____
(ФИО руководителя практики, должность), контактный номер телефона)

2. Обеспечить студенту (-ам) безопасные условия работы на рабочем месте.

3. Проводить обязательные инструктажи по охране труда и технике безопасности.

4. Создать необходимые условия для выполнения студентом (-ами) программы практики в соответствии с рабочими графиками (планами) проведения практики, разрабатываемыми на основании Положения о проектной, научно-исследовательской деятельности и практиках студентов Национального исследовательского университета «Высшая школа экономики».

Руководитель организации _____

подпись

расшифровка подписи

М. П.

«___» _____ 20___ г..

**Federal state autonomous educational
institution of higher education
National research university
“Higher school of economics”**

Banking Institute

INTERNSHIP TASK FORM

To Student _____
(Full name)

of the 2nd year of HSE Banking Institute Master education programme, group MFA____, field of study 38.04.08 Finance and Credit

Internship type: research, in-site

Internship period is from « ___ » _____ 201_ . till « ___ » _____ 201_ .

Company name: _____
(name the company, accepting the Student for the internship)

Master thesis topic _____

In accordance with the Master thesis topic it is assigned to learn the following theoretical questions:

1. _____

2. _____

3. _____

To learn the company workflow, as well as to analyze the economic indicators to find out the company financial stability and development perspectives:

1. _____

2. _____

3. _____

To choose the tools for company improvement tasks solving (found problems):

1. _____

2. _____

3. _____

Task is set « _____ » _____ 201 ____.

Task to completed and reported « _____ » _____ 201 ____.

Banking Institute Internship supervisor

(position, degree and/or academic title)

(Full Name)

(signature)

APPROVED:

Company internship supervisor

(position)

(Full Name)

(signature)

TASK IS ACCEPTED:

Student of group # MFA1_1

(Full Name)

(signature)

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Internship Calendar Plan

Student _____
(Full Name)

of the 2nd year of the Banking Institute Master programme "Financial Analyst", field of study 38.04.08. "Finance and Credit", group MFA 1_1

Internship type: on-site (scientific-research)

Internship period from « ___ » _____ 201_ till « ___ » _____ 201_ .

Company name: _____
(name of the organization where the student is accepted for internship)

	Internship task	Supervisor conclusion (fulfilled/ partially fulfilled/ not fulfilled)
Week 1		
Week 2		
Week 3		
.....		
.....		
Week 8		

Company _____ internship _____ supervisor _____
report: _____

Company internship supervisor

(position)

(Full name)

(signature)

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INTERNSHIP REPORT

Internship company _____
(company name)

For Master programme "Financial Analyst"
Field of study 38.04.08. "Finance and Credit"

Internship start date « _____ » _____ 20 ____.

Internship completion date « _____ » _____ 20 ____.

Fulfilled by
MFA 1_1 group student

(Full name)

Company internship supervisor

(position)

(Full name)

Banking Institute internship supervisor

(position, degree or academic title)

(Full name)

Moscow, 201_

Text part of the research internship report is to have not less than 10 pages, not counting the appendices).

Following parameters are to be used: line spacing is 1.5, size – 14, font - Times New Roman.

Text is to be printed with following side spacing: left – not less than 30 mm (depending on the space needed for the stapling), right – 10 mm, upper – 20 mm, lower – 20 mm. Text alignment is – justified.

All basic components – title, content, introduction, chapters, reading list - are to be divided by the new page break insertion.

Tables are to be done with font 12 with 1 line spacing without paragraph indent.

Report text should not contain general or theoretical provisions, taken from literature sources or company of the internship webpage.

Internship report with appendices has to be detailed and have following sections:

CONTENT

INTRODUCTION

- *Internship purpose;*
- *Following tasks are set for the internship: [enumerate tasks];*
- *Subject of the research;*
- *Object of the research – grounds for choosing the company for the internship in accordance with Individual Student Internship Task.*

COMPANY BRIEF DESCRIPTION

This report section contains:

- *Brief structure and general description of the company: description of the objectives and types of company activities, legal form, organizational structure, provided services/goods, company's department cooperation schemes, analysis of the company, and significance of the department chosen for the internship;*
- *Assessment of the company's competitiveness, including: description of the works done by the company, description of the partners and clients, description of the main competitors, assessment and analysis of the company's competitiveness;*
- *Financial state of the company based on the applicable parameters calculations and analysis.*

INDIVIDUAL WORK REPORT

- *Description of the work during internship – description of the work done, exactly work with data, company reporting data, analytical materials;*
- *Presenting the results of internship individual task fulfillment;*
- *Systemizing of the materials, gathered during internship to be used for the Master thesis;*
- *Presenting the independent research works done during the research internship by the company task or by personal initiative within working on the Master thesis.*

CONCLUSION

- *Conclusions and recommendations on the improving of the activity or its elements, executed by the student during internship;*
- *Information about new knowledge and skills, and results of the analysis during the internship;*
- *Reading list has to be presented the following way:
list and annotated review of the used by the student:*
 - *regulatory materials (standards, industry guidance and teaching materials),*
 - *scientific and special literature (monographs, scientific collections and publicistic and scientific articles, essays),*
 - *used technical and software tools and Internet websites.*

APPENDIX

Appendices to the report should have gathered and processed facts and materials, including the materials to be used for the Master thesis – needed calculations, tables, schemes, graphics and diagrams.

*Review of the Company Internship Supervisor Form***INTERNSHIP REVIEW**

Student _____
(Full name)

of the 2nd year of the Banking Institute Master programme “Financial Analyst”, field of study 38.04.08. “Finance and Credit”, group MFA 1_1

Internship type: on-site (scientific-research)

Internship period from « ___ » _____ 201_ till « ___ » _____ 201_ .

Company name: _____
(name of the organization where the student is accepted for internship)

During the internship _____
(Student Full name)

researched _____
(list of the questions researched during the internship in the company)

The student got the following knowledge and practical skills:

in the field _____ of company’s activity.

Student showed the following business characteristics¹: _____

Gained professional skills during theoretical and practical courses of Master programme of the field of study 38.04.08. Finance and Credit prove the _____ level of the student readiness to work in the sphere _____

Internship conclusions practical value² _____

The Internship may be evaluated as _____

(grade)

Company internship supervisor:

(position)

(Full name)

(signature)

« ___ » _____ 20__ .
stamp

¹ Company internship supervisor evaluates basing on the following criteria: attendance, participation in the set tasks solving, personal initiative and tasks fulfilling, learnability, personal organization and discipline, flexibility and readiness to help in solving the appeared problems.

² Data on fullness and quality of the gathered information about the company, analysis of the problems and offered ways of solving

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**Internship Supervisor Review
of the Internship Results**

Student _____
(Full Name)

of the 2nd year of the Banking Institute Master programme "Financial Analyst", field of study 38.04.08. "Finance and Credit", group MFA 1_1

Internship type: on-site (scientific-research)

Internship period from « ___ » _____ 201_ till « ___ » _____ 201_ .

Company name: _____
(name of the organization where the student is accepted for internship)

#	Grade criteria	HSE Internship supervisor grade (10-points scale)
1.	Systematic approach and responsibility during internship	
2.	Activity, personal initiative and creative interest in fulfilling of the internship tasks	
3.	Fulfillment of the set objectives and tasks	
4.	Correctness in data gathering, analysis and interpretation	
5.	Quality of presenting of the reporting materials	
	FINAL GRADE*	

Comments:

Banking Institute Internship Supervisor

(position, degree and/or academic title)

(Full name)

(signature)

* Final grade is formed as the average of five criteria grades

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Internship Evaluation Form

Student _____
(Full Name)

of the 2nd year of the Banking Institute Master programme "Financial Analyst", field of study 38.04.08. "Finance and Credit", group MFA 1_1

Internship type: on-site (scientific-research)

Internship period from « ___ » _____ 201_ till « ___ » _____ 201_ .

Company name: _____
(name of the organization where the student is accepted for internship)

Company Internship Supervisor: _____
(Full name and position)

Banking Institute Internship Supervisor:

(Full name, position, degree and/or academic title)

Elements of resulting grade	Grade on the 10-points scale
Grade of the internship by the Company Internship Supervisor (Орпо)	
Grade of the internship by the Banking Institute Internship Supervisor (Орпб)	
Formula of resulting grade calculation (naming elements and value)	$(\text{Орпо} + \text{Орпб})/2$
Internship resulting grade	
Number or credits	8 (456 academic hours)

Comments:

Banking Institute Internship Supervisor:

(position, degree and/or academic title)

(Full name)

(signature)