**For practical training in a project format**

**(as per the initiative of HSE University staff[[1]](#footnote-1))**

|  |  |
| --- | --- |
| Practical training element | *Project / internship / expedition* |
| Project type (if a project) | *Research / applied / service* |
| Project name |  |
| Subdivision - project initiator |  |
| Project head | *FULL NAME* |
| Main place of the project head’s employment at HSE University |  |
| Supervisor’s contact details (e-mail) |  |
| Project co-heads at HSE University *(if any)* | *FULL NAME* |
| Contact details of co-heads at HSE University (e-mail) |  |
| Key project idea / description of the problem under consideration |  |
| Goal and objectives of the project |  |
| Project assignment | *Provide a full and clear description of the work performed by participants* |
| Project deliverables, special or functional requirements regarding project outcomes |  |
| Starting date of project | *dd.mm.yyyy* |
| Final date of project | *dd.mm.yyyy* |
| Workload (hours per week) per participant |  |
| Anticipated number of participants (vacancies) on project team |  |
| Vacancies (roles), short description of tasks, number of credits assigned, and qualification criteria for project participants *(description of a single vacancy will be sufficient, if all participants perform similar works)*  *Credits per participant shall be calculated as: the duration in weeks \* the project’s workload in hours / 25* | *Vacancy No.1:*  *Tasks:*  *Credits:*  *Qualification criteria:* |
| *Vacancy No.2:*  *Tasks:*  *Credits:*  *Qualification criteria:* |
| *Vacancy No.3:*  *Tasks:*  *Credits:*  *Qualification criteria:* |
| Total credits | *Total credits for the project in general (e.g., if five participants get up to four credits each, the total workload of the project comes to 20 credits).* |
| Final assessment format | *Examination for projects up to three credits*  *Pass/fail for projects for one and two credits* |
| Format of results subject to assessment | *Report / presentation / database / text, etc.* |
| Formula for resulting grade, possible assessment criteria, including all requirements and parameters | *Formula of the resulting grade* |
| Retakes in case of unsatisfactory grades | *Yes/no* |
| Anticipated educational outcomes of the project | *Skills and competencies acquired or developed as part of a project* |
| Special aspects of the project implementation: territory, time, information resources, etc. | *Address, schedule, resources* |
| Recommended educational programmes |  |
| Students submits a CV (resume) | *Yes/no* |
| Students submit a motivation letter | *Yes/no* |

1. Project work initiated by HSE University’s staff can be organized jointly with partner organizations. [↑](#footnote-ref-1)