***Cover Sheet Sample:***

National Research University

«Higher School of Economics»

 Faculty of Computer Science

Educational programme HSE University and University of London Double Degree Programme in Data Science and Business Analytics

Undergraduate

**01.03.02 Applied Mathematics and Computer Science**

**Report**

**On Work Experience Internship Results**

in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(indicate the name of the organization where internship was conducted)

Fulfilled by the student of the group #\_\_\_\_\_\_

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

*(Surname, First name, Patronymic, if any)*

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

 *(Signature)*

**Checked by:**

Relevant Organization’s Internship Supervisor:

|  |
| --- |
|  |
| *Surname, First name, Patronymic, if any* |
|  |
|  *Company, Position, Academic title if any* |

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|  |  |  |  |  |
| *(Date of the check)* |  | *(Grade according to 10-point scale)* **[[1]](#footnote-0)** |  | *(Signature)* |

Faculty’s Internship Supervisor:

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| --- |
|  |
| *Surname, First name, Patronymic, if any* |
|  |
| *CS Faculty Department, Position, Academic title if any* |

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| *(Date of the check)* |  | *(Grade according to 10-point scale)* **[[2]](#footnote-1)** |  | *(Signature)* |

**Moscow, 2021**

***The Report should include:***

* Table of Content with the numbers of pages
* Introduction, object and purpose of the Internship in along the lines of Industrial Internship Program and your Individual Assignment;
* Calendar Schedule with completion marks in accordance with your Individual Schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **№**  | **Calendar period** | **Plan of work[[3]](#footnote-2)** | **Supervisor’s mark on the point fulfilment (signature)** |
| 1 | 01.08.2020 | 1. Instructing on the requirements of labor protection, safety, fire safety and internal labor regulations |  |
| 2 | 02.08.2020 | 2. Organizational (induction) meeting |  |
| 3 | 03-13.08.2020 | 3. Fulfilment of Individual Assignment |  |
| 4 | 14.08.2020. | 4. Consultation |  |
| 5 | 15.08.2020 | 5. Preparation and submission of the Report  |  |

* Description of explored medium
* Description of achieved results
* Conclusion (main results and findings)
* The List of Sources
* Appendixes (if needed)

|  |  |  |
| --- | --- | --- |
| **Grading Scheme** |  |  |
|  |  |  |
| **ECTS Grades**  | **10-point scale (Exam)** | **5-point scale**  |
| A+ | 10,00 | Excellent |
| A | 9,00 | Very good |
| A –  | 8,00 | Very good |
| B+ | 7,00 | Good |
| B –  | 6,00 | Good |
| C +  | 5,00 | Satisfactory  |
| C –  | 4,00 | Satisfactory  |
| F | 3,00 | Fail |
| F | 2,00 | Fail |
| F | 1,00 | Fail |

1. See on the next page [↑](#footnote-ref-0)
2. See on the next page [↑](#footnote-ref-1)
3. *For all students, the* ***first point of Plan of Work*** *(Instructing on the requirements) is a standing point and* ***could not be modified****. Please, do not edit it.* ***All other points are sample points*** *- you can change it according to your Individual Internship Assignment.* [↑](#footnote-ref-2)