

## **Regulations on the organizing of the compulsory internship for Master Program students in Management**

1. The compulsory summer internship (hereinafter referred to as “internship”) for students of Saint Petersburg State University (SPbU) is governed by the “Regulation on the Organization and Execution of Summer Internship Programs for the Students of SPbU № 1449/1” dated 16.06.2010.

2. According to the Educational Standard of SPbU № 3102/1 dated 29.08.2013, the summer internship for the students of master’s programs in “Management” is organized in external agencies which can be either international or Russian companies. The duration of the internship is minimum 6 weeks. Attestation confirming the completion of the internship is done in the form of the Internship Report mark and by the Official Letter of Reference from the company.

3. This internship for the students of Master Programs in Management is a compulsory component of the curriculum for which credit is given on a pass-fail basis in the third semester.

4. The calendar for the master programs “Master in Management” (specializations: «International Supply Chain and Logistics», «International Business», «Information Technologies and Innovation Management» and «Management») and «Master in Corporate Finance» states that the period in which these internships are to take place is from June, 25 till August, 31, 2015.

5. The basic requirements concerning these internships are described in the program syllabus.

6. The objective of these internships is to gain new knowledge and skills and strengthen the knowledge and skills which have been already acquired during previous study. It aims to develop a sense of general cultural and professional responsibility. The activities performed by the student during the internship must be directly related to his/her educational specialization and master’s project thesis .

7. The internship can be completed in a Russian or international company which has a valid agreement (or an agreement in the process of being signed) on the organization and execution of these compulsory internships, signed according to SPbU regulations. It can also be completed in companies which have signed an agreement with the student (see: item nr. 9).

8. The procedure for internship placement in the companies that have valid agreements on the organization and execution of compulsory internships is as follows:

8.1. The Career Center offers each student a place for the internship by sending e-mails with brief internship description to the individual student e-mail addresses hosted by the corporate e-mail. The Career Center is responsible for providing at least one internship offer matching the educational program and specialization of the student. Generally 15-20 different internships matching the specific specialization are offered to the students. If a student is not willing to accept the Career Center offer (or does not respond to the offers), neither the Master’s Office nor Career Center will bear the responsibility for further placement of the student.

8.2. If the requirements mentioned in an internship offer match the student’s specialization and master’s thesis, the student then sends his/her CV either to the Career Center or to

the company directly (NB! In this case, a copy of it must go to the GSOM Career Center) before the deadlines mentioned in the offers.

8.3. After having screened the CVs, the company then invites the relevant candidate(s) for an interview.

8.4. After the interview the company makes an internship offer to the student. If the offer is made to the student directly he/she must inform the Career Center as soon as possible.

**9.** GSOM students on their exchange semester during the spring semester:

9.1. Should inform the Career Center about their return not later than one week after arriving at their host university so that they can participate in the selection competition for the internships.

9.2. (Because it will be too late to begin the organization of the internship after their return) are recommended to carefully follow up by indicating their interest in particular option to GSOM Career Center. They should already in their CV's have indicated: 1) when they will finish their exchange period; 2) if they can be contacted for an interview by Skype or telephone.

**10.** The procedure for placement in companies that do not have a signed agreement with SPbU on the organization and execution of compulsory internships:

10.1. The student has the right to look for a placement for the compulsory internship on his/her own. This also includes competition for publicly announced internship openings. In this case he/she must inform the Career Center Director about such a decision in written form no later than April 15. The student should provide a copy of his/her application letter to the company for the signing the agreement on the organization and execution of compulsory internships addressed to the competent executive and composed according to the enclosed example (attachment 1).

10.2. GSOM SPbU reserves the right to refuse to sign the agreement if the level of the company does not match the high requirements of the program for the participation of companies (for example, if the company is not among the leading companies in their sector) or if the internship placement does not meet the requirement set for compulsory internships (for example it does not offer the development of skills and knowledge). In case of a positive assessment, the agreement is signed with the company. The agreement must be forwarded to SPbU for signing no later than May, 15.

**11.** In order to register a potential compulsory internship in a company located in Saint Petersburg, the following documents should be issued according to the rules of SPbU:

11.1. An Order "On the organization, dates and rules of the execution of the compulsory internship for Master Program students to take place in Saint Petersburg".

11.2. An Announcement "On the placement of students for their compulsory internship".

11.3. A formal notification of the placement of students in the company indicating.

**12.** If a student wishes to fulfill the internship requirements by getting credit for possible employment which they have been offered (i.e. a labor contract will be signed) in a company located outside Saint Petersburg (see point 9), when approved by the Career Center and by master program Director, the student may apply for an individual internship arrangement. Credit can only be obtained if the student would be employed during the period from June, 25 till August, 31 2014 and not for less than 6 weeks according to the labor contract. The student then gets credit according to the standard procedure (see points 2 and 3).

**13.** A student must inform the Career Center immediately about any changes in the flow of an internship, that is: changes in the dates, sudden cancellation of an internship, etc. Further decisions are taken according to the rules set by SPbU.

**14.** On the completion of the internship but not later than October, 31, the student must present a report on the internship and feedback from the company containing a description of the tasks performed (in English) to the Career Centre.

**15.** The student gets credit for the completed internship by the dates set by SPbU regulations. Credit is based on the report presented and the company's feedback information.

**16.** The internships are not paid. The company can provide the student a monetary bonus if so desired by its administrative office in the form of a one-time reward.

**17.** During an internship and after its completion, the student is not allowed to disclose any information considered to be commercially or officially confidential. According to the company's rules the student might be required to sign a Confidentiality Agreement.

**COMPANY LETTERHEAD**

Attachment 1.  
Company's information as  
sender

To  
Olga V. Plotnikova  
Deputy Head of Study Affairs  
for the areas of Journalism and Management  
Saint Petersburg State University

Dear Ms. Plotnikova

I am pleased to offer an internship placement opportunity for *STUDENT's FULL NAME*, a first year student of the Graduate School of Management SPbU program "*Master in International Business*" / "*Corporate Finance*" (specialization 080200 "*Management*" (concentration in "...")), in the ...department of our company ... during the period from 15.06.2014 till 31.08.2014 (total duration of the internship – 6 weeks).

*Brief information on the company:*

- *Main activities*
- *Sector*
- *Position on the market (positions regarding rivals, annual turnover etc.)*
- *Partners / cooperation (if applicable)*
- *Number of employees*
- *Web-site*

During the period of internship placement in the department (name)... the student will perform the following activities (*which must be related to the student's educational concentration*):

- 1.
- 2.
- 3.

...

The Supervisor of the internship will be: *FULL NAME, POSITION, CONTACT DETAILS*

*The company (name)* is prepared to conclude an agreement on the organization and execution of compulsory internships with SPbU, and, upon by the successful completion of the internship, to provide the student with letter of reference (NB: Only for companies located in Saint-Petersburg. If a company located outside Saint-Petersburg, please, contact Career Center team for further instructions).

*Position*

*Name in full*