



Высшая школа
менеджмента
Санкт-Петербургский
государственный университет



INTERNSHIP IN MANAGEMENT

For 1 year master students

March 2025



GENERAL TERMS OF INTERNSHIP



Grounds

Regulations on the internship of students on the main educational programmes of higher education at SPbU (Order No. 10755/1 dated 16.08.2023 see [here](#)>>).



Form of attestation

Differential credit/no credit based on two documents: **letter of recommendation** from the company, **internship report** from the student, **oral presentation** (depending on the programme).



Ethics

If you decide to withdraw from an internship at a particular company, inform your employer in advance.



Dates

15 June - 31 August
4 weeks - Bachelor
6 weeks - Master

Step 1



Compose a **CV** and **cover letter**.

Useful tips for writing a CV here



<https://clck.ru/3HLG8Y>

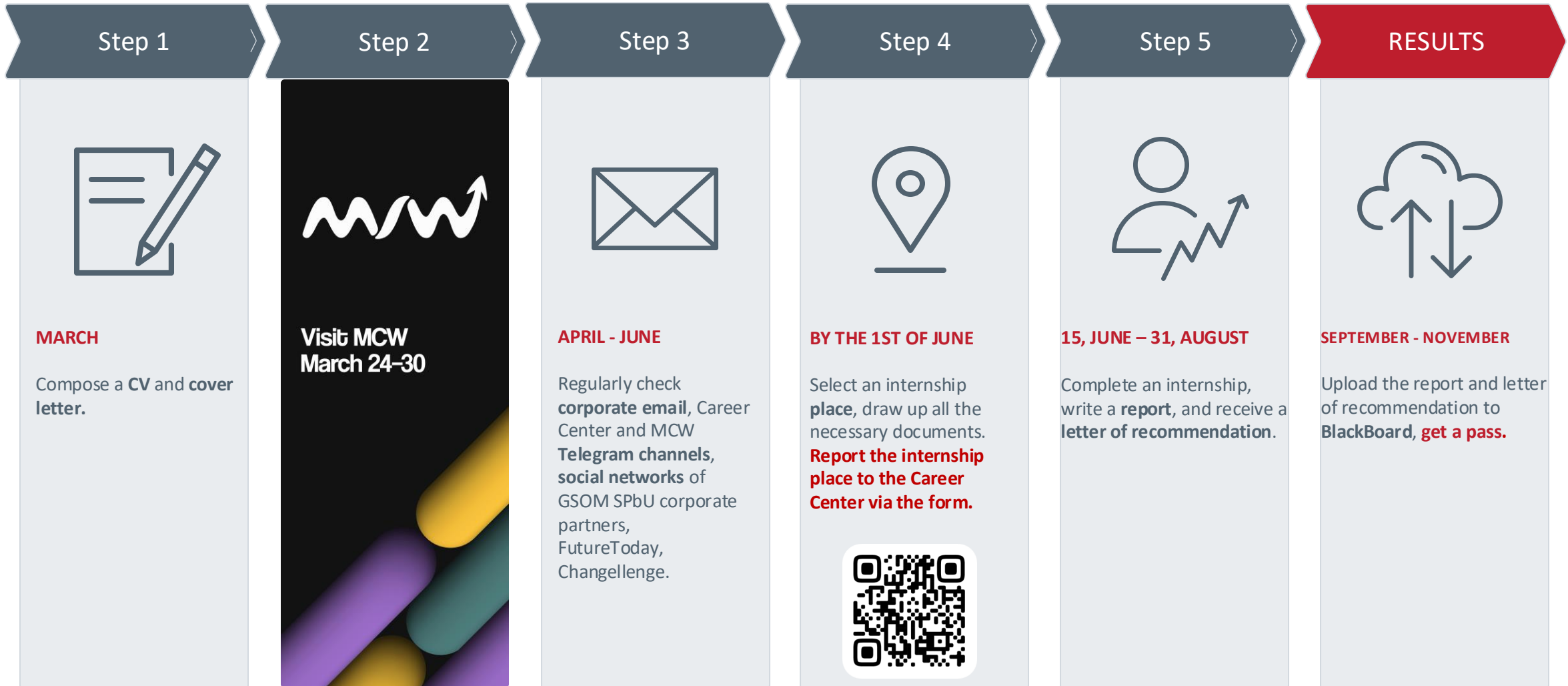
How to write a good CV from the scratch if you don't have any

1. Write out some basic information about yourself:
 - a) where you studied;
 - b) what you do additionally: case championships, organisational things, volunteering, project work, etc.;
 - c) work experience/internships.
2. Praise yourself for what a great job you are doing.
3. Formulate in 3 sentences a text 'about yourself': who you are, what your professional interests are, what you are looking for. Example:

A communicative 3rd year student with experience in cold selling and conflict resolution, as well as the ability to learn new information quickly. My professional interests are strategic marketing. I am looking for an internship in the marketing analytics department.

4. Transfer the information you've written out into any resume template you find online.
5. If in doubt about the quality of the resume, or just have questions, write to the email **careercenter@gsom.spbu.ru**.
6. After the consultation, adjust your CV and respond to offers of interest.

STAGES OF INTERNSHIP



<https://clck.ru/3HYZPs>

STAGES OF THE INTERNSHIP. STEP 3

Step 3

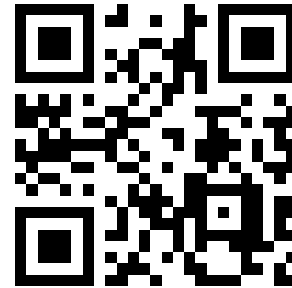


Regularly check **corporate email**, Career Center and MCW **Telegram channels**, **social networks** of GSOM corporate partners, FutureToday, Challengenge.

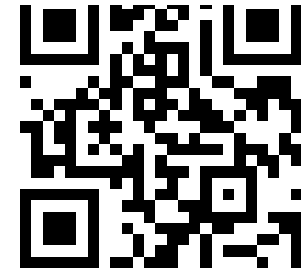
Tg-channel of
the Career Center



Tg-channel
of MCW



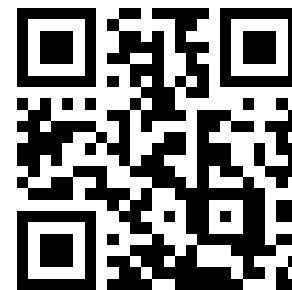
VK group of MCW



FutureToday
website



FutureToday
digest



Challengenge
website



Step 4



Select
a internship **place**, dra
w up all the
necessary
documents.

**Report the
internship place to
the Career Center.**

How to inform

1. BlackBoard will have a reminder with a link to a Yandex form with an internship place survey to fillout **before June 1st**. **The same link** will need to be used to upload your individual labour contract or internship agreement between the company and SPbU, if not already contracted. See if the company is contracted or not visit the [site](#).
2. Each week we will upload your documents, give them to the university for signature and then contact you.
3. If everything is OK with the documents, a corresponding mark will appear in BB.
4. Recommendation: don't put it off until the last minute)))

What if you don't inform on time or at all

To avoid your expulsion, we will be forced to send you to an internship at St. Petersburg State University **if you have not reported anything about yourself**. You will have to come to the Career Center to pick up your assignment on the approved dates. You will also have to write a report on your internship at SPbU.

Fill out the form as correctly as possible, following all the tips - especially the company names. This information goes on your diploma and will stay with you forever 😊

<https://clck.ru/3HYZPs>



STAGES OF THE INTERNSHIP. STEPS 5 AND 6

Step 5



Complete an internship, write a **report**, and receive a **letter of recommendation**.

RESULTS

Upload the report and letter of recommendation to **BlackBoard** and **get a pass**.

This part is not the responsibility of the Career Center!

1. The essence of the internship, the assignment and other content should be clarified with the supervising teachers.
2. The internship content **should align** with your program!
3. All details on the report (criteria, deadlines) will be covered **by the faculty at the internship** meeting.
4. We can't affect your grades :)

INTERNSHIP OPTIONS

In partner companies of GSOM SPbU	
>	A partner company is a company that has an agreement on organising internships with SPbU
>	The list of partners can be found on GSOM SPbU website in the CC section
>	All current vacancies from partners will be sent to your corporate email

In new companies that are not partners of GSOM SPbU	
>	You personally conclude an IEC (individual employment contract) with the company or ↓
>	The company can conclude an agreement on organisation of internship with SPbU (only for the company in SPb or remote internship in other regions).
>	Draft of the agreement with instructions can be found on GSOM SPbU website in the CC section

Opportunities for international students	
>	In home country
>	SPbU partner companies with experience in providing internships for international students
>	In SPbU divisions
>	The culture of business
>	The business of culture
>	Business Camp (details are finalized)

- Self-employment can't be counted as an internship!
- It is possible to complete an internship in an individual entrepreneurship, if the activity of the individual entrepreneurship coincides with your study profile.
- If you are an IE yourself and want to do an internship in your organisation, you will need a mentor from the GSOM SPbU Center for Entrepreneurship.

ADDITIONAL INTERNSHIP OPPORTUNITIES

Project	Short description	Conditions for crediting internship	Place of internship	Letter of recommendation	Registration
Bootcamp in Product Management	Educational intensive with work in an interdisciplinary team, with a trip to VTB (MSK), with the development and protection of a conditional MVP digital product	Everyone who gets to the end of the project (about 30 people)	VTB	VTB	Closed
Case championship "VTB Business Solutions Laboratory"	Case championship with educational elements	Top 3 teams based on case presentation results	VTB	VTB	Until 16.03.2025: https://learn.vtb.ru/fingram/laboratory/gsom/
Educational project "More than an idea"	Assistance to social entrepreneurs in business development. Available for English speaking foreign students!	Everyone who gets to the end of the project (about 30 people)	Corporate and Social responsibility Center	Corporate and Social responsibility Center	Until 14.03.2025: https://2025.gsom.spbu.ru/idea#reg
Territory of Initiative Youth "Biryusa"	Working on projects of social entrepreneurs during the week in Krasnoyarsk	The internship is counted in case of a report defense in accordance with the criteria specified in the Internship guidelines for bachelor's and master's degree programs + additional assignment. Additionally, you must complete the video course "Social Entrepreneurship". It will be included in the project program.	Corporate and Social responsibility Center	Corporate and Social responsibility Center	Email to careercenter@gsom.spbu.ru
Urbanist School	Bootcamp for urbanists working on real-life cases	Organising committee, participants	Smart and Sustainable Development Laboratory (organizers) The Committee for the Preservation of Cultural Heritage of the Leningrad Region (participants)	Smart and Sustainable Development Laboratory (organizers) The Committee for the Preservation of Cultural Heritage of the Leningrad Region (participants)	Email to careercenter@gsom.spbu.ru
GSOM SPbU Admissions Office	Verification of applicants' submitted applications and documents, communication with applicants and their parents	For all bachelor and MiM master students	GSOM SPbU Admissions Office	GSOM SPbU Admissions Office	Until 20.03.2025: https://forms.office.com/pages/responsepage.aspx?id=uRTg312ISk6OtFI0ZLFxS-olcU5UcJAnNj6BUt7YA5UMFNETFczNEhOO1ZaSU5URtdNRkpYOFhDSS4u&route=shorturl

INDUSTRIAL INTERNSHIP

extended internship at company's site without interrupting your studies which allows you:

- study within individual academic plan (industrial track)
- use work experience to pass academic disciplines(e.g. consulting project in the 3rd semester, obligatory 6-week summer internship, data for the thesis)
- get applied knowledge from business practitioners in real working conditions
- strengthen your CV with real work experience lasting from 6 months
- get job offer at the end in case of your successful internship



INDUSTRIAL INTERNSHIP ADDRESSES YOUR THREE KEY CHALLENGES DURING THE STUDIES...

01

6-week obligatory summer internship

02

Consultancy project

03

Data for thesis

...AND GIVES YOU A COMFORTABLE AND PROMISING CAREER START



EXPENSES

GSOM SPbU Charitable Foundation will reimburse travel and accommodation costs (if you do the internship outside St Petersburg)



WORK AND STUDY

You do not interrupt your studies and have an individual study plan



SALARY

You get paid for the internship (wages vary by company starting from 45 thousands RU gross)



EMPLOYMENT

Do your best during the internship, get a job offer and start your career promptly after graduation

Start your
career with
the
industrial
internship

COMPANIES & POSITIONS



T2

Operations & Regional Development
HR

 St Petersburg



Petrostat

Business Analytics
Digital Solutions Development

 Saint Petersburg



Sibur

Economics and Finance
Purchases
Supply Chain Management
HR-management



 Nizhnekamsk, Kazan, Tobolsk, Perm, Kstovo



P&G

Logistics
Finance
Quality Control
Production
HR

 Novomoskovsk



Pulkovo

Automation of Operational and Financial Planning
Launch of Unmanned Transport
Infrastructure Development

 St Petersburg



Kept

Digital Finance
Accounting and Reporting

 St Petersburg

To learn the positions and apply please follow the [link](#)



#PRO

МОЛОДЕЖЬ

СИБУР

РАЗВИТИЕ

&

СТАЖИРОВКУ

&





9 млн тонн

нефтехимической продукции
выпущено по итогам 2024 г.



38 тысяч
сотрудников

трудится на предприятиях СИБУР
в 20 регионах РФ



>5 тысяч
клиентов

предприятий крупного,
среднего и малого бизнеса



1,8 трлн руб.

CAPEX с 2010 года;
- 80% нефтехим. мощности
- 14% на газопереработку и
транспортную инфраструктуру



19 рабочих мест

создается в экономике за счёт
1 рабочего места созданного в
СИБУРе

**>15 лет мы инвестируем в повышение
производительности и условия труда**

В 4 раза

рост производительности труда в тоннах
на 1-го работника с 2010 г.

94%

текущий уровень
автоматизации производств

70%

инженерных профессий, суть работы в
рамках которых стала более
высокотехнологичной

**9 млрд руб. за 5 лет инвестированы
в учебные заведения и собственные центры**

~1600

выпускников
нанимаем ежегодно

~3500

внутренних тренеров
и наставников

В 5 раз

рост инвестиций
в НИОКР с ВУЗами

>230

Преподавателей ВУЗов и
СУЗов стажируются
в СИБУРе ежегодно

**Нас знают, выбирают, с нами развиваются:
38 лет ср. возраст, 11 лет ср. стаж работы**

95%

укомплектованность
предприятий

>75%

участников корп. обучения
получают назначения в
горизонте 2 лет

26 000

сотрудников повышают
квалификацию ежегодно

>90%

управленческих позиций закрыто
внутренним кадровым резервом

РАЗВИТИЕ КОМПАНИИ -

ВОЗМОЖНОСТЬ ДЛЯ БЫСТРОГО РОСТА МОЛОДЫХ СПЕЦИАЛИСТОВ

С запуском АГХК и др проектов к 2028 СИБУР выйдет на 6-е место в мире по объему мощностей

Достижение целей компаний с учетом запуска новых мощностей

- Импортозамещение технологий, материалов и компонентов производства
- Смещение фокуса от продукта к решению и клиентоцентричности

Снижение рисков, связанных с кадровой защищенностью и непрерывностью бизнес-процессов и знаний

- Развитие номеров «2» и «3» на ключевых должностях внутри компании
- Проактивное развитие внутри на основе лучших практик

Дальнейшее развитие операционной модели и производственной системы

- Возрастает значимость данных, автоматизация операционной работа
- Сквозное развитие компетенций будущего, отвечающих новым требованиям



Уже сейчас для реализации амбициозных планов нужны молодые и талантливые сотрудники

Ожидания руководителей СИБУР

- Умение задавать вопросы с фокусом на причину и поиск решения проблемы
- Желание развиваться не только на рабочем месте, глубокая проработка софтов
- Желание делать больше, чем прописано в должностной инструкции
- Предпринимательский подход с фокусом на партнерство и клиентоцентричность
- Знание и умение применять цифровые инструменты для повышения уровня поддержки своих клиентов
- Умение брать ответственность, предлагая идеи и реализовывая их (не просто исполнитель)
- Стабильные результаты + постоянное повышение уровня сложности решаемых задач («бирюзовые воротнички»)

СИБУР –

работодатель №1 среди B2B компаний, предприятия в 20 регионах РФ и за рубежом

>1 600

молодых
специалистов
ежегодно выбирают
СИБУР

>2300

студентов
прошли практику и
стажировку в 2024

>15%

молодых
специалистов
в штатной
численности



- Промышленные предприятия
- Предприятия в стадии строительства
- Совместные предприятия
- Продуктопровод СИБУРа
- ◆ Бизнес-офисы компании
- ▲ Научно-исследовательские и учебные центры
- ◆ Корпоративный центр оздоровления



СТАЖИРОВКА в СИБУРе

где и как будет организована?

5

географий
компании

- Казань
- Нижнекамск
- Тобольск
- Пермь
- Кстово (Нижний Новгород)

4

функциональных
направлений

- Экономика и финансы
- Управление цепями поставок
- Закупки (обеспечение производства)
- Управление персоналом



Цель: получение реального опыта и проф. навыков, работа с системами, процессами, данными, кросс-функциональными командами и тд



Персональный наставник с 1-го дня, программа обучения и развития, регулярная обратная связь от руководителя о результативности



Оплачиваемая стажировка, вкл. релокационный пакет, возможность узнать больше о предприятии, людях и городе, где будет проходить стажировка



СТАЖИРОВКА в СИБУРе

какие бенефиты и почему это возможность?



- «Прокачать» hard & soft навыки
- Получить опыт работы в команде профессионалов
- Лучше понять свои цели и влюбиться в регион
- Возможность продолжить работу в СИБУРе и построить карьеру в широкой географии компании
- Повысить привлекательность своего резюме и ценность на рынке кандидатов

МЕНЕДЖЕРСКИЙ

ПРОЕКТНЫЙ

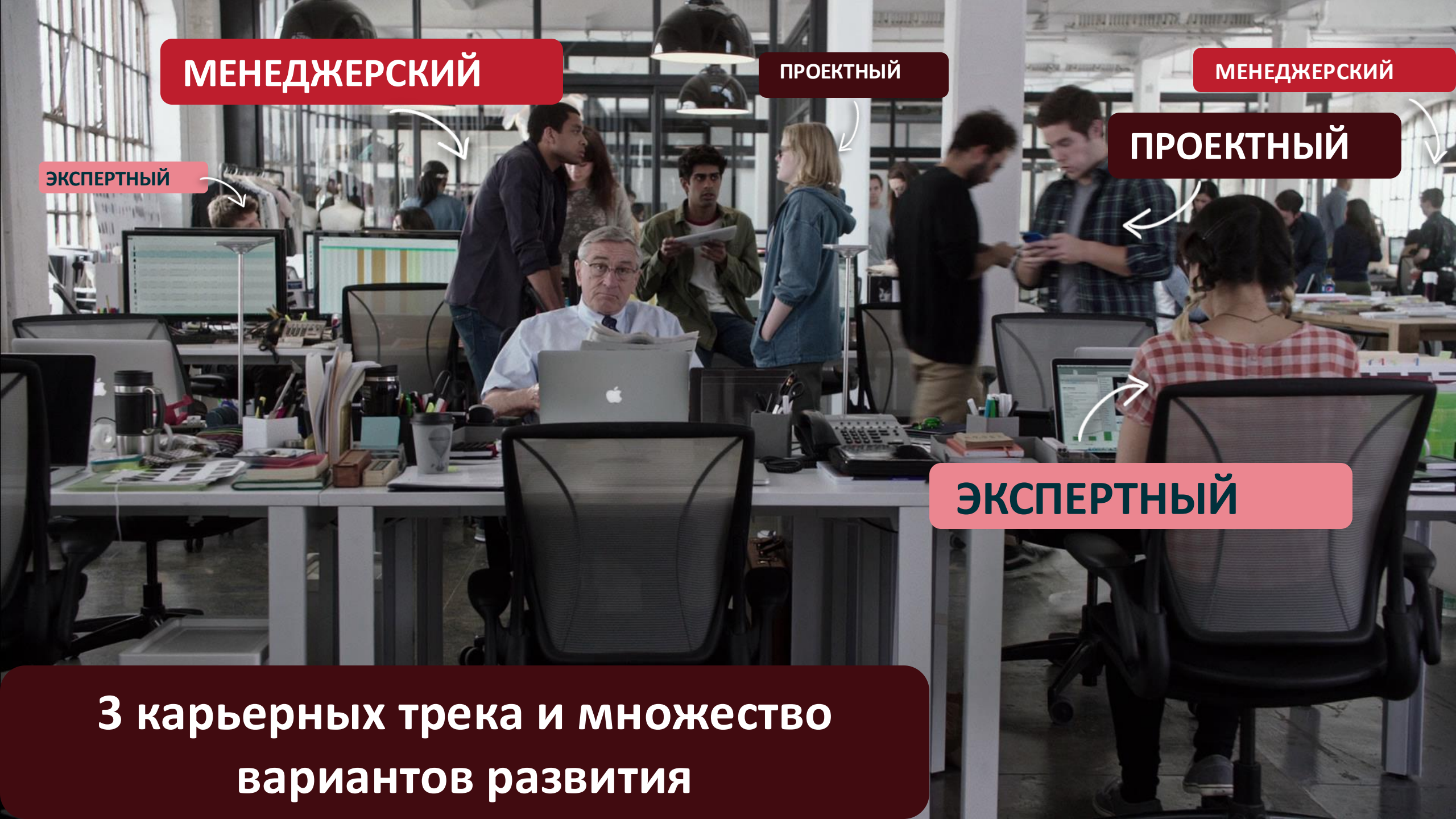
МЕНЕДЖЕРСКИЙ

ЭКСПЕРТНЫЙ

ПРОЕКТНЫЙ

ЭКСПЕРТНЫЙ

**3 карьерных трека и множество
вариантов развития**



YOUR CURRENT WORK CAN BE COUNTED FOR INDUSTRIAL INTERNSHIP (WITH ALL ITS BENEFITS) IF

- a) The company is a member of the Board of Trustees of GSOM SPbU or any other major Russian company with a leading position in its industry.
- b) The company is willing to involve you in a project that reflects real business objectives.
- c) The company is willing to provide you with continuous learning opportunities through mentoring, training, feedback, etc.
- d) You have or will have a valid employment contract with the company. If not, the company is willing to enter into an internship agreement with St. Petersburg State University that defines the rights and obligations of both parties.
- e) The company is willing to provide letters of recommendation and expert opinions on the results of the projects you have completed.
- f) The company is ready to put the management problem to be solved by the student within the consulting project in the 3rd semester (according to the terms of reference).

To offer your place of work for the internship please follow the [link](#)



FAQ: SUMMER OBLIGATORY INTERNSHIP

Is it possible to get an internship now?

Yes, you can. We can credit relevant experience gained in the current year for summer internships (you cannot take credit for experience gained earlier).

Will it be possible to change the place of internship after 15 June (date of official issuance of internship orders)?

Yes, you can, upon written request to careercenter@gsom.spbu.ru and no later than 4 weeks before the submission of the internship report.

Can I do an internship outside of my field of study?

No, it must coincide with your major. All other cases are dealt with individually by the Academic Director.

Is it possible to count my current relevant work experience (employment under LC/индивидуальный трудовой договор or civil contract/договор ГПХ)?

Yes, you can. You will need to upload your docs via the form.

STRUCTURE OF THE REPORT

The structure of the report must be as follows:

- Title page;
- An application that the report was made without any outer help;
- The list of contents;
- Main body - Description of an internship:
 - ✓ Description of the company and department;
 - ✓ Goal and objectives of an internship;
 - ✓ List of duties for the time of an internship;
 - ✓ The results of an internship.

The size of the report is **no less than 12 pages**
(30000 characters including spaces).



CONTACTS



ELIZAVETA TROYANOVA
Career Center Director

✉ e.troyanova@gsom.spbu.ru



NADEZHDA KRYLOVA
Deputy Career Center Director

✉ n.v.krylova@gsom.spbu.ru



ANASTASIA SHEKHOVTSOVA
Career Center Manager

✉ a.shekhovtsova@gsom.spbu.ru

Tg-channel of the
Career Centre



Other resources

