

Financial University under the Government of the Russian Federation

Department of taxes and tax administration of Faculty of taxes, audit and business analysis

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Internship (Educational Practice)

SYLLABUS

Level of Study: Master's Degree

Field of Study: 38.04.01 Economics

Educational Programme: International Tax Relations

Syllabus

1. Name of a subject: Internship (Educational Practice)

2. Mapping of learning outcomes (list of competences), with the relevant indicators described and subject learning outcomes indicated

The section lists the graduates' coded competencies that are to be developed during the learning process, indicators that show their development (generalized descriptions of specific actions performed by the graduate that clarify and reveal the competence content), learning outcomes (knowledge, skills) with indicators of competence development (in the form of a table):

Table 1

Competence code	Competence	Competence development indicators ¹	Learning outcomes (skills ² , and knowledge) and indicators that show competence development
PKN-1 Admission 2021	The ability to identify issues and trends in the modern economy in solving professional problems	1. The graduate demonstrates an understanding of the main results of	Knowledge: current Russian and international tax law, prospects for its changes.

¹ To be filled in when the updated Financial University educational standards and federal state educational standards of higher education "3++" are implemented.

² Skills are described when the Financial University educational standards of the 1st generation and federal state educational standards of higher education "3+" are implemented.

		the latest economic research, the methodology for conducting scientific research in the professional field.	Skills: to conduct theoretical and empirical research in the professional field
		2. The graduate identifies sources and findings as information for research and practical problems purposes in the professional field, she or he is able to conduct a comparative analysis of different points of view on solving modern economic problems and justify the choice of effective economic measures	Knowledge: sources of information, methods to analyse information and their justifications Skills: to search relevant information, conduct a comparative analysis, and to justify the method of economic impact
		3. The graduate is ready for joint expert work, she or he is capable to apply universal methods for ranking alternatives, complex expert procedures for assessing economic development trends at the macro, meso and micro levels.	Knowledge: research methods, expert procedures to assess economic development Skills: to work in a research team, and to assess trends in economic development
PKN-2 Admission 2021 2022	The ability to work out the design and research tasks, facilitate innovative projects, justify research methods, information technologies, software tools for project purposes, and to design hard and soft law	1.The graduate is capable to design of research tasks	Knowledge: the basics of applied research Skills: to formulate research and empirical tasks
		2. The graduate selects forms, methods and tools	Knowledge: forms, methods and tools for research purposes Skills: to choose forms, methods

		for research purposes	and tools to research
		3. The graduate uses contemporary information technologies	Knowledge: modern information technologies Skills: to use modern information technologies in practice
		4. The graduate selects and uses the necessary software depending on research tasks	Knowledge: software in tax data analysis Skills: to use software in tax data analysis in practice
		5. The graduate develops methodological documents and regulations based on research findings	Knowledge: the basics how to design methodological documents and regulations Skills: to develop regulations based on the research findings
PKN-3 Admission 2021	The ability to apply innovative technologies, methods of system analysis and modelling of economic processes in setting and solving economic tasks	1. The graduate applies contemporary mathematical models and information technologies to forecast economic development trends, solve economic problems at the macro, meso and micro levels, and to assess the consequences of management decisions.	Knowledge: contemporary mathematical approaches and information technologies to forecast economic development trends, solve economic problems at the macro, meso and micro levels, and to assess the consequences of management decisions Skills: to apply mathematical approaches and information technologies to predict economic development trends, solve economic problems at the macro, meso and micro levels, and to assess the consequences of management decisions
		2. The graduate prioritizes the strategic and tactical goals of economic development at the macro, meso and micro levels; uses actual (statistical and economic-mathematical) methods for analysis and systemic assessments	Knowledge: strategic and tactical goals of economic development at the macro, meso and micro levels; relevant (statistical and economic-mathematical) methods for analysis and systemic assessments Skills: to evaluate the strategic and tactical goals of economic development at the macro, meso and micro levels; to use relevant (statistical and economic-mathematical) methods for analysis and systemic assessments

PKN-4 Admission 2021 2022	The ability to develop methodologies and evaluate the effectiveness of economic projects, taking into account risk factors in conditions of uncertainty	1. The graduate forms and applies methods to assess the effectiveness of economic projects under conditions of uncertainty.	Knowledge: methods to assess the effectiveness of economic projects under uncertainty. Skills: to apply methods to assess the effectiveness of economic projects under conditions of uncertainty.
		2. The graduate demonstrates the skills to word conclusions on research findings to make decisions in economic projects in the form analytical materials	Knowledge: main approaches to make management decisions in economic projects in the form of methodological or analytical papers Skills: to make management decisions reasonably on economic projects issues in the form of methodological or analytical proposals
PKN-5 Admission 2021	The ability to manage economic risks, investments, financial flows based on interdisciplinary knowledge, to be responsible for organizational and management decisions	1.The graduate applies economic theories to develop algorithms how to manage economic risks, investment projects, and financial flows.	Knowledge: algorithms to manage economic risks, investment projects, and financial flows. Skills: to apply algorithms to manage economic risks, investment projects, and financial flows.

		<p>2. The graduate knows the main support forms for investment projects and their features</p>	<p>Knowledge: the main arrangements of financial support for investment projects and their features. Skills: to apply the basic forms of financial support for investment projects and their features.</p>
		<p>3. The graduate is capable to justify management decisions on investment projects and financial flows based on interdisciplinary knowledge</p>	<p>Knowledge: the main arrangements of financial support for investment projects and their features. Skills: to apply the basic forms of financial support for investment projects and their features.</p>
<p>PKN-6 Admission 2021</p>	<p>The ability to analyse and predict the main socio-economic indicators, to propose strategic directions for economic development at the micro, meso and macro levels</p>	<p>1. The graduate applies methodological tools to analyse systematically and model economic processes for innovative development in order to obtain competitive advantages and ensure outstripping growth in new and emerging markets</p>	<p>Knowledge: the tools to analyse systematically and model economic processes for innovative development in order to obtain competitive advantages and ensure outstripping growth in new and emerging markets Skills: to apply the main tools to analyse systematically and model economic processes for innovative development in order to obtain competitive advantages and ensure outstripping growth in new and emerging markets</p>

		2. The graduate justifies the prospects for changes in main socio-economic indicators and strategic directions of economic development at the micro, meso and macro levels	Knowledge: prospects for changes in main socio-economic indicators and strategic directions of economic development at the micro, meso and macro levels Skills: to apply new knowledge on the main socio-economic indicators and strategic directions of economic development at the micro, meso and macro levels.
PKN-7 Admission 2021	The ability to design and participate in financial literacy programs	1. The graduate uses professional knowledge to discuss financial issues with audiences of different levels in financial literacy	Knowledge: legal framework and court jurisprudence for business taxes Skills: to provide tax consulting
		2. The graduate is capable to work out educational and methodological documents and provide financial literacy programmes for different categories of students	Knowledge: the basics of tax literacy in a society Skills: to provide educational and methodological support for tax literacy in a society

UK-1 Admission 2021	The ability for abstract thinking, critical analysis of problem situations based on a systematic approach, development of an action strategy	1. The graduate uses methods of abstract thinking, information analysis and synthesis of problem situations, formalized models of processes and phenomena in professional activities.	Knowledge: approaches to the analysis of problems Skills: to apply methods how to analyse problems.
		2. The graduate is capable to identify and critically analyse problems	Knowledge: methods of abstract thinking, information analysis and synthesis of problems, formalized models of processes and phenomena in professional activities. Skills: apply the methods of abstract thinking, information analysis and synthesis of problems, formalized models of processes and phenomena in professional activities.
		3. The graduate proposes non-standard solutions to problems, new original projects, develops a strategy of action based on a systematic approach	Knowledge: non-standard solutions to problems, new original projects Skills: apply non-standard solutions to problems, new original projects

UK-2 Admission 2022	The ability to apply communication technologies, to speak a foreign language at a level that allows them to carry out professional and research activities, incl. in a foreign language environment	1. The graduate uses communication technologies, including contemporary IT, for academic and professional communication	Knowledge: basic communication technologies, including modern IT, for academic and professional communication. Skills: to apply communication technologies, including modern IT, for academic and professional communication
		2. The graduate communicates in a foreign language in professional activities and research in written and oral form	Knowledge: a foreign language in professional activities and research in written and oral form. Skills: to apply a foreign language in professional activities and research in written and oral form
		3. The graduate speaks in a foreign language with research findings / presentations, presents research results at conferences and symposiums; the graduate participates in research discussions and debates.	Knowledge: a foreign language in professional activities and research in written and oral form. Skills: use a foreign language to present research findings, present research results at conferences and symposiums; and to participate in research discussions and debates.

		<p>4. The graduate demonstrates scholar etiquette, the basics of rhetoric in a foreign language, the skills of writing articles in a foreign language.</p>	<p>Knowledge: scholar speech etiquette. Skills: apply scholar speech etiquette</p>
		<p>5. The graduate works with special foreign literature and papers in a foreign language.</p>	<p>Knowledge: methods to work with special foreign literature and documentation in a foreign language. Skills: to work with special foreign literature and documentation in a foreign language.</p>
<p>UK-3 Admission 2021</p>	<p>The ability to prioritize activities in accordance with the importance of tasks and to increase the effectiveness</p>	<p>1. The graduate objectively evaluates her or his capabilities and requirements of various social situations, makes decisions in accordance with this assessment and requirements.</p>	<p>Knowledge: the requirements of various social situations Skills: to use the requirements of various social situations</p>

		<p>2. The graduate actualizes her or his personal potential, internal sources of growth and development of her or his own activities.</p>	<p>Knowledge: prioritize activities in accordance with the importance of tasks. Skills: to follow the priorities in activities in accordance with the importance of tasks.</p>
		<p>3. The graduate determines the priorities of their own activities in accordance with the importance of the tasks.</p>	<p>Knowledge: approaches to form personal potential, to develop internal sources of growth and professional activity. Skills: to form personal potential, and to develop internal sources of growth and professional activity.</p>
		<p>4. The graduate identifies and demonstrates methods to improve the effectiveness of activities.</p>	<p>Knowledge: methods to improve the effectiveness of activities. Skills: to apply methods how to improve the effectiveness of professional activities.</p>

UK-4 Admission 2021	The ability to organise interpersonal relationship and intercultural interaction, taking into account the diversity of cultures	1. The graduate understands the diversity of cultures in the process of intercultural communication	Knowledge: different ways of intercultural interaction, distinctive features of different cultures and the specifics of their influence on business communication. Skills: to use various models of relationships in business environment.
		2. The graduate builds interpersonal interactions by creating generally accepted norms of cultural self-expression	Knowledge: the theory of interpersonal, intragroup and intergroup conflicts, the normative base of behaviour in modern society. Skills: to apply individual creative abilities to independently build a system of interpersonal relations in a team.
		3. The graduate uses methods of building a constructive dialogue with representatives of different cultures based on mutual respect, acceptance of the diversity of cultures and an adequate assessment of partners in communication	Knowledge: conceptual thesaurus of intercultural interaction; types and methods of self-assessment and assessment of business skills Skills: build a constructive dialogue with representatives of different cultures in different cultural and business environments

UK-5 Admission 2021	The ability to run a team, make organisational and management decisions to achieve a set goal, and be responsible for results	1. The graduate organises teamwork, sets goals for teamwork.	Knowledge: the main methods hoe to collect and analyse information; ways to word the goal and methods, the main forms of project work and the theory of team building Skills: to analyse, generalise and perceive information; to set a goal and formulate tasks to achieve it; to identify and systematise the main ideas in research papers; to evaluate group dynamics and identify individual performance of team members.
		2. The graduate develops a team strategy to achieve the set goal based on the tasks and methods for their implementation	Knowledge: methods of strategic analysis, techniques and ways of forming and formalizing a problem situation. Skills: to critically evaluate any incoming information, regardless of the source; to formulate goals and objectives and determine methods to achieve the goals.
		3. The graduate takes responsibility for the organisational and managerial decisions made.	Knowledge: the theory of decision-making and mechanisms to distribute responsibilities in collective work. Skills: to evaluate various development scenarios while making various decisions, as well as to analyse the effectiveness of the decision made

UK-7 Admission 2021	The ability to conduct research, evaluate and word the results	1. The graduate applies methods of research.	Knowledge: methods of applied research. Skills: to apply the methods of applied research.
		2. The graduate independently studies new methods of research, including in new spheres of professional activities	Knowledge: new methods and ways of research, including in new spheres of professional activities Skills: to apply new methods and ways of research, including in new spheres of professional activities
		3. The graduate puts forward independent hypotheses.	Knowledge: methodological aspects of practical activities for the development of recommendations Skills: put forward independent hypotheses in general direction

		4. The graduate prepares research results in the form of analytical notes, reports and articles.	<p>Knowledge: methodological grounds of making a presentation on research results in the form of analytical notes, reports or articles.</p> <p>Skills: to draw up research results in the form of analytical notes, reports or scientific articles.</p>
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3. Place of the discipline in the curriculum

‘Internship’ is a part of mandatory disciplines deepening mastering the skills and knowledge under the Master’s programme ‘International Tax Relations’, the Field of Study: 38.04.01 Economics.

4. Workload in credits and academic hours, with class work (lectures and seminars) and self-study indicated

The data are presented in the form of a table.

Table 2

Type of work	Total (in credits and hours)	Semester (Module) 7 (in hours)
Overall workload	<i>3/108</i>	<i>108</i>
Summative assessment	<i>Differentiative credit</i>	<i>Differentiative credit</i>

5. The content of internship

Type of activities	Type of work	Amount of time
Preparatory	General briefing. Drawing up an individual practice schedule, coordinating it with the head of the practice, approving an individual task. Determination of the scope of duties, tasks during the period of internship with an indication of the timing of their implementation.	8 hours (contact work 4 h.)
Introductory	Analysis of recent amendments to laws and regulations on taxation. The study of local regulations on computation, administration, planning and control of tax payments at internship.	28 h.
Analytical	Analysis of input information on tax liability, international tax planning and assessment of tax	50 h.

	and customs control. Conducting analytical research in the field of taxation, control and tax planning. Conducting tax computation.	
Reporting	Writing an introduction, outlining the goals and objectives of practice, the main part, conclusions and suggestions, drafting a report, submitting it to the supervisor and presentation	22 h.
Total		108 h.

The choice of an economic entity as a place of internship is determined based on the topic of bachelor's thesis. Starting internship, the student should have an idea of the organisational structure of the economic entity and its goals.

The potential places for internship are state bodies, commercial and non-profit organisations. The current supervision of internship is carried out a professor or an assistance professor appointed by the head of the Department and, as a rule, being his supervisor for Bachelor's thesis. Internship is carried out under Financial University's decree.

Under the results of a preliminary acquaintance with the tax liability of a company (government body, organization) where the student is assigned for internship, the student prepares his brief analytical paper including:

- goals and objectives of company's activities in taxation, customs and tariffs;
- analysis of local framework for tax compliance;
- functional and organisational chart of interaction between departments involved in tax compliance;
- description of the software.

The analytical paper is drawn up taking into account the requirements for information protection.

The supervisor at the Financial University words individual tasks based on Internship Programme (typical) (Appendix 1).

The student undergoes an internship in accordance with activities schedule (plan) for internship (Appendix 2).

During the period of internship, the student keeps a diary of internship (Appendix 3), which records the types of work performed by her or him. The practice diary is graded and signed by the supervisor at internship base.

At the end of the internship, the student is obliged to provide the Department with a written report on the results of the internship (Appendix 4), a diary and a supervisor's review (Appendix 5) from the practice base within the prescribed period.

6. Reporting

Assessment of internship results is provided on a report submitted by the student.

Based on the results of the internship, the student draws up a report on the internship in accordance with an internship schedule. Report should be submitted in electronic form to the supervisor at the Department for verification at least 3 days before the completion of the internship.

After approval by the supervisor, the report should be printed and signed by the

supervisor at internship base (by the head of a company or department in it, or by the head of the authority (local government), or organization), and certify with a seal.

At the end of the internship, the student, within the time limits established by the Department, must:

- submit a written report on the completion of all works to the supervisor at the Department, the report should be drawn up in accordance with the requirements and certified by the signature at internship base;
- submit an individual schedule of works, a diary of internship, and a review by the supervisor at internship base to the Department;
- finalize, if necessary, a report on internship in accordance with the requirements and recommendations by the supervisor at the Department;
- and then must present the results of internship on time (according to the schedule).

The structure of a report on internship:

1) Title which points out the type of internship (educational practice) and internship base, full name, and appointments of supervisors at the Department and internship base, other details. The signature of the supervisor at internship base on the title page is certified by the seal.

2) Review by the supervisor at internship base.

Based on the results of internship, the supervisor draws up a review, which reflects the business skills and knowledge of the student, the fulfillment of individual tasks, and a work schedule. When drawing up a work schedule (plan), it is necessary to provide time for writing a report on practice. The work schedule (plan) of the internship is certified by the signature of the supervisor at internship base (organization).

4) Individual tasks (works) of internship.

5) Internship diary.

6) Text part of the report (with attachments).

The text part of the internship report contains a more detailed presentation of the results of the student's internship by type of work performed in accordance with the work schedule (plan). The volume of the text part of the report (without attachments) should be at least 5 pages.

The work schedule (plan) of the internship is certified by the signature of the supervisor at internship base.

The text part of the report should include the following sections:

1. Characteristics of the internship base.

2. Characteristics of the work done in accordance with the goals and content of the internship set out in the individual schedule (programme) for the internship.

3. A list of new knowledge, skills, practical (including social) experience acquired by the student in the process of internship.

Attachments to the report should reflect the results of the work performed: analytical tables, certificates, conclusions, letters, acts and other documents in the preparation of which the student took part.

General requirements for the structure of the report.

When writing a report, the student must adhere to the following requirements: clarity and logical sequence; persuasiveness, argumentation; brevity and accuracy of wording, excluding the possibility of ambiguous interpretation; concreteness of the presentation of

the results; validity of recommendations and proposals.

The results of internship are graded through intermediate graduation.

The internship report is presented in the form established by the Department in accordance with the internship program. The presentation of the report should be graded.

Unsatisfactory results of the interim graduation or failure to pass the interim graduation in the absence of good reasons are recognized as academic debt.

The grade of internship performance and the review of the supervisor at internship base on the acquired knowledge, skills, professional (including social) experience should be taken into account.

The review of the supervisor at internship base is drawn up on the letterhead of the company or organisation, signed by the head or supervisor at internship base, and certified by the seal.

Students who did not complete the internship on time for good reasons have an opportunity to do internship in their free time in accordance with the newly agreed work schedule (plan) for internship, including the deadlines to present a report.

The internship report is drawn up in accordance with the following government standards:

- GOST 7.32-2017. (System of standards for information, librarianship and publishing. Report on research paper. Structure and rules for registration);
- GOST R 7.0.5-2008 (Bibliographic reference).

7. Credit

Typical questions for credit

1. List the main tasks and functions of the organisation or department where the student did your internship.
2. Indicate the main powers of the department in accordance with the Charter or local regulations.
3. Describe the organisation structure and describe the interaction of its departments.
4. How does the organization interact with foreign entities (taxpayers)?
5. What is the Code of Ethics and Official Conduct of State Civil Servants for Federal Tax Service?
6. Describe the activities of the organization aimed at the development of foreign trade activities in the region?
7. What main economic and administrative documents did you manage to get acquainted with?
8. Describe main aspects of the functioning of the organisation which are reflected in the constituent documents, orders, and regulations?
9. What are the job regulations for civil servants of the department where the student did internship?
10. What methods and ways are used by the organisation for the analysis of information on the financial and economic activities of the organisation?
11. Which ones did you use to carry out an express analysis of the activity of the object of internship?
12. What are the features of logistics system of the organisation?

13. What contemporary information technologies are used in government bodies / other entities for law compliance?

14. What are the main difficulties faced by the organisation where the student did internship?

15. Propose a set of measures to overcome the difficulties that arise in the organisation.

16. What skills have you acquired during the internship?

17. What personal qualities do you consider the most essential for effective work?

18. Indicate what competencies have you developed during the internship?

19. Specify critical remarks on the workplace in the organization.

20. Explain how the organisation (institution, etc.) is managed.

8. Reading

Laws and regulations

1. The Constitution of the Russian Federation of 1993
2. Tax Code of the Russian Federation (Part I) of 1998
3. Tax Code of the Russian Federation (Part II) of 2005
4. Customs Code of Eurasian Economic Union of 2017
5. Criminal Code of the Russian Federation of 1996
6. Federal Law on Anti-Corruption of 2008
7. Federal Law on Civil Service of 2004
8. Federal Law on Customs Regulation of 2018

Required and recommended reading

1. Pimenov N. A. Tax Planning : textbook. Moscow, 2023.
2. Fiscal Policy : textbook / Ed. by Malis N.I., the 2nd edition. Moscow, 2023.
3. Taxes and Tax System in the Russian Federation : textbook / Ed. by Goncharenko L.I., the 2nd edition. Moscow, 2023.

8. List of IT resources, incl. the list of software, information and reference systems (as appropriate).

8. 1. Software:

1. Windows, Microsoft Office software;
2. Antivirus Kaspersky; etc.

8.2. Databases and information and reference systems

1. www.minfin.ru — The Finance Ministry of the Russian Federation
2. www.nalog.ru — Federal Tax Service
3. www.prime-tass.ru — The Agency of Economic Information
4. www.quote.ru — financial data of Russian enterprises

5. www.raexpert.ru — EXPERT RA
6. www.rbc.ru — RIA RBK
7. www.riskland.ru — Risk expertise
8. <http://www.consultant.ru/> - Consultant Plus
9. <http://www.garant.ru/> - Garant
10. E-library at the Financial University <http://elib.fa.ru/>
(<http://library.fa.ru/files/elibfa.pdf>)
11. E-library BOOK.RU <http://www.book.ru>
12. E-library <http://biblioclub.ru/>
13. E-library Znanium <http://www.znaniy.com>
14. E-library <http://lib.alpinadigital.ru/en/library>
15. E-library <https://e.lanbook.com/>
16. E-library <https://www.biblio-online.ru/>
17. eLibrary.ru <http://elibrary.ru>
18. OECD (2018), Standard for Automatic Exchange of Financial Information in Tax Matters - Implementation Handbook - Second Edition, OECD, Paris. - <https://www.oecd.org/tax/exchange-of-tax-information/implementation-handbook-standard-for-automatic-exchange-of-financial-information-in-tax-matters.pdf>
19. IMF eLibrary - <https://www.elibrary.imf.org/>
20. IMF Data - <https://data.imf.org/>

Financial University under the Government of the Russian Federation

Faculty _____

Department _____

Internship Schedule

on _____

(refer to a type of internship)

student _____ year _____ group _____

(first name, second name, surname)

Educational Programme _____

*(programme)**(profile professional direction)*

Internship base _____

Time period _____

№ п/п	Steps in internship	Timing (in hours)
1	2	3
Preparatory steps:		
1	Mandatory briefing on health and life safety, fire safety; briefing on local regulations; study of the legal framework for internship entity	
Principal steps:		
1		
2		
3		
Concluding steps:		
1	Writing a report	
2	Presentation of the results	

Supervisor at the Department: _____ *(signature)* *(Name and surname)*Supervisor at internship base: _____ *(signature)* *(Name and surname)*

Financial University under the Government of the Russian Federation

Faculty _____

Department _____

Individual Tasks (Work)

on _____

(refer to a type of internship)

student _____ year _____ group _____

(first name, second name, surname)

Educational Programme _____

(programme)

(profile professional direction)

Internship base _____

Time period _____

№ п/п	Types of individual works and participated results
1	2
	Types of individual work:
	Participated results:

Supervisor at the Department:

(signature)

(Name and surname)

Received by the student:

(signature)

(Name and surname)

Approved

Supervisor at internship base:

(signature)

(Name and surname)

Financial University under the Government of the Russian Federation

Faculty _____

Department _____

Internship Diary

on _____

(refer to a type of internship)

student _____ year _____ group

(first name, second name, surname)

Educational Programme _____

(programme)

(profile professional direction)

Moscow 20 _____

Internship base _____

Time period _____

Supervisor at internship base _____

УЧЕТ ВЫПОЛНЕННОЙ РАБОТЫ

Date	Department	Type and scope of activities	Remark on actual activities
1	2	3	4
		Mandatory briefing on health and life safety	
	Reporting		

Supervisor at internship base : _____
(signature) *(name, surname)*
Seal

**REVIEW
On internship**

Student _____
(Name)

Faculty _____

internship _____
(type of internship)

In the period of time _____
(the name of a student)

did:

The student demonstrated the following hard and soft skills _____

The results:

Considering the actual results the student should present them.

(Position in the organisation)

(signature)

(Name and surname)

« » _____ 20_____
seal

**Федеральное государственное образовательное бюджетное
учреждение высшего образования
Financial University under the Government of the Russian Federation**

Faculty _____

Department _____

Internship Diary

on _____

(refer to a type of internship)

student _____ year _____ group _____

(first name, second name, surname)

Educational Programme _____

(programme)

(profile professional direction)

Name of the student:

Students' group _____

(signature)

(Name)

Graded:

Supervisor at internship base:

(position)

(name)

(signature)

seal

Supervisor at the Department:

_____ *(position)* _____ *(name)*

_____ *(grade)* _____ *(signature)*

Moscow – 20 __