

# 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

## **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

**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 <sup>1</sup>	Learning outcomes (skills <sup>2</sup> , and knowledge) and indicators that show competence development
PKN-1 Admission 2022	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	<b>Knowledge:</b> current Russian and international tax law, prospects for its changes.

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

<sup>2</sup> Skills are described when the Financial University educational standards of the 1<sup>st</sup> 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.	<b>Skills:</b> 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	<b>Knowledge:</b> sources of information, methods to analyse information and their justifications <b>Skills:</b> 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.	<b>Knowledge:</b> research methods, expert procedures to assess economic development <b>Skills:</b> to work in a research team, and to assess trends in economic development
PKN-2 Admission 2021	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	<b>Knowledge:</b> the basics of applied research <b>Skills:</b> to formulate research and empirical tasks
		2. The graduate selects forms, methods and tools	<b>Knowledge:</b> forms, methods and tools for research purposes <b>Skills:</b> to choose forms, methods

		for research purposes	and tools to research
		3. The graduate uses contemporary information technologies	<b>Knowledge:</b> modern information technologies <b>Skills:</b> to use modern information technologies in practice
		4. The graduate selects and uses the necessary software depending on research tasks	<b>Knowledge:</b> software in tax data analysis <b>Skills:</b> to use software in tax data analysis in practice
		5. The graduate develops methodological documents and regulations based on research findings	<b>Knowledge:</b> the basics how to design methodological documents and regulations <b>Skills:</b> to develop regulations based on the research findings
PKN-3 Admission 2022	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.	<b>Knowledge:</b> 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 <b>Skills:</b> 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	<b>Knowledge:</b> 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 <b>Skills:</b> 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-6 Admission 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.	<b>Knowledge:</b> methods to assess the effectiveness of economic projects under uncertainty. <b>Skills:</b> 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	<b>Knowledge:</b> main approaches to make management decisions in economic projects in the form of methodological or analytical papers <b>Skills:</b> to make management decisions reasonably on economic projects issues in the form of methodological or analytical proposals
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	<b>Knowledge:</b> legal framework and court jurisprudence for business taxes <b>Skills:</b> 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	<b>Knowledge:</b> the basics of tax literacy in a society <b>Skills:</b> to provide educational and methodological support for tax literacy in a society
UK-1 Admission 2022	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.	<b>Knowledge:</b> approaches to the analysis of problems <b>Skills:</b> to apply methods how to analyse problems.
		2. The graduate is capable to identify and critically analyse problems	<b>Knowledge:</b> methods of abstract thinking, information analysis and synthesis of problems, formalized models of processes and phenomena in professional activities. <b>Skills:</b> 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	<b>Knowledge:</b> non-standard solutions to problems, new original projects <b>Skills:</b> apply non-standard solutions to problems, new original projects
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	<b>Knowledge:</b> different ways of intercultural interaction, distinctive features of different cultures and the specifics of their influence on business communication. <b>Skills:</b> to use various models of relationships in business environment.
		2. The graduate builds interpersonal interactions by creating generally accepted norms of cultural self-expression	<b>Knowledge:</b> the theory of interpersonal, intragroup and intergroup conflicts, the normative base of behaviour in modern society. <b>Skills:</b> 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	<b>Knowledge:</b> conceptual thesaurus of intercultural interaction; types and methods of self-assessment and assessment of business skills <b>Skills:</b> build a constructive dialogue with representatives of different cultures in different cultural and business environments
UK-5 Admission 2021 2022	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.	<b>Knowledge:</b> 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 <b>Skills:</b> 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	<b>Knowledge:</b> methods of strategic analysis, techniques and ways of forming and formalizing a problem situation. <b>Skills:</b> 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.	<b>Knowledge:</b> the theory of decision-making and mechanisms to distribute responsibilities in collective work. <b>Skills:</b> to evaluate various development scenarios while making various decisions, as well as to analyse the effectiveness of the decision made
UK-6 Admission 2022	The ability to manage a project at all stages of life cycle	1. The graduate applies project planning tools including works out a hierarchical structure of paper, project schedule, necessary resources, costs and budgeting, plans procurement, communications, project quality and risk management, etc.	<b>Knowledge:</b> basic project planning tools. <b>Skills:</b> to apply basic project planning tools.
		2. The graduate manages project executors, applies project content control and change management tools, implements activities to provide resources, distribute information, prepare reports, monitor and manage the timing, costs, quality and risks of the project.	<b>Knowledge:</b> tools for content control and change management in a project. <b>Skills:</b> to apply the tools of content control and change management in a project.

### 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	15/540	540
Summative assessment	<i>Differentiative credit</i>	<i>Differentiative credit</i>

#### 5. The content of internship

Type of activities	Type of work	Amount of time
Professional activities	The study of internship base in accordance with individual tasks, goals and objectives of the Master’s thesis. Fulfillment of official duties in accordance with the position held or instructions of the head from the place of practice.	320 hours
	Contact activities	4 hours
Research	Collection and analysis of empirical data for Master’s thesis. Preparation of analytical materials based on the results of the study.	208 h.
Reporting	Writing a report and presentation	12 h.
Total		540 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.

##### 5.1. Federal Tax Service of the Russian Federation

The internship of students in the “central office” of Russia’s Federal Tax Service is provided in a department. Starting internship, students should know the organisational structure of Federal Tax Service and its powers.

The purpose of the internship is:

1. consolidation of theoretical knowledge;
2. development of skills in analytical work, collection, study, and generalisation of empirical data for Master’s thesis.

During the internship, students should:

- 1) study the main tasks and functions of the department in which the student is practicing, as well as the local employment regulations;
- 2) analyse typical issues on taxation and fees;
- 3) get acquainted with the proposals being developed by Federal Tax Service to improve the methods and techniques of tax administration;
- 4) study the use of risk management in tax authorities to identify the causes of low tax discipline, planning measures to improve tax control;
- 5) analyse the practice in pre-trial tax disputes settlement;
- 6) study the features of tax risk management by the largest taxpayers.

The volume of issues that students should pay attention to in the internship depends on the department in which the internship is provided.

Example.

In the Transfer Pricing Department of Federal Tax Service, the student should:

1. study the contemporary transfer pricing control in the Russian Federation;
2. study the legal framework for transfer pricing;
3. learn the grounds and procedure for monitoring and re-assessment of prices;
4. analyse the transfer pricing methods depending on taxpayer's activities;
5. learn the framework for information on controlled transactions to tax authorities.

### **5.2. Companies in the real economy**

During the internship in a tax department of a company, students should study:

1. corporate accounting policy for tax purposes;
2. corporate procurement policy for tax purposes;
3. ways and methods of tax planning and forecasting adopted in the company;
4. activities of compliance service in light of the principle of effective taxation management;
5. indicators of tax burden of the company
6. The student should assess the effectiveness of measures that help reduce tax risks.

Based on the empirical data (annual or quarterly reporting), the student should:

1. identify tax risks for further tax strategy;
2. perform scheduled calculations on individual taxes;
3. paid by the organization (per month, quarter or year), the level of tax burden on the organization;
4. analyze the effectiveness of tax risk management;
5. develop proposals for improving the activities of the tax department;
6. evaluate the effectiveness of measures that help reduce tax risks.

In addition, the student should learn the interaction between the company and commercial banks and tax authorities, including on issues on tax debt and other charges.

### **5.3. Financial and credit institutions**

In financial and credit institutions, the student should learn the features of tax liability of the organisation and in-house tax service. During the internship, students should study:

1. the specifics of taxation of income and transactions in the financial economy;
2. the current framework for calculating, collecting and paying corporate income tax, value added tax on transactions;

3. the responsibilities of banks to ensure the timely and full receipt of taxes to the budgetary system.

As a result of the internship, the student should know:

1. actual issues on taxation in the financial economy, possible ways to improve taxation;

2. principles of tax policy in a commercial bank;

3. the specifics of income tax on state or municipal securities;

be capable to:

1. compute tax due for a financial or credit organisation;

2. consult on tax issues arising in activities of financial institutions;

3. use the principles of risk management in commercial banks for the safety of their assets and capital by reducing (eliminating) possible losses.

#### **5.4. Consulting and audit companies**

In a consulting or auditing company, the student should learn:

1. the composition and structure of units (departments, groups) in tax audits;

2. tax consulting and the tax consulting process;

3. models of tax consulting concerning internal and international tax planning;

4. practice in the analysis of typical mistakes of taxpayers in computing tax due;

5. applying judicial judgements in consulting;

6. quality assessment criteria for a tax consultant.

As a result of the practice, the student should be capable to:

1. identify tax risk factors for a commercial organisation and predict possible claims by fiscal authorities;

2. consult on optimal tax policy;

3. give recommendations on a tax controlling system at the enterprise;

4. develop and implement highly efficient systems of lawful tax planning;

5. apply methods of pre-trial tax dispute settlement.

#### **5.5. Research institutions and higher education institutions**

In research institutions and universities, the student should study:

1. methodology of scientific research on tax issues;

2. reports on completed R&D in recent years (2-3 reports);

3. organisation of research on tax issues: research justification;

4. research planning and methodology.

For Master's thesis, the student should:

1. prepare a literary review;

2. draw up an analytical report based on statistical data;

3. develop recommendations to improve tax consulting, and tax administration.

When undergoing scientific and pedagogical internship at universities, the student should study:

1. federal educational standards on "taxes and taxation";

2. curricula;

3. programmes of academic disciplines in professional component;

4. methodological support for academic disciplines in professional component (textbooks, casebooks, laboratories, etc.);
5. the student should take in classes conducted by leading lecturers in the Department;
6. develop a programme for a practical class within a special discipline;
7. prepare a plan-outline and lecture slides in accordance with the programme;
9. get acquainted with scientific student papers.

The analytical note should be prepared taking into account the requirements for presentation.

The supervisor at the Financial University should work out an individual internship programme for the student (Appendix 2).

The student undergoes an internship in accordance with the work schedule (plan) for the internship (Appendix 1).

During the internship, the student keeps a diary of internship (Appendix 3), which records the types of work performed. The internship diary is supervised 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 5), a diary and a supervisor's review (Appendix 4) at internship base within the required 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. What are the main tasks and functions of the department in which you did your internship?
2. What are staff requirements in the Federal Tax Service?
3. What are the typical issues on taxation and fees arising in the department in which you did your internship?
4. What could you propose to improve the methods and techniques of tax administration?
5. Describe risk management in tax authorities aimed at the identification of the prerequisites to low tax discipline for tax control purposes.
6. Describe the practice in pre-trial tax dispute settlement.
7. What are the features of tax risk management in the largest taxpayers?
8. Describe the accounting policy in the company for tax purposes?
9. Describe the procurement policy for tax purposes.
10. Describe the ways and methods of tax planning and forecasting adopted in the company.
11. Identify the main tax risks of the company taking into account the accounting policy adopted by the company.
12. Determine the objectives and principles of tax audit.
13. Describe tax accounting and booking as tax audit data.
14. Describe the basic principles of tax audit, and its stages.
15. Describe other consulting services on tax issues.
16. What are the limits of liability for the parties in tax audit?
17. Describe the rules for reporting and presentation of tax audit results.

## **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 2<sup>nd</sup> edition. Moscow, 2023.

3. Taxes and Tax System in the Russian Federation : textbook / Ed. by Goncharenko L.I., the 2<sup>nd</sup> 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. ESET Endpoint Security antivirus software; etc.

**8.2. Databases and information and reference systems**

1. [www.minfin.ru](http://www.minfin.ru) — The Finance Ministry of the Russian Federation
2. [www.nalog.ru](http://www.nalog.ru) — Federal Tax Service
3. [www.prime-tass.ru](http://www.prime-tass.ru) — The Agency of Economic Information
4. [www.quote.ru](http://www.quote.ru) — financial data of Russian enterprises
5. [www.raexpert.ru](http://www.raexpert.ru) — EXPERT RA
6. [www.rbc.ru](http://www.rbc.ru) — RIA RBK
7. [www.riskland.ru](http://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/>

**Annex 1****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
<b>Preparatory steps:</b>		
1	Mandatory briefing on health and life safety, fire safety; briefing on local regulations; study of the legal framework for internship entity	
<b>Principal steps:</b>		



1		
2		
3		
<b>Concluding steps:</b>		
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
	<b>Types of individual work:</b>
	<b>Participated results:</b>

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

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** \_\_