




MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal state autonomous educational institution the higher education
Far Eastern Federal University

“COORDINATED”

Head of EP

“International business and project management”

–  Sokolova D. A.
(name of the EP head)

21» November 2019

“AFFIRM”

Head of the Management Department

–  – Glotova E. A.

«21» November 2019

WORK PRACTICE PROGRAM

(scientific research seminar)

Direction of preparation 38.04.02 Management

Master program

“Международный бизнес и управление проектами / International Business and
Project management”

Full time education

Qualification (degree) of the graduate – the master

**Vladivostok
2019**

Author:

Glotova E. A.

The working program was discussed at the meeting of the Department of management,
Protocol № 8 from "18" September 2017.

Head of the Management Department _____ Glotova E. A.
(signature) (Full name)

The working program was revised at a meeting of the Department of management:
Minutes of "12" December 2017 № 11

Head of the Management Department _____ Glotova E. A.
(signature) (Full name)

The working program was revised at a meeting of the Department of management:
Protocol from « _____ » _____ 20 № _____

Head of the Management Department _____ _____
(signature) (Full name)

Introduction

The purpose of the practice (research work) of the undergraduates is to gain experience in the study of the current scientific or applied problems in the field of economics, as well as the expansion of professional knowledge, the formation of practical skills of independent solutions of research and practical problems in the format of project activities.

During the process the following tasks are being solved:

- ensuring the formation of professional research thinking in undergraduates, the formation of their clear understanding of the main professional tasks, ways to solve them;
- ability to define a research question, research problem, research objective, formulating the results and the new research;
- formation of skills to use tools and methods of project activities, modern technologies of information collection, processing and interpretation of experimental and empirical data, knowledge of modern research methods;
- formation of readiness to design and implement new content of educational programs in educational practice, to develop innovative approaches to the organization of activities;
- ensuring readiness for professional self-improvement, development of economic thinking and creative potential, professional skills;
- independent formulation and solution of problems arising in the course of research in the format of project activities and requiring in-depth professional knowledge;
- conducting bibliographic work and search for information from external sources with the use of electronic resources and databases.

1. General provisions

Regulating documents

1. Order of the Ministry of education and science of the Russian Federation dated November 27, 2015 № 1383 "On approval of the Regulations on the practice of students mastering the basic professional educational programs of higher education" with amendments and additions dated December 15, 2017
2. Educational standard independently established by the Federal state Autonomous educational institution of higher professional education "Far Eastern Federal University" implemented the basic professional educational programs of higher education – master programs in the direction of preparation 38.04.02 Management, adopted by decision of the Academic Council of the University, minutes 04.06.2015 No. 06-15, and put into effect by the rector of the University from 04.04.2016 No. 12-13-593 (with the

changes approved by orders of the rector of the University from 06.09.2016 No. 12-13-1594; from 04.07.2017 №12-13-1369, from 03.11.2017 №12-13-2172)

3. Regulations on the procedure for the practice of students studying at the Federal state Autonomous educational institution of higher education "Far Eastern Federal University" on higher education programs (for bachelor's, specialty, master's degree programs), approved by the order of the rector of 23.10.2015 №12-13-2030.
4. Other local regulations of the FEFU.

The principles of organization and implementation of the scientific research work

- project principle;
- cross-disciplinary and inter-disciplinary research;
- integration of research and educational activities;
- feasibility study results;
- adherence to researcher ethics, including tolerance for scientific discussion;
- plurality of funding sources of the project;
- systematic discussion of research results in the "expert field".

Types of research works

Research project, social project, applied (practice-oriented) project, service (infrastructure)

Method and forms of the practice

Research work is held stationary (venue to practice and FEFU), the following distributed practice.

Place of the scientific research work in the structure of the educational program

Scientific research work is a mandatory part of the basic professional educational program of training undergraduates and is aimed at the formation of general cultural and professional competencies, as well as gaining experience of independent professional activity in the field of scientific research.

Scientific research work is provided by the curriculum for the master's program "International business and project management of the 38.04.02 "Management" direction of preparation and is included in module 2: "Practices, including scientific research work". It is a mandatory stage of master's studies.

Research in the format of project activities is designed to structure and systematize the knowledge and skills of the project activities, to ensure the implementation of the

project course in the scientific and practical fields, as well as to lay the methodological basis for the preparation of the graduate qualification work of a graduate student.

The hours allocated for research work in accordance with the educational standard of the direction of training and curriculum

Total hours: 648 (18 credit units of labor intensity)
1 semester - 6 credits, 216 hours. (practical training 72 hours, independent work 108 hours, independent work control 36 hours.);
2 semester - 7 credits, 252 hours. (practical training 84 hours., independent work 132 hours, control of independent work 36 hours.);
3 semester - 2 credits, 72 hours (practical classes 18 hours., independent work 36 hours., control of independent work 18 hours.);
4 semester – 3 credits, 108 hours (practical classes 36 hours., independent work 72 hours.)

Assignment for the research

In the first year of study is issued in the form of a project application (Annex 1). In the second semester, the project application is supplemented by the decomposition of the project into subprojects. Subprojects can be considered as future master's theses. (Annex 2). Master's student has the right to choose the topic of research.
The content of the research work of the 3rd semester is determined in the individual plan of the research work of the master (Synopsis). Specific types, forms of research work and terms of their execution are developed by the undergraduate together with the supervisor (Annex 4).
The content of the research work of the 4th semester of study is determined by the individual work of the student on his research within the framework of the master's thesis.

The form of research results presentation

Report (Annexes 3, 14)

Scientific research work management

General management – head of the educational program.
The immediate head of project (semester 1,2), supervisor of the master thesis (semester 3,4).

Semester plan of research work implementation

Coincides with the stages of the project team (1, 2 semester)
Reflected in the individual plan of research work of the undergraduate (3,4 semester)

2. List of planned learning outcomes related to competencies

Educational result	Competences	The formation of educational outcomes by semester			
		1	2	3	4
He is able to influence the team in solving professional problems, the ability to work in a team and as an organizer, and as an ordinary performer, to make a significant contribution to the work of the team, the ability to make optimal decisions in conditions of limited time and resources	OK-2 – a willingness to be a leader and to organize the work of a team, possess effective solutions for professional problems	V	V		
Ability to work in project interdisciplinary teams, including as a Manager, has project tools	OK-3 – ability to work in project interdisciplinary teams, including as a leader	V	V		
Able to make socially responsible decisions in the framework of research (project) activities	OK-9 – readiness to act in non-standard situations, to bear social and ethical responsibility for the made decisions		V	V	
Manages techniques and methods of action in non-standard situations arising within the framework of research (project) activities			V	V	
He is able to find shortcomings in his General cultural and professional level of development and seeks to eliminate them.	OK-10 – willingness for self-development, self-realization, use of creative potential	V	V	V	V
Has skills of self-development, self-realization and use of his creative potential.			V	V	
Norms of oral and written speech in Russian and foreign languages; basics of building logically correct reasoning, rules of preparation and delivery of public speeches, principles of discussion and debate; rules of business etiquette	OPK-1 – willingness for communication in oral and written forms in Russian and foreign languages to solve the problems of professional activity	V	V	V	V
Ability to make the text of a public speech and pronounce it, to argue argumentatively and evidently; to use opportunities of official and business style in the process of drawing up and editing normative legal documents in professional activity		V	V	V	

<p>Ability to build interpersonal relationships and work in a group, to organize intra-group interaction taking into account social and cultural characteristics, ethnic and religious differences of individual members of the group</p>	<p>OPK-2 – willingness to lead the team in the field of their professional activities, tolerant of social, ethnic, religious and cultural differences</p>	<p>V</p>	<p>V</p>	<p></p>	<p>V</p>
<p>Able to determine the stage of development of research on the subject, to identify areas of research, to find contradictions, voids and promising research topics and questions</p>	<p>OPK-3 – the ability to conduct independent research, to justify the relevance and practical significance of the chosen topic of scientific research</p>	<p></p>	<p>V</p>	<p>V</p>	<p></p>
<p>Able to develop design and research program, conduct field quantitative and qualitative research (to form a sample, conduct surveys and interviews)</p>		<p></p>	<p>V</p>	<p>V</p>	<p></p>
<p>Able to form a list of suitable information resources and databases to search for relevant research materials</p>	<p>PK-10 – ability to generalize and critically evaluate the results of studies of topical management problems obtained by domestic and foreign researchers</p>	<p>V</p>	<p></p>	<p>V</p>	<p>V</p>
<p>Able to define key words for search of scientific articles, monographs and other materials corresponding to the chosen direction of research</p>		<p>V</p>	<p>V</p>	<p>V</p>	<p></p>
<p>Able to evaluate and select suitable for further analysis of scientific articles, taking into account the rating of the journal, the citation of the article and the author</p>		<p></p>	<p>V</p>	<p>V</p>	<p></p>
<p>He is able to formalize the results of his research on the project in the form of a report and presentation material in accordance with the established requirements</p>	<p>PK-11 – ability to present the results of the study in the form of a scientific report, article or report</p>	<p>V</p>	<p>V</p>	<p>V</p>	<p>V</p>
<p>Able to submit a prepared report, article or report to the expert community</p>		<p>V</p>	<p>V</p>	<p>V</p>	<p></p>
<p>Able to identify contradictions, formulate the problem of research</p>	<p>PK-12 – the ability to justify the relevance, theoretical and practical significance of the chosen topic of scientific research</p>	<p>V</p>	<p>V</p>	<p>V</p>	<p>V</p>
<p>Able to formulate and substantiate the research question or hypothesis of the study</p>		<p></p>	<p>V</p>	<p>V</p>	<p>V</p>
<p>Able to justify the theoretical significance of the research topic, to logically justify the usefulness of the research result, to determine the stakeholders and the scope of the research results in practice</p>		<p></p>	<p>V</p>	<p>V</p>	<p></p>
<p>Ability to develop design and research program, conduct field quantitative and</p>	<p>PK-13 – the ability to conduct independent</p>	<p>V</p>	<p>V</p>	<p>V</p>	<p></p>

qualitative research (to form a sample, conduct surveys and interviews)	research in accordance with the developed program				V
Able to analyze the results of the study and formulate conclusions and conclusions		V	V	V	V
Has the ability to apply research organization methods and research strategies	PK-14 – ability to apply research organization methods and research strategies	V	V	V	V

3. Content of the research

The content of research is determined by the stages of practical training for semesters:

Stage	Stage content
1st semester	
1. Project fair	<p>Project selection. Application form (Annex 1)</p> <p>Any staff member from the faculty and researchers can initiate the project. The organizer and coordinator of the master's project activities is the network structure of the school "Center of project activities". One Manager can initiate one project. Each project is accompanied by a project consultant at the stages of preparation of the project application and at all stages of the project. For the successful implementation of the project the team involved</p> <p>a) faculty and academic staff for the following positions:</p> <ul style="list-style-type: none"> - organizer, mentor; - consultant in a specific field; <p>b) external consultants.</p> <p>Basic requirements for the initiation of the project:</p> <ul style="list-style-type: none"> - the project has a customer; - at the stage of project initiation, the customer takes part in the discussion of the project application, project results, resources and tools for its implementation; - the customer is ready to communicate with the project Manager and the project team at all stages of the project; - the project idea was previously verified in the expert community (laboratory seminar, interdepartmental seminar, conference, forum, etc.).)
2. Work in the project team	<p>Attendance of compulsory classes on research in accordance with the schedule. Conducting research in accordance with the project schedule. Compliance with the terms of providing the results of individual work for the project team members and the project Manager. Preparation for participation in research seminars to demonstrate the interim results of the project.</p>
3. Project completion	<p>Preparation of presentation and report on the results of the project team. Protection of team and individual work of undergraduates. (Fund of evaluation funds – section 4) Protection of the report on the research work of a graduate student for the semester</p>

2nd semester	
4. Project fair	Project selection. Master's student has the opportunity to continue working on the project in which he participated in the first semester or choose another project. The main criterion for choosing a project at this stage is the presence of a subproject, which gives a potential opportunity to continue research in a master's thesis. (Annex 2)
5. Work in a project team	Attendance of compulsory classes on research in accordance with the schedule. Compliance with the project schedule. Compliance with the terms of providing the results of individual work for the project team members and the project Manager. Preparation for participation in research seminars to demonstrate the interim results of the project.
6. Work on in individual research	Discussion and clarification of the topic of the subproject with the potential head of the master's thesis, the definition of the individual research trajectory within the project. Master's student has the right to choose the topic of research.
7. Project completion	Preparation of presentation on the results of the project team. Protection of team and individual work of undergraduates. Regardless of the order of choosing the topic of individual research undergraduate planning carries out an individual research project, including familiarization with the subject of research in this area and the choice of research topics. The master's student substantiates the relevance and theoretical significance of the topic, the degree of scientific development of the problems on the chosen topic, makes a schedule of work on the master's thesis, analyzes the main results and provisions obtained by leading experts in the field of research, assesses their applicability within the framework of the master's thesis, as well as the alleged personal contribution of the master's student to the development of the topic. (Annex 2) Protection of the report on the research work of a graduate student for the semester (Annex 3)
3rd semester	
8. Work on individual research	Carrying out research work in accordance with the approved individual plan of research work (Synopsis). (Annex 4) Adjustment of the plan of research in accordance with the results. The actual material for the master's thesis is collected, including the development of data collection methodology, methods of results processing, assessment of their reliability and sufficiency for the implementation of the work. Preparation of reports and presentations at scientific conferences, seminars, symposia and other scientific events at the regional, national and international levels. Preparation and publication of abstracts, scientific articles. Preparation for participation in research seminars to demonstrate intermediate results of master's research
9. Report defense	Preparation of the presentation and preparation of the report on the research work. Protection of the report on the research work of a graduate student for the semester.
4th semester	
10. Work on individual research	Carrying out research work in accordance with the approved individual plan of research work (Synopsis). (Annex 4) Direct conduct of individual research on the subject of master's thesis – a review of theoretical materials on the subject of research; collection of factual material for the master's thesis, including the development of data collection methodology, methods

	of processing results, assessment of their reliability and sufficiency for the implementation of the work.
11. Work on individual research	Approbation of intermediate results of individual research on "control points". Preparation of reports and presentations at scientific conferences, seminars, symposia and other scientific events at the regional, national and international levels. Preparation and publication of abstracts, scientific articles. Preparation for participation in research seminars to demonstrate intermediate results of master's research.
12. Preparation of master's thesis.	Conducting research, preparation of the text of the master's thesis, presentation of intermediate results of individual research of the student to members of the Commission of the school formed from the faculty of the school of Economics and management, representatives of other FEFU schools (if required by the subject of a specific master's study) and practitioners – business representatives.

Project Manager in the framework of the research work of undergraduates in 1 and 2 semesters:

- keeps the General direction of the project implementation;
- introduces the team members to the project application and announces the product results;
- organizes independent work of project team members;
- monitors the attendance of research work classes, the work of each member of the project team and assesses the degree of their involvement in the project;
- controls the work schedule for the project and in terms of results;
- is responsible for the achievement of educational and product results of the project.

The head of the master's thesis in the 3rd semester coordinates the synopsis (Appendix 4), in the 4th semester provides General guidance of research work of the undergraduate.

4. Fund of estimating means for carrying out certification on the scientific research work

4.1. Evaluation criteria of educational results taking into account their formation on semesters of practical training

Research work should ensure the acquisition of knowledge, skills and abilities of students of General cultural, General professional and professional competencies.

Educational result	Evaluation criteria	semesters			
		1	2	3	4

Able to influence the team in solving professional problems, the ability to work in a team and as an organizer, and as an ordinary performer, to make a significant contribution to the work of the team, the ability to make optimal decisions in conditions of limited time and resources	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V		
Able to work in project interdisciplinary teams, including as a Manager, has project tools	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V		
Able to make socially responsible decisions in the framework of research (project) activities	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	V
Manages techniques and methods of action in non-standard situations arising within the framework of research (project) activities	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	V
Able to find shortcomings in his General cultural and professional level of development and seeks to eliminate them.	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	V
He has skills of self-development, self-realization and use of his creative potential.	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	V
Norms of oral and written speech in Russian and foreign languages; basics of building logically correct reasoning, rules of preparation and delivery of public speeches, principles of discussion and debate; rules of business etiquette	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	V
Able to compose the text of a public speech and pronounce it, to argue argumentatively and evidently; to use the possibilities of official business style in the process of drafting and editing normative legal documents in professional activity	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	V
Able to build interpersonal relationships and work in a group, to organize intra-group interaction taking into account social and cultural characteristics, ethnic and religious differences of individual members of the group	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V		
Able to determine the stage of development of research on the subject, to identify areas of	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	

research, to find contradictions, voids and promising research topics and questions					V
Ability to develop design and research program, conduct field quantitative and qualitative research (to form a sample, conduct surveys and interviews)	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	V
Able to form a list of suitable information resources and databases to search for relevant research materials	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V		V	V
Able to define key words for search of scientific articles, monographs and other materials corresponding to the chosen direction of research	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	V
Able to evaluate and select suitable for further analysis of scientific articles, taking into account the rating of the journal, the citation of the article and the author	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	V
Able to formalize the results of his research on the project in the form of a report and presentation material in accordance with the established requirements	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	V
Able to submit a prepared report, article or report to the expert community	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	
Able to identify contradictions, formulate the problem of research	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	
Able to formulate and substantiate the research question or hypothesis of the study	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	
Able to justify the theoretical significance of the research topic, to logically justify the usefulness of the research result, to determine the stakeholders and the scope of the research results in practice	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)		V	V	
Ability to develop design and research program, conduct field quantitative and qualitative research (to form a sample, conduct surveys and interviews)	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	
Able to analyze the results of the study and formulate conclusions and conclusions	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	

Has the ability to apply research organization methods and research strategies	*Skill is not formed (1-60) **Skill is partially formed (61-80) ***Skill is formed (81 -100)	V	V	V	
--	--	---	---	---	--

4.2 Evaluation of project competences of undergraduates within the scientific research work

The purpose of research work in the first and second semesters is to form the student's skills and develop the competence of the research work, allowing to carry out research work both individually and in a team. The main components of the evaluation of the results of the undergraduate project, carried out in the framework of research, are evaluated in the context of 3 blocks:

- Block 1. Evaluation of project activities of the group (idea and prototype, team, communications, results (Annex 5, Annex 6)
- Block 2. Individual assessment of the student (contribution, proactivity, decision-making, communication (Appendix 7)
- Block 3. Cross-assessment within the project team (communication, cooperation, decision-making, technical work. Each student evaluates the rest of the project team using the table in Annex 8. Allowed rounding of the rating average to the nearest tenth.

4.3. Strategy of evaluation of projects of undergraduates carried out in the framework of research

Form of control on research – differentiated credit (credit with a grade).

Evaluation of the research in 1 and 2 semesters

The resulting score for research in the first and second semesters is cumulative and is calculated by the formula:

$$\text{Resulting points} = (\text{Points}_{ERI} + \text{Points}_{PRI} + \text{Points}_{CIt}) * 0,2 + \text{Points}_{PR2} * 0,2 + \text{Points}_{PT} * 0,1 + C_{\text{cross-evaluation}} * 0,1 + (\text{Points}_{PR3} + \text{Points}_{PR4} + \text{Points}_{CEnv}) * 0,4$$

The scale of evaluation of each component of the grade from 1 (minimum) to 5 (maximum).

Transfer of the points into the grade

unsatisfactorily	satisfactorily	good	excellent
60% and less	61-75%	76-85%	86-100%
1,00-3,04	3,05-3,79	3,80-4,29	4,30-5,00

Points resulting – are transferred into a grade, the grade is put by the head of practice (research) taking into account the received points.

Points awarded by the project Manager and subproject (the Form of the evaluation sheet for the project Manager and subproject is given in Appendix 9):

Points_{ERI} – points for the achieved educational result. Points are put by the project Manager, and also the head of the subproject (in the presence) taking into account Criteria of an assessment of educational results taking into account their formation on semesters of practical training (section 4.1). The average score is calculated by the project activity Center.

Points_{PR1} – points for individual contribution to the achievement of product results. Points are put by the project Manager, and also the head of the subproject (in the presence) taking into account Criteria of an assessment of educational results taking into account their formation on semesters of practical training (section 4.1). The average score is calculated by the project activity Center.

Points_{CH} – points for the ability to build communication within the team. Points are given by the project Manager and the subproject Manager. The average score is calculated by the project activity Center.

Points awarded by the head of the practice (Form evaluation sheet Annex 10):

Points_{PR2} – points for the performance of the individual tasks presented in the report, aimed at achieving product results, as well as for the quality of the results presented in the report. Points are put by the head of practice taking into account Criteria of an assessment of educational results taking into account their formation on semesters of practical training (section 4.1).

Scores assigned design consultant (Form evaluation sheet Appendix 11):

Points_{PT} – points for the use and quality of project tools. Points are given by the project consultant.

The score of cross-evaluation, we expose students to each team member (Form evaluation sheet Appendix 8):

C is the result of cross-evaluation within the project team. The assessment is calculated by the project activity Center based on the estimates of the project team members.

Points given by the experts of the Commission (Form of the evaluation sheet Annex 12):

Protection of the results of the project work of the team of undergraduates is carried out by the Commission, which includes independent experts. Points are put by each expert of the Commission and the average point is displayed.

Points_{PR3} – points for the achievement of the grocery results. Points are put by each expert of the Commission taking into account Criteria of an assessment of educational results taking into account their formation on semesters of passing of practice (section 4.1) and the average point is deduced.

$Points_{PR4}$ –points for individual contribution to the achievement of product results. Points are put by each expert of the Commission taking into account Criteria of an assessment of educational results taking into account their formation on semesters of passing of practice (section 4.1) and the average point is deduced.

$Points_{CEnv}$ – points for the ability to build communication with the environment. Points are put by each expert of the Commission and the average point is displayed.

Evaluation component	Weighting factor
Points given by the project and subproject Manager	
$Points_{ER1}$	0,2
$Points_{PR1}$	
$Points_{CEnv}$	
Points given by the head of the practice	
$Points_{PR2}$	0,2
Points awarded by the project consultant	
$Points_{PT}$	0,1
Points given by students to each team member	
$C_{cross-evaluation}$	0,1
Points given by the experts of the Commission	
$Points_{PR3}$	0,4
$Points_{PR4}$	
$Points_{CEnv}$	

An example of calculating a student's grade is given in Annex 13.

The resulting score for the research work in the 3rd semester is cumulative and is calculated by the formula:

$$\text{Points resulting} = \text{Points}_{PR} * 0,5 + \text{Points}_{EC} * 0,5$$

The scale of evaluation of each component of the grade from 1 (minimum) to 5 (maximum).

Transfer of points to a grade

unsatisfactorily	satisfactorily	good	excellent
60% и менее	61-75%	76-85%	86-100%
1,00-3,04	3,05-3,79	3,80-4,29	4,30-5,00

Points resulting – are transferred into a grade, the grade is put by the head of practice (research) taking into account the received points.

Points awarded by the head of the practice

Points PR – points for the implementation of the individual tasks presented in the report, aimed at achieving product results, as well as for the quality of the results presented in the report. Points are put by the head of practice taking into account Criteria of a grade of educational results taking into account their formation in the third semester of practical training (section 4.1).

Scores assigned by the experts of the Commission:

Protection of the results of individual work of undergraduates is carried out by the Commission, which consists of independent experts. Points are put by each expert of the Commission and the average point is displayed.

Points_{EC} – points given by each expert of the commission on the basis of criteria of an assessment of results taking into account their formation in the third semester of practical training (section 4.1) and the average point is deduced.

Grade for the research work in 3 and 4 semesters

The content of the report on practical training (research) in the 3rd semester is determined by the head of the master's thesis. The template of the title page of the report on research in the 3rd semester is presented in Annex 5.

Evaluation for research in the 3rd semester is exhibited by the head of research work (master's thesis) in accordance with the degree of performance of individual tasks for research. The individual task includes the implementation of the 1st and 2nd stages of the project implementation schedule presented in the synopsis. (Annex 4)

Scale and criteria for evaluating the performance of individual tasks (practice report)

5 points	given to the student, if there are fully met the formal requirements for the design of the work; presented the full scope of work; specified in the task items are fully disclosed; there is clarity of the structure of the methodological material; there is full compliance with the goals and objectives; the student is fluent in the material presented in the report; there are no logical and/or semantic errors in the work
4 points	given to the student, if there are fully met the formal requirements for the design of the work; presented the full scope of work; specified in the task items are fully disclosed; presents a variety of selected approaches; there are minor errors in the structure of the material; there is a fundamental correspondence with the goals and objectives; the student has sufficient knowledge of the material presented in the report; there are minor logical errors in the work; there are no semantic errors in the work
3 points	given to the student, if there are slightly violated the formal requirements for the design of the work; submitted incomplete work; specified in the task items are not fully disclosed; there are errors in the structure of the submitted material; there is a discrepancy with the goals and objectives; the student does not fully own the material presented in the report; there are logical and/or semantic errors
2 points	given to the graduate student, if there are the formal requirements for the design of the work are not met; submitted an incomplete amount of work; specified in the task items are not fully disclosed; there are significant errors in the structure of the material; there is a discrepancy with the goals and objectives; the student does not know the material presented in the report at the proper level; there are significant logical and/or semantic errors in the work

5. Educational and methodological support of individual work

Independent work in the performance of research work is focused on the formation of undergraduates ' abilities to independent knowledge and learning,

literature search, generalization, design and presentation of the results, their critical analysis, search for new and extraordinary solutions, reasoned defense of their proposals, skills of preparation of speeches and discussions in the field of professional activity.

Independent work is a significant proportion of the work in the implementation stages of research activities (Section 3. Content research). Assistance in the organization of independent work of the project team members can be provided by the project Manager, based on the tasks and resources of the project, the composition of the project team, the requirements of the customer of the project, etc.

Priority areas of independent work of undergraduates are:

- development of specialized literature and other sources of information on the subject of research in the framework of projects;
- communication with stakeholders (e.g. interviews);
- creation of project databases, Glossary, etc.

Recommended sources of professional orientation, Internet resources, as well as information technologies used in the practice, including a list of software and information reference systems (Sections 6, 7 of the Program) can be used as methodological materials that guide the independent work of undergraduates in the implementation of research.

The specific content of teaching materials, providing independent work of students in practice, is determined in accordance with the theme of the project (1 and 2 semesters) or the theme of the master's thesis (3 semester).

Forms of control and criteria for assessing the results of independent work of undergraduates are determined by the specifics of the formed competencies (Section 4). Evaluation of the quality of undergraduates of various types of independent work in the framework of research work is carried out at the stage of interim certification, which includes the control of the student's participation in the research seminar, as well as compliance with the schedule of the final qualifying work of the master. In addition, the independent research work of a master's degree student is evaluated in the course of classes with the project Manager (1st and 2nd semester), as well as the supervisor (3rd semester) in the implementation of individual research on the results of participation in scientific conferences, round tables, discussion clubs with presentations, reports, presentations, etc.

In assessing the results of independent work of undergraduates it is recommended to use such techniques of competency assessment as assessment interview (establishing the development of skills of argumentation and discussion), assessment of public speaking skills (research seminar of undergraduates), assessment of skills of work with sources of research and preparation of reports (execution and protection of the report). At the same time, an important factor of motivation for undergraduates to perform independent work in this area is the use of its results in the protection of collective projects or in the implementation of an individual research project (in the preparation of the final qualifying work).

6. List of educational literature

Basic literature

(electronic editions)

1. Methodology of scientific research : textbook / A. O. Ovcharov, T. N. Ovcharova. — Moscow : INFRA-M, 2017. — 304 p. + Additional. materials [Electronic resource; access Mode <http://www.znaniy.com>]. — (Higher education: master's Degree). — www.dx.doi.org/10.12737/357. — Mode of access: <http://znaniy.com/catalog/product/894675>
2. Fundamentals of scientific research (General course): Textbook / Kosmin V. V. - 3rd ed., pererab. I DOP. - M.: IC RIOR, SIC INFRA-M, 2016. - 227 p.: 60x90 1/16. - (Higher education: Master) (Hardcover) ISBN 978-5-369-01464-6 - Mode of access: <http://znaniy.com/catalog/product/518301>
3. Rodionova N. In. Research methods in management. Organization of research activities. Module 1 [Electronic resource] : textbook for University students studying in the field of "Management" / N. In. Rodionova. — Electron. text data. — M.: YUNITI-DANA, 2017. — 415 c. — Access mode: <http://www.iprbookshop.ru/74894.html>
4. Preparation and editing of the scientific text [Electronic resource] : teaching aid / comp. Perfilyeva N. P.. — Electron. dan. — Moscow: FLINT, 2015. — 116 p. — access Mode: <https://e.lanbook.com/book/74632>

Additional literature

(electronic editions)

1. Methodology of scientific research : textbook / A. O. Ovcharov, T. N. Ovcharova. — Moscow : INFRA-M, 2017. — 304 p. — (Higher education: Master). — www.dx.doi.org/10.12737/357. — Mode of access: <http://znaniy.com/catalog/product/894675>
2. Fundamentals of scientific research (General course): Textbook / Kosmin V. V. - 3rd ed., pererab. I DOP. - M.: IC RIOR, SIC INFRA-M, 2016. - 227 p.: 60x90 1/16. - (Higher education: master's Degree) ISBN 978-5-369-01464-6 - access Mode: <http://znaniy.com/catalog/product/518301>
3. Fundamentals of research / Kuznetsov I. N., - 4th ed. - M.: Dashkov and K, 2018. - 284 p.: ISBN 978-5-394-02952-3 - access Mode: <http://znaniy.com/catalog/product/415064>

7. List of information technologies used in the practice, including a list of software and information reference systems

1. Consultant plus. Electronic resource. Mode of access: <http://www.consultant.ru/>
2. Garant. Information and legal portal. Electronic resource. Mode of access: <http://www.garant.ru/>
3. The package of applied programs Microsoft Office
4. Scientific electronic library of the University. Electronic resource. Mode of access: <http://www.dvfu.ru/library/>

5. Information database of the FTS of Russia. Electronic resource. Mode of access: <https://www.nalog.ru/rn77/service/fias/>

6. Contour expert. Service for financial analysis and forecasting the probability of inspections of the enterprise. Electronic resource. Mode of access: <https://kontur.ru/expert>

7. Information and analytical system FIRA PRO Electronic resource. Mode of access: <https://fira.ru/>

8. Database of companies in Russia, Ukraine, Kazakhstan – Ruslana. Electronic resource. Mode of access: <https://www.bvdinfo.com/ru-ru/our-products/company-information/national-products/ruslana>

8. Description of the necessary material and technical base for the practice

During the research work, the material and technical base is the educational buildings of FEFU, organizations of various forms of ownership, production and economic and analytical services (departments) of organizations of various activities and forms of ownership, their fixed assets, equipment and technical equipment.

Material and technical support of research work:

- equipped workplace with computer and Internet access;
- access to search engines;
- access to accounting and statistical reports.

PROJECT APPLICATION

Project name:

the name should be succinct, concise, but at the same time give a General idea of the nature of the work and the results of the project.

Project type: research/applied/service

1. Research (scientific research)

The main goal – to conduct a study that involves obtaining a scientific or applied product as a result.

2. Applied (practice-oriented)

The main goal is to solve the application problem, most often at the request of an external customer in relation to the SHEM.

3. Service (infrastructural)

The main goal is to solve official tasks within the framework of the activities or to ensure the current work of the University and/or its structural units

Mixing of types is possible...

Customer

Structural subdivision, organization, company, in the interests of which the project is implemented (consumer of the product result of the project).

Project manager

(resume or link to personal page, contacts);

It is important to give a brief description of the head and show that he is really the head of the project, and not a great scientist or figure. It is enough to specify General information and give links to the profile on the Internet, so that students can follow the link and get acquainted with the head in detail.

Project objectives:

These are the desired results achieved as a result of the successful implementation of the project. It is necessary to record in writing how the project should be completed. It is recommended to define no more than three objectives. Goals should be clear, measurable, concrete and time-limited. Ideal if they will meet all smart conditions.

Detailed description of the content of the project work:

no more than 250 words. Here in free form describes what will be done in the project. There is no need to describe the relevance or importance of the project, no need to describe trends and refer to government regulations. Here is only what will happen within the project. What the project team will do.

Calendar plan/stages of project implementation (taking into account the terms of recording for the project and the start-end of the project):

It is necessary to carry out primary (preliminary) decomposition of works on the project and to allocate not less than two results achieved to control points. These milestones will be the milestones of the project and will allow the project Manager, project administrators from the school and external experts to assess progress. There can be more than two control points in a project, but for General control, project administrators will monitor the achievement of the stated results for two points from this form.

List of product results with reference to stages (forms of presentation of project results to be evaluated):

here it is necessary to describe the results or parts of them that will be obtained for each stage of the work, as well as the final (final) result of the project.

Stage 1*	description of the product result (its element) by stage 1 (no more than 100 words)
Stage 2*	description of the product result (its element) by stage 2 (no more than 100 words)
Stage 3*	description of the product result (its element) by stage 3 (no more than 100 words)
Project completion	The final product result (no more than 200 words)

*the number of stages is determined by the project Manager, but not less than two stages.

Activities performed by the student on the project:

It is described what the participants of the project will do, it is not necessary to divide the work by roles, because this is the primary approximation. Activities should be related to the product results of the project.

List of educational results obtained by students:

It is necessary to describe several educational results, that is, what students will learn in the course of work on the project.

Examples of soft skills: the ability to work in a team, to show leadership skills, communication skills, willingness to act in unusual situations, etc.

Examples of hard skills (eng. "hard" skills), i.e. General and professional skills that can be taught and measured:

- development of mathematical models of complex systems in the field of management
- programming
- use of software products
- use of equipment
- use of technology

The target audience of the project (recommended for participation in the project students of certain master's programs)

specify the preferred master's programme. In the 1st semester is allowed to participate in the project of students of any field of study.

Number of places in the project and roles:

specify how many performers (project team members) are required in the project and what positions they can take. Role examples:

- analyst
- programmer
- coordinator
- content manager

Prerequisites (requirements to the participants of the project):

Requirements to potential participants of the project. It is desirable that the requirements are as specific and clear as possible, this will allow students to consciously make their choice of the

project, and the project Manager to get exactly those performers that he needs. Here you can break down requirements by roles

For example:

- Foreign language proficiency not lower than Upper Intermediate level;
- Knowledge of programming language – some;
- Information search skills on the Internet;
- Skills of working with information;
- Sociological research skills;
- Knowledge of the basics of information and analytical work;
- Interest in the promotion of scientific and technological knowledge in the school auditorium;
- Other.

Decomposition of the project into subprojects***Target audience of the project and number of places:**

№	Subproject / task*	Potential supervisor and consultant of the master's thesis / Role in the project	The request of a student	Requirements for undergraduates at the entrance	Educational result (what will students learn in the project?)	Product result
1.	<i>Subproject name 1</i>					
2.						
3.						
4.						

* Is carried out in the second semester of research. Under the project should demonstrate what the project participants will do, should be associated with the product results of the project and subproject, General professional and individual professional competencies formed on this OP. Subprojects can be considered as future master's theses

** what students will learn in the course of work on the project. Hard skills (persistent. "hard" skills) are professional skills that can be taught and measured.



MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal state autonomous educational institution the higher education
Far Eastern Federal University
(FEFU)

School of Economics and Management

REPORT

on the production practice (research work) carried out in the format of project activities

project №
name of the project:

Done by master student gr.

Report defended:

With grade _____

Practice advisor

signature

Full name

«____» _____ 20

Registration № _____

«____» _____ 20

The practice passed

from «__» _____ 20

till «__» _____ 20

signature

Full name

Content

Project annotation (1-2 pages)

Information about participants of the project

Project application (downloaded from the page "Project Fair»)

Glossary

Section 1.

Section 2.

Section 3.

Section 4.

Section 5.

Section 6.

Section 7.

Section 8.

Section 9.

Section 10.

Conclusion

List of the resources used

Applications

**These sections (quantity and content) are
determined by the project Manager**

Forms of individual plan of master's thesis (synopsis)
and tasks for the research project in the 3rd semester

Synopsis (detailed work plan) contains:

- theme of work
- motivation, theoretical and practical problem (who needs this and why? Why to investigate it?)
- research question (what do you need to know?)
- design of the work (object, subject, hypothesis, purpose, tasks, what data already exists and what will be collected? what methods will be used to analyze the data?)
- theoretical framework (what concepts will be used in the analysis?)
- preliminary list of references
- + work structure

The structure of the dissertation

Introduction

Chapter 1. An overview and a theoretical chapter (What is the theoretical discussion? What is the empirical evidence?)

Why: to justify the formulation of the research problem/ subject

Chapter 2. Context Chapter and / or methodological (methodical)

Why: to deeply describe the object of research / justify the choice of methodology and methods

Chapter 3. Empirical Chapter + discussion of results

Why: to demonstrate your personal contribution to the scientific discussion and discuss who needs it and why

Conclusion

Project implementation schedule

Types of work	Work content	Deadlines
1st stage (October-November 20__)		
1st checkpoint		
2nd stage (November-December 20__)		
2 nd checkpoint		
3rd stage (January 20__)		
3 rd checkpoint		
4th stage (March-April 20__)		
5th stage (May-June 20__)		

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN
FEDERATION**

Federal state autonomous educational institution the higher education
Far Eastern Federal University

SCHOOL OF ECONOMICS AND MANAGEMENT

Management department

ASSIGNMENT

for production practice (scientific research work)

student

of the group

(full name)

On the theme

Issues to be developed (researched):

Main sources of information and others used to develop the theme

Deadline for submission of work « ____ » _____ 20

The assignment was given « ____ » _____ 20

The practice advisor _____
(position, academic title) (signature) (full name)

The assignment received _____
(signature) (full name)

Module 1. Evaluation of project activities of the group (first semester)

Criteria	Description	Evaluation scale
Elaboration of the project idea and prototype	Ability of project team members explain: <ul style="list-style-type: none"> - what is the main idea of the project, - who will use the results of the project and why, - how the project results can be used, - who and what gets / benefits from the project, - what are the contradictions / gaps you come from, - what is the research problem; present a prototype of the project (it can be a simple verbal description, visual representation (drawing, diagram, album), role play), a practical and / or theoretical framework in which prototyping took place.	Each criterion is estimated from 1 to 5 points. The total amount of points on the block – from 5 to 25
Team work	Ability of project team members to explain: <ul style="list-style-type: none"> - how the work in the project team was organized, - how the tasks / responsibilities in the project team were distributed. 	
Communication with stakeholders	Ability of project team members to present and explain: <ul style="list-style-type: none"> - the order of communication with the customer and stakeholders of the project, their impact on the project (project progress, risks, results, etc.), - that the group received as a result of communications with the customer and stakeholders. 	
Use of project management tools	Ability of project team members to present and explain the tools used in the project. For example, the scheme of structural (hierarchical) decomposition of works and principles of decomposition, schedule (schedule or Gantt chart with control events), the matrix of responsibility, the matrix of stakeholders, etc.	
The result	Ability of project team members to present and explain: <ul style="list-style-type: none"> - achieved product and educational results, their evaluation by the project team and the customer, - who is the user and holder of the final product of the project, - limitations to be considered when using the results of the project, - prospects of using the results of the project. 	

Module 2. Evaluation of project activities of the group (second semester)

Criteria	Description	Evaluation scale
Achievement of product results by the project team	<p>Ability of project team members to explain:</p> <ul style="list-style-type: none"> - what is the main idea of the project, - who will use the results of the project and why, - how the project results can be used, - who and what gets / benefits from the project, - what are the contradictions / gaps you come from, - what is the research problem; <p>present a prototype of the project (it can be a simple verbal description, visual representation (drawing, diagram, album), role play), a practical and / or theoretical framework in which prototyping took place.</p> <p>Ability of project team members to present and explain:</p> <ul style="list-style-type: none"> - achieved product and educational results, their evaluation by the project team and the customer, - who is the user and holder of the final product of the project, - limitations to be considered when using the results of the project, <p>prospects of using the results of the project.</p>	Each criterion is evaluated from 1 (minimum) to 5 (maximum) points'
Individual contribution to the achievement of product results	<p>The ability of the project team member to explain the importance of their activities in the project and demonstrate the personal results they have achieved in the project.</p> <p>Each student's understanding of its impact on the project and results.</p>	
External communications	<p>Ability of project team members to present and explain:</p> <ul style="list-style-type: none"> - the order of communication with the customer and stakeholders of the project, their impact on the project (project progress, risks, results, etc.), - that the group received as a result of communications with the customer and stakeholders. 	

Module 2. Individual evaluation of the student (semester 1,2)

Criteria	Description	Evaluation scale
Student's contribution to the project results	The ability of the project team member to explain the importance of their activities in the project and demonstrate the personal results they have achieved in the project. Each student's understanding of its impact on the project and results.	Each criterion is estimated from 1 to 5 points. The total amount of points on the module – from 3 to 15
Decision-making (ability to navigate and make decisions) adequate solution)	The ability to justify and present the proposed ideas, solutions, approaches, etc., their need, understanding the feasibility and impact on the result.	
Interpersonal communication	Ability to build communication (internal and external)	

Module 3. Cross-evaluation within the project team

Name of the student performing the cross-evaluation			<i>Ivanov E. A.</i>
Name of the project			<i>Routes of the road network of the South of Primorsky region</i>
Academic year			<i>2017-2018 academic year</i>
Semester			<i>Autumn semester</i>
№	Full name	Group	grade (1-5 points)
1			
2			
3			
4			
5			
6			
Average grade			
Students's signature			

* Each student evaluates the rest of the project team using the following table
3. It is allowed to round the average score to tenths.

Cross-evaluation form

Grades given by the student

Ivanov E. A.

Sull name

other project team members

Name of the project

20 -20 academic year
Autimn (spring) semester

№	Student's name	group	Grade (1-5 points)
1			
2			
3			
4			
5			
6			

Student's signature _____
signature

Name of the project _____
name of the project

№	Full name	group	Grade (1-5 points)	Notes / comments*
1				
2				
3				
4				

*at desire

Project manager

signature

Full name

« ____ » _____ 20

Assessment of the head of practice

№	Full name	Group	Implementation of individual tasks project (1-5 points)	Notes / comments*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

*at desire

Head of the practise

signature

full name

Project consultant Assessment

Project number:
Project title:
Project manager:

№	Full name	group	The use and quality of the project tools (1-5 points)	Notes / comments*
1				
2				
3				
4				
5				

Project consultant

signature

full name

Evaluation sheet of the commission expert

Full name

Project number:

Project title:

Project manager:

point	1-5	1-5	1-5	3-15	
Project	Criteria	The result	Individual contribution to the achievement of product results	Communication with the external environment	FINAL GRADE

Example of calculating a student's grade (semester 1,2)

Criteria	Expert 1	Expert 2	Expert 3	Cross-assessment within the project team (Module 3)	The average score of student 1
SRW					
Module 1. Evaluation of the group's project activities					
Elaboration of the project idea and prototype	5	5	4		
Team work	5	4	4		
Communication with stakeholders	5	5	4		
Use of project management tools	5	5	4		
The result	5	5	4		
Score	25	24	20		
Expert average score	5,00	4,80	4,00	4,70	18,50/4=4,63
SRS					
Module 2. Individual evaluation of the student					
Student's contribution to the project results	5	4	5		
Decision-making (ability to navigate and make decisions) adequate solution)	5	5	4		
Interpersonal communication	5	5	4		
Score	15	14	13		
Expert average score	5,00	4,67	4,33	4,70	18,70/4=4,68
Transfer of points into assessment					
Transfer of points into assessment	<i>unsatisfactorily</i>	<i>satisfactorily</i>	<i>good</i>	<i>excellent</i>	
	<i>60% и менее</i>	<i>61-75%</i>	<i>76-85%</i>	<i>86-100%</i>	
	1,00-3,04	3,05-3,79	3,80-4,29	4,30-5,00	



MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
 Federal state autonomous educational institution the higher education
Far Eastern Federal University

SCHOOL OF ECONOMICS AND MANAGEMENT

Management department

R E P O R T
 ON THE PRODUCTION PRACTICE
 (Scientific research work)

Done by: student of the group
 M 1202mn

_____ A. D. Petukhov

Report defended
 With a grade

signature full name
 « ____ » _____ 20__

Head of the practice: Head of the
 Management Department

_____ E. A. Glotova

Registration № _____
 « ____ » _____ 20__

signature full name

Practice passed

from « ____ » _____ 20__

till « ____ » _____ 20__

at _____

Vladivostok

20__