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**Federal State Autonomous Educational Institution for Higher Education**

**PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA**

**RUDN University**

**Higher School of Management**

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(faculty/institute/academy - the higher education program developer)

## **PROGRAM**

**Master's Research Work (R&D)**

**Recommended by the Didactic Council for the Education Field of:**

**38.04.02 Management**

**The practice preparation of the student is conducted as part of the professional program of higher education:**

**Recommended by the Didactic Council for the Education Field of:**

**Engineering Management**

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(name (track/specialization) of professional program of higher education)

## 1. R&D (Research Work) Goal

The goal of R&D is to deepen the level of development of the student's competencies obtained during the theoretical and methodological training of the student on the basis of the formation of independent research skills and the expansion of professional horizons. Their main result is the writing and successful defense of a master's thesis, the ability of a graduate student to conduct research.

The objectives of Master's Degree R&D (38.03.02 *Management*, specialization: *Engineering Management*) are: acquisition of knowledge, skills and abilities in the field of research work:

- choice of the research area;
- determination of the best possible option of the research area;
- comparative evaluation of possible solutions, considering the results of predictive studies conducted in similar areas;
- introduction to theoretical and experimental research;
- introduction to the methods of obtaining theoretical and experimental research results to solve the tasks; generalization and evaluation of research results;
- evaluation of the efficiency of the results obtained in comparison with the current level of internal control organization; presentation of the work for acceptance and its acceptance.

## 2. REQUIREMENTS FOR HIGHER EDUCATION PROGRAM COMPLETION AND PRACTICE OUTCOMES

The conducting of the R&D work envisages building the following competencies (parts of competencies) in students:

*Table 2.1. The list of competencies built by students during the practice (results of training based on the results of practice)*

<b>Competence Code</b>	<b>Competence Descriptor</b>	<b>Competence Formation Indicators</b> (within this discipline)
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GC-1	Ability to perform critical analysis of problematic situations based on the systemic approach and to develop a plan of action	<p>GC-1.1 Analyzes the task and singles out its basic components</p> <p>GC-1.2 Defines and prioritizes the information needed to solve the task</p> <p>GC-1.3 Searches the information to solve the task by various types of queries</p> <p>GC-1.4 Offers solutions to the problem, analyzes the possible consequences of their use</p> <p>GC-1.5 Analyzes the ways of solving problems of worldview, moral and personal nature based on the use of fundamental philosophical ideas and categories in their historical development and socio-cultural context.</p>
GC-4.	Capability to apply modern communication technologies on the official language of the Russian Federation and foreign language(s) for scholastic and professional interaction.	<p>GC-4.1 Chooses the business communication style, depending on the language of communication, the terms and goals of partnership</p> <p>GC-4.2 Adjusts speech, communication style and sign language to interaction situations</p> <p>GC-4.3 Searches the necessary information to solve standard communication tasks in Russian and foreign languages</p> <p>GC-4.4 Enters into business correspondence in Russian and foreign languages, considering the peculiarities of the style of official and informal letters and cross-cultural differences in correspondence</p> <p>GC-4.5 Uses dialogue for cooperation in scholastic communication, considering the personality of the interlocutors, their communicative speech strategy and tactics, the degree of the situation formality</p> <p>GC-4.6 Forms and argues its own assessment of the main ideas of the participants of the dialogue (discussion) in accordance with the goals of cooperation.</p>
GPC-1.	Capability to solve practical and/or research tasks applying knowledge (at an advanced level) of fundamental economics	<p>GPC-1.1 Has fundamental knowledge in management</p> <p>GPC-1.2 Can apply the fundamental knowledge of economic, organizational and managerial theory for the successful work</p> <p>GPC-1.3 Applies innovative approaches to solve management tasks, considering the generalization and critical analysis of best management practices</p>

GPC-5.	Capability to solve professional tasks using modern information technologies and software tools	GPC-5.1 Can draft a plan of scientific research in the management based on the evaluation and generalization of the results of scientific works of national and foreign scientists
		GPC-5.2 Uses modern methods, technologies and tools for gathering the information, processing it and critically evaluating the results of scientific research in management
		GPC-5.3 Masters the skills to generalize and formulate conclusions, develop recommendations based on the results of scientific research in management
PC-1	Capable to manage the processes of strategic and tactical planning and organization of the company's work using modern information and telecommunication technologies	PC-1.1 Defines the operations and their sequence to implement the investment project.
PC-2	Capable to develop options for management decisions and justify their choice based on socio-economic efficiency criteria	PC-2.1 Can identify, analyze and evaluate inconsistencies between the parameters of the current and future organization states
PC-3	Capable of organizing research and developing promising methods, models and mechanisms for organizing and planning production	PC-3.1 Applies various organization management techniques existing in Russia and abroad
PC-4	Capable of organizing and conducting general preventive, targeted, and individual activities to counter the spread of terrorist ideology and neo-Nazi ideas	PC-4.1. Determines the content and forms of preventive work to counter the ideology of terrorism and neo-Nazism in accordance with current regulatory legal acts. PC-4.2. Organizes and conducts preventive activities in educational or social settings in accordance with established requirements and regulatory documents.

### 3. THE PLACE OF R&D PRACTICE IN HIGHER EDUCATION PROGRAM STRUCTURE

The research work of students is included in the basic part of the Principal professional program, B2 cycle. It is carried out during three semesters, the total workload is 27 credit. It is mandatory for the *Engineering Management* specialization 38.04.02 of the *Management* field.

The research work of students is the basic part of the Principal professional program, B2 cycle. "Practical training, including research work", takes place in the 1,2,3 semester of the master's program and is based on the knowledge, skills, and abilities acquired during the study of academic disciplines of the variable part of the B.1.V. basic cycle.

The Master's Degree R&D content is a logical continuation of the Principal professional program sections: M.1 (the basic part, the elective part and serves as the basis for the subsequent completion of the graduation qualifying paper, as well as the formation of professional competence in the professional area of studying and analyzing scientific and technical information, national and foreign experience in the area of work; setting scientific and practical tasks, choosing methodological methods and means of their solution, data preparation for compiling reviews, reports, scientific and other publications; development and use of databases and information technologies for solving economic problems in the area of work; presentation of the results of work done, organization of the implementation of research results and practical developments; development of teaching aids, lecture notes and practical classes in disciplines profile of higher professional education.

Within the framework of the professional program of higher education, students also master disciplines and/or other practices that contribute to achieving the planned learning outcomes based on the results of the "research practice".

*Table 3.1. The list of the components of the professional program of higher education, contributing to the achievement of the planned learning outcomes based on the results of the practice*

<b>Competence Code</b>	<b>Competence Descriptor</b>	<b>Previous Disciplines/Modules, Practices*</b>	<b>Subsequent Disciplines/Modules, Practices*</b>
GPC-1.	Capability to solve practical and/or research tasks applying knowledge (at an advanced level) of fundamental economics	Managerial Economics Management Organization Theory Modern Strategic Analysis Finance and Investment of Enterprises in Engineering Management Strategic Management in Industrial Companies Commercial Law and Legal Engineering	State Grading Commission, State Examination Board

GPC-5.	Capability to solve professional tasks using modern information technologies and software tools	Management Organization Theory Evaluation of Labor Efficiency and Personnel Management	State Grading Commission, State Examination Board
PC-1	Capable to manage the processes of strategic and tactical planning and organization of the company's work using modern information and telecommunication technologies	Agile Project Management Engineering Innovation Standardization and Quality Management Industrial Ecology	State Grading Commission, State Examination Board
PC-2	Capable to develop options for management decisions and justify their choice based on socio-economic efficiency criteria	Innovation Management Strategic Management in Industrial Companies	State Grading Commission, State Examination Board
PC-3	Capable of organizing research and developing promising methods, models and mechanisms for organizing and planning production	Organization and Production Management Marketing and Competitiveness Management Commercial Law and Legal Engineering Business Process Management Cloud technologies in Enterprise Management Fundamentals of Logistics and Supply Chain Management Enterprise Management Information System Reengineering of Organization Master's Degree R&D	State Grading Commission, State Examination Board

PC-4	Capable of organizing and conducting general preventive, targeted, and individual activities to counter the spread of terrorist ideology and neo-Nazi ideas		Master's Degree R&D
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\* - filled in in accordance with the matrix of competencies and the higher education program developer

#### 4. SCOPE OF PRACTICE

The total workload of research work is 27 credits (972 academic hours).

The master's research work is carried out in the 1st and 2nd year of the Master's degree, in 1,2,3 semesters. The duration of the practice is 18 weeks, the volume is 27 credits = 27\*36=972 hours.

#### 5. PRACTICE CONTENT

*Table 5.1. The Practice Content\**

Name of the Practice Section	Content of the section (subjects, types of practical work)	Workload, academic hours
Section 1. Preparation for the Completion of the R&D Assignment and the Choice of the Subject of the Graduation Qualifying Paper	Studying the assignment and drafting the plan of the graduation qualifying paper.	9
	Preparing the first chapter of the graduation qualifying paper.	
Section 2. Theoretical Research, Production of A Model upon the R&D and Graduation Qualifying Paper Subject	Selection, recording and critical analysis of the theoretical and practical research results.	9
	Planning experiments and observations.	
	Conducting practical research and development solutions for the implementation of R&D within the framework of the assignment for the completion of the graduation qualifying paper	

Section 3. Preparation of The Graduation Qualifying Paper as a Set of Documents Reflecting Objective Information about The Content and Results of Research and Development Recommendations for its Use. Compilation of an R&D Portfolio.	Preparation of an Electronic Presentation and Report on the R&D Results. Preparing a Portfolio.	9
<b>TOTAL:</b>		<b>27</b>

\* - the content of the practice by sections and types of practical training is COMPLETELY indicated in the student's report on practice.

**The form of conducting Master's Degree R&D in the 38.03.02 Management program, Engineering management specialization - classroom.** Master's Degree R&D is carried out using individual and group work of students while performing individual and collective tasks and using information resources in the areas of Master's Degree R&D. Individual work consists in theoretical research, analysis of the results obtained, and self-assessment of educational achievements. The group work consists in performing collective tasks to form ideas about the practical aspects of applying methods of mathematical modeling of processes, computer methods of implementing models, principles of development of calculation methods and control automation tools, as well as acquiring skills in setting up and conducting audit and control of enterprise activities, collecting, processing and analyzing results, identifying theory with experiment and critical evaluation academic achievements.

R&D in the semester can be carried out in the following forms:

- conducting the R&D works within the framework of the state budget research work of the department (collection, analysis of scientific and theoretical material, collection of empirical data, interpretation of experimental and empirical data);
- implementation of R&D work within the framework of grants carried out at the department;
- participation in the R&D solution carried out by the department within the framework of contracts with educational institutions, research teams;
- participation in the organization and conduct of scientific, research-to-practice conferences, round tables, discussions, debates organized by the Financial Management Department, Economics and Management Faculty, University;
- independent holding of seminars, master classes, round tables on topical issues;
- participation in scientific R&D competitions;
- conducting of independent research on a topical issue within the framework of a master's thesis;
- conducting bibliographic work applying modern information and communication technologies;
- reviewing scientific articles; - to present the results of the work done in the form of reports, abstracts, articles designed in accordance with the existing requirements, with the involvement of modern editing and printing tools.

The R&D subject should be linked to the thematic plan of the R&D department. The results of the Pre-graduation Practice should be in writing in the form of an article and a report. The practice report should contain materials for writing a master's thesis.

List of forms of R&D work of undergraduates

Types and content of R&D	Reporting documentation
1. Compiling a reference list on the master's thesis topic	1. A literature source index (monograph by one author, group of authors, thesis abstract, thesis, article in a published collection of research papers, articles in journals, etc. – not fewer than 50)
2. Scientific papers review	2. Scientific article review
3. Organization and conduct of research on the problem, collection of empirical data and interpretation thereof	3.1 Description of the organization and methods of research (2nd chapter of the graduation qualifying paper) 3.2 Interpretation of the obtained results in descriptive and illustrative design
4. Writing a scientific article on the research problem	4. Supervisor's article and conclusion
5. Presentation at a scientific conference on the research problem	5. Review of the performance in the undergraduate's characteristics
6. Presentation at the academic seminar of the department	6. Conclusion of the department about the research level
7. Report on the R&D work in the semester	7.1 Research Report 7.2. Characteristics of the supervisor on the results of undergraduates' research

## 6. EQUIPMENT AND TECHNOLOGICAL SUPPORT OF THE PRACTICE

- Technological equipment of the enterprise (organization);
- Computer hardware of the relevant department.

## 7. METHODS OF PRACTICE

The R&D can be carried out both in the RUDN structural divisions.

## 8. INFRASTRUCTURE AND INFORMATIONAL SUPPORT OF PRACTICE

### *Main Readings:*

1. Gorelov, N. A. Metodologia nauchnyh issledovaniy [Methodology of scientific research]: textbook and workshop for undergraduate and graduate studies / N. A. Gorelov, D. V. Kruglov, O. N. Korableva. — 2nd ed., add. — Moscow : Yurayt Publishing House, 2020.

— 365 p. — (Series : Bachelor and Master. Academic course). — ISBN 978-5-534-03635-0.  
— Text: electronic // EBS Yurayt [website]. — URL: <https://biblio-online.ru/bcode/433084>.

2. Mokii, M. S. Metodologia nauchnyh issledovaniy [Methodology of scientific research] : textbook for master program / M. S. Moki, A. L. Nikiforov, V. S. Moki; edited by M. S. Mokii. — Moscow : Yurayt Publishing House, 2020. — 255 p. — (Series : Master). — ISBN 978-5-9916-1036-0. — Text: electronic // EBS Yurayt [website]. — URL: <https://biblio-online.ru/bcode/432110>

*Additional Readings:*

1. Oxynode K. E. Upravlenie sotsialnym razvitiem organizatsii [Management of social development of the organization] [Electronic resource] / K. E. Oxynode. - Moscow : Flint, 2012. - 160 p. - Access mode : <http://ibooks.ru> , available on the USUE network.

2. Gary Cokins. Performance management: Finding the Missing Pieces (to Close the Intelligence Gap).- Moscow: Alpina Business Books, 2007.

3. Thompson A.A.Jr., A.J. Strickland III Strategic Management: Concepts and Cases. Translated from English – M.: Williams, 2007.

4. Chursin Alexander Alexandrovich. Innovatsii i investitsii v deyatelnosti organizatsii [Innovations and investments in the activities of the organization] [Electronic resource]: Monograph. - M. : Mechanical Engineering, 2010. - 469 p. - ISBN 978-5-94275-531-7- Software and Internet resources

*Resources of the Internet information and telecommunication network:*

Software and Internet resources:

MS Windows OS (XP and above), MS Office 2007, 1C

As sources of initial information about the markets are used:

State statistics	<ul style="list-style-type: none"><li>- <a href="http://www.prime-tass.ru">www.prime-tass.ru</a> – Economic Information Agency -</li><li>- <a href="http://www.rts.ru">www.rts.ru</a> – Russian trading system</li><li>- Expert Council on Regional Investment Policy. Investment potential of the Russian Federation subjects. – Ministry of Regional Development of Russia: <a href="http://www.minregion.ru">http://www.minregion.ru</a></li><li>- Website of the State Statistics Committee of Russia <a href="http://www.gks.ru">http://www.gks.ru</a></li><li>- Website of the Ministry of Economic Development of Russia <a href="http://www.economy.gov.ru">http://www.economy.gov.ru</a></li><li>- Website of the Ministry of Regional Development of Russia <a href="http://www.minregion.ru">http://www.minregion.ru</a></li><li>- RA-Expert Rating Agency <a href="http://www.raexpert.ru">http://www.raexpert.ru</a></li><li>- Catalog of official websites of the subjects of the Russian Federation <a href="http://gosorgan.amursk.ru">http://gosorgan.amursk.ru</a></li><li>- Official website of the President of Russia <a href="http://www.kremlin.ru">http://www.kremlin.ru</a> / - Official website of the Russian Government <a href="http://government.ru/">http://government.ru/</a></li><li>- Official website of the Ministry of Finance of Russia: <a href="http://www.minfin.ru/ru/">http://www.minfin.ru/ru/</a> / - Official website of the Ministry of</li></ul>
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	<p>Economic Development of Russia  <a href="http://economy.gov.ru/minec/main">http://economy.gov.ru/minec/main</a></p> <ul style="list-style-type: none"> <li>- Official website of the Central Bank of Russia  <a href="http://siteofficial.ru/cbr/">http://siteofficial.ru/cbr/</a> / - Official website of the Federal Tax Service of Russia <a href="https://www.nalog.ru/rn77/">https://www.nalog.ru/rn77/</a></li> <li>- Official website of the Retirement Fund of Russia <a href="http://www.pfrf.ru/">http://www.pfrf.ru/</a></li> <li>- Official website of the Federal Compulsory Medical Insurance Fund <a href="http://www.ffoms.ru/">http://www.ffoms.ru/</a></li> <li>- Official website of the Social Insurance Fund of the Russian Federation <a href="http://fss.ru/">http://fss.ru/</a></li> <li>- Official website of the Mayor and Government of Moscow <a href="http://old.mos.ru/">http://old.mos.ru/</a></li> </ul>
Normative literature	<ul style="list-style-type: none"> <li>- The Civil Code of the Russian Federation, Parts 1 and 2.</li> <li>- The Tax Code of the Russian Federation, Parts 1 and 2.</li> <li>- The Labor Code of the Russian Federation. - Federal Law No. 402-FZ dated 06.12.2011 "On Accounting".</li> <li>- Federal Law No. 307-FZ of 30.12.2008 "On auditing activities" (as amended on 01.12.2014)</li> <li>- Federal Law No. 127-FZ dated 26.10.2002 "On Insolvency (Bankruptcy)" (as amended on 01.12.2014)</li> <li>- Federal Law No. 164-FZ of October 29, 1998 "On Financial Leasing" (as amended on 11/04/2014) - Federal Law No. 39-FZ of April 22, 1996 "On the Securities Market" (as amended on 07/21/2014)</li> <li>- Federal Law No. 208-FZ of December 26, 1995 "On Joint Stock Companies" (with amendments and additions that entered into force on 09/01/2014).</li> </ul>
Professional associations	The Russian Marketing Association, the Guild of Marketers, the Union of Manufacturers of Dry Building Mixes, the Association of Marketers of the perfume and cosmetics market, etc.
Business Media	Expert, Vedomosti, Business, Kommersant, BusinessWeek, The know-how, SmartMoney, the Sphere of interests and In focus shows on the RBC-TV channel, industry periodicals
Professional portals	Internet project "Corporate Management" - <a href="http://www.cfin.ru/">http://www.cfin.ru/</a> / Professional portal for risk managers Riskovik - <a href="http://www.riskovik.com/">http://www.riskovik.com/</a>

Electronic libraries	<p>national electronic library -eLibrary.ru – Access mode: <a href="http://elibrary.ru/defaultx.asp">http://elibrary.ru/defaultx.asp</a> ?</p> <p>On-line access to journals. Information database on all branches of science and electronic delivery of documents. SwetsWise. – Access mode: <a href="https://www.swetswise.com">https://www.swetswise.com</a></p> <p>Library of the Academy of Sciences – <a href="http://www.csa.ru/www.csa.ru">http://www.csa.ru/www.csa.ru</a></p> <p>MSU Library – <a href="http://www.lib.msu.ru/www.lib.msu.ru">http://www.lib.msu.ru/www.lib.msu.ru</a></p> <p>Library of economic and business literatures – <a href="http://www.ek-lit.agava.ru">http://www.ek-lit.agava.ru</a></p> <p><a href="http://www.ek-lit.agava.ru/">http://www.ek-lit.agava.ru/</a></p> <p><a href="http://www.ecsocman.edu.ru">ecsocman.edu.ru</a> – Federal Educational Portal</p> <p>Economics, Sociology, Management</p>
Industry reference books	Business card, Compass-Russia, catalogs of participants of industry expos
Specialized reference books, databases	<p><a href="http://www.consultant.ru">www.consultant.ru</a> (Official website of the Consultant Plus company, legal support). <a href="http://www.garant.ru">www.garant.ru</a> (Information and legal portal). databases, BTI, databases on railway transportation</p>
Portals of public authorities and management	<p>- Federal target programs of Russia: <a href="http://fcp.vpk.ru/cgi-bin/cis/fcp.cgi/Fcp/Title/">http://fcp.vpk.ru/cgi-bin/cis/fcp.cgi/Fcp/Title/</a> - The concept of improving regional policy in the Russian Federation. 2009.: <a href="http://www.minregion.ru">http://www.minregion.ru</a> - Investment Fund of the Russian Federation. Projects of the Investment Fund of the Russian Federation. – Ministry of Regional Development of Russia: <a href="http://www.minregion.ru">http://www.minregion.ru</a> - Development of competition in Russia. – Ministry of Economic Development of Russia: <a href="http://www.economy.gov.ru">http://www.economy.gov.ru</a></p>
Business and professional internet portals	<p><a href="http://www.sostav.ru">www.sostav.ru</a>, <a href="http://www.rbc.ru">www.rbc.ru</a>, <a href="http://www.marketologi.ru">www.marketologi.ru</a>, <a href="http://www.ram.ru">www.ram.ru</a>, <a href="http://www.autonet.ru">www.autonet.ru</a>, <a href="http://www.intercharm.ru">www.intercharm.ru</a>, <a href="http://www.stroy.net.ru">www.stroy.net.ru</a>, <a href="http://www.4p.ru">www.4p.ru</a></p>
Databases of publications in the mass media	<a href="http://www.public.ru">www.public.ru</a> , <a href="http://www.integrum.ru">www.integrum.ru</a> , <a href="http://www.medialogia.ru">www.medialogia.ru</a>
Syndicated research	ACNielsen, GfK, KOMKOH, TNS Gallup Media
Shops of research conducted	<p><a href="http://www.research.rbc.ru">www.research.rbc.ru</a>, <a href="http://www.informarket.ru">www.informarket.ru</a>, <a href="http://oms.ram.ru">oms.ram.ru</a>, <a href="http://www.marketing.spb.ru">www.marketing.spb.ru</a></p>
Other sources	Competitors' press releases, annual reports of companies, industry exhibitions and conferences, internal reporting of companies, websites of market participants
RUDN databases	- RUDN Library website – Access mode: <a href="http://lib.rudn.ru/">http://lib.rudn.ru/</a> - from RUDN stationary computers
	- Vestnik of RUDN – Access mode: <a href="http://www.elibrary.ru/defaultx.asp">http://www.elibrary.ru/defaultx.asp</a>

## 8. ASSESSMENT TOOLKIT AND GRADING SYSTEM FOR PRACTICE LEVEL EVALUATION

Research and scientific-production results of the department used in Master's Degree R&D of the 38.03.02 Management, Engineering management specialization.

Enterprises and organizations of various form of legal entity's incorporation.

Types of work in the R&D work of a master's student include various types of research.

Desk studies include search in open and closed sources of information: monitoring of electronic and print mass media, search and analysis of information from open and closed databases, analysis of prepared research, analysis of state and departmental statistical data, analysis of information from expos, industry events, specialized catalogs and reference books, advertising and information materials.

The methods of obtaining information are: survey of the enterprise employees (organization), including the supervisor from the enterprise, consumers, observation, experiment and expert assessments, and collecting information materials (price lists, catalogs, financial reports, prospectuses, etc.).

Independent work of undergraduates is supported by consultations of the supervisors of research work from the university and the organization.

Each graduate student agrees with the supervisor on an individual task for research work, which he must complete.

The general management and control of the passage of research work is assigned to the head of the department. Before start the research work, each supervisor holds an organizational meeting of undergraduates assigned to him, informs about its goals and objectives.

Direct supervisor of the Master's Degree R&D:

- issues an individual task for conducting scientific research;
- performs the setting of tasks for independent work and provides appropriate consulting assistance;
- coordinates the research work schedule and carries out systematic monitoring of the work progress of the undergraduate;
- edits the scientific materials prepared by the student, and provides assistance on all issues regarding the design of scientific results and a report on research work.

The final results of the master's research are discussed at a meeting of the graduating department and presented in the form of a scientific report at scientific conferences of university students.

### **Midterm certification (upon the R&D results) of the master student**

Engineering Management

#### **Semester 1**

<b>No</b>	<b>Types of R&amp;D work</b>	<b>Maximum score</b>
<b>I.</b>	<b>Mandatory types of R&amp;D work</b>	<b>60</b>
1	Choosing a supervisor, selecting the research topic of a master's thesis, providing a rationale for the relevance of topic selected	10
2	Developing the Master's Degree R&D plan	20

3	Identification of key works (monographs and scientific articles) by Russian and foreign authors written on the topic (10 sources at least). Preparation of abstracts of these works	30
<b>II.</b>	<b>Types of R&amp;D work at student's choice*</b>	<b>40</b>
1	Participation in workshops	5
2	Participation in scientific conferences, round tables, club meetings, seminars, trainings, etc.	10
3	Report presentation at the conference	20
4	Writing and publishing a scientific article on the topic of the dissertation **	30
5	Participation in educational, scientific, socio-political and cultural events of the faculty	10
	<b>TOTAL:</b>	<b>100</b>

### Semester 2

No	Types of R&D work	Maximum score
<b>I.</b>	<b>Mandatory types of R&amp;D work</b>	<b>60</b>
1	Preparation of the first chapter of the master's thesis	30
2	Writing and publishing a scientific article on the topic of the dissertation**	30
<b>II.</b>	<b>Types of R&amp;D work at student's choice*</b>	<b>40</b>
1	Participation in workshops	5
2	Participation in scientific conferences, round tables, club meetings, seminars, trainings, etc.	10
3	Report presentation at the conference	20
4	Participation in educational, scientific, socio-political and cultural events of the faculty	10
	<b>TOTAL:</b>	<b>100</b>

### Semester 3

No	Types of R&D work	Maximum score
<b>I.</b>	<b>Mandatory types of R&amp;D work</b>	<b>60</b>
1	Preparation of the second chapter of the master's thesis	30
2	Writing and publishing a scientific article on the topic of the dissertation**	30
<b>II.</b>	<b>Types of R&amp;D work at student's choice*</b>	<b>40</b>
1	Participation in workshops	5
2	Participation in scientific conferences, round tables, club meetings, seminars, trainings, etc.	10

3	Report presentation at the conference	20
4	Participation in educational, scientific, socio-political and cultural events of the faculty	10
	<b>TOTAL:</b>	<b>100</b>

\*A student can choose any type of R&D work from the list in any quantity, but he gets no more than 40 points in total.

\*\* The scientific article should be written no more than 1 year ago. It cannot be considered twice in the Master's Degree R&D report. The report must contain copies of the title page; the contents of the journal where the article is published; the text of the article or a certificate of acceptance of the article for publication issued by the journal.

The result of the practice is the preparation and defense of the report on time – the last day of the practice in accordance with the schedule of the educational process. According to the results of the report defense, the student gets a credit with grade.

The report should contain all the materials received in accordance with the task for practice in the main areas of research, analysis of the data obtained, identification of problems and prospects for the development of the research object.

When making a report, it is necessary to use the information and knowledge obtained as a result of the survey and analysis of various departments (services) of the enterprise (organization). In addition, it is necessary to use data and information from scientific, technical, reference, and academic literature.

The practice report is the main document characterizing the student's work during the practice. The report is compiled in accordance with the actual practice program and must correspond to the individual task.

The report is recommended to be compiled throughout the practice as the material accumulates.

Recommended report structure:

- Title page.
- Table of contents.
- A practice assignment.
- The content part (in accordance with the task for practice).
- Conclusion.
- Reference list

The practice assignment specifies the goals and objectives of the practice, as well as the individual assignment of the master student.

The substantive part of the report should cover all the issues of the individual assignment.

In conclusion, the main results of the practice should be noted. It is also recommended to provide some recommendations for improving the areas and processes studied.

The report must be signed by the student and the head of the practice from the department and from the company.

The report should be written skillfully, concisely and accompanied by the necessary calculations, statistics, digital data, formulas, tables, sketches, graphs.

The volume of the report: 20 - 30 pages.

The final report is checked by the head of the practice from the organization, who gives a written review of the student's work with an assessment of the credit-modular system.

The evaluation of the practice results is carried out by the head of the practice based on the analysis of the practice logbook, the student's report, the characteristics of the head from the organization and the interview with the student.

When evaluating the report one should consider:

- completeness and detail of the completed sections;
- the quality of individual task performance;
- independence of the research;
- the quality of the conclusions and proposals made and their assessment by the representative of the organization.

**Grading system of evaluation**  
**Scores and grades**

GS points	Traditional grades of the Russian Federation	ECTS scores
<b>95-100</b>	<b>5</b>	<b>A</b>
<b>86-94</b>		<b>B</b>
<b>69-85</b>	<b>4</b>	<b>C</b>
<b>51-68</b>	<b>3</b>	<b>D</b>
<b>51-60</b>		<b>E</b>
<b>31-50</b>	<b>2</b>	<b>FX</b>
<b>0-30</b>		<b>F</b>
<b>51-100</b>	<b>Credit</b>	<b>Passed</b>

**DEVELOPERS:**

Deputy Head of the Applied  
Economics Department

A.A. Ostrovskaya

\_\_\_\_\_  
position, educational  
department

\_\_\_\_\_  
signature

\_\_\_\_\_  
name and surname.

**HEAD OF EDUCATIONAL DEPARTMENT:**

Deputy Head of the Applied  
Economics Department

A.A. Ostrovskaya

\_\_\_\_\_  
educational department

\_\_\_\_\_  
signature

\_\_\_\_\_  
name and surname.

**HEAD OF HIGHER EDUCATION PROGRAMME:**

Deputy Head of the Applied  
Economics Department

A.A. Ostrovskaya

\_\_\_\_\_  
position, educational  
department

\_\_\_\_\_  
signature

\_\_\_\_\_  
name and surname