**Project Proposal**

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| **Type of project** | *Service project* |
| **The name of project** | *Academic Handbook for incoming mobility students* |
| **Department of university** | *Graduate School of Business* |
| **Project supervisor** | *Maria Kainova* |
| **Project summary** | *The creation of an Academic Handbook listing courses taught in English in undergraduate and graduate programmes at HSE GSB. The project is aimed at creating a user-friendly resource for students from partner universities considering the prospect of studying at GSB, as well as facilitating the selection of courses for students of incoming mobility who have made their choice to study at GSB. The Handbook will offer a list of courses taught in the Fall and Spring term sorted out by programme, year and field of study.* |
| **The goals and objectives of the project** | *The project is aimed at creating a user-friendly resource for students from partner universities considering the prospect of studying at GSB, as well as facilitating the selection of courses for students of incoming mobility who have made their choice to study at GSB.* |
| **Project’s tasks** | 1. *Generating the list of courses*   *Contacting BA and MA Academic offices with the aim of generating an updated list of courses taught in English in the academic year 2021-2022. The list should include Course title, Program, Semester, Year, ETCS, Prerequisites, Learning Outcomes, Content.*   1. *Creating a list of courses*   *Creating a list of courses sorted out by semester, year, programme, field of study.*   1. *Formatting Academic handbook*   *Create a PDF formatted copy with a Title page, Table of contents page, List of courses.*   1. *Sending e-Handbooks to partner universities*   *Writing emails to partner universities with the Academic Handbook enclosed in PDF format.* |
| **Project implementation period** | *03.05.2021 – 31.05.2021* |
| **The number of credits** | *2* |
| **The form of the final control (exam or test)** | *Test* |
| **Entry requirements for student** | * *GSB Bachelor student* * *English level proficiency – B2+* * *English writing skills* * *High motivation* |
| **The results of the project** | * *All GSB courses taught in English are accounted for* * *Academic Handbook for incoming mobility students presented in PDF and print format* * *The Academic Handbook in PDF is sent to all partner universities* |
| **The presentation of the project’s results to estimate** | *Presentation of the Academic Handbook* |
| **Assessment criterion** | *The final mark is structured in the following way:*  *Total = 10*  *The collection and classification of courses – 20%*  *Designing the Handbook – 60%*  *Sending it out to partner universities – 20%* |
| **The number of vacancies** | *1* |
| **Selection criteria of students** | * *Desire to help exchange students* * *Good English writing skills* * *High motivation* * *High level of responsibility* |
| **Educational programs for** | *GSB Bachelor programs* |
| **Location** | *Online format* |