**For practical training in a project format**

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| Element of practical training | Project |
| Project type (if a project) | Service |
| Project name | International Student Network (ISN) Buddy Program 2022-2023 |
| Subdivision - project initiator | Support and Career Centre for International Students and Alumni |
| Project head | Antonina Kvachuk |
| Main place of the project head’s employment at HSE University | Support and Career Centre for International Students and Alumni |
| Supervisor’s contact details (e-mail) | akvachuk@hse.ru |
| Key project idea | Help arriving international students settle in Moscow by being their Buddy and providing support in the process of adapting to new living conditions in Moscow and student life at the HSE, including in the first days of their stay in Russia. |
| Goal and objectives of the project | Buddies are volunteering HSE students assigned to international students (IS) who have requested a helper upon their arrival in Moscow. The goal of a Buddy is to make the first experience of foreign students in Russia as smooth as possible by helping them with administrative matters and telling them about Russian culture. By taking part in the Buddy program, HSE students also have an opportunity to practice their foreign language skills, engage in cultural exchange and join in on many activities with other Buddies and international students. |
| Project assignment | A Buddy helps foreign students to adapt more quickly to the new social and cultural environment in the first days of their stay in Russia and HSE.  New Buddies are recruited at the begging of every semester. After a training session, they are allowed to pick international students. |
| Project deliverables, special or functional requirements regarding project outcomes | Buddies are expected to have good command of English and/or other foreign languages. |
| Starting date of project | 03.07.2023 |
| Final date of project | 30.07.2023 |
| Workload (hours per week) per participant | 12,5 |
| Anticipated number of participants (vacancies) on project team | 150 |
| Role description | The participants of the Buddy Program are expected to perform the following tasks:   * Contacting the IS before their arrival in Moscow and providing them with requested information; * Meeting the IS at the aeroexpress station upon their arrival in Moscow, helping them get to their accommodation, assisting them with the process of settling in their dormitory; * Helping foreign students with paperwork (student ID, scholarship card, social card, voluntary health insurance, etc.); * Accompanying the IS to the health centre for a compulsory medical examination; * Answering the IS’s questions at any time of their stay in Moscow. |
| Total credits  *Credits per participant shall be calculated as: the duration in weeks \* the project’s workload in hours / 25* | Each Buddy gets 1 credit for a semester of activity, where they need to have been a Buddy for at least 1 international student.  The maximum amount of credits a Buddy can get for the 2022/2023 academic year is 2. |
| Final assessment format | Pass/fail |
| Format of results subject to assessment | * A report written by the Buddy describing their interactions with the IS; * A picture of the Buddy and there is together (Screenshots of chat messages in case of online-only assistance) |
| Formula for resulting grade, possible assessment criteria, including all requirements and parameters | Buddies are assessed based on:   * Satisfaction of the Buddy coordinator with the results of the Buddies’ work: pass/fail; * Satisfaction of the assigned IS with the results of the Buddies’ work: pass/fail; * The absence of justified complaints about the work of the Buddy. |
| Retakes in case of unsatisfactory grades | Yes |
| Anticipated educational outcomes of the project | Arriving international students receive assistance with administrative matters.  Members of the Buddy Program get to improve their social and intercultural skills. |
| Special aspects of the project implementation: territory, time, information resources, etc. | No |
| Recommended educational programmes | All educational programmes |
| Students submits a CV (resume) | No |
| Students submit a motivation letter | No |