For practical training in the form of a project (initiated by an employee of the National Research University Higher School of Economics )1

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| Type of practical training  element | *Project* |
| If project, type of project | *Service* |
| Project Name | HSE career searchers |
| Project initiator unit | *International Students and Graduates*  *Support and Career Centre* |
| Project Manager | *Antonina Mikhailovna Kvachuk* |
| Main place of work of the project manager at the National  Research University Higher School of Economics | *International Students and Graduates Support and Career Centre* |
| Contacts of the manager (e-mail  address) | [*akvachuk@hse.ru*](mailto:akvachuk@hse.ru) |
| Project co-leaders from the National Research University  Higher School of Economics *(if available)* | *-* |
| Contacts of co-leaders from NIU  HSE (e-mail address) | *-* |
| Main project idea / description of the problem to be solved | The Centre analyses information on the career development of international alumni. In order to increase the range of search resources and to find the most complete, reliable and up- to-date information, the Centre requires the assistance of students who are native speakers of common languages to search for data within  their language segments. |
| Purpose and objectives of the project | Search of information on career tracks of  International alumni of the National Research University Higher School of Economics. |
| Project assignment | Search for jobs for foreign graduates of the  National Research University Higher School of Economics. |
| Planned project results, special  or functional requirements for the result | The results should be presented in a summary  table with the search totals presented (current jobs and positions listed). |
| Project start date | *1.11.2023* |
| Project end date | *20.12.2023* |
| Labour intensity (hours per  week) per participant | *10* |

1 Implementation of projects initiated by an employee of HSE with the involvement of partner organisations is not excluded.

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| Estimated number of participants (vacancies) in the project team | 4 |
| Titles of vacancies (roles), brief description of tasks for each vacancy, number of credits and selection criteria for project participants *(if the nature of work for all participants is the same, one vacancy is described)*  *Credits per 1 participant are calculated according to the formula: duration in weeks \* project labour intensity in hours*  */ 25* | *Vacancy #1:*  Tasks: search for information in Chinese language / in the Chinese segment of the Internet;  Number of credits: 2  Selection criteria for the vacancy: knowledge of Chinese at native level, developed analytical skills, attention to details, skills in using social networks, search engines, confident excel user.  *Vacancy #2:*  Tasks: search for information in Arabic / Middle Eastern segment of the internet;  Number of credits: 2  Selection criteria for the vacancy: native Arabic language skills, well-developed analytical skills, attention to details, social media skills, search engines, confident excel user.  *Vacancy #3:*  Tasks: search for information in Hindi / Indian internet segment  Number of credits: 2  Selection criteria for the vacancy: native Hindi proficiency, well-developed analytical skills, attention to details, social media skills, search engine skills, confident excel user.  *Vacancy #4:*  Tasks: search for information in French / in the French-speaking segment of the Internet ;  Number of credits: 2 |

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|  | Selection criteria for the vacancy: knowledge of French at native level, well-developed analytical skills, attention to details, skills in using social networks, search engines, confident excel user. |
| Total number of credits | *8* |
| Form of final control | *Credit* |
| Format of presentation of results  to be assessed | *Completed summary table* |
| Results assessment formula, possible criteria for assessing the results, specifying all  requirements and parameters | 20% - adherence to deadlines, timely provision of information  80% - completeness and relevance, reliability of the information found. |
| Possibility of retakes in case of  an unsatisfactory grade | *no* |
| Expected educational outcomes of the project | Developing organisational and analytical skills: time management, attention to detail,  analysis of large data sets. |
| Specifics of project implementation: territory, time, information resources, etc. | The office of the International Student and Alumni Support and Career Centre is located at 11 Pokrovsky Boulevard, D626.  The work assumes a remote format using various search resources (various websites, local and international social networks). A contract and financial remuneration are also expected. |
| Recommended educational  programmes | - |
| Student CV required | *Yes* |
| A student's motivated letter is  required | *Yes* |