**Template Agreement for Practical Training of Students**

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| --- | --- |
| Insert text | Место для ввода даты. |

*Option 1 (agreement with a legal entity)* National Research University Higher School of Economics, hereinafter “HSE University”, legally represented by Insert text, acting pursuant to Power of Attorney, No. Insert text, dated Место для ввода даты., on the one hand, and Insert text, hereinafter, “Industry-Specific Organisation”, represented by Insert text, acting pursuant to Power of Attorney No. Insert text, dated Место для ввода даты., on the other hand, hereinafter individually referred to as a “Party” and collectively as the “Parties”, have entered into this Agreement for Practical Training of Students (hereinafter, the “Agreement”) as follows:

*Option 2 (agreement with an individual entrepreneur)*

National Research University Higher School of Economics, hereinafter “HSE University”, legally represented by Insert text, acting pursuant to Power of Attorney, No. Insert text, dated Место для ввода даты., on the one hand, and Individual Entrepreneur Insert text, hereinafter, “Industry-Specific Organisation”, acting pursuant to entry No. Insert text in the Unified State Register of Individual Entrepreneurs (OGRNIP), on the other hand, hereinafter individually referred to as a “Party” and collectively as the “Parties”, have entered into this Agreement for Practical Training of Students (hereinafter, the “Agreement”) as follows:

*Option 3 (agreement with a notary / lawyer / media founder)*

National Research University Higher School of Economics, hereinafter “HSE University”, legally represented by Insert text, acting pursuant to Power of Attorney, No. Insert text, dated Место для ввода даты., on the one hand, and Insert text, hereinafter, “Industry-Specific Organisation”, acting pursuant to License No. Insert text, on the other hand, hereinafter individually referred to as a “Party” and collectively as the “Parties”, have entered into this Agreement for Practical Training of Students (hereinafter, the “Agreement”) as follows:

1. **Subject of the Agreement**
   1. The subject of this Agreement is the organisation of practical training for Insert text , HSE University student(s) of Выберите элемент. year of study pursuing a Уровень обучения. degree programme Insert text in the field of study I Insert text, (hereinafter, the “student” or “students” and “internship”, respectively).
   2. The duration of the student internship will be from Место для ввода даты.to Место для ввода даты..

*Option 1 (applicable for on-site internships).*

1.3. The components of the degree programme in the form of an internship will be delivered with the use of the premises owned by the Industry-Specific Organisation located at the address: Insert text.

*Option 2 (applicable for remote internships)*

* 1. The components of the degree programme in the form of an internship will be delivered remotely, without the use of the premises owned by the Industry-Specific Organisation. As per Part 4 Art. 16 of Federal Law No. 273-FZ "On Education in the Russian Federation," dated December 29, 2012, the place of business of HSE University will be deemed as the location where the educational activities are carried out whenever an internship is held remotely.

*Option 3 (applicable for blended/hybrid formats)*

1.3. The components of the degree programme in the form of an internship will be delivered with the use of the premises owned by the Industry-Specific Organisation located at the address: Insert text.

The components of the degree programme in the form of an internship can also be delivered remotely, without using the premises owned by the Industry-Specific Organisation. As per Part 4 Art. 16 of Federal Law No. 273-FZ "On Education in the Russian Federation," dated December 29, 2012, the place of business of HSE University will be deemed as the location where the educational activities are carried out whenever an internship is held remotely.

1. **Rights and Obligations of the Parties**
   1. HSE University is obligated to:
      1. appoint an internship supervisor at HSE University, who will:
         1. organise educational activities in the form of an internship while implementing the degree programme components;
         2. organise the participation of students in certain types of work pertaining to their future professional activities;
         3. provide methodological support to the University’s student(s) during the completion of certain types of work, which are relevant to their future professional activities;
         4. take responsibility, jointly with the responsible staff member at the Industry-Specific Organisation, for the implementation of the degree programme components through an internship, as well as for the health and safety of both HSE University staff and students, and their compliance with fire safety requirements, occupational health and safety rules, safety techniques, disease control and prevention requirements, and hygienic norms;
      2. if the internship supervisor is replaced, inform the Industry-Specific Organisation of the personnel change within a 10-day period;
      3. designate within the class timetable the various types of learning activities, practical internships, and other components of the degree programme that HSE University students must master through an internship, including the place and time for carrying them out;
      4. second HSE University student(s) to the Industry-Specific Organisation for the pursuit of the degree programme components through an internship.
   2. The Industry-Specific Organisation is obligated to:
      1. create the conditions for delivering the degree programme components through an internship, and, unless otherwise stipulated in Clause 1.3 of this Agreement, give students access to the equipment and technical facilities necessary for the learning process in the volume required for them to carry out certain types of work pertaining to their future professional activities;
      2. designate a responsible individual, who meets the requirements of Russian Federation labour law for engaging in teaching activities, from among the Industry-Specific Organisation's staff, who will support the organisation and implementation of the degree programme components in the form of an internship on the part of the Industry-Specific Organisation;
      3. verify that the designated responsible staff member has the relevant qualifications required under Russian Federation labour law to engage in teaching activities, and obtain written warranties and representations of said qualifications from the responsible staff member for submission to HSE University, using the University's standard template form (Annex 1 hereto);
      4. if the individual designated in accordance with Clause 2.2.2 is replaced by another individual, inform HSE University about the personnel change within a 10-day period, and ensure that the newly designated individual provides representations and warranties in accordance with Clause 2.2.3;
      5. guarantee safe conditions for the implementation of the degree programme components in the form of an internship, including compliance with fire safety requirements, occupational health and safety rules, safety techniques, disease control and prevention requirements, and hygienic norms;
      6. carry out assessments of labour conditions at workplaces to be utilised during implementation of the degree programme components in the form of an internship, and inform the HSE University leadership about labour conditions and occupational health and safety requirements at such workplaces;
      7. familiarise HSE University students with the internal labour regulations in effect at the Industry-Specific Organisation;
      8. conduct occupational health and safety orientation sessions for HSE University students and verify that students are properly adhering to safety techniques;
      9. inform the internship supervisor at HSE University about any and all instances of breaches of internal labour regulations, occupational safety standards, and safety techniques in place at the Industry-Specific Organisation, committed by HSE University students.
   3. HSE University is entitled to:
      1. monitor the compliance of conditions for the implementation of the degree programme components through an internship to ensure that they meet the provisions of this Agreement;
      2. request information concerning the organisation of the internship, including the quality and overall volume of completed work related to the students' future professional activities;
      3. require that the designated responsible person at the Industry-Specific Organisation submit their warranties and representations form in accordance with Clause 2.2.3.
   4. The Industry-Specific Organisation is entitled to:
      1. require that HSE University students follow the Industry-Specific Organisation’s own internal labour regulations, occupational health and safety requirements, and confidentiality provisions, as well as undertake necessary measures to preclude situations that could result in the disclosure of confidential information;
      2. suspend the implementation of the degree programme components through an internship with respect to a given HSE University student if they are found to have violated their obligations and/or the relevant confidentiality provisions during the period of their internship.
2. **Term of the Agreement**
   1. The Agreement will come into effect upon its signing and remain valid until Место для ввода даты..

*A retrospective effect clause can be added if needed (if the date of signature is later than the date of commencement of the internship).*

* 1. This Agreement applies to all relations between the parties established before its effective date, namely from Место для ввода даты., in accordance with Article 425 of the Civil Code of the Russian Federation.

1. **Final Provisions**
   1. Any disputes and/or disagreements that may arise between the Parties in the course of performing the terms of this Agreement will be resolved by means of negotiations.
   2. If settlement of disputes through negotiation is unfeasible, such disputes will be subject to review by a court of law.
   3. Any amendments to this Agreement may be executed upon to the Parties' mutual consent, in writing and in the form of addenda to the Agreement, which will be considered an integral part hereof.
   4. This Agreement can be terminated upon the Parties' mutual consent, by a court order, or through either Party's unilateral withdrawal from this Agreement. The Party that initiates unilateral withdrawal from this Agreement will inform the other Party about this at least 2 (two) months in advance.
   5. All messages, warnings, notifications, statements, and other legally significant correspondence or communications (hereinafter collectively referred to as the "Communications" or a "Communication") of the Parties made in the course of the performance of the Agreement shall be sent by the Parties in written form by electronic mail (email) or by registered mail with notification of delivery via general use postal services operators (hereinafter referred to as the "Postal Services"), as well claims and complaints mailed together with lists of enclosures, to the addresses indicated in Clause 5 of the Agreement, or shall be hand delivered by express courier service against signature to the authorised representative of the respective recipient Party.
   6. This Agreement has been drawn up in 2 (two) original copies of equal legal force, with one copy for each Party.
   7. This Agreement has the following attachments, which shall constitute an integral part hereof:

Annex 1. Sample Warranties and Representations Form for Responsible Staff Member

1. **ADDRESSES, BANKING DETAILS, AND SIGNATURES OF THE PARTIES**

|  |  |
| --- | --- |
| **Industry-Specific Organisation:** | **HSE University:**  National Research University Higher School of Economics |
| Location:  Insert text: | Location:  Moscow, 101000, Russia  20 Myasnitskaya Ulitsa |
| Выбрать Insert number | OGRN: 1027739630401 |
| Contact person: Insert text  Contact phone number: Insert text  Contact email: Insert text | Contact person: Insert text  Contact phone number: Insert text  Contact email: Insert text |
| Insert text: | Insert text: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_/Insert text /  affix seal here | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Insert text  affix seal here |

Annex 1

to the Agreement for Practical Training of Students

Template form

-------------start of template form------------

**REPRESENTATIONS AND WARRANTIES**

by the **designated staff member** of the Industry-Specific Organisation responsible for organising the delivery of the degree programme components through an internship at the Industry-Specific Organisation

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| --- | --- |
|  | \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_ |

1. 1. For the purposes of ensuring safe conditions for the completion of an internship by HSE University students at the Industry-Specific Organisation – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

indicate an abbreviated name for the Industry-Specific Organisation

(hereinafter, the “Industry-Specific Organisation”) (Articles 28 and 41 of Federal Law No. 273-FZ “On Education in the Russian Federation,” dated December 29, 2012, terms of the Agreement for Practical Training concluded between HSE University and the Industry-Specific Organisation)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(indicate full name)

having been designated as the corporate officer responsible for the implementation of the internship components of the degree programme on the part of the Industry-Specific Organisation,

in accordance with Article 431.2 of the Civil Code of the Russian Federation, hereby warrant and represent to HSE University that I do not have any disqualifying conditions restricting my ability to conduct educational activities, namely:

I have not been deemed ineligible or disqualified from engaging in teaching activities in line with a court ruling that has come into legal effect;

I do not now have, nor have I ever had, any criminal convictions, nor have I been subject to criminal prosecution (with the exception of termination of criminal prosecution on exonerative grounds) for crimes against a person’s life and health, freedom, honour and dignity (with the exception of unlawful admission to a medical institution that provides inpatient psychiatric care and cases of slander), a person’s sexual integrity and freedom, against the family and minors, the health and public morality of citizens, the fundamental principles of the constitutional system, and human peace and safety, as well as against public safety and security;

I do not have any unexpunged or outstanding convictions for any premeditated serious or especially grave offences;

I have not been deemed legally incompetent in accordance with the procedures established by federal law;

I do not suffer from any ailments that are included in the list of occupational hazards and hazardous operations, the performance of which requires mandatory preliminary and periodic medical examinations (check-ups).

1. HSE University shall rely on the aforementioned warranties and representations of the designated responsible staff member and deem them as being material for the implementation or termination of the Agreement for the Practical Training of HSE University Students between the University and the Industry-Specific Organisation.
2. I am hereby obligated to promptly inform HSE University in writing (as early as I have been made aware thereof) about any issue, instance, grounds, and/or circumstances (including failure to take action) that may represent a violation of any of these warranties and representations, which may arise or of which I may become aware after the conclusion of the Agreement for the Practical Training of HSE University Students between HSE University and the Industry-Specific Organisation, and up until the expiration of said Agreement.
3. For the purposes of ensuring HSE University's compliance with the requirements of normative legal acts, orders of federal authorities, municipal decisions, and instructions and enquiries on the part of the authorities and officials performing individual functions and exercising powers of the founder of HSE University, carrying out control, oversight, and monitoring activities and other verification measures in relation to HSE University, including audits, as well as enforcing HSE University’s oversight with respect to persons coming into direct contact with minors by virtue of their professional activities, I hereby give my consent to the University for the implementation by the latter, starting from the date that these warranties and representations are signed and throughout the term of validity of the Agreement for the Practical Training of HSE University Students between the University and the Industry-Specific Organisation, of the recording, systematisation, accumulation, storage, update, retrieval, use, and transmission (exclusively, within the scope of the stated objectives) of my personal data, contained in these warranties and representations, including via means of the automation of data. This timeframe shall not impose any limitations on the University in regards to the organisation of the archival storage of documents containing personal data, including in electronic (digital) formats.

I hereby consent to the anonymisation, blocking, erasure, and destruction of said personal data in those instances when this is necessary and/or possible for the attainment of the stated objectives.

I am aware that I may withdraw my consent for the processing of my personal data by submitting a written request to HSE University, providing substantiated reasons for such a withdrawal.

The designated staff member responsible for the organisation of the internship components of the degree programme at the Industry-Specific Organisation:

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(indicate full name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature/initials and last name

Date: [month] [day], 20\_\_

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|  |  |
| --- | --- |
| **Industry-Specific Organisation:** | **HSE University:** |
| Insert text: | Insert text: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_/Insert text/  affix seal here | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Insert text/  affix seal here |