*Annex 1 to Internship Programme*

*for MP “Economics, Politics and Business in Asia”*

Federal State Autonomous Educational Institution

for Higher Professional Education

National Research University Higher School of Economics

**GRADUATION INTERNSHIP PROGRAMME**

for the Educational Master Programme “HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia”

in the area of study 41.04.01 “Foreign Area Studies”

|  |  |
| --- | --- |
| Author  | Author Shcherbakov, DenisAssociate Professor at Faculty of World Economy and International Affairs |
| ECTS credits | 9 |
| Duration of internship in academic and contact hours | 342 academic hours, including 2 contact hours (7 weeks) |
| Year | 2nd year |
| Type of Internship Study | Professional |

# General provisions

## 1.1 Goals and objectives of the Graduation internship

**Graduation internship goal** is the professional competencies consolidation and development in terms of the research activities, including institutional and managerial activity and expert-analysis work.

The consolidation and enhancement of student’s theoretical training is exercised in pursuit of GI along with the practical skills development and improvement, together with the experience of independent research and practically-oriented work in the field of international relations, business administration in conjuncture with international cooperation and other related spheres.

**Graduation internship objectives** are:

* Consolidation of the theoretical knowledge obtained during the period of education;
* Basic practical (technical) skills development in addressing the particular challenges which are typical for the research work and/ or projects issued;
* Formation of a system for the reflection mastering of professional competencies under the given educational standard;
* Developing students' skills of presenting the results of professional activity.

## 1.2 The place of the Graduation internship in the structure of educational programme

GI is comprised within the Block “Internship”.

In accordance with the approved curriculum of the MP “HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia”, GI is to be taken during the second year of studies (in 3rd module within any 7 weeks between mid-January and mid-March, the exact dates are set each year by RUE). At the same time, GI takes place in parallel with the preparation of the Graduation Thesis. Within GI’s framework a student has an opportunity to accumulate the necessary empirical material. The basis of the GI is the knowledge gained from the disciplines of the MP ““HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia” curriculum for 1-4 modules of the 1st year and 1-2 modules of the 2nd year.

For the successful GI implementation student is required to:

**Know:**

* The history and theory of international relations and business administration in terms of their projection towards the research, scientific, expertise and analytic activities;
* Fundamental means of international negotiations implementation;
* Core patterns and tendencies of world political and economic processes.

**Be able to:**

* Implement the written and verbal communication over the professional topics, including the ability to build correct logically constructed oral and written speech which in turn is supported by the argument;
* Implement the social interaction based on the legal norm adopted in society;
* work with different sources of information;
* use methods of international relations modern science, including its implementation into the research;
* implement the selection of credible information, including the verification and process of the information acquired;

**Posses:**

* the skill of social interaction, cooperation and social conflict resolution;
* skills of scientific, expertise-analytical research of business administration , foreign policy dynamics and international relations;
* fundamental skills of conducting the negotiations

To complete the GI is necessary for a student to be admitted for the defense of the Graduation Thesis.

**1.3 Method of conducting the Graduation Internship**

Graduation Internship may be taken in the:

1. Specialized structural units of the HSE, including research divisions and departments, including the Faculty of World Economy and International Affairs, but external to the MP “HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia”.

2. Third-party Organizations, Russian and / or foreign, municipal, public, commercial and noncommercial enterprises, institutions connected to programme’s profile, the content of which corresponds to professional competencies, developed within educational programme, conducting historical, political, economic, and other studies, primarily in the field of international relations or business administration, or studies similar in structure and subject, or conducting practical activities with foreign partners.

The place of GI may be:

- specialized government and non-government institutions involved in economic, political, historical, and cultural studies (specialized institutes and units of the Russian Academy of Sciences, the INF, the Ministry of Foreign Affairs, the Ministry of Economic Development of the Russian Federation and others, including the research departments of the Higher School of Economics and the academic departments of the faculty of world economy and world politics, leading research activities);

- large private firms, as well as branches of foreign firms specializing in economic, political, cultural, and other studies;

- non-specialized firms and institutions with departments for the study of international relations and conducting specific studies, as well as conducting practical activities with foreign partners.

GI is carried out in two ways: stationary or visiting. GI in stationary way is taken in organizations located on the territory of Moscow or surrounding regions in the availability of transport and do not require the temporary relocation of a student. Internship in visiting way is carried out if the organization is located outside the areas mentioned above.

From among academic personnel belonging to the Faculty of the World Economy and International Affairs of HSE the Head of Internship at HSE University is appointed. The Head of Internship at HSE University develops Individual Tasks (Annex 1) for the students to perform during the period of GI. The content of the GI, determined by the individual task, should be relevant to the students' field of study and to the theme of the Graduation Thesis.

Before the beginning of the term of the GI, depending on the requests of students, who needs in the place of the GI, the Head of Internship at HSE forms a database of institutions, organizations, enterprises for the Internship.

To pass a GI in any third-party organization, an agreement on practical training (Annex 5 or 6) is necessarily concluded between it and HSE. An alternative to the contract can also be an exchange of offer and acceptance letters (Annex 7 or 8) between HSE and the organization. To manage the GI conducted in third-party Organizations, the Head of Internship at HSE and the Head(s) of Internship from among the employees of this Organization (hereinafter referred to as the Head of Internship of the third-party Organization) are appointed. Responsibilities of the Head of Internship of the third-party Organization are set out in the contract/agreement with the Organization.

From the moment a student is enrolled as an intern for a job he becomes a subject to the rules of labor protection and the internal rules in force at the enterprises, institutions and organizations.

Students can independently search for places of GI, coordinating the place of passage with the Head of internship at HSE.To assess this work as the GI the work should be consistent with following provisions:

- an agreement on practical training (Annex 5 or 6) is necessarily concluded between the Organization and HSE, an alternative to the contract can also be an exchange of offer and acceptance letters (Annex 7 or 8) between HSE and the Organization;

- duration of the work must be at least 7 weeks;

- work must be relevant to the students' field of study and to the theme of the Master Thesis;

- after the work student should provide the Head of Internship at HSE with necessary Internship reporting forms (see p. IV below). These forms should be submitted till mid-March of the 2nd year of studies.

The work will be assessed as the GI on the basis of Internship report (Annex 2) and the Review of Internship from the student' s supervisor in Organization with assessment, signed by the authorized person of the Organization (director of the Organization, head of department, supervisor, etc.).

As one of the methods of the Graduation internship in visiting way the GI may be carried out in Asia region during studying at the Kyung Hee University at the second and the third semesters of MP on the bases of the agreement between HSE and KHU. In this case, a student at his or her free time may work in municipal, public, commercial, and noncommercial enterprises, institutions and organizations, as well as structural units of foreign universities of the Republic of Korea or in another student's country of specialization. Student should coordinate his work with the Academic supervisor of the MP and the Head of Internship at HSE (before the beginning of this employment).

Work in a foreign organization can be assessed as the Graduation internship by the decision of the Attestation commission of the programme, provided that this activity corresponds to the competencies and goals of the Graduation internship at the MP.

**1.4 Form of the Graduation Internship**

GI is carried out discretely in accordance with internship kinds, by means of selecting the continuous period in calendar training schedule. GI involves students performing analytical tasks in organizations: assistance in conducting research, assistance in project work, where data collection and primary processing are required.

# List of expected educational outcomes during the conduct of GRADUATION internship in respect to expected outcomes prescribed by the educational programme (competencies)

The process of GI implementation is targeted to the formation of the following competencies:

Table 1

|  |  |  |
| --- | --- | --- |
| Code of competency  | Competency formulation  | Professional tasks for which the competency is required in order to be solved |
| УК – 1  | Able to carry out a critical analysis of problematic situations based on a systematic approach and to develop a strategy of action  | All professional tasks |
| УК - 6 | Able to determine and implement the priorities of his / her own activity and ways to improve it on the basis of self-assessment | All professional tasks |
| ОПК - 1 | Able to build professional communication in foreign language(s) in a multicultural environment based on the use of various communication technologies and taking into account specifics of the business culture of Russia and foreign countries | All professional tasks |
| ОПК - 8 | Able to develop proposals and recommendations for realization of applied research and for consulting | Analytical, expert, research and consulting tasks |
| ПК – 4 | Able to carry out expert analysis and assessment at various stages of the implementation of research projects in the field of foreign regional studies and country studies | Scientific and research tasks |
| ПК – 8 | Able to determine the goals of the educational process, the choice of educational technologies and methods of assessing the result of the educational process in the field of regional studies and country studies | Organizational and pedagogical tasks |
| ПК – 10 | Able to organize the work of small teams of executors in the process of solving specific professional tasks in the field of his / her country / regional specialization | Organizational, scientific and research tasks |
| ПК – 12 | Able to independently interpret and give valid assessment of various scientific interpretations of regional events, phenomena and concepts in the national, interregional and global contexts | Analytical, expert, research and consulting tasks |

# STRUCTURE AND CONTENT OF GRADUATION INTERNSHIP

The total complexity of Graduation Internship is 9 credits, 7 weeks

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| № | Types of Graduation Internship | Activity content | Formed competencies |
| 1 | Analysis of the structure and directions of activity of the Organization | The study of the normative basis in relation to functional purpose of the Organization, mode of operation, office work, the structure of the Organization | ОПК – 1, ПК – 4 |
| 2 | The solving of current work tasks | The execution of individual work tasks and assignments of the head practice of the Internship in the Organization and participation in the preparation and implementation of planned activities in the Organization according to its business plan | УК – 1, УК – 6, ОПК – 1, ОПК – 8, ПК – 10 |
| 3 | Forecasting the dynamics of the main socio-economic indicators of the Organization and economy of the region of interest | Collection and compilation of research materials and elaboration of analytical model for the research of the region of interest / regional studies aspects for preparation of thesis paper (VKR) | ОПК – 8, ПК – 4, ПК – 12 |
| 4 | Preparation of an internship report | Collection and compilation of material necessary for the preparation of internship reporting documents | УК – 6, ПК – 4, ПК – 8 |

# GRADUATION INTERNSHIP REPORTING FORMS

After completing the GI a student must submit the internship documentation within 5 working days after its final day[[1]](#footnote-1), but no later than 3rd module session period ends (in accordance with the Academic calendar):

A. Internship report (Annex 2);

Report structure:

1. Introduction (the section should contain the goals and objectives of the internship)

2. The informative part.

3. Performed individual task (Annex 1).

4. Conclusion (including self-assessment of competence development)

5. Applications[[2]](#footnote-2) (graphs, diagrams, tables, algorithms, illustrations, etc.).

The content of the informative part must include the following sections:

1. Brief description of the organization (place of internship) with a description of the field of activity, organizational structure, and economic indicators.

2. Description of professional tasks solved by the student during internship (in accordance with the goals and objectives of the internship programme and individual task).

B. Confirmation of Providing Instructions at a Company to a Student (Annex 3);

С. Review of internship from the student' s supervisor with assessment, signed by the Head of Internship of the third-party Organization (Annex 4). The review of the Head of Internship of the third-party Organization with the assessment is signed directly by the supervisor / curator of the student. The signature is sealed by the Organization' s stamp (if possible).

D. Internship Agreement on providing internship(s) for student(s) (Annex 5 or 6) or Internship offer and acceptance letters (Annex 7 or 8)

The internship report is completed exclusively by a student. Any visuals can be attached to the report, showing intermediate and final results of the tasks performed.

#  INTERIM EXAMINATION IN GRADUATION Internship

Interim examination of the GI is carried out in the form of exam. The exam is carried by the Head of the Internship at HSE in the form of an assessment of internship documentation provided by a student. The rating is set on a 10-point scale.

**5.1 Criteria and evaluation scale for interim examination for Graduation Internship**

*Assessment criteria*. The grade is set by the Head of Internship at HSE on the cover page of the Internship Report and is based at the “10-point” approach to evaluating students’ knowledge. The grading system is based on completeness, detail, relevance, accuracy of information about the activities of the student during the GI, as well as the timeliness of the delivery of a package of documents. The resulting score is set in the statement. The Head of Internship at HSE evaluates the results of internship on the following approximate scale:

|  |  |
| --- | --- |
| **Score on а ten-point scale** | **Estimated content assessment** |
| 10- Brilliant9- Excellent8- Almost Excellent  | А full set of documents, all the documents were signed and authenticated properly. The purpose of the internship is fulfilled or three or more professional competencies are fully developed and applied in internship (numerous examples and results of activities are presented, with comments from representatives of the organization, which are evaluated in an expert manner). There are no negative comments from representatives of the enterprise or organization. |
| 7- Very good6- Good | The purpose of the internship is performed almost completely or partially developed and put into internship three or less professional competences (Briefly presented some examples and results of activities without comments from representatives of the organization, which are evaluated in an expert manner). Minor negative comments from representatives of the enterprise or organization. |
| 5- Very satisfactory4- Satisfactory | The purpose of the internship is partially or insufficiently developed and applied in internship three or less professional competencies. Multiple negative comments from representatives of the enterprise or organization. |
| 3-Bad2- Very bad1- Very unsatisfactory | The set of documents is incomplete. The purpose of the internship is not fulfilled. Serious negative comments from representatives of the enterprise or organization. |

The resulting grade is set by the formula:

***Gresult = 0,5·Greview + 0,5∙Gdoc****,* where

Greview – assessment for the work performed, done by the head of the internship of the organization according to the results of the student work (either on the cover page of the internship report or in the review),

*Оdoc* – assessment for the student’s report, done by the Head of Internship at HSE (on the cover page of the internship report).

The resulting grade is rounded arithmetically (≥0.5 = 1). The score is rounded towards the next integer.

**5.2 Assessment tools fund for interim examination of the Graduation Internship**

Individual tasks formed for each student before the beginning of GI in accordance with the tasks of the internship act as assessment tools for conducting interim assessment in internship.

# Literature and technology

**1.1 Main literature:**

1. Пижурин А.А. Методы и средства научных исследований: учебник / А.А. Пижурин, А.А. Пижурин (мл.), В.Е. Пятков. М.: ИНФРА-М, 2021. — 264 с. + Доп. материалы [Электронный ресурс]. – (Высшее образование: Бакалавриат). - ISBN 978-5-16-010816-2. – Текст: электронный. – URL: <https://proxylibrary.hse.ru:5263/catalog/product/1140661> (дата обращения: 23.12.2020). – Режим доступа: по подписке ВШЭ.

2. Радаев В.В. Как организовать и представить исследовательский проект: 75 простых правил. М.: ГУ-ВШЭ: ИНФРА-М, 2001. – 203 с. [available at the link: <https://publications.hse.ru/mirror/pubs/share/folder/vfda5vbm66/direct/74808941.pdf>]

**1.2 Additional literature:**

1. Основы научных исследований: учебное пособие / Б.И. Герасимов, В.В. Дробышева, Н.В. Злобина [и др.]. – 2-е изд., доп. М.: ФОРУМ: ИНФРА-М, 2020. – 271 с. – (Высшее образование: Бакалавриат). – ISBN 978-5-00091-444-1. – Текст: электронный. – URL: <https://proxylibrary.hse.ru:5263/catalog/product/1094113> (дата обращения: 23.12.2020). – Режим доступа: по подписке ВШЭ.

**1.3 Methodical recommendations of the faculty/EP**

1. Regulations on the Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of HSE. <https://www.hse.ru/mirror/pubs/share/direct/304903719>

**1.4 Databases, reference and retrieval systems:**

1. Web of Science – access: <http://proxylibrary.hse.ru:2048/login?url=http://isiknowledge.com/wos>

2. Scopus – access: <http://proxylibrary.hse.ru:2048/login?url=http://www.scopus.com>

3. EBSCO Information Services – access: <http://proxylibrary.hse.ru:2048/login?url=http://search.ebscohost.com/>

# DESCRIPTION OF THE MATERIAL AND TECHNICAL BASIS NECESSARY FOR GRADUATION internship.

No special technical support of the Graduation Internship required.

During the GI, students may use technologies, including computer simulations, computer-aided design and software development tools used in the specialized organization, Internet, etc.

Materials and software used during the GI are determined by the Head of the Internship and should be accessible for a student to successfully complete the approved internship task.

During the internship at HSE, students may use computer classes, а computer network, а library and other HSE equipment necessary for the students to complete the internship successfully.

During the internship in Organization in accordance with the internship agreement, students may use laboratories, classrooms, libraries, technical and other documentation, and computing equipment in organizations where they do internships necessary for them to complete the internship successfully.

# DESCRIPTION OF The GRADUATION Internship for students with disabilities and the disabled.

If there are special features or limitations due to health reasons or other objective factors which prevent the student from participating in the Graduation Internship, the student must inform the academic supervisor before the GI starts. The GI for students with disabilities and the disabled is organized taking into account the peculiarities of psychophysical development, individual capabilities, health status and other factors of a particular student.

Annex 1

to Graduation Internship Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

Federal State Autonomous Educational Institution of High Education

National Research University Higher School of Economics

Faculty of World Economy and International Affairs

INDIVIDUAL INTERNSHIP TASK

Student’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of study: 2nd

Field of study: 41.04.01 “Foreign Area Studies”

Master Programme: “HSE and Kyung Hee University Double Degree Programme in “Economics, Politics and Business in Asia”

Type of internship: Professional

Internship period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ till\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The goals of the internship are[[3]](#footnote-3): the professional competencies consolidation and development in terms of the research activities, including institutional and managerial activity and expert-analysis work.

The objectives of the internship are[[4]](#footnote-4): consolidation of theoretical knowledge obtained during the training;

development and consolidation of practical skills for performing analysis; development of practical (technical) skills in solving specific tasks typical of research and / or applied work in the field of training (qualification: master); developing students' skills of presenting the results of professional activity.

The content of the internship (issues for studying):

1. The study of the normative basis in relation to functional purpose of the Organization, mode of operation, office work, the structure of the Organization;
2. The execution of individual work tasks and assignments of the head practice of the Internship in the Organization and participation in the preparation and implementation of planned activities in the Organization according to its business plan;
3. Collection and compilation of research materials and elaboration of analytical model for the research of the region of interest / regional studies / business administration aspects for preparation of graduation thesis;
4. Collection and compilation of material necessary for the preparation of internship reporting documents.

The expected results:

1. Able to carry out a critical analysis of problematic situations based on a systematic approach and to develop a strategy of action;
2. Able to determine and implement the priorities of his / her own activity and ways to improve it based on self-assessment;
3. Able to build professional communication in foreign language(s) in a multicultural environment based on the use of various communication technologies and considering specifics of the business culture of Russia and foreign countries;
4. Able to develop proposals and recommendations for realization of applied research and for consulting;
5. Able to carry out expert analysis and assessment at various stages of the implementation of research projects in the field of foreign regional studies and country studies;
6. Able to determine the goals of the educational process, the choice of educational technologies and methods of assessing the result of the educational process in the field of regional studies and country studies;
7. Able to organize the work of small teams of executors in the process of solving specific professional tasks in the field of his / her country / regional specialization;
8. Able to independently interpret and give valid assessment of various scientific interpretations of regional events, phenomena and concepts in the national, interregional and global contexts.

The head of internship at HSE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The head of internship at Company / Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex 2

to Graduation Internship Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGH EDUCATION

NATIONAL RESEARCH UNIVERSITY

HIGHER SCHOOL OF ECONOMICS

FACULTY OF WORLD ECONOMY AND INTERNATIONAL AFFAIRS

MASTER PROGRAMME “HSE AND KYUNG HEE UNIVERSITY DOUBLE DEGREE PROGRAMME IN “ECONOMICS, POLITICS AND BUSINESS IN ASIA”

Field of study 41.04.01 “Foreign Area Studies”

STUDY YEAR \_\_\_ /\_\_\_\_

INTERNSHIP REPORT

*Student name (last, first), group*

Grade of the Head of Internship at HSE [[5]](#footnote-5)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(grade)*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(signature)*

The Head of internship at HSE

 MOSCOW 202\_

1. Introduction

The goals of the internship are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The Informative Part

2.1 Brief description of the organization (field of activity, indicators, etc.) and the functionality received by the student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2 Description of professional tasks solved by the student during internship (in accordance with the goals and objectives of the internship programme)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Conclusion (including self-assessment of competence development)

3.1 What new knowledge and skills did You acquire during the practice?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2 Your suggestions regarding the organizational and content side of the internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annex 3

to Graduation Internship Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

Form Confirmation of Providing

Instructions at a Company to a Student

**20\_\_\_\_**

**Подтверждение проведения инструктажа /**

**Confirmation of Providing Instructions at a Company to a Student**

Студент/-ка ФГАОУ ВО «Национальный исследовательский университет «Высшая школа экономики» *ФИО* / *Student’s name*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, studying at the National Research University Higher School of Economics,

обучающийся/-аяся на:

2-м курсе образовательной программы «Программа двух дипломов НИУ ВШЭ и Университета Кёнхи «Экономика, политика и бизнес в Азии» (направление 41.04.01 «Зарубежное регионоведение»), being a 2nd year master student of the “HSE and Kyung Hee University Double Degree Programme in “Economics, politics and business in Asia” programme (41.04.01 “Foreign Area Studies”),

направленный/-ая для прохождения учебной практики в \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*название организации)*, / assigned for a pre-graduation internship at \_\_\_\_\_\_\_\_(*company title)*

был/-ла ознакомлен/-на с: / was acquainted with:

* требованиями охраны труда / Occupational safety requirements
* требованиями техники безопасности / Safety instructions in the workplace
* требованиями пожарной безопасности / Fire safety instructions in the workplace
* правилами внутреннего трудового распорядка *организации* / Internal regulations of the company / organization

Руководитель практики от организации /

The head of internship from Company / Organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_

*должность / title ФИО и подпись / name and signature*

*первый день практики / 1st day of internship*

*дата / Date*

Annex 4

to Graduation Internship Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

Review of the Head of Internship at the Organization with the recommended grade (see instructions below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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Instructions for Review of the Head of Internship at the Organization.

The review of student’s work is drawn up at the end of the Internship by the Head (supervisor) of the Internship at the Organization.

First and last names, place of the Internship and the term of internship should be indicated.

The review should include:

* professional tasks performed by the student;
* completeness and quality of student’s work;
* student's attitude to the realization of tasks received during the Internship period;
* assessment of the formation of planned competencies

|  |  |  |
| --- | --- | --- |
| Code of competency  | Competency formulation  | Evaluation of formation of competencies[[6]](#footnote-6) |
| УК – 1  | Able to carry out a critical analysis of problematic situations based on a systematic approach and to develop a strategy of action  |  |
| УК – 6 | Able to determine and implement the priorities of his / her own activity and ways to improve it based on self-assessment |  |
| ОПК – 1 | Able to build professional communication in foreign language(s) in a multicultural environment based on the use of various communication technologies and considering specifics of the business culture of Russia and foreign countries |  |
| ОПК – 8 | Able to develop proposals and recommendations for realization of applied research and for consulting |  |
| ПК – 4 | Able to carry out expert analysis and assessment at various stages of the implementation of research projects in the field of foreign regional studies and country studies |  |
| ПК – 8 | Able to determine the goals of the educational process, the choice of educational technologies and methods of assessing the result of the educational process in the field of regional studies and country studies |  |
| ПК – 10 | Able to organize the work of small teams of executors in the process of solving specific professional tasks in the field of his / her country / regional specialization |  |
| ПК – 12 | Able to independently interpret and give valid assessment of various scientific interpretations of regional events, phenomena and concepts in the national, interregional and global contexts |  |
| **FINAL GRADE** |  |

* conclusions about the professional suitability of the student; if necessary - comments on his personal and professional qualities.

The review is signed by the Head of the Internship at the Organization and certified by the seal (if possible).

Annex 5

to Graduation Internship Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

**Template**

**Agreement for Practical Training of Students**

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_

National Research University Higher School of Economics, hereinafter “HSE University”, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 indicate full name of the signatory on behalf of HSE University

acting pursuant to Power of Attorney No. \_\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_, 20\_\_, on the one hand, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 indicate the name of the Industry-specific Organization

hereinafter “Industry-specific Organization”, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 indicate name of the signatory on behalf of the Organization

acting pursuant to Power of Attorney No. \_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, on the other hand, hereinafter individually referred to as a “Party” and collectively - as the “Parties”, have entered into this Agreement for Student Practical Training (hereinafter the “Agreement”) as follows:

1. **The Agreement's Subject**
	1. The subject of the Agreement is the organization of practical training for HSE University students (hereinafter “practical training”).
	2. Degree programmes, or components of degree programmes that require the organization of practical training for their implementation, total interns engaged in respective components of their degree programmes, and the timeframes for practical training shall be agreed upon by the Parties in the Schedule for Student Practical Training, a template for which shall be an integral part to this Agreement (Annex No. 1 hereto). The Schedule shall be approved by the Parties prior to the start of practical training and put in a template of an annex to the Agreement, constituting an integral part thereof. During the term of the Agreement, the Parties are entitled to draw up several Schedules applicable to different degree programmes (or components thereof).

**Select one of the two options, as listed in p. 1.3 below; the other one shall be thus deleted:**

*Option 1.*

1.3. The implementation of components of the degree programme, approved by the Parties in the Schedule for Practical Training (hereinafter the "degree programme components"), shall be carried out with the use of Industry-specific Organization's facilities, the list of which, as agreed upon by the Parties, is attached hereto as Annex No. 2. A list of facilities shall be approved by the Parties prior to practical training and put in a template as an annex to the Agreement, which shall constitute an integral part thereof.

*Option 2.*

* 1. The implementation of components of the degree programme, as agreed upon by the Parties as per the Schedule for Practical Training (hereinafter the "degree programme components"), shall be carried out remotely, without the use of the premises owned by the Industry-specific Organization. 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 shall be deemed as the location where the educational activities are implemented whenever practical training is held remotely.
1. **The Parties' Rights and Obligations**
	1. HSE University is obligated to:
		1. at least 10 (ten) working days prior to the start of the practical training for each degree programme component, submit to the Industry-specific Organization a list with the names of HSE University students, who are engaged in mastering the respective degree programme components through practical training;
		2. appoint a practical training supervisor at HSE University who will:
			1. ensure the delivery of practical training during the implementation of the degree programme components;
			2. organize the participation of students in the completion of certain types of works, which are relevant to their future professional activities;
			3. provide methodological support for HSE University students during the completion of certain types of work, which are relevant to their future professional activities;
			4. bear responsibility jointly with the staff member of the Industry-specific Organization charged with the implementation of the degree programme components in a form of practical training, for the health and safety of both HSE University staff and students, compliance with the fire safety rules, occupational safety requirements, safety techniques and sanitary/epidemiological rules and hygienic norms;
		3. should a practical training supervisor be replaced, inform the Industry-specific Organization about this within a 10-day period;
		4. delineate in a class timetable those types of learning activities, internships and other degree programme components, which shall be mastered by HSE University students in a form of practical training, e.g., place and timeframe for their implementation;
		5. second HSE University students to the Industry-specific Organization for the pursuit of the degree programme components in the form of practical training.
	2. The Industry-specific Organization is obligated to:
		1. foster the conditions for the implementation of the degree programme components in the form of practical training and, unless otherwise is stated in p. 1.3 of the Agreement, grant interns access to equipment and technical facilities for learning in an amount permitting the completion of certain types of work, as deemed relevant to the future professional activities of HSE University students;
		2. appoint a responsible officer, who meets the requirements of Russian labour legislation in terms of clearance for the engagement in teaching activities, from among the staff at the Industry-specific Organization, who will be overseeing the organization of the delivery of practical training on behalf of the Industry-specific Organization;
		3. confirm that the appointee meets requirements of Russian labour legislation with respect to their admission to teaching activities, guarantee the submission by the responsible staff member and transmission to HSE University of a written Representations and Warranties form, as developed by HSE University (Annex No. 3 to the Agreement);
		4. should a person appointed as per p. 2.2.2 of the Agreement be replaced with a new responsible officer, within a 10-day period, inform HSE University about this, and thus ensure the receipt from the new appointee the Warranties and Representations form, as per p. 2.2.3 of the Agreement;
		5. ensure safe conditions for the implementation of the practical training components, compliance with the fire safety regulations, occupational safety requirements, safety techniques and sanitary/epidemiological rules and hygienic norms;
		6. carry out evaluations of job conditions at workplaces, utilized for the implementation of the practical training components, as well as inform HSE University's head about the labour conditions and occupational safety requirements in effect at said workplaces;
		7. familiarize HSE University students with the internal labour regulations in place at the Industry-specific Organization;
		8. conduct orientations for HSE University students with respect to occupational safety and safety techniques, as well as oversee that interns observe said techniques;
		9. inform the practical training 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 Organization, committed by HSE University students.
	3. HSE University is entitled to:
		1. monitor that the conditions for the implementation of the practical components of the degree programme are aligned with the Agreement's terms;
		2. request information in regards to the organization of practical training, including the quality and volume of completed work, as deemed relevant to the interns' future professional activities;
		3. demand that the Industry-specific Organization's responsible staff member present written Representations and Warranties, as per p. 2.2.3 of the Agreement.
	4. The Industry-specific Organization is entitled to:
		1. request that HSE University students follow internal labour regulations, occupational safety standards and safety techniques and confidentiality requirements in place at the Industry-specific Organization, as well as undertake all necessary steps to avert situations when disclosure of confidential information is likely;
		2. should breaches of their obligations or confidentiality requirements be identified during the practical training period, as committed by a student, the implementation of the practical training components shall be suspended with respect to said learner.
2. **The Agreement's Term**
	1. The Agreement shall come into effect upon its signing and remain valid for \_\_\_\_\_\_\_ (\_\_\_\_\_\_\_) year(s).
3. **Final Provisions**
	1. Disputes and disagreements, which may arise between the Parties during the implementation of this Agreement’s terms, shall be settled through negotiation.
	2. If settlement of disputes through negotiation is unfeasible, such disputes shall be subject to review by court.
	3. Amendments to the Agreement shall be made upon to the Parties' mutual consent, in writing and in the form of addendums to the Agreement, thus be made an integral part thereof.
	4. The termination of the Agreement is possible upon the Parties' mutual consent, by court order, or through either Party's withdrawal from the execution of this Agreement. The Party that initiates unilateral withdrawal from this Agreement's performance must inform the other Party about this at least 2 (two) months prior to the Agreement's termination.
	5. All notices, warnings, notifications, representations and other legally significant messages (hereinafter collectively known as “messages”) exchanged by the Parties during this Agreement's implementation shall be sent by the Parties in writing by e-mail or regular post service (hereinafter “via post” registered letters with notice upon delivery, in case of sending a claim - with a list of attached documents, to the addresses indicated in Section 5 herein, or delivered by courier to the industry-specific Organization's authorized representative against his/her signature.
	6. This Agreement is drafted in 2 (two) copies, with 1 (one) copy for each Party. All copies shall bear equal legal force.
	7. This Agreement has the following attachments, which shall constitute an integral part hereof:

Annex No. 1 - Sample Schedule for Practical Training of Student;

Annex No. 2 - Sample List of Facilities for the Implementation of the Degree Programme Components during the Student Practical Training;

Annex No. 3 – A Sample Warranties and Representations Form for Responsible Staff Member.

1. **The Parties' Addresses, Bank Details and Signatures:**

|  |  |
| --- | --- |
| Industry-specific Organization: *Name**Location*[*INN*] [*KPP*]Contact person: *full name, position*]Telephone: [ *telephone number* ]E-mail: [ *e-mail*] | HSE University: National Research University Higher School of Economics Location: 20 Myasnitskaya UlitsaMoscow, Russia, 101000INN 7714030726 KPP 770101001 |
| Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name/seal | Contact person: *full name, position*]Telephone: [ *telephone number* ]E-mail: [ *e-mail*]Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name /seal |

Annex 1

to Agreement for Practical Training

Template

dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_

**Schedule for Practical Training of Students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.**  | **Type, level and field of study / specialization / degree programme's title** | **Degree programme's component** | **Total students** | **Timeframe for practical training (from \_\_\_ until\_\_\_)** |
|  |  |  |  |  |
|  |  |  |  |  |

Overall timeframe for practical training: from \_\_\_\_\_\_ until \_\_\_\_\_\_\_.

Total interns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Industry-specific Organization:** ***Name*** | **HSE University:**  |
| Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name/seal | Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name /seal |

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|  |  |
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|  |  |
|  |  |

Annex 2

to Agreement for Practical Training

Template

**List of Facilities Used**

**in the Implementation of the Practical Components of Degree Programmes for Students**

|  |  |
| --- | --- |
| **Address of place designated for practical training** | **No. of premises** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Industry-specific Organization:** ***Name*** | **HSE University:**  |
| Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name/seal | Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name /seal |

--------------end of template--------------

Annex 3

to Agreement for Practical Training

Template

**WARRANTIES AND REPRESENTATIONS**

**of responsible staff member** in charge of the implementation of practical components of degree programmes at the Industry-specific Organization

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

1. For the purposes of ensuring safe conditions for practical training of HSE University students at the Industry-specific Organization

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

short name of the Industry-specific Organization

(hereinafter the "Organization") (art. 28, 41 of Federal Law No. 273-FZ "On Education in the Russian Federation", dated December 29, 2012, provisions of the Agreement for Practical Training signed between HSE University and the Organization),

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

full name

having been appointed as the responsible staff member for the implementation of the practical components of degree programmes on the part of the Industry-specific Organization,

 as defined by art. 431.2 of the Civil Code of the Russian Federation, hereby warrant and represent to HSE University that I am not subject to any restrictions in terms of my clearance to engage in the implementation of education activities, namely:

I am not deprived of the right to engage in teaching activities as per a court verdict that is in force;

I do not have, not have I had, any criminal record, nor have I been subject to criminal prosecution (with the exception of the termination of said prosecution on exonerative grounds) for crimes against a person's life and health, freedom, honour and dignity (with the exception of unlawful admission to in-patient psychiatric care facilities and instances of slander), a person’s sexual integrity and freedom, family and minors, public health and morality, foundations of the constitutional system and state security, humanity, as well as public safety;

I do not have an unexpunged or unspent conviction for other premeditated grave or serious crimes;

I have not been deprived of legal capacity as per federally established procedures;

I do not have ailments included in the list of occupational hazards and risky works, which must be preceded by obligatory prior and periodic medical examinations (check-ups), as approved by directive No. 302н[[7]](#footnote-7) by the Ministry of Health and Social Development of the Russian Federation, dated April 12, 2011.

1. HSE University shall rely on the aforementioned warranties made by the responsible staff member, which shall be deemed material for the performance or the termination of the Agreement for Student Practical Training signed between HSE University and the Industry-specific Organization.
2. I am hereby obliged to promptly disclose to HSE University, in writing, information (as early as I become aware of it) about any issue, occurrence, grounds and/or circumstance (e.g., inaction), which may arise or which may become known to myself after the signing of the Agreement for Student Practical Training, signed between HSE University and the Industry-specific Organization, and until the expiry of the term thereof, and which may constitute a breach of any of these warranties and representations.
3. In order to ensure compliance on the part of HSE University with respect to normative legal acts, the directives of federal executive authorities, municipal entities, decisions, decrees and inquires of bodies and persons charged with the implementation of individual functions and powers of HSE University’s founder, performing control, oversight and watchdog functions and other inspections in relation to the University, including auditors, as well as ensuring oversight on the part of HSE University over persons who come into contact with minors in their professional activities, I hereby give my consent to the University for the latter's implementation, starting from the day when these warranties and representations are signed and throughout the entire term of the Agreement for Student Practical Training by HSE University and the Industry-specific Organization, with respect to the recording, systematization, accumulation, storage, update, retrieval, use, transfer (exclusively for the purposes stated above) of my personal data, as contained herein, including via automated means for data processing. This timeframe shall not limit HSE University in terms of its organization of archival storage of documents, containing personal data, in electronic (digital) formats.

I hereby consent to the anonymization, blocking, erasure and destruction of said personal data in instances when this is necessary and/or possible during the attainment of said purposes.

I am aware that my consent for the processing of my personal data may be withdrawn through my submission to HSE University of a written request with substantiated reasons for doing so provided therein.

The responsible staff member for the organization of the delivery of practical training components of the degree programme at the Industry-specific Organization:

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

full name

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

Signature / initials, last name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_

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|  |  |
| --- | --- |
| **Industry-specific Organization:** ***Name*** | **HSE University:**  |
| Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name/seal | Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / initials, last name /seal |

Annex 6

to Graduation Internship Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

**Форма**

**Договор о практической подготовке обучающихся**

г.\_\_\_\_\_\_\_\_\_\_\_ «\_\_\_»\_\_\_\_\_\_20\_\_г.

Федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики», именуемое в дальнейшем «НИУ ВШЭ», в лице \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, действующего на основании доверенности

*указать ФИО подписанта со стороны НИУ ВШЭ*

от \_\_\_\_№\_\_\_\_\_\_, с одной стороны, и \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 *указать наименование профильной организации*

именуем\_\_ в дальнейшем «Профильная организация», в лице \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, другой стороны, именуемые по

*указать ФИО подписанта со стороны организации*

отдельности «Сторона», а вместе – «Стороны», заключили настоящий договор о практической подготовке обучающихся (далее – Договор) о нижеследующем.

1. **Предмет Договора**
	1. Предметом Договора является организация практической подготовки обучающихся НИУ ВШЭ (далее – практическая подготовка).
	2. Образовательная программа (программы), компоненты образовательной программы, при реализации которых организуется практическая подготовка, численность обучающихся, осваивающих соответствующие компоненты образовательной программы, сроки организации практической подготовки, согласуются Сторонами в Плане-графике проведения практической подготовки обучающихся, форма которого является неотъемлемой частью Договора (приложение № 1 к Договору). План-график должен быть согласован Сторонами до начала практической подготовки и оформлен в качестве приложения к Договору, являющегося неотъемлемой его частью. В течение срока действия Договора Стороны вправе оформить к нему несколько Планов-графиков на разные образовательные программы (компоненты образовательной программы).

**Выбрать один из двух вариантов пункта 1.3, другой удалить:**

*Вариант 1.*

1.3. Реализация компонентов образовательной программы, согласованных Сторонами в Плане-графике проведения практической подготовки (далее – компоненты образовательной программы), осуществляется в помещениях Профильной организации, перечень которых согласуется Сторонами по форме приложения № 2 к Договору. Перечень помещений должен быть согласован Сторонами до начала практической подготовки и оформлен в качестве приложения к Договору, являющегося неотъемлемой его частью. *Вариант 2.*

* 1. Реализация компонентов образовательной программы, согласованных Сторонами в Плане-графике проведения практической подготовки (далее – компоненты образовательной программы), осуществляется в дистанционном формате без использования Профильной организацией принадлежащих ей помещений. В соответствии с частью 4 статьи 16 Федерального закона от 29.12.2012 № 273-ФЗ «Об образовании в Российской Федерации» местом осуществления образовательной деятельности при осуществлении практической подготовки в дистанционном формате является место нахождения НИУ ВШЭ.
1. **Права и обязанности Сторон**
	1. НИУ ВШЭ обязан:
		1. не позднее, чем за 10 (десять) рабочих дней до начала практической подготовки по каждому компоненту образовательной программы представить в Профильную организацию поименные списки обучающихся НИУ ВШЭ, осваивающих соответствующие компоненты образовательной программы посредством практической подготовки;
		2. назначить руководителя по практической подготовке от НИУ ВШЭ, который:
			1. обеспечивает организацию образовательной деятельности в форме практической подготовки при реализации компонентов образовательной программы;
			2. организует участие обучающихся в выполнении определенных видов работ, связанных с будущей профессиональной деятельностью;
			3. оказывает методическую помощь обучающимся НИУ ВШЭ при выполнении определенных видов работ, связанных с будущей профессиональной деятельностью;
			4. несет ответственность совместно с ответственным работником Профильной организации за реализацию компонентов образовательной программы в форме практической подготовки, за жизнь и здоровье обучающихся и работников НИУ ВШЭ, соблюдение ими правил противопожарной безопасности, правил охраны труда, техники безопасности и санитарно-эпидемиологических правил и гигиенических нормативов;
		3. при смене руководителя по практической подготовке в 10-ти дневный срок сообщить об этом Профильной организации;
		4. установить в расписании занятий виды учебной деятельности, практики и иные компоненты образовательной программы, осваиваемые обучающимися НИУ ВШЭ в форме практической подготовки, включая место и время их проведения;
		5. направить обучающихся НИУ ВШЭ в Профильную организацию для освоения компонентов образовательной программы в форме практической подготовки.
	2. Профильная организация обязана:
		1. создать условия для реализации компонентов образовательной программы в форме практической подготовки, если иное не предусмотрено пунктом 1.3 Договора предоставить обучающимся доступ к оборудованию и техническим средствам обучения в объеме, позволяющем выполнять определенные виды работ, связанные с будущей профессиональной деятельностью обучающихся НИУ ВШЭ;
		2. назначить ответственное лицо, соответствующее требованиям трудового законодательства Российской Федерации о допуске к педагогической деятельности, из числа работников Профильной организации, которое обеспечивает организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации;
		3. в подтверждение соответствия назначенного ответственного лица требованиям трудового законодательства Российской Федерации о допуске к педагогической деятельности обеспечить получение от ответственного лица и передачу НИУ ВШЭ письменного заверения по форме НИУ ВШЭ (приложение № 3 к Договору);
		4. при смене лица, назначенного согласно пункту 2.2.2 Договора, в 10-ти дневный срок сообщить об этом НИУ ВШЭ и обеспечить получение от другого ответственного лица заверений согласно пункту 2.2.3 Договора;
		5. обеспечить безопасные условия реализации компонентов образовательной программы в форме практической подготовки, выполнение правил противопожарной безопасности, правил охраны труда, техники безопасности и санитарно-эпидемиологических правил и гигиенических нормативов;
		6. проводить оценку условий труда на рабочих местах, используемых при реализации компонентов образовательной программы в форме практической подготовки, и сообщать руководителю НИУ ВШЭ об условиях труда и требованиях охраны труда на рабочем месте;
		7. ознакомить обучающихся НИУ ВШЭ с правилами внутреннего трудового распорядка Профильной организации;
		8. провести инструктаж обучающихся НИУ ВШЭ по охране труда и технике безопасности и осуществлять надзор за соблюдением обучающимися правил техники безопасности;
		9. обо всех случаях нарушения обучающимися НИУ ВШЭ правил внутреннего трудового распорядка, охраны труда и техники безопасности Профильной организации сообщить руководителю по практической подготовке от НИУ ВШЭ.
	3. НИУ ВШЭ имеет право:
		1. осуществлять контроль соответствия условий реализации компонентов образовательной программы в форме практической подготовки требованиям Договора;
		2. запрашивать информацию об организации практической подготовки, в том числе о качестве и объеме выполненных обучающимися работ, связанных с будущей профессиональной деятельностью;
		3. требовать от ответственного лица Профильной организации предоставления письменных заверений в соответствии с пунктом 2.2.3 Договора.
	4. Профильная организация имеет право:
		1. требовать от обучающихся НИУ ВШЭ соблюдения правил внутреннего трудового распорядка, охраны труда и техники безопасности, режима конфиденциальности, принятого в Профильной организации, предпринимать необходимые действия, направленные на предотвращение ситуации, способствующей разглашению конфиденциальной информации;
		2. в случае установления факта нарушения обучающимися своих обязанностей в период организации практической подготовки, режима конфиденциальности приостановить реализацию компонентов образовательной программы в форме практической подготовки в отношении конкретного обучающегося.
2. **Срок действия договора**
	1. Договор вступает в силу после его подписания и действует в течение \_\_\_ (\_\_\_\_) года/лет.
3. **Заключительные положения**
	1. Споры и/или разногласия, возникшие между Сторонами при исполнении условий Договора, решаются путём переговоров.
	2. В случае невозможности разрешения разногласий путем переговоров, споры подлежат рассмотрению в судебном порядке.
	3. Изменение Договора осуществляется по соглашению Сторон в письменной форме в виде дополнительных соглашений к Договору, которые являются его неотъемлемой частью.
	4. Расторжение Договора допускается по соглашению Сторон, по решению суда или вследствие одностороннего отказа любой из Сторон от исполнения Договора. Сторона-инициатор одностороннего отказа от исполнения Договора обязана уведомить об этом другую Сторону не менее, чем за 2 (два) месяца до расторжения Договора.
	5. Все сообщения, предупреждения, уведомления, заявления и иные юридически значимые сообщения (далее вместе – сообщение) Сторон в ходе исполнения Договора направляются Сторонами в письменной форме по электронной почте либо через операторов почтовой связи общего пользования (далее – почтой), заказным письмом с уведомлением о вручении, а претензия также с описью вложения, по адресам, указанным в разделе 5 Договора, либо передаются нарочным под подпись уполномоченному представителю принимающей Стороны.
	6. Договор составлен в двух экземплярах, по одному для каждой из Сторон. Все экземпляры имеют одинаковую юридическую силу.
	7. К Договору прилагаются и являются неотъемлемой его частью следующие приложения:

Приложение № 1 – Типовая форма Плана-графика проведения практической подготовки обучающихся;

Приложение № 2 – Типовая форма Перечня помещений для реализации компонентов образовательной программы при проведения практической подготовки обучающихся;

Приложение № 3 – Типовая форма Заверений об обстоятельствах для ответственного лица.

1. **Адреса, реквизиты и подписи Сторон**

|  |  |
| --- | --- |
| Профильная организация:[*Наименование*][*Место нахождения*][*ИНН*] [*КПП*]Контактное лицо: [*ФИО, должность*]Контактный телефон: [*Укажите номер телефона*]Контактный e-mail: [*Укажите адрес электронной почты*] | НИУ ВШЭ:федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики»Место нахождения:Россия, 101000, г. Москва,ул. Мясницкая, дом 20ИНН 7714030726 КПП 770101001 |
| Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. | Контактное лицо: [*ФИО, должность*]Контактный телефон: [*Укажите номер телефона*]Контактный e-mail: [*Укажите адрес электронной почты*]Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. |

Приложение 1

к договору о практической подготовке

Форма

-------------начало формы------------

 Приложение

 к договору о практической подготовке

 от\_\_\_\_\_\_\_\_№\_\_\_\_\_\_\_\_

**План-график проведения практической подготовки обучающихся**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Вид, уровень, направление подготовки/ специальности/ наименование образовательной программы** | **Наименование компонента образовательной программы** | **Численность обучающихся** | **Срок организации практической подготовки (с\_\_\_по\_\_)** |
|  |  |  |  |  |
|  |  |  |  |  |

Общий срок организации практической подготовки: с \_\_\_\_\_\_\_\_\_\_по\_\_\_\_\_\_\_\_\_.

Общая численность обучающихся: \_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **Профильная организация:****[*Наименование*]** | **НИУ ВШЭ:** |
| Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. | Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. |

--------------конец формы---------------

|  |  |
| --- | --- |
| **Профильная организация:****[*Наименование*]** | **НИУ ВШЭ:** |
| Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. | Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. |

Приложение 2

к договору о практической подготовке

Форма

-------------начало формы------------

Приложение

 к договору о практической подготовке

 от\_\_\_\_\_\_\_\_№\_\_\_\_\_\_\_\_

**Перечень помещений**

**для реализации компонентов образовательной программы при проведения практической подготовки обучающихся**

|  |  |
| --- | --- |
| **Адрес места практической подготовки** | **Номер помещения** |
|  |  |
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| **Профильная организация:****[*Наименование*]** | **НИУ ВШЭ:** |
| Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. | Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. |

--------------конец формы---------------

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| **Профильная организация:****[*Наименование*]** | **НИУ ВШЭ:** |
| Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. | Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. |

Приложение 3

к договору о практической подготовке

Форма

-------------начало формы------------

**ЗАВЕРЕНИЯ ОБ ОБСТОЯТЕЛЬСТВАХ**

**для ответственного лица** за организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации

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|  | «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_г. |

1. В целях обеспечения безопасных условий прохождения практической подготовки обучающихся НИУ ВШЭ в профильной организации –

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

указать сокращенное наименование профильной организации

(далее – Профильная организация) (статьи 28, 41 Федерального закона от 29.12.2012 № 273-ФЗ «Об образовании в Российской Федерации», условия договора о практической подготовке между НИУ ВШЭ и Профильной организацией)

 я, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

указать ФИО полностью

назначенный ответственным лицом за организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации,

 в порядке статьи 431.2 Гражданского кодекса Российской Федерации заверяю НИУ ВШЭ и подтверждаю, что не имею ограничений к осуществлению деятельности в сфере образования, а именно:

не лишен права заниматься педагогической деятельностью в соответствии с вступившим в законную силу приговором суда,

не имею и не имел судимости, не подвергался уголовному преследованию (за исключением прекращения уголовного преследования по реабилитирующим основаниям) за преступления против жизни и здоровья, свободы, чести и достоинства личности (за исключением незаконной госпитализации в медицинскую организацию, оказывающую психиатрическую помощь в стационарных условиях, и клеветы), половой неприкосновенности и половой свободы личности, против семьи и несовершеннолетних, здоровья населения и общественной нравственности, основ конституционного строя и безопасности государства, мира и безопасности человечества, а также против общественной безопасности;

не имею неснятую или непогашенную судимость за иные умышленные тяжкие и особо тяжкие преступления;

не признан недееспособным в установленном федеральным законом порядке;

не имею заболеваний, предусмотренных перечнем вредных и (или) опасных производственных факторов и работ, при выполнении которых проводятся обязательные предварительный и периодические медицинские осмотры (обследования), утвержденным приказом Министерства здравоохранения и социального развития Российской Федерации от 12.04.2011 №302н[[8]](#footnote-8).

1. НИУ ВШЭ полагается на вышеуказанные заверения ответственного лица, которые рассматриваются как имеющие существенное значение для исполнения или прекращения договора о практической подготовке обучающихся между НИУ ВШЭ и Профильной организацией.
2. Я обязуюсь незамедлительно в письменной форме раскрывать НИУ ВШЭ информацию (как только ему станет известно об этом) о любом вопросе, событии, основании и (или) обстоятельстве (в том числе о бездействии), которые могут возникать или о которых ему может стать известно после заключения договора о практической подготовке обучающихся между НИУ ВШЭ и Профильной организацией и до истечения срока его действия, и которые представляют собой нарушение какого-либо из настоящих заверений.
3. Для целей соблюдения НИУ ВШЭ требований нормативных правовых актов, приказов федеральных органов исполнительной власти, решений муниципальных образований, решений, поручений и запросов органов и лиц, осуществляющих отдельные функции и полномочия учредителя НИУ ВШЭ, осуществляющих контрольные, надзорные, контрольно-надзорные и иные проверочные мероприятия в отношении НИУ ВШЭ, в том числе аудиторов, обеспечения контроля НИУ ВШЭ за лицами, вступающими в непосредственный контакт с несовершеннолетними по роду их профессиональной деятельности, я даю НИУ ВШЭ согласие на осуществление последним со дня подписания настоящих заверений и в течение всего срока действия договора о практической подготовке между НИУ ВШЭ и Профильной организацией записи, систематизации, накопления, хранения, уточнения, извлечения, использования, передачи (исключительно в пределах обозначенных целей) моих персональных данных, содержащихся в настоящих заверениях, в том числе путем автоматизированной обработки таких данных. Такой срок не ограничивает НИУ ВШЭ в вопросах организации архивного хранения документов, содержащих персональные данные, в электронной (цифровой) форме.

Я согласен на обезличивание, блокирование, удаление и уничтожение указанных персональных данных в случаях, когда это необходимо и/или возможно при реализации указанных целей.

Я осведомлен, что согласие на обработку персональных данных может быть отозвано мной путем представления в НИУ ВШЭ письменного заявления с указанием мотивированных причин его отзыва.

Ответственное лицо за организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации:

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

указать ФИО полностью

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

Подпись/Инициалы, Фамилия

Дата «\_\_\_\_\_\_\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_20\_\_\_года.

 -------------конец формы------------

|  |  |
| --- | --- |
| **Профильная организация:****[*Наименование*]** | **НИУ ВШЭ:** |
| Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. | Должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Инициалы, фамилия/м.п. |

Annex 7

to Graduation Internship Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

*Типовая форма письма-оферты НИУ ВШЭ*

*на заключение договора о практической подготовке обучающихся НИУ ВШЭ*

Руководителю\_\_\_\_\_\_\_\_

(*указывается ФИО и должность руководителя организации*)

Письмо-оферта о заключении договора

о практической подготовке

обучающихся НИУ ВШЭ

Уважаемый \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!

Национальный исследовательский университет «Высшая школа экономики» (далее – НИУ ВШЭ) предлагает заключить договор о практической подготовке обучающихся НИУ ВШЭ в \_\_\_\_\_\_\_\_\_\_\_ (*указывается наименование организации)* (далее – Профильная организация) на следующих условиях:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Вид, уровень, направление подготовки/ специальности/ наименование образовательной программы** | **Наименование компонента образовательной программы** | **Численность обучающихся** | **Срок организации практической подготовки (с\_\_\_по\_\_\_)** |
|  |  |  |  |  |
|  |  |  |  |  |

* общий срок организации практической подготовки: с \_\_\_\_\_\_\_\_\_\_по\_\_\_\_\_\_\_\_\_;
* общая численность обучающихся: \_\_\_\_\_\_\_\_\_\_\_\_ человек;
* срок действия договора о практической подготовке: до полного исполнения сторонами своих обязательств;
* дистанционный формат практической подготовки (обучающиеся не посещают Профильную организацию, взаимодействие с ними осуществляется с использованием дистанционных технологий без использования помещений Профильной организации)/практическая подготовка с посещением Профильной организации[[9]](#footnote-9).

Руководителем по практической подготовке со стороны НИУ ВШЭ является \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(указать должность и ФИО руководителя практической подготовки со стороны НИУ ВШЭ).*

Настоящее письмо является офертой на заключение договора о практической подготовке обучающихся НИУ ВШЭ в значении статьи 435 ГК РФ.

В случае согласия Профильной организации на заключение договора о практической подготовке обучающихся НИУ ВШЭ на указанных выше условиях у Профильной организации и НИУ ВШЭ возникнут права и обязанности, указанные в приложении 1 к письму-оферте.

О принятом решении просим сообщить в письменной форме ответным письмом.

В случае согласия на заключение договора о практической подготовке обучающихся НИУ ВШЭ в письме-акцепте просим подтвердить согласие с условиями настоящей оферты, сообщить информацию о ФИО ответственного лица, которое обеспечивает реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации, и приложить перечень помещений, которые будут использоваться Профильной организацией для практической подготовки обучающихся НИУ ВШЭ (кроме случая, когда практическая подготовка осуществляется в дистанционном формате).

В соответствии со статьей 438 ГК РФ ответное письмо будет считаться акцептом на заключение договора о практической подготовке обучающихся НИУ ВШЭ на условиях, указанных в письме-оферте.

Примерную форму письма-акцепта на заключение договора о практической подготовке обучающихся НИУ ВШЭ прикладываем.

Приложение:

1. Права и обязанности НИУ ВШЭ и Профильной организации на 2 л. в 1 экз.;
2. Примерная форма письма-акцепта на 1 л. в 1 экз.;
3. Форма заверений для ответственного лица Профильной организации на 2 л. в 1 экз.

Подпись уполномоченного

должностного лица НИУ ВШЭ

*Приложение 1 к письму-оферте*

**Права и обязанности НИУ ВШЭ и Профильной организации в случае заключения договора о практической подготовке обучающихся НИУ ВШЭ**

* 1. НИУ ВШЭ обязан:
		1. не позднее, чем за 10 (десять) рабочих дней до начала практической подготовки по каждому компоненту образовательной программы представить в Профильную организацию поименные списки обучающихся НИУ ВШЭ, осваивающих соответствующие компоненты образовательной программы посредством практической подготовки;
		2. назначить руководителя по практической подготовке от НИУ ВШЭ, который:
			1. обеспечивает организацию образовательной деятельности в форме практической подготовки при реализации компонентов образовательной программы;
			2. организует участие обучающихся в выполнении определенных видов работ, связанных с будущей профессиональной деятельностью;
			3. оказывает методическую помощь обучающимся НИУ ВШЭ при выполнении определенных видов работ, связанных с будущей профессиональной деятельностью;
			4. несет ответственность совместно с ответственным работником Профильной организации за реализацию компонентов образовательной программы в форме практической подготовки, за жизнь и здоровье обучающихся и работников НИУ ВШЭ, соблюдение ими правил противопожарной безопасности, правил охраны труда, техники безопасности и санитарно-эпидемиологических правил и гигиенических нормативов;
		3. при смене руководителя по практической подготовке в 10-ти дневный срок сообщить об этом Профильной организации;
		4. установить в расписании занятий виды учебной деятельности, практики и иные компоненты образовательной программы, осваиваемые обучающимися НИУ ВШЭ в форме практической подготовки, включая место и время их проведения;
		5. направить обучающихся НИУ ВШЭ в Профильную организацию для освоения компонентов образовательной программы в форме практической подготовки.
	2. Профильная организация обязана:
		1. создать условия для реализации компонентов образовательной программы в форме практической подготовки, если иное не предусмотрено письмом-офертой - предоставить обучающимся доступ к оборудованию и техническим средствам обучения в объеме, позволяющем выполнять определенные виды работ, связанные с будущей профессиональной деятельностью обучающихся НИУ ВШЭ;
		2. назначить ответственное лицо, соответствующее требованиям трудового законодательства Российской Федерации о допуске к педагогической деятельности, из числа работников Профильной организации, которое обеспечивает организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации;
		3. в подтверждение соответствия назначенного ответственного лица требованиям трудового законодательства Российской Федерации о допуске к педагогической деятельности обеспечить получение от ответственного лица и передачу НИУ ВШЭ письменного заверения по форме НИУ ВШЭ, являющейся приложением к письму-оферте на заключение договора о практической подготовке обучающихся НИУ ВШЭ;
		4. при смене лица, назначенного согласно пункту 1.2.2, в 10-тидневный срок сообщить об этом НИУ ВШЭ и обеспечить получение от другого ответственного лица заверений согласно пункту 1.2.3;
		5. обеспечить безопасные условия реализации компонентов образовательной программы в форме практической подготовки, выполнение правил противопожарной безопасности, правил охраны труда, техники безопасности и санитарно-эпидемиологических правил и гигиенических нормативов;
		6. проводить оценку условий труда на рабочих местах, используемых при реализации компонентов образовательной программы в форме практической подготовки, и сообщать руководителю НИУ ВШЭ об условиях труда и требованиях охраны труда на рабочем месте;
		7. ознакомить обучающихся НИУ ВШЭ с правилами внутреннего трудового распорядка Профильной организации;
		8. провести инструктаж обучающихся НИУ ВШЭ и по охране труда и технике безопасности и осуществлять надзор за соблюдением обучающимися правил техники безопасности;
		9. обо всех случаях нарушения обучающимися НИУ ВШЭ правил внутреннего трудового распорядка, охраны труда и техники безопасности Профильной организации сообщить руководителю по практической подготовке от НИУ ВШЭ.
	3. НИУ ВШЭ имеет право:
		1. осуществлять контроль соответствия условий реализации компонентов образовательной программы в форме практической подготовки требованиям настоящего Договора;
		2. запрашивать информацию об организации практической подготовки, в том числе о качестве и объеме выполненных обучающимися работ, связанных с будущей профессиональной деятельностью;
		3. требовать от ответственного лица Профильной организации предоставления письменных заверений в соответствии с пунктом 1.2.3.
	4. Профильная организация имеет право:
		1. требовать от обучающихся НИУ ВШЭ соблюдения правил внутреннего трудового распорядка, охраны труда и техники безопасности, режима конфиденциальности, принятого в Профильной организации, предпринимать необходимые действия, направленные на предотвращение ситуации, способствующей разглашению конфиденциальной информации;
		2. в случае установления факта нарушения обучающимися своих обязанностей в период организации практической подготовки, режима конфиденциальности приостановить реализацию компонентов образовательной программы в форме практической подготовки в отношении конкретного обучающегося.

*Приложение 2 к письму-оферте*

*Примерная форма письма-акцепта*

*на заключение договора о практической подготовке обучающихся НИУ ВШЭ*

*(от профильной организации)*

Ректору Национального исследовательского университета

«Высшая школа экономики»

Н.Ю. Анисимову

101000, г. Москва, ул. Мясницкая, д. 20

Письмо-акцепт о заключении договора

о практической подготовке

обучающихся НИУ ВШЭ

Уважаемый Никита Юрьевич!

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*указывается наименование профильной организации*) (далее – Профильная организация) настоящим принимает Ваше предложение (оферту), содержащееся в письме от \_\_\_\_исх. № \_\_\_\_\_\_, на заключение договора о практической подготовке обучающихся Национального исследовательского университета «Высшая школа экономики» по образовательной (-ым) программе (-ам) *бакалавриата/специалитета/магистратуры (выбрать нужное)* по направлению (-ям) подготовки/специальности (-ям) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(перечислить направления подготовки/специальности)*

численностью \_\_\_\_\_человек и подтверждает согласие со всеми условиями, содержащимися в Вашем предложении заключить договор о практической подготовке.

Ответственным лицом, соответствующим требованиям трудового законодательства Российской Федерации о допуске к педагогической деятельности, из числа работников Профильной организации, которое обеспечивает организацию реализации компонентов образовательной программы в форме практической подготовки, назначается \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*указывается ФИО*).

**Выделенный курсивом абзац включается в письмо только в случае, если практическая подготовка осуществляется с использованием помещений Профильной организации (не в дистанционном формате):**

*Реализация согласованных компонентов образовательной программы в форме практической подготовки будет осуществляться в помещениях Профильной организации, перечень которых является приложением к настоящему письму-акцепту.*

В соответствии со статьей 438 ГК РФ настоящее письмо является акцептом на заключение договора о практической подготовке обучающихся НИУ ВШЭ на условиях, указанных в письме-оферте НИУ ВШЭ от \_\_\_\_исх. № \_\_\_\_\_.

Приложение: перечень помещений для осуществления практической подготовки на \_\_\_л. в 1 экз.

Подпись уполномоченного

должностного лица Профильной организации

 *Приложение 3 к письму-оферте*

*Форма заверений об обстоятельствах*

**ЗАВЕРЕНИЯ ОБ ОБСТОЯТЕЛЬСТВАХ**

**для ответственного лица за организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации**

 «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_\_\_г.

1. В целях обеспечения безопасных условий прохождения практической подготовки обучающихся НИУ ВШЭ в профильной организации –

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

указать сокращенное наименование профильной организации

(далее – Профильная организация) (статьи 28, 41 Федерального закона от 29.12.2012 № 273-ФЗ «Об образовании в Российской Федерации», условия договора о практической подготовке между НИУ ВШЭ и Профильной организацией)

 я, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 указать ФИО полностью

назначенный ответственным лицом за организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации,

 в порядке статьи 431.2 Гражданского кодекса Российской Федерации заверяю НИУ ВШЭ и подтверждаю, что не имею ограничений к осуществлению деятельности в сфере образования, а именно:

не лишен права заниматься педагогической деятельностью в соответствии с вступившим в законную силу приговором суда,

не имею и не имел судимости, не подвергался уголовному преследованию (за исключением прекращения уголовного преследования по реабилитирующим основаниям) за преступления против жизни и здоровья, свободы, чести и достоинства личности (за исключением незаконной госпитализации в медицинскую организацию, оказывающую психиатрическую помощь в стационарных условиях, и клеветы), половой неприкосновенности и половой свободы личности, против семьи и несовершеннолетних, здоровья населения и общественной нравственности, основ конституционного строя и безопасности государства, мира и безопасности человечества, а также против общественной безопасности;

не имею неснятую или непогашенную судимость за иные умышленные тяжкие и особо тяжкие преступления;

не признан недееспособным в установленном федеральным законом порядке;

не имею заболеваний, предусмотренных перечнем вредных и (или) опасных производственных факторов и работ, при выполнении которых проводятся обязательные предварительный и периодические медицинские осмотры (обследования), утвержденным приказом Министерства здравоохранения и социального развития Российской Федерации от 12.04.2011 №302н.

2. НИУ ВШЭ полагается на вышеуказанные заверения ответственного лица, которые рассматриваются как имеющие существенное значение для исполнения или прекращения договора о практической подготовке обучающихся между НИУ ВШЭ и Профильной организацией.

3. Я обязуюсь незамедлительно в письменной форме раскрывать НИУ ВШЭ информацию (как только ему станет известно об этом) о любом вопросе, событии, основании и (или) обстоятельстве (в том числе о бездействии), которые могут возникать или о которых ему может стать известно после заключения договора о практической подготовке обучающихся между НИУ ВШЭ и Профильной организацией и до истечения срока его действия, и которые представляют собой нарушение какого-либо из настоящих заверений.

4. Для целей соблюдения НИУ ВШЭ требований нормативных правовых актов, приказов федеральных органов исполнительной власти, решений муниципальных образований, решений, поручений и запросов органов и лиц, осуществляющих отдельные функции и полномочия учредителя НИУ ВШЭ, осуществляющих контрольные, надзорные, контрольно-надзорные и иные проверочные мероприятия в отношении НИУ ВШЭ, в том числе аудиторов, обеспечения контроля НИУ ВШЭ за лицами, вступающими в непосредственный контакт с несовершеннолетними по роду их профессиональной деятельности, я даю НИУ ВШЭ согласие на осуществление последним со дня подписания настоящих заверений и в течение всего срока действия договора о практической подготовке между НИУ ВШЭ и Профильной организацией записи, систематизации, накопления, хранения, уточнения, извлечения, использования, передачи (исключительно в пределах обозначенных целей) моих персональных данных, содержащихся в настоящих заверениях, в том числе путем автоматизированной обработки таких данных. Такой срок не ограничивает НИУ ВШЭ в вопросах организации архивного хранения документов, содержащих персональные данные, в электронной (цифровой) форме.

Я согласен на обезличивание, блокирование, удаление и уничтожение указанных персональных данных в случаях, когда это необходимо и/или возможно при реализации указанных целей.

Я осведомлен, что согласие на обработку персональных данных может быть отозвано мной путем представления в НИУ ВШЭ письменного заявления с указанием мотивированных причин его отзыва.

Ответственное лицо за организацию реализации компонентов образовательной программы в форме практической подготовки со стороны Профильной организации:

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

указать ФИО полностью

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

Подпись/Инициалы, Фамилия

Дата «\_\_\_\_\_\_\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_20\_\_\_года

Annex 8

to Graduation Programme

for MP “HSE and Kyung Hee University Double Degree Programme

in “Economics, Politics and Business in Asia”

*A Sample of an HSE University Offer Letter to Sign an Agreement for the Practical Training of HSE University Students*

To the Head \_\_\_\_\_\_\_\_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*full name and job position of the organization’s head*)

Offer Letter to Sign an Agreement for

the Practical Training of

HSE University Students

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

National Research University Higher School of Economics (hereinafter “HSE University”) hereby proposes the signing of an agreement for the practical training of HSE University students at \_\_\_\_\_\_\_\_\_\_\_ (*organization's name)* (hereinafter the “Industry-specific Organization”) under the following terms:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.**  | **Mode, level, field of study / specialization / degree programme’s name**  | **Degree Programme’s Component**  | **Total Students** | **Timeframe for practical training (i.e., from \_\_\_ until \_\_\_\_)** |
|  |  |  |  |  |
|  |  |  |  |  |

* overall timeframe for practical training: from \_\_\_\_\_\_\_\_\_\_until\_\_\_\_\_\_\_\_\_;
* total students:\_\_\_\_\_\_\_\_\_\_\_\_persons;
* timeframe of the Agreement for Practical Training: until the Parties thereof fulfil their obligations;
* remote format for practical training (whereby students do not attend the Industry-specific Organization and interaction between them is carried out using distance learning technologies without utilizing facilities of the Industry-specific Organization)/ practical training with students’ presence at the Industry-specific Organization[[10]](#footnote-10).

The supervisor of the practical training on the part of HSE University is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(specify the job position and full name of the internship supervisor at HSE University).*

This letter is an offer to sign an agreement for the practical training of HSE University students, as defined by art. 435 of the Civil Code of the Russian Federation.

If the Industry-specific Organization gives its consent for the signing of an agreement for HSE University students’ practical training as per the aforementioned terms, the Industry-specific Organization and HSE University shall have the rights and obligations, as listed in Annex 1 to this Offer Letter.

We hereby ask that you inform us about your decision in writing in response to this Letter.

Should you consent to sign the Agreement for HSE University Students’ Practical Training, in your acceptance letter, please confirm your consent in regards to the terms specified herein, provide us with the full name of the responsible staff member, who will be charged with the provision of the degree programme components in a form of practical training delivered by the Industry-specific Organization, and attach a list of facilities, which will be utilized by the Industry-specific Organization for the practical instruction of the HSE University students (with the exception of those instances when practical training is to be held remotely).

In line with art. 438 of the Civil Code of the Russian Federation, a response letter will be deemed as acceptance for the signing of the agreement for the practical training of HSE University students as per the terms specified in this Offer Letter.

A sample of the acceptance letter for the signing of the agreement for the HSE University students’ practical training is attached hereto.

Attached are:

1. Rights and Obligations of HSE University and the Industry-specific Organization – 1 (one) copy on 2 (two) pages;
2. A sample of an acceptance letter– 1 (one) copy on 2 (two) pages;
3. A Warranties and Representations Form for the responsible staff member at the Industry-specific Organization - 1 (one) copy on 2 (two) pages.

Signature of the authorized official on behalf of HSE University

*Annex 1 to Offer Letter*

**Rights and Obligations of HSE University and the Industry-specific Organization** **If They Both Enter into the Agreement for the Practical Training of HSE University Students**

* 1. HSE University is obliged to:
		1. no later than 10 (ten) working days prior to the start of the practical training with respect to every relevant component of the degree programme, submit to the Industry-specific Organization lists with the names of those HSE University students, who are set to master the respective components of the degree programme in the form of practical training;
		2. appoint a supervisor for the practical training at HSE University, who shall:
			1. ensure the organization of educational activities in the form of practical training with the provision of the degree programme components;
			2. organize the participation of students in certain types of work, related to their future professional sphere;
			3. provide methodological support to HSE University students while they engage in certain types of work considered relevant for their future professional activities;
			4. bear responsibility, jointly with the responsible staff member at the Industry-specific Organization, for the implementation of the degree programme’s components through practical training, the health and safety of both HSE University staff and students, their compliance with the fire safety requirements, occupational safety rules, safety techniques and sanitary/epidemiological requirements and hygienic norms;
		3. should a replacement of the internship supervisor occur, inform the Industry-specific Organization about this within a 10-day period;
		4. delineate in the timetable the types of learning activities, internships and other components under the degree programme, which shall be mastered by HSE University students through their practical training, including the place and time for their implementation;
		5. second HSE University students to the Industry-specific Organization, so they can master the components of the degree programme through practical training.
	2. The Industry-specific Organization is obligated to:
		1. create conditions for the implementation of the degree programme’s components through practical training, and, unless otherwise stated in the Offer Letter, grant access to students to the equipment and technical facilities for learning within a volume that would allow them to complete certain types of work in their future professional field;
		2. appoint a responsible staff member who meets requirements of labour laws of the Russian Federation with respect to being able to engage in teaching activities, from among the staff at the Industry-specific Organization, who can ensure the organization of the implementation of degree programme components through practical training at the Industry-specific Organization;
		3. to confirm that an appointed responsible staff member meets the labour law requirements of the Russian Federation with respect to his/her ability to engage in teaching activities, guarantee the receipt from him/her and submission to the University of written Representation and Warranties in a template, attached to the Offer Letter for Signing an Agreement for the Practical Training of HSE University Students;
		4. should a person, as appointed as per p. 1.2.2, be replaced with another individual, inform HSE University about this within a 10-day period and ensure the receipt from the appointee the respective Representations and Warranties form as per p. 1.2.3;
		5. guarantee safe conditions for the implementation of the degree programme’s components through practical training, compliance with fire safety rules, occupational health&safety requirements, safety techniques and sanitary/epidemiological rules and hygienic norms;
		6. carry out assessments of labour conditions at workplaces, utilized during the implementation of the degree programme’s components in a form of practical training, and inform HSE University’s head about labour conditions and occupational safety requirements applicable to such workplaces;
		7. familiarize the HSE University students with the internal labour regulations in place at the Industry-specific Organization;
		8. conduct occupational health and safety orientation sessions for HSE University students and check if interns properly follow safety techniques;
		9. inform an internship supervisor at HSE University with respect to all breaches of the Industry-specific Organization’s internal labour regulations, occupational health and safety rules and safety techniques, committed by HSE University students.
	3. HSE University is entitled to:
		1. make sure that the conditions for the implementation of the degree programme components through practical training meet the provisions of this Agreement;
		2. request information about the organization of the practical training, including the quality and volume of the completed works relevant to the interns’ future professional activities;
		3. demand that the responsible person at the Industry-specific Organization submit the Warranties and Representation forms as per p. 1.2.3.
	4. The Industry-specific Organization is entitled to:
		1. request that HSE University students follow the Organization’s own internal labour regulations, occupational health and safety requirements, confidentiality provisions established at the Industry-specific Organization, as well as undertake necessary steps to avert situations that result in the divulgence of confidential information;
		2. should a breach of his/her obligations and/or confidentiality provisions be committed by a student during the period of their practical training, suspend the implementation of the degree programme’s components through practical with respect to said student.

*Annex 2 to Offer Letter*

*A Sample of an Acceptance Letter to Sign the Agreement for the Practical Training of HSE University Students*

*(on behalf of the Industry-specific Organization)*

To: Nikita Anisimov,

Rector of National Research University Higher School of Economics

20 Myasnitskaya Ulitsa,

Moscow, 101000

Acceptance Letter to Sign the Agreement

for the Practical Training of HSE University Students

Dear Nikita Iurievich,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*indicate the* *Industry-specific Organization's name)* (hereinafter the “Industry-specific Organization”) hereby accepts your offer, as specified in Letter No. \_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_, 202\_, to sign the Agreement for the Practical Training of Students of National Research University Higher School of Economics studying under *the Bachelor’s / Specialist / Master’s programme (select as appropriate)* of the field(s) of study / specialization(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(indicate field(s) of study / specialization(s)),*

with the total of interns coming to \_\_\_\_\_persons, and confirms its consent with all the terms, as indicated in your Offer Letter for the signing of the Agreement for Practical Training.

The responsible person, who meets respective criteria of labour legislation of the Russian Federation in terms of the admission to the teaching activities and is selected from among staff of the Industry-specific Organization, and who shall be charged with making arrangements for the implementation of practical components of the degree programme, shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*indicate full name*).

**The paragraph in italics below shall be included in the Acceptance Letter only as long as the practical training shall be carried out with the use of the premises of the Industry-specific Organization (not remotely):**

*The implementation of approved components of the degree programme through practical training shall be carried out using the facilities of the Industry-specific Organization, whose list is attached to this Acceptance Letter.*

As per art. 438 of the Civil Code of the Russian Federation, this Letter shall be deemed an acceptance for the signing of the Agreement for the Practical Training of HSE University Students on the terms, as specified in Offer Letter No. \_\_\_\_, sent by HSE University on \_\_\_\_\_\_\_\_\_, 202\_.

Attached hereto is a list of facilities for the conduct of practical training – 1 (one) copy on \_\_ page(s).

Signature of authorized official at the Industry-specific Organization

 *Annex 3 to Offer Letter*

*A Warranties and Representations Form*

**WARRANTIES AND REPRESENTATIONS**

**for the responsible staff member for the provision of the degree programme’s components through practical training at the Industry-specific Organization**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

1. For the purposes of ensuring safe conditions for the completion of practical training by HSE University students at the Industry-specific Organization –

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

indicate a short name for the Industry-specific Organization

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

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

 full name

having been appointed an officer responsible for the implementation of the practical training components of the degree programme on the part of the Industry-specific Organization,

 in line with art. 431.2 of the Civil Code of the Russian Federation, hereby represent and warrant to HSE University that I do not have any disqualifying conditions against the implementation of educational activities, namely:

I am not deprived of the right to engage in teaching activities following a court verdict that has come into legal effect;

I do not have, nor have I had, 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, citizens’ health and public morality, the fundamental principles of the constitutional system, peace and safety, as well as public security;

I do not have an unexpunged or unspent conviction for any premeditated serious or grave offences;

I have not been deprived of legal capacity as per the procedures established in federal law;

I do not have ailments, which are included in the list of occupational hazards and hazardous operations, whose implementation shall be preceded by obligatory prior and periodic medical examinations (checkups), as approved by Directive No. 302н of the Ministry of Health and Social Development of the Russian Federation, dated April 12, 2011.

2. HSE University shall rely on the aforementioned warranties and representations of the responsible staff member and deem them as being material for the implementation or termination of the Agreement for the Practical Training between the University and the Industry-specific Organization.

3. I am hereby obliged to promptly disclose information to HSE University in writing (as early as I have been made aware thereof) about any issue, instance, grounds and/or circumstances (e.g., inaction), which may arise, or of which I may become aware after the signing of the Agreement for Student Practical Training between HSE University and the Industry-specific Organization, and up until the expiry of its term, and which represents a breach of any of these warranties and representations.

4. For the purposes of ensuring HSE University's compliance with the requirements of normative legal acts, orders of federal authorities, municipal decisions, decrees and enquiries on the part of the authorities and officials who implement individual functions and powers of the University’s founder, carrying out control, oversight, watchdog activities and other inspections in relation to the University, including audits, as well as enforcing HSE University’s oversight with respect to persons coming in direct contact with minors due to their job activities, I hereby give provide the University with my consent for the implementation by the latter, starting from the day when these Warranties and Representations are signed and throughout the term of the Agreement for Practical Training between the University and the Industry-specific Organization, of the recording, systematization, accumulation, storage, update, retrieval, use, transmission (exclusively, within the scope of the stated objectives) of my personal data, contained in these Warranties and Representations, including via automated data means. This timeframe shall not impose limitations on the University in regards to the organization of archival storage of documents, containing personal data, including in electronic (digital) formats.

I hereby consent to the anonymization, 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 my consent for the processing of my personal data may be withdrawn by the submission of a written request to HSE University, indicating substantiated reasons for its withdrawal.

The staff member responsible for the organization of practical training components under the degree programme at the Industry-specific Organization:

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

indicate full name

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

signature/initials and last name

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

1. To assess employment during the studying at the Kyung Hee University as the obligatory Internship, student must submit following documents to the Head of Internship at HSE till mid of March of the second year of studying. [↑](#footnote-ref-1)
2. Optional part [↑](#footnote-ref-2)
3. In accordance with the approved internship program [↑](#footnote-ref-3)
4. In accordance with the approved internship program [↑](#footnote-ref-4)
5. Numeric grade on a 10-point scale (10-8 Excellent, 7-6 Good, 5-4 Satisfactory, 3-1 Fail) [↑](#footnote-ref-5)
6. Numeric grade on a 10-point scale (10-8 Excellent, 7-6 Good, 5-4 Satisfactory, 3-1 Fail) [↑](#footnote-ref-6)
7. 1) typhoid fever, paratyphoid fever, salmonellosis, dysentery; 2) helminthiases; 3) syphilis during the contagious stage; 4) leprosy; 5) contagious skin diseases: itch, trichophytia, microsporia, ringworm, actinomycosis with pitting and fistula on open parts of the human body; 6) contagious and destructive pulmonary tuberculosis, extra-pulmonary tuberculosis with fistula, bacteriuria, lupus vulgaris found on the face and/or hands; 7) ozena. [↑](#footnote-ref-7)
8. 1) брюшной тиф, паратифы, сальмонеллез, дизентерия; 2) гельминтозы;3) сифилис в заразном периоде;4) лепра; 5) заразные кожные заболевания: чесотка, трихофития, микроспория, парша, актиномикоз с изъязвлениями или свищами на открытых частях тела;6) заразные и деструктивные формы туберкулеза легких, внелегочный туберкулез с наличием свищей, бактериоурии, туберкулезной волчанки лица и рук; 7) озена. [↑](#footnote-ref-8)
9. Указать один из вариантов: либо дистанционная практическая подготовка, либо практическая подготовка с посещением Профильной организации. [↑](#footnote-ref-9)
10. Specify one of the two options: either remote practical training, or practical training while attending the Industry-specific Organization. [↑](#footnote-ref-10)