

**NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS**

**SCHOOL OF INNOVATION AND ENTREPRENEURSHIP**

**INTERNSHIP PROGRAM  
FOR HIGHER EDUCATION DEGREE  
PROGRAM**

**MASTER OF INTERNATIONAL BUSINESS**

Approved by Academic Supervisor  
Master of International Business Program  
Dr. Irina Kratko  
dated 25.08.2024

Author	Irina Kratko, PhD, Academic Supervisor of Master of International Business Program, Associate Professor at School of Innovation and Entrepreneurship
ECTS credits	6 ECTS
Duration of internship in academic and contact hours	228 academic hours, including 6 contact hours
Year	2 year
Type of Internship	Educational Internship

Internship at the Master of International Business Program is implemented in the form of educational internship and preparation for the final examination. Participation in such elements of internship contributes to the formation, consolidation, and development of practical skills and competencies in the profile of the educational program.

The internship program includes a description of the elements of the curriculum of the educational program, organized in the form of internship and grouped in the "Internship" module of the curriculum.

Year	Type of internship	Type	ECTS	Hours	Period
2	Educational	Obligatory	6	228	Module 3 (10.01.2025 - 31.03.2025)
2	Master thesis preparation	Obligatory	18	684	Second year of studies

Type of internship	Control points	Reporting Points	Reporting Documents
Educational	Defined by the internship supervisor but not later than 2 days before the internship	Defined by the internship supervisor individually	Defined by the internship supervisor but not later than April 15 <sup>th</sup>
Master thesis preparation	<p>First year: Preliminary choice of master thesis topic – until December 1<sup>st</sup>.</p> <p>Second year: Students, who have not approved their topic during the first year should get final approval of the topic until November 20<sup>th</sup>.</p> <p>Second wave of topic submission – from November 21<sup>st</sup> to December 10<sup>th</sup>. Approval of all topics by the order – not later than December 15<sup>th</sup></p> <p>Third and last wave of topic submission – until February 15<sup>th</sup>.</p> <p>Change of approved topic - until March 31<sup>st</sup>.</p>	<p>First year: Not later than May 10<sup>th</sup> – submission of the first chapter of MT to research advisor by e-mail with CC to the study office.</p> <p>Second year: Not later than April 20<sup>th</sup> - submission of MT draft to research advisor.</p> <p>Not later than May 15<sup>th</sup> – submission of the final version of MT to research advisor with CC to the study office.</p> <p>Not later than May 15<sup>th</sup> – uploading of master thesis to LMS.</p> <p>Not later than May 22<sup>nd</sup> – submission of opponent’s review form.</p>	<p>First year: Uploading of first chapter to Antiplagiat system through LK – until May 10.</p> <p>Second year: Uploading of full MT to Antiplagiat system through LMS</p> <p>Master thesis defenses – June 10<sup>th</sup></p>

## I. GENERAL PROVISIONS

### 1.1. Goal and Objectives of the Internship

Master’s internship is aimed to ensure close links between theoretical and practical training of students, the acquisition of practical experience in accordance with the profile of their master's program, creating conditions for forming of practical competences and collecting material for the preparation of master thesis.

The objectives of the internship are to obtain skills of professional work, to deepen and consolidate the knowledge and competences acquired in the course of theoretical instruction.

The internship is an integral part of the academic program designated as scientific and research preparatory thesis work.

### 1.2. Internship in the Program Structure

In accordance with the approved curriculum of the “Master of International Business” program, internship is to be taken during the second year of studies before the preparation of master thesis (in 3<sup>rd</sup> module within any 8 weeks between mid-January and end of March).

Internship may be taken in Russian and foreign, municipal, public, commercial and non- commercial enterprises, institutions and organizations, as well as structural units of the University (hereinafter -

organizations) connected to program's profile, the content of which corresponds to professional competencies, developed within educational program.

To complete the internship successfully students should be able to:

- analyze, verify, evaluate information within the professional activities.
- conduct professional activities in international environment.
- plan and develop projects and events focused on strategy realization of a company.
- upscale the intellectual and cultural levels, build a trajectory of professional development and career.
- present the results of the conducted research in a form of a report, analytical note, article, or a reference.

### 1.3. Methods of Internship

Internship can be either internal or external. Internal internship is taken in organizations located on the territory of Moscow and the surrounding regions in the availability of transport and do not require the temporary relocation of student. External internship is carried out if the organization is located outside the areas mentioned above. External internship is carried out upon the agreement with the Academic Supervisor of MIB program.

### 1.4. Form of Internship

The internship has a mixed discrete format (discrete by periods): it is done in parallel with theoretical classes of the Research Seminars.

## II. THE LIST OF ESTIMATED RESULTS OF INTERNSHIP CORRELATED WITH THE ESTIMATED RESULTS OF THE EDUCATIONAL PROGRAM

The internship shall be focused on the following competencies:

Code of a competence	Definition of Competence	Professional tasks that require this competence
ПК-1	Able to find and evaluate new market opportunities, form and evaluate business ideas, develop business plans for creating a new business.	Managerial, entrepreneurial, and consulting tasks
ПК-2	Able to identify the data necessary to solve the set managerial and entrepreneurial tasks; collect data and process it	Scientific, research, and consulting tasks
ПК-3	Able to form a project of consulting work in the field of management and manage it	Managerial, entrepreneurial, and consulting tasks
ПК-5	Able to identify the data necessary to solve the research tasks in the field of management; to collect data, both in the field and from the main sources of socio-economic information: reports of organizations of various forms of ownership, departments, etc., databases, journals, etc., analysis and processing of these data, information from domestic and foreign statistics on socio-economic processes and phenomena	Scientific, research, and consulting tasks
ПК-7	Able to solve the problems of managing business organizations related to operations in world markets in the context of globalization	Managerial, entrepreneurial and consulting tasks

ПК-9	Able to use modern managerial technologies and develop new management technologies to improve the efficiency of the organization	Managerial, entrepreneurial and consulting tasks
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Table 1

### III. STRUCTURE AND CONTENT OF THE INTERNSHIP

The overall workload of the internship is 6 ECTS, 8 weeks.

#	Types of student's practical work	Activity	Competencies acquired
1	Scientific and research work	- acquaintance with the scope of organizational activities and structure - collection and analysis of theoretical data required for practical implementation of the internship tasks	ПК-2, ПК-5
2	Managerial and entrepreneurial work	Choice of the best solution for a problem, development and implementation of a working project	ПК-1, ПК-3, ПК-7, ПК-9
3	Consulting work	Collection and analysis of data required for preparing the internship reporting documents	ПК-2, ПК-5

### IV. FORMS OF INTERNSHIP REPORTING DOCUMENTS

At the end of internship, within 5 days a student should submit report to the Program Office (not later than April 15<sup>th</sup>), signed by university supervisor and company supervisor. To obtain a positive grade for internship, a student must fully implement practice work and submit the internship reporting documents.

#### Internship Reporting Documents

Structure of the report	Note
Form of Individual Internship Assignment <sup>1</sup>	Appendix 1
The Internship Report Form <sup>2</sup>	Appendix 2
Form of Company Supervisor Internship Reference (in Russian or in English) <sup>3</sup>	Appendix 3
Form of Confirmation of the Company Instructions Provision to Student <sup>4</sup>	Appendix 4
Form of Internship Agreement on Providing Internship(s) for Student(s) <sup>5</sup>	Appendix 5
Letter of Offer and Acceptance on Providing Internship(s) for Student(s) <sup>6</sup>	Appendix 6

### V. INTERNSHIP ASSESSMENT

The internship results are determined by carrying out interim assessment in the form of examination. Examination equates to internship report evaluation. Evaluation results are listed in the official exam report. The evaluation results are used in student rating.

The decision on the grade is based on internship report, the diary of the practice, as well as information contained in the written response from company supervisor.

Apart from the final examination there is an interim examination that should be taken in the form of individual assignment (student fills out the Individual Internship Task) and consultations with the internship supervisor.

#### 5.1. Grading system

The final grade of supervisor on the results of internship is calculated by a 10-point scale. The resulting score for internship is calculated by the following formula:  $O_{\text{final}} = k_1 \cdot O_{\text{journal}} + k_2 \cdot O_{\text{review}}$  where:

$O_{\text{journal}}$  - assessment by supervisor of the level of completed assignments and materials presented in the internship journal;

$O_{\text{review}}$  - assessment of the quality of completed assignments and student competencies during

internship, as reflected in the internship review of company supervisor.

Grade coefficients:

$k1=0,5$ ;  $k2= 0,5$

Rounding the final grade for internship: in favor of student.

Retake is not provided. A student, who does not complete the internship, is not permitted to the state final examination.

## 5.2 Grading policy

The Internship Supervisor from the University evaluates the results of the internship undertaken following the grading scale below:

Grade on a 10-point scale	Estimated content of the assessment
8-10 “excellent”	The full set of documents, all documents are signed and authorized in order. The goal of the internship is achieved, or at least three competencies are acquired by a student within the internship (the examples and results are presented along with comments of a company representative). The internship program is correlated with the topic of the master thesis. There are no negative comments from the organization.
6-7 “good”	The full set of documents, but some of the documents are not signed or authorized in order. The goal of the internship is almost achieved or only a few professional competencies are acquired by a student within the internship (the results are presented shortly, or there are no comments from company representatives). Minor critical comments from the organization.
4-5 “satisfactory”	The full set of documents, but some of the documents are not signed or authorized in order. The goal of the internship is achieved partially or less than three professional competencies are acquired by a student within the internship. There are critical comments from the organization. Report was submitted after the deadline.
1-3 “fail”	Not all documents submitted. The goal of the internship is not achieved. Crucial critical feedback from the organization.

<sup>1</sup> Provided by the Head of internship from HSE

<sup>2</sup> Obligatory in case internship is held inside or outside of HSE

<sup>3</sup> Obligatory in case an internship is held outside of HSE

<sup>4</sup> Obligatory in case an internship is held outside of HSE

<sup>5</sup> Only in case an internship is held outside of HSE: either an agreement or a letter needed. If an internship is held at HSE departments there is no need to submit neither an agreement, nor a letter

<sup>6</sup> Only in case an internship is held outside of HSE: either an agreement or a letter needed. If an internship is held at HSE departments there is no need to submit neither an agreement, nor

## I. STUDY AND INFORMATION MATERIALS AVAILABLE FOR THE INTERNSHIP

### 6.1. The list of study literature and Internet-resources required for the internship.

№	Title
Internet-resources	
1	Web of Science — access: <a href="http://proxylibrary.hse.ru:2048/login?url=http://isiknowledge.com/wos">http://proxylibrary.hse.ru:2048/login?url=http://isiknowledge.com/wos</a>
2	Scopus — access: <a href="http://proxylibrary.hse.ru:2048/login?url=http://www.scopus.com">http://proxylibrary.hse.ru:2048/login?url=http://www.scopus.com</a>
3	EBSCO Information Services — access: <a href="http://proxylibrary.hse.ru:2048/login?url=http://search.ebscohost.com/">http://proxylibrary.hse.ru:2048/login?url=http://search.ebscohost.com/</a>
4	Science Direct — access: <a href="http://proxylibrary.hse.ru:2048/login?url=http://www.sciencedirect.com/">http://proxylibrary.hse.ru:2048/login?url=http://www.sciencedirect.com/</a>

### 6.2 The list of information technologies used for the purpose of internship including a list of software and search engines (if necessary)

Within the internship students may use information technologies, including computer simulations, computer-aided engineering and software development tools used by the organization, Internet technologies etc.

## II. DESCRIPTION OF FACILITIES REQUIRED FOR THE INTERNSHIP

The main facilities used within the internship are to be determined by the internship supervisor and should be accessible by a student for fulfillment of the approved internship tasks.

If students do their internship at the HSE they can use computer classes, a Wi-Fi network, library and other facilities required for the successful completion of the approved internship tasks.

If students do their internship in an organization pursuant to the internship agreement they can use laboratories, rooms, library, technical equipment and documentation, computers etc. disposable at the organization in order to successfully complete the approved internship tasks.

The abovementioned facilities should comply with effective safety, fire safety and sanitary regulations.

National Research University Higher School of Economics

School of Innovation and Entrepreneurship

INDIVIDUAL INTERNSHIP ASSIGNMENT

Student's name \_\_\_\_\_

Year of study: \_\_\_\_\_

Field of study: 38.04.02 «Management»

Degree program: Master of International Business

Type of internship: Educational

Internship period from \_\_\_\_\_, 202\_\_ to \_\_\_\_\_, 202\_\_

The goals of the internship are: gain an understanding of workplace dynamics and professional expectations; build proficiency in a range of business or industry skills appropriate to the field of the internship placement, including professional and inter-cultural communication through written, verbal, and non-verbal means; refine and clarify professional and career goals through critical analysis of the internship experience or research project.

The objectives of the internship are: 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.

Description of the assignment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Expected outcomes:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Internship supervisor from HSE Dr. Irina Kratko / \_\_\_\_\_

Internship supervisor from Company / Organization \_\_\_\_\_ / \_\_\_\_\_

Student's signature \_\_\_\_\_

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

NATIONAL RESEARCH UNIVERSITY  
HIGHER SCHOOL OF ECONOMICS

SCHOOL OF INNOVATION AND ENTREPRENEURSHIP

MASTER OF INTERNATIONAL BUSINESS PROGRAM

ACADEMIC YEAR 202\_\_/202\_\_

INTERNSHIP REPORT

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*Student name (last, first)*

University supervisor's grade<sup>7</sup>

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

\_\_\_\_\_ (*signature*) Dr.  
Irina Kratko, PhD, Associate Professor  
Academic Director of MIB Program

MOSCOW 2025

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<sup>7</sup> Numeric grade on a 10-point scale (10-8 Excellent, 7-6 Good, 5-4 Satisfactory, 3-1 Fail)



## INFORMATION ABOUT THE COMPANY / HOST ORGANIZATION

Company (host organization) name \_\_\_\_\_

Brief description of company / host organization operations/field of specialization, organizational structure:

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

Internship supervisor from University:

Dr. Irina Kratko, PhD, Associate Professor, Academic Director of MIB Program *(name and title)*

Internship supervisor from Company / Host organization:

\_\_\_\_\_ *(name and title)*

Internship goals:

\_\_\_\_\_

Internship objectives:

\_\_\_\_\_  
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### INTERNSHIP SCHEDULE

Dates (From – To)	Department/division/sector	Description of work activities

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Summary of tasks undertaken during the internship

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Which skills and knowledge did you acquire during your internship?

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Self-assessment<sup>1</sup>:

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<sup>1</sup> Goals achieved, competencies acquired

Form of Company Supervisor Internship Reference (in English)<sup>9</sup>

**Internship Reference Letter Format**

[Letterhead]

Date

Master of International Business Program  
School of Innovation and Entrepreneurship  
National Research University “Higher School of Economics”

Subject: Internship Reference for (Add student’s name here) To whom

it may concern:

[Text of letter]

Must include:

- Name of student;
- Name of company and a department of student’s internship;
- Duration of the internship;
- Work activities undertaken;
- Correspondence to internship tasks;
- Professional competences acquired by a student;
- Evaluation of student’s internship (characteristics of student’s work activities, exact goals achieved, professional characteristics of student, student’s attitude towards the internship tasks, and a grade on a 10 point scale).

Yours sincerely,

[Company Supervisor position]  
[Official company stamp]  
[Company Supervisor contacts]

[Signature]

[Name]

**Internship Reference Letter** must be written on the official letterhead paper of the internship company/organization, contain the information above, and be signed by your company supervisor or other person in charge, and stamped

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<sup>9</sup> Available for international and/or foreign companies

## ОТЗЫВ

о работе студента с места прохождения практики

Отзыв составляется на студента по окончании практики руководителем от предприятия. В отзыве необходимо указать – фамилию, инициалы студента, место прохождения практики, время прохождения.

В отзыве должны быть отражены:

- выполняемые студентом профессиональные задачи;
- полнота и качество выполнения программы практики;
- отношение студента к выполнению заданий, полученных в период практики;
- оценка сформированности планируемых компетенций;
- выводы о профессиональной пригодности студента;
- при необходимости – комментарии о проявленных им личных и профессиональных качествах.

Отзыв подписывается руководителем практики от предприятия (организации) и заверяется печатью.

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<sup>10</sup> Available for Russian companies

Form of Confirmation of the Company Instructions  
Provision to Student(s)

20 \_\_\_\_\_  
**Confirmation of the Company Instructions Provision  
to Student(s)**

*Student's name* \_\_\_\_\_, studying at the National Research University  
Higher School of Economics, being a 2<sup>nd</sup> year master student of International Business program  
(38.04.02, Management), assigned for a scientific and research internship at  
\_\_\_\_\_*(company title)*.

was acquainted with:

- Occupational safety requirements
- Safety instructions in the workplace
- Fire safety instructions in the workplace
- Internal regulations of the Company / Organization

head of internship from Company / Organization:

\_\_\_\_\_  
*title*

\_\_\_\_\_/\_\_\_\_\_  
*name and signature*

*Date* \_\_\_\_\_

*1<sup>st</sup> day of internshi*

Form of Internship Agreement on  
Providing Internship(s) for Student(s)

<b>Договор о практической подготовке обучающихся</b>	<b>Agreement for Practical Training of Students</b>
г. Москва «__» _____ 2022г.	Moscow _____, 2022
<p>Федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики», именуемое в дальнейшем «НИУ ВШЭ», в лице <b>проректора Рощина Сергея Юрьевича</b>, действующего на основании доверенности от <b>09.07.2021 № 6.13-08.1/090721-9</b>, с одной стороны, и _____, указать наименование профильной организации именуем __ в дальнейшем «Профильная организация», в лице _____, указать ФИО подписанта со стороны НИУ ВШЭ действующего на основании доверенности от _____ № _____, с другой стороны, именуемые по отдельности «Сторона», а вместе – «Стороны», заключили настоящий договор о практической подготовке обучающихся (далее – Договор) о нижеследующем.</p>	<p>National Research University Higher School of Economics, hereinafter “HSE University”, represented <b>Vice Rector Sergey Roshchin</b>, acting on the basis of the power of attorney dated <b>09.07.2021 No. 6.13-08.1/090721-9</b>, on the one hand, and _____, indicate the name of the Industry-specific Organization hereinafter “Industry-specific Organization”, represented by _____, indicate name of the signatory representing 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:</p>
<b>1. Предмет Договора</b>	<b>1. The Agreement's Subject</b>
1.1. Предметом Договора является организация практической подготовки обучающихся НИУ ВШЭ (далее – практическая подготовка).	1.1. The subject of the Agreement is the organization of practical training for HSE University students (hereinafter “practical training”).
1.2. 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 письмах, которыми обмениваются Стороны в порядке, предусмотренном пунктом 4.5 Договора. Стороны должны согласовать организацию практической подготовки обучающихся до начала практической подготовки.	1.2. Degree programmes, or components of degree programmes that require the organization of practical training for their implementation, total number of students engaged in respective components of their degree programmes, and the timeframes for practical training shall be agreed upon by the Parties in the letters exchanged between the Parties as per the procedure specified in clause 4.5 hereof. The organizational aspects of the practical training shall be approved by the Parties prior to the start of the practical training.
<i>Вариант 1</i>	<i>Option 1 (applicable for internships organized in a face-to-face format).</i>
1.3. Реализация компонентов образовательной программы осуществляется в помещениях Профильной организации, расположенных по адресу _____.	1.3. The implementation of components of the degree programme shall be carried out with the use of Industry-specific Organization's facilities, located at the address _____.
<i>Вариант 2</i>	<i>Option 2. (applicable for internships organized remotely).</i>
1.3. Реализация компонентов образовательной программы осуществляется в дистанционном формате без использования Профильной организацией принадлежащих ей помещений. В соответствии с частью 4 статьи 16	1.3. The implementation of components of the degree programme shall be carried out remotely,

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.

## **2. Права и обязанности Сторон**

### **2.1. НИУ ВШЭ обязан:**

2.1.1. 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;

2.1.2. назначить руководителя по практической подготовке от НИУ ВШЭ, который:

2.1.2.1. обеспечивает организацию образовательной деятельности в форме практической подготовки при реализации компонентов образовательной программы;

2.1.2.2. организует участие обучающихся в выполнении определенных видов работ, связанных с будущей профессиональной деятельностью;

2.1.2.3. оказывает методическую помощь обучающимся НИУ ВШЭ при выполнении определенных видов работ, связанных с будущей профессиональной деятельностью;

2.1.2.4. 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;

2.1.3. при смене руководителя по практической подготовке в 10-ти дневный срок сообщить об этом Профильной организации;

2.1.4. 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;

2.1.5. направить обучающихся НИУ ВШЭ в Профильную организацию для освоения компонентов образовательной программы в форме практической подготовки.

### **2.2. Профильная организация обязана:**

2.2.1. Направить в адрес НИУ ВШЭ, указанный в разделе 5 Договора письмо, подтверждающее принятие обучающихся НИУ ВШЭ на практическую подготовку в Профильную

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.

## **2. Rights and Obligations of the Parties**

### **2.1. HSE University is obliged to:**

2.1.1. 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 letter with a list with the names of HSE University interns, who are engaged in the respective degree programme components through practical training, as well as the degree programme name and timeframe of the internship, at the address specified in clause 5 hereof;

2.1.2. appoint a practical training supervisor at HSE University who will:

2.1.2.1. ensure the delivery of practical training during the implementation of the degree programme components;

2.1.2.2. organize the participation of students in the completion of certain types of works, which are relevant to their future professional activities;

2.1.2.3. provide methodological support for HSE University students during the completion of certain types of work, which are relevant to their future professional activities;

2.1.2.4. 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 the University's staff and students, compliance with fire safety rules, occupational safety requirements, safety techniques and sanitary/epidemiological rules and hygienic norms;

2.1.3. should a practical training supervisor be replaced, inform the Industry-specific Organization about this within a 10-day period;

2.1.4. delineate in a class timetable those types of learning activities, internships and other degree programme components, which shall be mastered by the University's students through practical training, e.g., the place and timeframe for their provision;

2.1.5. send HSE University students to the Industry-specific Organization for the pursuit of the degree programme components in the form of practical training.

2.2. The Industry-specific Organization is obliged to:

2.2.1. at least within 5 (five) working days upon receipt of HSE University's letter, send a letter to the University's address, as specified in clause 5 hereof,

организацию;

2.2.2. 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;

2.2.3. 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;

2.2.4. 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 № 1 к Договору);

2.2.5. при смене лица, назначенного согласно пункту 2.2.3 Договора, в 10-ти дневный срок сообщить об этом НИУ ВШЭ и обеспечить получение от другого ответственного лица заверений согласно пункту 2.2.4 Договора;

2.2.6. 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;

2.2.7. 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;

2.2.8. ознакомить обучающихся НИУ ВШЭ с правилами внутреннего трудового распорядка Профильной организации;

2.2.9. провести инструктаж обучающихся НИУ ВШЭ по охране труда и технике безопасности и осуществлять надзор за соблюдением обучающимися правил техники безопасности;

2.2.10. 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.

2.3. НИУ ВШЭ имеет право:

to acknowledge the acceptance of students for internships at the Organization;

2.2.2. 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 students 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 the University's students;

2.2.3. appoint a responsible individual, 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 practical training processes on behalf of the Industry-specific Organization;

2.2.4. confirm that the appointee meets requirements of respective 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 the University (Annex No. 1 to the Agreement);

2.2.5. should a person appointed as per p. 2.2.3 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 the Warranties and Representations form from the new appointee, as per p. 2.2.4 of the Agreement;

2.2.6. ensure safe conditions for the implementation of the practical training components, compliance with fire safety regulations, occupational safety requirements, safety techniques and sanitary/epidemiological rules and hygienic norms;

2.2.7. carry out evaluations of job conditions at workplaces, utilized for the implementation of the practical training components, as well as inform HSE University's administration about the labour conditions and occupational safety requirements in effect at said workplaces;

2.2.8. familiarize interns with the internal labour regulations in place at the Industry-specific Organization;

2.2.9. conduct orientations for HSE University students with respect to occupational safety and safety practices, as well as oversee that students observe said techniques;

2.2.10. 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 the University's students.

2.3. HSE University is entitled to:

2.3.1. monitor that the conditions for the implementation of the practical components of the



2.3.1. осуществлять контроль соответствия условий реализации компонентов образовательной программы в форме практической подготовки требованиям Договора;

2.3.2. запрашивать информацию об организации практической подготовки, в том числе о качестве и объеме выполненных обучающимися работ, связанных с будущей профессиональной деятельностью;

2.3.3. требовать от ответственного лица Профильной организации предоставления письменных заверений в соответствии с пунктом 2.2.4 Договора.

2.4. Профильная организация имеет право:

2.4.1. 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;

2.4.2. 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.

### **3. Срок действия договора**

3.1. Договор вступает в силу после его подписания и действует в течение 5 (пяти) лет.

### **4. Заключительные положения**

4.1. Споры и/или разногласия, возникшие между Сторонами при исполнении условий Договора, решаются путём переговоров.

4.2. В случае невозможности разрешения разногласий путем переговоров, споры подлежат рассмотрению в судебном порядке.

4.3. Изменение Договора осуществляется по соглашению Сторон в письменной форме в виде дополнительных соглашений к Договору, которые являются его неотъемлемой частью.

4.4. 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.

4.5. Все письма, сообщения, предупреждения, уведомления, заявления и иные юридически значимые сообщения (далее вместе – сообщение) Сторон в ходе исполнения Договора

degree programme are aligned with the Agreement's terms;

2.3.2. request information in regards to the organization of practical training, including the quality and volume of completed work, as deemed relevant to the students' future professional activities;

2.3.3. demand that the Industry-specific Organization's responsible staff member present written Representations and Warranties, as per p. 2.2.4 of the Agreement.

2.4. The Industry-specific Organization is entitled to:

2.4.1. 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;

2.4.2. should breaches of their obligations or confidentiality requirements be identified during the practical training period, as committed by a student, the provision of the practical training components shall be suspended with respect to said learner.

### **3. The Agreement's Term**

3.2. The Agreement shall come into effect upon its signing and remain valid for \_\_\_\_\_ (\_\_\_\_\_) year(s).

### **4. Final Provisions**

4.1. Disputes and disagreements, which may arise between the Parties during the implementation of this Agreement's terms, shall be settled through negotiation.

4.2. If the settlement of disputes through negotiation is unfeasible, such disputes shall be subject to review by court.

4.3. 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.

4.4. 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

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.

4.6. Договор составлен в двух экземплярах, по одному для каждой из Сторон. Все экземпляры имеют одинаковую юридическую силу.

4.7. К Договору прилагаются и являются неотъемлемой его частью следующие приложения:

Приложение № 1 – Типовая форма Заверений об обстоятельствах для ответственного лица.

## 5. 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]

Должность

\_\_\_\_\_ /Инициалы, фамилия/

м.п.

НИУ ВШЭ:

Федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики»

Место нахождения:

Россия, 101000, г. Москва,

ул. Мясницкая, дом 20

ИНН 7714030726 КПП 770101001

Контактное лицо: Илларионова Анна Евгеньевна, заместитель руководителя

Контактный телефон: +7 (495) 772-95-90 доб. 27861

Контактный e-mail: [aillarionova@hse.ru](mailto:aillarionova@hse.ru)

Проректор

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.

4.5. All notices, warnings, notifications, representations and other legally significant messages (hereinafter collectively referred to 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”) with registered letters with notice upon delivery, in case of sending a claim - with a list of attached documents, to the addresses indicated in clause 5 herein, or delivered by courier to the Industry-specific Organization's authorized representative against his/her signature.

4.6. This Agreement is drafted in 2 (two) copies, with 1 (one) copy for each Party. All copies shall bear equal legal force.

4.7. This Agreement has the following attachments, which shall constitute an integral part hereof:

Annex No. 1 – Sample Warranties and Representations Form for Responsible Staff Member.

## 5. 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* ]

Job title

\_\_\_\_\_ / initials, last name/

seal

HSE University:

National Research University

Higher School of Economics

Location:

20 Myasnitskaya Ulitsa

Moscow, Russia, 101000

INN 7714030726 KPP 770101001

Contact person: Anna Illarionova, Deputy Head

Telephone: +7 495 772 95 90 \* 27861

_____/С.Ю. Рошин/ М.П.	E-mail: <a href="mailto:aillarionova@hse.ru">aillarionova@hse.ru</a>  Vice Rector _____ / <b>Sergey Roshchin</b> / seal
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Appendix 6

Letter of Offer and Acceptance on  
Providing Internship(s) for Student(s)

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

To  
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<sup>2</sup>.

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

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<sup>2</sup> Specify one of the two options: either remote practical training, or practical training while attending the Industry-specific Organization.

**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**

4.8. HSE University is obliged to:

4.8.1. 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;

4.8.2. appoint a supervisor for the practical training at HSE University, who shall:

4.8.2.1. ensure the organization of educational activities in the form of practical training with the provision of the degree programme components;

4.8.2.2. organize the participation of students in certain types of work, related to their future professional sphere;

4.8.2.3. provide methodological support to HSE University students while they engage in certain types of work considered relevant for their future professional activities;

4.8.2.4. 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;

4.8.3. should a replacement of the internship supervisor occur, inform the Industry-specific Organization about this within a 10-day period;

4.8.4. 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;

4.8.5. send HSE University students to the Industry-specific Organization, so they can master the components of the degree programme through practical training.

4.9. The Industry-specific Organization is obligated to:

4.9.1. 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;

4.9.2. 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;

4.9.3. 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;

4.9.4. 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;

4.9.5. 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;

4.9.6. 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;

4.9.7. familiarize the HSE University students with the internal labour regulations in place at the Industry-specific Organization;

4.9.8. conduct occupational health and safety orientation sessions for HSE University students and check if interns properly follow safety techniques;

4.9.9. 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.

4.10. HSE University is entitled to:

4.10.1. make sure that the conditions for the implementation of the degree programme components through practical training meet the provisions of this Agreement;

4.10.2. 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;

4.10.3. demand that the responsible person at the Industry-specific Organization submit the Warranties and Representation forms as per p. 1.2.3.

4.11. The Industry-specific Organization is entitled to:

4.11.1. 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;

4.11.2. 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.

*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: Igor R. Agamirzian,  
Head of School of Innovation and  
Entrepreneurship  
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 Igor Rubenovich,

\_\_\_\_\_ (*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 Master of International Business programme, of the field of study  
38.04.02 Management

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



*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. 302H 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\_\_