*Exemplary form of the offer letter from HSE*

*on providing a place for internship*

Coordinator \_\_\_\_\_\_\_\_\_\_\_\_

(*Full name and position*)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_!

The National Research University Higher School of Economics offers you a place for internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*the name of organization)* (further - organization) student(s) of HRU HSE on the following conditions:

Full name of student (students):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, type, degree of educational programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The year of study\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration of internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the organization provides the HSE students with an internship, it takes on following responsibilities:

1) to appoint the head of practice from among the employees of the Organization, who coordinates individual tasks, content and planned results of the practice.

2) provide the student(s) with safe working conditions at the workplace, conduct mandatory training on labor protection and safety.

3) create the necessary conditions for the student(s) to complete the practice program in accordance with the work schedules (plans) of the practice, students gaining experience in professional activities.

4) keep records of students' performance of the program of practice, individual and production tasks.

5) not to allow students to engage in activities that are not provided for in the practice program and are not related to the direction of training (specialty) and the future profession of students.

The appendix to this letter is an internship program.

This letter is an offer to conclude an internship contract. Please acknowledge the acceptance of this offer in writing. In a letter, we ask you to confirm your consent to the provision of a place for students (students) for practice, accept other conditions of this offer, and also provide information on the name of the head of internship from the Organization.

Signature

HSE Official