To the head \_\_\_\_\_\_\_\_\_\_\_\_

( *full name and position of the head of the organization*)

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

The National Research University Higher School of Economics offers you to provide a place for the internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*the name of the organization is indicated)*(hereinafter *referred to as the*Organization) for a student (s) of the Higher School of Economics under the following conditions:

Name of student (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of practice: production type

Name, type, level of the educational program: Strategic Corporate Finance, Master’s level

Direction of preparation: 38.04.08 Finance and Credit

The course at which the student (s) is studying: 2d year

Duration of practice: 9 weeks, from 10 February to 11 April, 2020

In the case of providing a place for the internship for a student (students) the following obligations arise:

1) to appoint a head of the internship among the workers of Organization, which coordinates the individual tasks, content and expected results of the internship.

2) to ensure that a student(s) has safe working conditions at the workplace, conduct mandatory briefings on occupational health and safety.

3) to create necessary conditions for a student (s) to perform the program of the internship in accordance with the work schedule and to obtain professional experience.

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

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

The appendix to this letter is the 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 student (s) to do an internship, accept other conditions of this offer, and also provide information on the name of the head of internship from the Organization.

Authorized Signature

HSE Official