

**FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION
FOR HIGHER EDUCATION
NATIONAL RESEARCH UNIVERSITY
HIGHER SCHOOL OF ECONOMICS**

FACULTY OF WORLD ECONOMY AND INTERNATIONAL AFFAIRS

**INTERNSHIP PROGRAM
FOR HIGHER EDUCATION DEGREE PROGRAM
MASTER OF INTERNATIONAL BUSINESS**

Approved by Academic Supervisor of
Master of International Business Program

Dr. Irina Kratko

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Author	Irina Kratko, PhD, Academic Supervisor of Master of International Business Program, Associate Professor at Faculty of World Economy and International Affairs
ECTS credits	12 ECTS
Duration of internship in academic and contact hours	456 academic hours, including 6 contact hours
Year	2 year
Type of Internship	Study, Scientific and Research Internship

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 3rd 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:

Table 1

Code of a competence	Definition of Competence	Professional tasks that require this competence
ΠΚ-4	Able to explore data required for solving research problems in the field of management	Scientific and research tasks
ΠΚ-5	Able to present the results of the conducted research in a form of a report, article or a reference	Scientific, research, and consulting tasks
ΠΚ-13	Able to plan and develop projects and events focused on strategy realization of a company	Managerial, entrepreneurial and consulting tasks
ΠΚ-15	Able to use modern managerial technologies and develop new managerial technics to raise company efficiency	Managerial, entrepreneurial and consulting tasks
ΠΚ-17	Able to explore data required for solving managerial and entrepreneurial tasks; collect and analyze the data	Scientific, research, and consulting tasks

III. STRUCTURE AND CONTENT OF THE INTERNSHIP

The overall workload of the internship is 12 ECTS, 8 weeks.

Table 2

#	Types of student 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	ΠΚ-4, ΠΚ-17
2	Managerial and entrepreneurial work	Choice of the best solution for a problem, development and implementation of a working project	ΠΚ-13, ΠΚ-15
3	Consulting work	Collection and analysis of data required for preparing the internship reporting documents	ΠΚ-5

IV. FORMS OF INTERNSHIP REPORTING DOCUMENTS

At the end of internship, within 5 days a student should submit report to the Program Office, 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 within specified terms.

Internship Reporting Documents

Structure of the report	Note
Form of Individual Internship Task ¹	Appendix 1
The Internship Report Form ²	Appendix 2
Form of Company Supervisor Internship Reference (in Russian or in English) ³	Appendix 3
Form of Confirmation of the Company Instructions Provision to Student ⁴	Appendix 4
Form of Internship Agreement on Providing Internship(s) for Student(s) ⁵	Appendix 5
Letter of Offer and Acceptance on Providing Internship(s) for Student(s) ⁶	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_{journal} - assessment by supervisor of the level of completed assignments and materials presented in the internship journal;

O_{review} - assessment of the quality of completed assignments and student competencies during internship, as reflected in the internship review of company supervisor.

Grade coefficients:

$$k_1=0,5; k_2= 0,5$$

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

¹ Provided by the Head of internship from HSE

² Obligatory in case internship is held inside or outside of HSE

³ Obligatory in case an internship is held outside of HSE

⁴ Obligatory in case an internship is held outside of HSE

⁵ 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

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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.
1-3 “fail”	Not all documents submitted. The goal of the internship is not achieved. Crucial critical feedback from the organization.

VI. 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: 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/
4	Science Direct — access: http://proxylibrary.hse.ru:2048/login?url=http://www.sciencedirect.com/

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.

VII. 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.

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 _____

Year of study: 2

Field of study 38.04.02 «Management»

Master Program "International Business"

Type of internship Study, Scientific and Research

Internship period from _____ to _____

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.

The content of the internship:

1. _____
2. _____
3. _____

The expected results:

1. _____
2. _____
3. _____

The head of internship from HSE Dr. Irina Kratko / _____

The head of internship from Company / Organization _____ / _____

Student's signature _____

Date _____

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MASTER OF INTERNATIONAL BUSINESS PROGRAM

STUDY YEAR _____ / _____

INTERNSHIP REPORT

Student name (last, first)

University supervisor's grade⁷

_____ (*grade*)

_____ (*signature*)

Dr. Irina Kratko, PhD, Associate Professor
Academic Director of MIB Program

MOSCOW 20____

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

INFORMATION ABOUT THE COMPANY / ORGANIZATION

Company / organization name _____

Brief description of company / organization activities:

Internship supervisor from University:

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

Internship supervisor from Company / Organization:

_____ (*name and title*)

Goal of the internship: _____

Objectives of the internship: _____

INTERNSHIP SCHEDULE

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

Summary of the works undertaken during the internship

Which skills and knowledge did you acquire during your internship?

Self-evaluation⁸:

⁸ Goals achieved, competencies acquired

Internship Reference Letter Format

[Letterhead]

Date

Master of International Business Program
Faculty of World Economy and International Affairs
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

⁹ 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.

¹⁰ Available for Russian companies

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 2nd 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

The head of internship from Company / Organization:

title

_____/_____
name and signature

Date _____

1st day of internship

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

<p style="text-align: center;">ДОГОВОР №</p> <p>на проведение практики студента(ов) федерального государственного автономного образовательного учреждения высшего образования</p> <p>«Национальный исследовательский университет «Высшая школа экономики»</p> <p>Г..... «.....».....20 ...Г</p>	<p style="text-align: center;">AGREEMENT NO.</p> <p>on Providing Internship(s) for Student(s) of National Research University Higher School of Economics</p> <p>City....., 20 ...</p>
<p>Федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики», именуемый в дальнейшем «Университет», в лице Сергея Александровича Караганова, декана факультета мировой экономики и мировой политики, действующего на основании доверенности от 09.10.2019 №6.13-08.1/0910-05, и</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(наименование предприятия, учреждения, организации)</p> <p>именуемое в дальнейшем «Организация», в _____ лице</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(фамилия, имя, отчество, должность)</p>	<p>National Research University Higher School of Economics, hereafter referred to as the “University” and “HSE”, represented by Sergey Karaganov, Dean of Faculty of World Economy and International Affairs acting on the basis of the Power of Attorney No 6.13- 08.1/0910-05 dated 09 October 2019, on the one hand,</p> <p>and</p> <p>_____</p> <p>_____</p> <p>(name of a company, institution, or organization),</p> <p>hereinafter referred to as the “Organization”, represented _____ by</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(full name and position)</p>

<p>действующего на основании _____, с другой стороны, заключили между собой настоящий Договор на проведение практики студента(ов) университета (далее – Договор) о нижеследующем:</p>	<p>acting on the basis of _____, on the other hand, concluded this agreement on internships for university student(s) (hereafter, the “Agreement”) as follows:</p>
<p>1. Предмет договора</p> <p>1.1. Университет направляет, а Организация принимает студентов Университета для прохождения учебной научно-исследовательской практики (далее - практика).</p> <p>1.2. Сроки прохождения практики, количество студентов, рабочий график (план) проведения практики, программа практики, календарный план учебных занятий, а также иные условия проведения практики, которые Стороны сочтут существенными, согласовываются Сторонами до направления студентов на практику в письменной форме путем обмена письмами способами, предусмотренными Договором.</p>	<p>1. Scope of the Agreement</p> <p>1.1. The University shall assign students, and the Organization shall accepts them for doing study scientific and research internship (hereafter, “internship”).</p> <p>1.2. The duration of an internship, the number of students involved, the schedule (work plan) of said internship, its program and timeline, as well as other terms and conditions of internship that Parties deem essential, shall be agreed by the Parties in writing before students are sent to the Organization for internship. With this in mind, the Parties shall exchange letters to this effect, as provided for by this Agreement.</p>
<p>2. Права и обязанности сторон</p> <p>2.1. Организация обязуется:</p> <p>2.1.1. Принять студентов Университета для прохождения практики в согласованном количестве и в сроки, установленные рабочим графиком (планом) прохождения практики, согласованным Сторонами.</p> <p>2.1.2. Назначить квалифицированных специалистов для руководства практикой в подразделениях (отделах, лабораториях) Организации.</p> <p>2.1.3. Создать условия для получения студентами опыта профессиональной деятельности, погружения их в среду профессиональной деятельности и</p>	<p>2. Rights and Obligations of the Parties</p> <p>2.1. The Organization undertakes to:</p> <p>2.1.1. Accept the agreed number of HSE students in line with the term of the internship according to its schedule (plan), as agreed upon by the Parties;</p> <p>2.1.2. Appoint competent specialists for supervising student internships at respective subdivisions (units, laboratories) of the Organization;</p> <p>2.1.3. Create adequate conditions, thereby enabling HSE students:</p> <ul style="list-style-type: none"> - to gain professional skills and practical

развитие профессиональных непроектных компетенций, практических умений и навыков труда по выбранному направлению профессиональной деятельности, отвечающие требованиям безопасности и соответствующим санитарно-гигиеническим нормам труда.

2.1.4. Обеспечить студентам в соответствии со списками, направляемыми Университетом согласно п. 2.2.2 Договора, физическое наличие рабочих мест, обеспечить каждого студента производственными заданиями, обеспечить возможность ознакомления студентов с документацией Организации (кроме документов для служебного пользования), нормативной и законодательной базой, необходимыми для успешного освоения студентами программы практики, выполнения ими индивидуальных и производственных заданий.

2.1.5. Ознакомить студентов с правилами внутреннего трудового распорядка Организации, и мерами по обеспечению безопасности при нахождении на территории Организации.

2.1.6. Вести учет выполнения студентами программы практики, индивидуальных и производственных заданий. Обо всех случаях нарушения студентами трудовой дисциплины и правил внутреннего трудового распорядка сообщать в Университет.

2.1.7. Не допускать привлечение студентов к осуществлению деятельности, не предусмотренной программой практики и не имеющей отношение к направлению обучения (специальности) и

experience through professional activities;

- to work in a real life professional environment;

- to develop professional competencies beyond the scope of a given project;

- to acquire practical competences and skills pertaining to a chosen professional career, in line with safety requirements and applicable sanitation and hygiene standards.

2.1.4. Pursuant to the lists submitted by the University according to p. 2.2.2 hereof, ensure that each student is provided with a work space, his/her practical assignment, and acquaint them with the Organization's internal bylaws (except for restricted documents for staff only) and related regulatory and legislative documents, which are required for the successful completion of the internship program and fulfilment of individual and practical assignments;

2.1.5. Familiarize students with the Organization's internal regulations and security measures applicable on its premises;

2.1.6. Keep records of individual and practical assignments performed by students during the internship; report all cases of violation of labour discipline and internal regulations committed by students to the University;

2.1.7. Avoid engaging students in any activities that are not envisaged by the internship program and not relevant for their area of studies (specialization) and future professional career;

<p>будущей профессии студентов.</p> <p>2.1.8. В случае наличия вакансий рассматривать возможность принятия на работу студентов Университета, проходивших практику в Организации.</p>	<p>2.1.8. If any vacancies are available, consider an opportunity to hire students who have completed an internship at the Organization to such positions.</p>
<p>2.2. Университет обязуется:</p> <p>2.2.1. Заблаговременно до начала практики разработать и письменно согласовать с Организацией условия проведения практики, перечисленные в п. 1.2. Договора.</p> <p>2.2.2. Представить Организации список студентов, направляемых на практику, не позднее, чем за две недели до начала практики, а также индивидуальные задания на практику для каждого студента.</p> <p>2.2.3. Назначить в качестве руководителей практики от Университета наиболее квалифицированных работников из числа лиц, относящихся к категории профессорско-преподавательского состава или научных работников.</p> <p>2.2.4. Обеспечить соблюдение студентами правил внутреннего трудового распорядка, обязательных при нахождении на территории Организации.</p> <p>2.2.5. Оказывать работникам - руководителям практики студентов от Организации методическую помощь в организации и проведении практики.</p> <p>2.3. При необходимости Организация вправе требовать от студентов, проходящих практику, подписания соглашений о неразглашении конфиденциальной информации.</p>	<p>2.2. The University undertakes to:</p> <p>2.2.1. Before the starting date of the internship, develop and agree in writing terms and conditions of the internship specified in p. 1.2. hereof with the Organization;</p> <p>2.2.2. Submit a list of students assigned to the Organization for internship, as well as individual assignments for each student no later than two (2) weeks before the starting date of the internship;</p> <p>2.2.3. Appoint internship supervisors from among the most qualified HSE faculty and/or researchers;</p> <p>2.2.4. Ensure that students observe the Organization's internal labour regulations;</p> <p>2.2.5. Provide methodological support to internship supervisors representing the Organization.</p> <p>2.3. If necessary, the Organization shall be entitled to demand that students taking part in an internship sign non-disclosure agreements.</p>

3. Другие условия договора

3.1. По окончании практики руководитель практики от Организации дает письменный отзыв о результатах прохождения практики и подписывает отчет студента.

3.2. Ни одна из Сторон не несет расходов по проезду студентов к месту практики, по их проживанию в период прохождения практики, по оплате вознаграждения студентам во время прохождения практики и других расходов, связанных с прохождением студентами практики.

3.3. Все сообщения, предупреждения, уведомления, заявления и иные 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 4 Договора, либо передаются нарочным под подпись уполномоченному представителю принимающей Стороны.

3.4. Сообщение по электронной почте считается полученным принимающей Стороной в день успешной отправки этого сообщения, при условии, что оно отправляется по адресу, указанному в разделе 4 Договора. Отправка сообщения по электронной почте считается не состоявшейся, если передающая Сторона получает сообщение о невозможности доставки. В этом случае передающая Сторона должна немедленно отправить сообщение снова почтой, заказным письмом с уведомлением, по адресу, указанному в разделе 4 Договора.

Сообщение, направленное почтой, заказным письмом с уведомлением,

3. Other Provisions

3.1. Upon completion of the student's internship, the internship supervisor representing the Organization shall provide a written review of the student's performance and sign the final report.

3.2. The Parties must not cover any travel and accommodation costs, or any other internship-related expenses, incurred by students at the place of their internship. Furthermore, students shall not be entitled to any remuneration during their internship.

3.3. All messages, notifications, notices, statements and other correspondence with binding effect (hereinafter, "notices"), exchanged by the Parties in relation to this Agreement, shall be made in writing and delivered by e-mail, regular mail (courier service), or registered mail with receipt of delivery at the addresses specified in Clause 4 hereof.

3.4 An e-mail shall be considered received by the addressee on the day when a notification is sent, provided that it has been sent to the address specified in Clause 4 hereof. Also, an e-mail transmission shall be considered as failed if the sender receives a non-delivery message.

In this case, the sender shall promptly resend a notice by registered mail with receipt of delivery to the address specified in Clause 4 hereof.

A notification sent by registered mail with

считается полученным принимающей Стороной в следующих случаях:

- имеется подтверждающая факт получения сообщения информация сервиса «Отслеживание почтовых отправлений» с официального сайта ФГУП «Почта России» или, если письма направлены через иную организацию почтовой связи, информация от такой организации почтовой связи, полученная в письменной форме в ответ на запрос направляющей Стороны о получении сообщения принимающей Стороной;

- несмотря на почтовое извещение, принимающая Сторона не явилась за получением сообщения, или отказалась от его получения, или сообщение не вручено принимающей Стороне в связи с отсутствием адресата по указанному в разделе 4 Договора адресу, в результате чего сообщение возвращено организацией почтовой связи по адресу направляющей Стороны с указанием причины возврата.

Сообщение считается доставленным и в тех случаях, если оно поступило принимающей Стороне, но по обстоятельствам, зависящим от него, не было ему вручено или принимающая Сторона не ознакомилась с ним.

3.5. Договор вступает в силу после его подписания обеими Сторонами и действует до

_____.

указывается календарная дата окончания срока действия Договора = окончания срока практики.

Окончание срока действия Договора влечет за собой прекращение обязательств Сторон по нему.

3.6. Любые изменения и дополнения к настоящему договору действительны при

receipt of delivery shall be considered received by the addressee, if:

- a mail tracking confirmation has been generated at Russian Post's official website, or another confirmation has been provided in any other way by a given postal service provider, should a message have been sent via another provider;

- although a notification may have been served to the addressee by the post office, he/she has failed to show up to collect the letter or refused to receive it, or the letter has not been delivered due to the addressee's absence at the address specified in Clause 4 hereof, and, as such, the letter was returned to the sender with an indication of the reason for this return.

A notification shall also be deemed delivered in cases when it has been served, but not handed to the addressee due to the latter's negligence, or if the addressee has failed to familiarize his/herself with the notification.

3.5. This Agreement shall come into effect upon its signing by both Parties. It shall remain in effect until

_____.

(specify the expiry date of the Agreement = the expiry date of the internship)

Upon the expiry of this Agreement, the Parties shall bear no further obligations hereunder.

3.6. No amendments to this Agreement shall be valid unless they are made in writing,

<p>условии, если они совершены в письменной форме, подписаны надлежащими уполномоченными на то представителями Сторон и скреплены печатями, если Договором не установлено иное.</p> <p>3.7. По всем вопросам, не урегулированным настоящим Договором, Стороны руководствуются законодательством Российской Федерации.</p> <p>3.8. Настоящий Договор составлен в двух экземплярах, имеющих одинаковую юридическую силу, по одному для каждой Стороны.</p>	<p>signed by the authorized representatives of the Parties, and certified by an official seal (unless otherwise provided by the Agreement).</p> <p>3.7. In regards to all matters that are not covered by this Agreement, the Parties shall be governed by the legislation of the Russian Federation.</p> <p>3.8. This Agreement is drawn up in two (2) copies of equal legal status, with one (1) copy for each Party.</p>
<p>4. Юридические адреса сторон:</p> <p>«Университет» / University</p> <p>Федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики» / National Research University Higher School of Economics</p> <p>Адрес: 101000, г. Москва, ул. Мясницкая, 20/ National Research University Higher School of Economics</p> <p>Address: 20 Myasnitskaya Ulitsa, Moscow, 101000</p> <p>E-mail: mib@hse.ru</p> <p>_____</p> <p>Сергей Александрович Караганов, декан факультета мировой экономики и мировой политики / Sergey Karaganov, Dean of Faculty of World Economy and International Affairs</p> <p>М.П./ stamp</p>	<p>4. Legal Addresses of the Parties</p> <p>Organization / «Организация»:</p> <p>Address/Адрес: _____</p> <p>E-mail: _____</p> <p>(Full name and position)</p> <p>(Ф.И.О. и должность)</p> <p>М.П./ stamp</p>

Supplement 1 to Agreement on Providing Internship(s)
for Student(s) of National Research University Higher School of Economics

№ _____
Dated _____

INTERNSHIP PLAN / РАБОЧИЙ ГРАФИК (ПЛАН) ПРОВЕДЕНИЯ ПРАКТИКИ

Program / Наименование ОП	Year / Курс	Type of Internship / Вид (тип) практики	Number of Students / Кол-во студентов	Period / Планируемые сроки
International Business / Международный бизнес	2	Study, Scientific and Research / учебная, научно- исследовательская практика		

National Research University
Higher School of Economics /
Федеральное государственное автономное
образовательное учреждение высшего
образования «Национальный
исследовательский университет
«Высшая школа экономики»

Company / Organization / Компания /
Организация

Sergey Karaganov
Dean of Faculty of World Economy
and International Affairs /
Сергей Александрович Караганов, декан
факультета мировой экономики и мировой
политики

Full name and position / ФИО и должность

М.П. / stamp

М.П. / stamp

Date _____

To _____
(name and title of company
representative)

Dear _____!

By this letter the National Research University Higher School of Economics kindly asks you to accept the student(s) of the Master of International Business (MIB) program for an internship in your company _____ (company name) (hereinafter - Company) based on the following conditions:

Student(s) Name(s) : _____

INTERNSHIP PLAN

Master Program	Year	Type of Internship	Number of Students	Internship duration
International Business	2	Study, Scientific and Research		

If the Company accepts the aforementioned offer, it shall agree to:

- 1) Nominate a supervisor for this internship from your Company who will approve individual tasks, content and evaluate results of the internship;
- 2) Guarantee workplace safety, provide obligatory instructions on fire and occupational safety;
- 3) Provide student(s) with necessary conditions required for the successful completion of the approved internship plan(s), and for acquiring professional experience;
- 4) Keep records of individual or corporate tasks fulfilled by student(s);
- 5) Prevent student(s) from engaging in activities not stated in the internship program and activities non pursuant to student(s) specialization and future profession;

The internship program is annexed to this letter. This letter is a formal offer to provide student(s) internship placement. We kindly ask you to inform us on your decision in writing. The letter of acceptance shall contain your consent to provide our student(s) with internship(s) in your Company, your acceptance of other conditions stipulated by this offer, and the name of the internship supervisor nominated by your Company.

Sergey Karaganov
Dean of Faculty of World Economy and International Affairs

Form of Internship Acceptance Letter¹¹

To Dean of Faculty of World Economy
and International Affairs
Sergey Karaganov

101000 Russia, Moscow,
20 Myasnitskaya st.

Dear Sergey Karaganov,

By this letter _____ (*company/organization title*) accepts your offer as of _____20__ to provide internship placement for your student(s) _____ (*student(s) names*) and agrees upon all the conditions outlined in the offer. _____ (*name and position*) will be nominated a supervisor for this internship from our company.

INTERNSHIP PLAN

Master Program	Year	Type of Internship	Number of Students	Internship Duration
International Business	2	Study, Scientific and Research		

Authorized representative
from Company / Organization _____/_____

¹¹ Must be written on the official letterhead paper of the internship company/organization, and be signed by your company supervisor or other person in charge, and stamped