To the head

Trade Representation of the Russian Federation in Japan

Pavlenko Petr Andreevich

About the conclusion of the contract

on HSE student internship

Dear Petr Andreevich!

The National Research University Higher School of Economics (hereinafter referred to as HSE) proposes to conclude an agreement on the practical training of HSE student at the Trade Representation of the Russian Federation in Japan (hereinafter referred to as the Organization) on the following conditions:

|  |  |  |
| --- | --- | --- |
| Type, level of training/ educational program | Name of the component of the educational program | Duration  (from \_\_\_ to \_\_\_) |
| Professional type of internship, bachelor's degree (full-time education), direction 03/05/01 Asian and African Studies | Educational and introductory internship | From 04/05/2021 to 04/18/2021 |
|  |  |  |

Number of students: 1

The general term for organizing practical training: from 04/05/2021 to 04/18/2021.

The term of the internship agreement: until the parties fulfill their obligations.

If the Organization agrees to conclude an agreement on the internship of HSE students on the above conditions, the Organization and the Higher School of Economics will have the rights and obligations specified in the appendix.

The head of internship on the part of the Higher School of Economics is Kuchma Nadezhda Sergeevna.

This letter is an offer to conclude an agreement on the practical training of students at the Higher School of Economics. The attachment to the letter is an integral part of the offer. We ask you to inform us about the decision taken in writing by a reply letter.

If you agree to conclude an agreement on the HSE students’ internship in a letter, please confirm your agreement with the terms of this offer, provide information about the name of the person in charge who ensures the implementation of the components of the educational program in the form of practical training by the Organization, and attach a list of premises that will be used by the Organization for the internship of students at the Higher School of Economics.

Dean of the Faculty of World

Economics and International Affairs S.A. Karaganov

Appendix

**Rights and obligations of the Higher School of Economics and the Specialized Organization in the event of an agreement on the internship of the Higher School of Economics**

1. HSE University is obliged to:

1.1. No later than 10 working days before the start of the internship for each component of the educational program, submit to the profile organization the list of names of students mastering the corresponding components of the educational program through internship;

1.2. appoint a practice leader who:

- ensures the organization of educational activities in the form of practical training in the implementation of the components of the educational program;

- organizes the participation of students in the performance of certain types of work related to future professional activities;

- provides methodological assistance to students in the performance of certain types of work related to future professional activities;

- bears responsibility, together with the responsible employee of the Organization, for the implementation of the components of the educational program in the form of practical training, for the life and health of students and employees of the Higher School of Economics, their observance of fire safety rules, labor protection rules, safety measures and sanitary and epidemiological rules and hygienic standards;

1.3. when changing the head of practical training, inform the Organization about this within 10 days;

1.4. to establish the types of educational activities, practices and other components of the educational program, mastered by students in the form of practical training;

1.5. send students to the profile organization to master the components of the educational program in the form of practical training.

2. The profile organization is obliged to:

2.1. create conditions for the implementation of the components of the educational program in the form of practical training, provide equipment and technical training aids in an amount that allows them to perform certain types of work related to the future professional activities of students;

2.2. appoint a responsible person who meets the requirements of the labor legislation of the Russian Federation on admission to teaching activities from among the employees of the Organization, which ensures the organization of the implementation of the components of the educational program in the form of practical training by the Organization;

2.3. in case of a change of the responsible person on the part of the Organization, inform HSE about this within 10 days;

2.4. to ensure safe conditions for the implementation of the components of the educational program in the form of practical training, compliance with fire safety rules, labor protection rules, safety measures and sanitary and epidemiological rules and hygienic standards;

2.5. assess the working conditions at workplaces used in the implementation of the components of the educational program in the form of practical training, and inform the head of the Organization about working conditions and labor protection requirements at the workplace;

2.6. to familiarize HSE students with the internal labor regulations of the Organization and other local regulations that must be followed when students of the NRU HSE are on the territory / in the premises of the Organization;

2.7. instruct students on labor protection and safety measures and supervise students' compliance with safety rules;

2.8. to provide students and the head of practical training from the HSE with the opportunity to use the premises of the profile organization allocated to it for the practical training of students, as well as the equipment and technical teaching aids located in them;

2.9. all cases of violation by students of the internal labor regulations, labor protection and safety precautions should be reported to the head of practical training from the Higher School of Economics.

3. HSE University has the right to:

3.1. monitor the compliance of the conditions for the implementation of the components of the educational program in the form of practical training with the requirements of the agreement on the practical training of students of the HSE University;

3.2. request from the Organization information about the organization of practical training, including the quality and volume of work performed by students related to future professional activities.

4. The Organization has the right:

4.1. require students to comply with the rules of internal labor regulations, labor protection and safety measures, the confidentiality regime adopted in the Organization, to take the necessary actions aimed at preventing a situation that contributes to the disclosure of confidential information;

4.2. in case of establishing the fact of violation by students of their duties during the organization of practical training, the confidentiality regime, suspend the implementation of the components of the educational program in the form of practical training in relation to a specific student.