

INTERNSHIP PROCESS FOR 4TH YEAR BACHELOR STUDENTS IN BUSINESS INFORMATICS



STAGES AND TERMS OF PRACTICE

Go for an Internship: Terms of Practice for
Business Informatics 03.04.2023 - 29.04.2023
Management and Digital Innovation 03.04.2023 - 30.04.2023

Independent search:
choose a company and a
vacancy for an internship, fill
out a [form](#) for concluding an
agreement for practical
training



Internship from the Career Centre: Apply for
internships posted on [GSB Career Centre site](#)
and follow the recruitment process offered by
the Company. You may select vacancies of mass
recruitment or limited places of practice (see
different sections)

Wait for a response from the company
(up to 10 working days after they
receive your CV) and follow the
recruitment process (HR interview,
test, etc.) (approx. 3 weeks and up to a
month)

After the internship,
submit the necessary
documents to the
Programme Office

CHOOSING THE FORMAT AND PLACE OF THE INTERNSHIP

Internship options

1

Independent search/Current job:

The student finds the internship on his/her own and submits the [form](#) to conclude an agreement for practical training with the Organization **or** sends attachments to the existing agreement to the Career Center in WORD format



Please note that students can not intern with Individual Entrepreneurs, relatives or in their own companies. See all criteria on [slide 4](#)

2

Internship from the Career Centre:

The Career Center provides information on vacancies for practice. The student applies for internships posted on [GSB Career Centre site](#) and follows the recruitment process offered by the Company.



If you apply for vacancies with a limited number of places, the Career Center monitors your selection process. Recruitment for mass internships is not monitored by CC.

3

Internship supervisors

From the university

On behalf of the university, the supervisor of the internship is the scientific supervisor of your graduation paper.

From a company


On behalf of the company, the internship supervisor is the supervisor/manager whom you directly report.

Requirements for companies for internship

1.1

2

3

- 1 It is not allowed to do internship with an individual entrepreneur or in a company owned by the student or a relative of the student (heirs of the first and second stage)
 - 2 The number of employees of the organization is at least 50 people, the company's revenue for the previous calendar year is at least 100 million rubles. If the company does not meet the criteria, it must be a part of an international/Russian network of firms
 - 3 A company must exist for at least three years by the time a student internships in it.
-  If the chosen company does not meet the specified criteria, the student must justify the need for internship in the submitted organization and get a written resolution from the Academic Supervisor. You need to write an email to the Academic Supervisor in a free format and get his consent with your place of internship. Then forward the consent letter to careers@hse.ru.

I am doing an internship at my current place of work or I have found an internship by myself

1

1st step

Check if the [criteria](#) of chosen organization for internship meet the requirements

2nd step

Find out from the company the tasks you will do as part of your internship. Get approval from your supervisor at HSE. Fill in your tasks in an individual assignment, sign it with your supervisor

3^d step

Fill in the LMS application form for internship

4th step

Check [here](#) if the company and HSE have a framework agreement for practical training.

4.1 If YES, you need to fill in [Appendix 1-2](#) and an [assurance of circumstances](#) with company data, send Word-file without signature and company seal to careers@hse.ru

4.2 If NO, you need to fill in a [form](#), a CC employee will contact the company and sign the agreement

5th step

Wait for response from the CC (10 working days for applications; ~3 weeks if it's a new contract). Then take the documents to the company for signature and stamp and bring 1 copy of the original document to the CC (signed and stamped by the company)

6th step

After the internship submit a report, a feedback and an internship diary to the Program Office

2

3

Documents

Before internship submit to CC



If there is a contract, then [Appendix 1-2](#) and [assurance](#)



If there is no contract please fill in the [form](#)



Before internship fill in (remains with the student)
[Individual Assignment](#)

After internship submit to the Program Office



[Internship report](#)



[Employer's feedback](#)



[Internship diary](#)

Deadlines

Until 01.03.2023 – fill in the [form](#) for the conclusion of the contract or send to careers@hse.ru [Appendix 1-2](#) and [assurance](#)

Until 20.03.2023 – Fill in the LMS application form for internship

Before internship – fill in and sign an individual assignment (it remains with the student, there is no need to submit it anywhere. It serves as a written confirmation that your internship supervisor agrees with your tasks for internship)

Until the end of the internship – bring the contract/appendix signed by the company to the Career Centre

During one week after internship – submit a report, review and internship diary to the Program Office

INTERNSHIP FROM THE CAREER CENTER

1

1 step

Choose vacancies on [the CC website](#) and apply. All changes in the selection status for vacancies with a limited number of places will be sent to the email you specified in the application form. Recruitment for mass internships is not monitored by the Career Center.

2

2 step

Wait for the initial feedback from the Company on the results of CV screening (up to 10 working days after they receive your CV).

3

3 step

After passing the CV screening, continue the selection for the chosen internship: interview with HR, testing, interview with the hiring manager. There may be a different number of selection stages for different positions.

4 step

The company is ready to make an offer. Find out from the company the tasks you will do during your internship. Fill in your tasks in an individual assignment, get approval from your practice supervisor at HSE and sign it.

5 step

Fill in the LMS application form for internship and agreement [form](#)*

6 step

After the internship submit a report, a feedback and an internship diary to the Program Office



Please note - if you choose internship in a company with a mass recruitment, you must fill out a [form](#) to conclude an agreement

Documents

Before internship



[Individual assignment](#)

After internship



[Internship report](#)



[Employer's feedback](#)



[Internship diary](#)

Deadlines

Until 20.03.2023 – Fill in the LMS application form for internship

Before internship – fill in and sign an individual assignment (it remains with the student, there is no need to submit it anywhere. It serves as a written confirmation that your internship supervisor agrees with your tasks for internship)

During one week after internship – submit a report, review and internship diary to the Program Office



NO ANSWER FROM SELECTED COMPANIES, I DON'T HAVE A PLACE FOR INTERNSHIP. WHAT TO DO?

If you understand that it's 3 weeks before the internship and you have no response or 2-3 refusals from the companies where you applied, see below **alternative** options for finding an internship in which the CC is not involved, i.e. it is an independent search:

- 1** You can find offers in the "internships" or "careers" section on the website of the company you are interested in
- 2** Internship at HSE. Ask your supervisor if there are any suitable options for you, discuss the assignment with him
- 3** Look for and apply for internship vacancies on the [GSB Careers Centre](#) TG channel (make sure the employer can sign your practice docs when you apply)
- 4** There are project and research laboratories at HSE. Contact the head of the unit and find out if there is an opportunity to participate in ongoing projects

CONTACTS FOR COMMUNICATION

We kindly request: before you write your question, see the Q&A section. Most likely, it has already been answered :)



How to get an answer to a question:

1. Visit our Career Center and ask in person. Office 4401, opening hours 10:00-18:00 on weekdays
2. By mail: careers@hse.ru
Any questions about the internship
3. Elena Kovaleva
Mail: enkovaleva@hse.ru
Questions about internship agreements



For important information read the channel*
«Практика БИ апрель2023»



* Will be active at the end of February

Q&A AGREEMENT

AN EXAMPLE OF A COMPLETED AGREEMENT [HERE](#)

Please do not staple it when you bring it to CC

Who in the company is the Assurance of circumstances to be filled in?

To the supervisor of the internship

Is it necessary to fill in the Assurance of Circumstances?

Yes

How many copies of the agreement are required?

Two. One for the CC and one for the company

Can an electronic signature be put on the contract?

Only in exceptional cases - the student is studying online or he is not in Russia

What can I do if my organisation's supervisor is not authorised to teach?

The contract does not talk about teacher training. For more details, see question 9 [here](#)

Can I send the original contract to the CC by courier?

Yes, but notify the CC member of staff before

Do I have to add the date to the contract?

No, you do not need to. The CC will do it itself

Q&A AGREEMENT

The company has asked for an adjustment to a clause in the contract. Is this possible?

Send the contract corrected by the company to careers@hse.ru and they will tell you if it is possible to make changes

I don't understand how to fill in the power of attorney point in the contract

Check whether the signatory on behalf of the company is acting by power of attorney or by the articles of association. If under a power of attorney, ask for the number and duration. If under the articles of association, replace with "acting under the articles of association" without number and term. Also, if the signatory is acting by power of attorney, you should send a scan of it along with the completed agreement to careers@hse.ru for the HSE lawyers to check the authority

If the practice is online, do I have to enter the premises?

If in point 1.3 distant practice format is chosen, then Annex 2 should be deleted and numbering corrected in points 2.2.3 and 4.7. Appendix 3 with certifications becomes Appendix 2

The company requests a power of attorney for the signatory from the HSE. What to do?

Request it at careers@hse.ru and it will be sent to you

Who should sign first: the company or HSE?

HSE

What should I write in the appendix to the Agreement for Practical Training No. ____?

Do not fill it in

What should the term of the contract be?

It can be as long as "... and is valid from ... to ..." or "and is valid for 2 (two) weeks / 1 (one) month" or a longer period "within 1 (one) year / 2,3,4 years" if the company plans to accept HSE students for internship in the future.

If you are entering into an agreement for a period longer than the internship period (this can be from 3 months up to 5 years), it is necessary to leave the forms of appendices 1,2,3 blank and then supplement the agreement with completed appendices 4,5,6



Q&A AGREEMENT

I am doing an internship in the same company as my classmate. Can we make one contract/offer?

If you know that your classmates are interning with you in the same organisation, make one agreement/offer for all of them, indicate the number of students who are interning and their names

Q&A OFFER/ACCEPTANCE LETTER

AN EXAMPLE OF A COMPLETED OFFER LETTER FOR IS [HERE](#)

Do I have to bring the original letter of acceptance to the CC or can I take a scan?

The original is required

How does the offer/acceptance letter scheme work?

You fill in an offer, send it to careers@hse.ru. Once you receive confirmation within 10 working days you can collect it from the CC and take it to the company. The company will sign the letter of acceptance. Bring the acceptance to the CC

Q&A REPORT AND FEEDBACK

Who signs the Internship Report and Review?

The report - your supervisor at the company and your supervisor form HSE

Review - manager in the company

Q&A INDIVIDUAL ASSIGNMENT

Why do I need an individual assignment if I don't have to hand it in anywhere?

You need it so that you can have confirmation that your placement is suitable for your program. The supervisor will sign the Individual assignment in case the Program Office has any questions when you receive the practice credit

Q&A INTERNSHIP IN HSE

I am doing an internship at the HSE / with a supervisor. What documents do I have to hand in?

To have a signed individual assignment, to hand in a report, a review and an internship diary to the Program Office after the internship. You don't need an agreement

My supervisor is unaware of the supervised practice format. What to do?

Contact the Program Office

Q&A LMS

Made a mistake in LMS / had to change company and already submitted an application. What to do?

Questions about LMS should be addressed to the Program Office, CC cannot change anything on this platform

Is it necessary to attach scans of any documents to LMS?

No, you do not need to. There is no "*" in these fields

LMS does not find GRN of the company, says wrong post

Contact technical support of LMS

Where can you find PRIN (ΟΓΡΗ) of organization / legal address?

This information is freely available on the Internet



Q&A OTHERS

Where is the CC and when can I hand in my documents?

26 Shabolovka Street, room 4401. The office hours are on weekdays from 10:00 to 18:00

How do I know my supervisor?

They are assigned by your Program Office, contact them

Does the internship imply that I need to get a job in a company/employment relationship between the student and the organisation?

No

Who is the internship coordinator/ supervisor from the company?

The one who gives you the tasks, checks their fulfilment. Your supervisor

Is it better to ask questions about internship to official of organization coordinating internship or to supervisor of internship?

If it is a question about the tasks and/or the internship itself, yes, at this stage it is better to contact a supervisor from the organization.

If it is a question about an individual task, then it is better to contact the supervisor from the HSE

GSB Career Center

E-mail: careers@hse.ru

