

**Approved**  
**June 25, 2024**  
**by the Academic Committee**  
**of the International Programme in Economics and Finance**  
**Minutes No. 4.23-24**

## **Internship Programme**

### International Programme in Economics and Finance

This work experience internship programme (hereinafter referred to as the "Internship Programme") for field of study 38.03.01 Economics under the Bachelor's programme International Programme in Economics and Finance at the International College of Economics and Finance (hereinafter referred to as "ICEF") at National Research University Higher School of Economics (hereinafter referred to as "HSE University") has been developed in accordance with the curriculum approved by the ICEF International Academic Committee (ICEF IAC) and the Academic Council of HSE University, as well as with the Regulations on the Practical Training of Students under Core Bachelor's, Specialist, and Master's Programmes at HSE University.

The Internship Programme includes a description of the degree programme's curricular elements that have been organised as practical training and grouped under the "Internship" module of the curriculum.

### **SECTION 1. GENERAL INFORMATION:**

<b>Year of study</b>	<b>Type of internship</b>	<b>Type of practical training elements (PTE)</b>	<b>Feature</b>	<b>Credits per student</b>	<b>Academic hours per student</b>	<b>Timeframe</b>
2	<i>Research / Project</i>	<i>Project</i>	<i>Mandatory, fixed</i>	5	190	<i>Modules 3 and 4</i>
3	<i>Professional</i>	<i>Work placement</i>	<i>Mandatory, fixed</i>	6	228	<i>Module 4</i>
3	<i>Research / Project</i>	<i>Term paper</i>	<i>Mandatory, fixed</i>	6	228	<i>Modules 3 and 4</i>
4	<i>Research / Project</i>	<i>Thesis preparation</i>	<i>Mandatory, fixed</i>	7	266	<i>Modules 1–4</i>
4	<i>Research / Project</i>	<i>Research project</i>	<i>Mandatory, fixed</i>	6	228	<i>Modules 2–4</i>

### **PTE deadlines**

<b>PTE type</b>	<b>Deadline for signing a student assignment</b>	<b>Deadline for submitting a student's interim draft/report</b>	<b>Deadline for submitting a student's final draft/report</b>
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Work placement	No later than the official start date of the relevant PTE	To be determined by the Internship Supervisor	Within three business days after the official completion of the relevant PTE
Project	No later than December 15	May 31	June 25
Term paper	No later than December 15	May 31	June 25
Thesis	No later than December 15	May 31	No later than seven calendar days before the date of the first thesis defence
Research project	No later than December 15	December 31	March 31

## SECTION 2. PRACTICAL TRAINING ELEMENT (PTE): WORK EXPERIENCE

### 2.1. Purpose, Objectives, and Prerequisites

**The purpose of a work experience** is to verify, deepen, and reinforce the knowledge gained during the prior period of study, as well as to acquire and apply practical work skills at organisations in the areas of banking, finance, audit, consulting, manufacturing, retailing, and services, as well as at start-ups or government agencies.

Internships are intended to reinforce students' knowledge and ensure that they acquire practical skills and competencies in their chosen professional fields, as well as to acquaint them with potential future places of work, current job market trends, and corporate hiring and onboarding processes.

**Internship formats:** ICEF students can undergo either a stationary (i.e., Moscow-based) internship or an on-site internship. Under the stationary format, the student has a work placement at an organisation located within Moscow. Under the on-site format, the student has a work internship at an organisation located outside of Moscow.

**Internship period:** A specific timeframe is designated through the allocation in the academic calendar of an uninterrupted period for each type of internship.

A work experience internship should meet a number of **objectives**:

- systematising, generalising, and deepening the theoretical knowledge gained by students during their studies;
- developing practical abilities in line with universal, cultural, and professional competencies;
- verifying and testing the readiness of learners to engage in independent work activities;
- acquiring practical skills for conducting independent practical and research work, and encouraging self-analysis and self-assessment of one's own activities and performance;
- cultivating skills necessary for setting professional objectives and selecting the optimal approaches and best practices and methods for attaining them;
- writing a hard copy report on the work placement and defending it as per the established procedures.

## **2.2. Important Deadlines**

The organisation, implementation, and completion of a work experience internship involves meeting the following deadlines:

1. Signing the student assignment – no later than the official start date of the relevant PTE;
2. Submitting an interim report on the internship process and the Internship Journal – date to be determined by the Internship Supervisor;
3. Submitting a final report on the internship process and the Internship Journal, as well as feedback from the head of the host organisation – within 3 (three) business days after the official completion of the PTE.

## **2.3. Contents and Key Features**

Internships are mandatory for all students. To assist students in finding a suitable work placement, ICEF holds internship-focused seminars about the job search and recruiting process, and also provides individual consultations. Further information can be found at <http://icef-info.hse.ru>. Career events with potential internship hosts among employers and partner organisations may also be arranged.

Work internship should take place primarily under agreements with legal entities or be based at HSE University.

There are several approaches that may be taken to concluding internship agreements with legal entities, namely:

1. Signing an agreement using the template form for practical training (internship) agreements approved by the Joint Directive of the Russian Federation Ministry of Science and Higher Education (No. 885) and the Russian Federation Ministry of Education (No. 390), dated August 5, 2020, "On the Practical Training of Students" (hereinafter, the "Joint Directive");
2. Signing an agreement using HSE University's own standard template form, drafted in accordance with the Joint Directive;
3. Signing an agreement based on a host organisation's acceptance letter sent in response to HSE University's proposal (offer) to conclude a practical training (internship) agreement.

When undergoing an internship at an external organisation, students must:

- thoroughly familiarise themselves with the formal job description for their position, which they will be expected to follow and comply with in the course of their work placement;
- thoroughly familiarise themselves with the key functions and operational areas at the host organisation that directly pertain to their work placement;
- diligently carry out all official instructions and functional job duties assigned to them as an intern at the location of their work placement;
- carefully analyse the nature and focus areas of the pedagogical, analytical, and research activities being carried out at the subdivision where their work placement is taking place, as well as the contents of the written materials and documents being drafted there, and the decisions being made there.

A work internship should be conducted in such a way that students are initially guided by their placement co-workers at the start of the process, and thus will subsequently be capable of carrying out the work functions of specialists employed by the given subdivision that is hosting

their placement. Upon completion of their work internship, students should have a precise understanding of the work processes within the host subdivision and the positions and functions of the given subdivision's staff.

During their internship, students should carry out all assigned tasks according to the deadlines specified in the Internship Programme, strive to systematically deepen their knowledge and sharpen their professional skills, and conscientiously execute their assigned work duties and instructions from their Internship Supervisor at the host organisation. If any problems arise in their work activities, students should analyse the available options for resolving the situation and propose viable solutions for rectifying the given issue for the consideration of their Internship Supervisor.

## **2.4. Grading and Reporting**

The final grade for a work placement internship shall be determined based on a report on the internship process submitted by the relevant deadlines, as well as the Internship Journal, approved by the given host organisation.

The ICEF staff member responsible for internships will organise and monitor students' engagement in their internships, gather relevant information and documentation (e.g., the internship report, Journal, and feedback from the Internship Supervisor at the host organisation), and keep relevant records.

The final assessment for a work placement internship shall be carried out on the basis a 10-point scale and a 5-point scale as follows:

Final grade (on a 10-point scale)	Final grade (on a 5-point scale)	
0		Unsatisfactory
1		
2		
3		
4		Satisfactory
5		
6		Good
7		
8		Excellent
9		
10		

Students who failed to complete the Internship Programme for a valid reason will be referred to the host organisation to repeat the process.

Students who have received a grade of "Unsatisfactory" for their internship performance may be expelled from HSE University as having an academic failure in accordance with the relevant procedure under the Regulations for Student Academic Performance Assessment Methods at HSE ICEF.

Based on the results of an internship, the ICEF staff member responsible for internships will fill out an assessment record sheet, as well as make recommendations to the host organisation for improving internship processes and activities.

## **SECTION 3. PRACTICAL TRAINING ELEMENT (PTE): PROJECT**

### **3.1 Purpose, Objectives, and Prerequisites**

The purpose of project-based activity is to develop general and professional competencies and skill sets, including the skills required for conducting research work, analysing data, and managing projects, as well as soft skills in the areas of critical thinking, setting tasks and devising solutions for carrying them out, communication, leadership, and teamwork.

### **3.2 Contents and Key Features**

Second-year students can choose from three types of projects:

- 1) A research project. As part of this project, the student might conduct an analytical review of current research on a selected topic in the field of economics and finance, which could include elements based on their own critical analysis or independent academic research work. The project outcomes may include an article, an academic report, or an analytical memorandum on the selected topic.
- 2) An applied project. This project would not necessarily need to focus on the field of economics and finance but should have a clear-cut applied outcome, which is based on a systematic analysis of the selected research topic. Such an applied outcome might include, for example, a developed project solution, a business report, a business plan or business case study, a programming code, or an IT application or other product developed for an external client.
- 3) A service project. This type of project is intended to foster participation in the ongoing, day-to-day work of the University (for example: conducting events for students, participating in or organising such activities as academic olympiads and competitions, as well as charitable projects, etc.).

Projects may be conducted on an individual basis or on a group basis with up to three students in one group. English is the working language for all projects.

### **3.3 Grading and Reporting**

Students will submit a project report to their supervisor using the approved format and with an attachment presenting the core project outcomes. A presentation will be a mandatory requirement for group-based projects.

The Project Supervisor will grade the project according to the following criteria on a scale of 1 to 10.

- Level of precision in formulating the project topic
- Level of precision in formulating the professional research issues to be addressed by the project and its applied relevance
- The quality of analysis of information sources and the relevant academic literature
- How well the declared methods correspond to the specific features of the selected project topic
- The quality and relevance of the project outcomes
- The quality of project group work and work with project supervisors, including the frequency of meetings
- The quality of presentations for group-based projects
- The correctness of formatting of the project report

The final grade should factor in all of these components, but need not necessarily comprise the average of the component grades. The grade for a group project should not necessarily be identical for all students involved in the given group project. It should reflect the results of the shared group work overall as well as the individual contribution of each student.

More detailed information on preparing and carrying out projects is available in the Project Guidelines for Students at the HSE International College of Economics and Finance, HSE (ICEF).

## **SECTION 4. PRACTICAL TRAINING ELEMENT (PTE): TERM PAPER**

### **4.1. Purpose, Objectives, and Prerequisites**

Term papers shall be written as research papers or projects, demonstrating the author's ability to analyse and generalise theoretical and empirical materials in Economics and Finance, relying on one's theoretical knowledge and practical skills gained during their studies under the degree programme, or gained through conducting independent or applied research on the selected topic. Term papers must be written in English.

### **4.2. Contents and Key Features**

The contents of a term paper can be presented as a report on the selected research topic, drafted by the author, providing elements of their own analysis of the research on the selected topic and relevant conclusions, or it may take the form of independent research presented in a research paper (academic article). Term papers must be written in English.

Term papers should be divided into respective chapters, with a description of the selected research problem, an overview of the relevant academic literature, a statement of the specific research objectives, and a description of the author's own proposed solutions.

To earn a grade of "Excellent" a third-year student must demonstrate the ability to think independently as well as substantively and critically evaluate the existing literature, and/or the necessary skills for working with theoretical/empirical models and databases. As a rule, a grade of "Good" is the highest that will be given to a well-written, complete essay on the selected research topic, including elements of the student's own analysis.

### **4.3. Grading and Reporting**

Term papers are graded by the research supervisor. Term papers do not require a public defence. When giving a grade for a term paper, academic supervisors should assess the following components on a scale of 1 to 10.

# Assessment criteria

Grades	Overview of the Term Paper PTE (third-year students)
Grade of "Excellent" (10 points)	A clear statement of the research problem; a substantial and comprehensive review of literature on the topic, including the most up-to date sources, with the description of theoretical and/or empirical models; a review and analysis of the main results presented in this literature; and the identification of a gap in existing literature that can be bridged by the student's own original research and the carrying of such research, using up-to-date methodology at the year 3 ICEF BSc level or beyond.
Grade of "Excellent" (9 points)	A clear statement of the research problem; a substantial and comprehensive review of literature on the topic, including the most up-to date sources, with the description of theoretical and/or empirical models; a review and analysis of the main results presented in this literature; and the identification of a gap in existing literature that can be bridged by the student's own original research and the carrying of such research, using up-to-date methodology at the year 3 ICEF BSc level or beyond. The research may not be complete or contain minor omissions which, however, do not undermine the author's main findings.
Grade of "Excellent" (8 points)	A clear statement of the research problem; a substantial review of literature on the topic, with the description of theoretical and/or empirical models; an analysis of the main findings presented in this literature; elements of original research using methodology at the ICEF BSc year 3 level or beyond. The research may not be complete and/or contain some omissions, which, however, do not undermine the author's conclusions.
Grade of "Good" (7 points)	The research area is identified with the following elements present (possibly except for one of them, or if the research contains omissions that cast doubt on the author's conclusions): a review of literature on the topic; a critical analysis of existing approaches; the formulation of hypotheses to be tested; the description of theoretical and/or empirical models, a review and analysis of their premises; the design of an original theoretical model, or the collection and/or an analysis of original empirical data and the interpretation of the findings. The grade "good" (7) can also be awarded for a substantial and complete review of up-to-date literature on the topic chosen, with the presentation of theoretical and/or empirical models, and/or the collection and a primary analysis of original data that permit the identification and/or solution of a substantial research problem.
Grade of "Good"	The research area is identified (possibly without a clear problem statement) with the following elements present (except for one or two

(6 points)	of them or if the research contains omissions that undermine the author's conclusions): a review of literature on the topic; a critical analysis of existing approaches; the formulation of hypotheses to be tested; the description of theoretical and/or empirical models, a review and analysis of their premises; the design of an original theoretical model, or the collection and/or an analysis of original empirical data and the interpretation of the findings. This grade can also be awarded for a comprehensive review of up-to-date literature on the topic chosen, with the presentation of theoretical and/or empirical models, and/or the collection and a primary analysis of original data that permit an incomplete solution of a substantial research problem.
Grade of "Satisfactory" (5 points)	The term paper is a paper containing the following elements (possibly except for one): the identification of the research area; the description of theoretical and/or empirical models; an attempt to collect and independently analyse empirical data that does not amount to convincing findings but corresponds to the topic and has a potential scientific value. This grade can also be awarded for attempts at an original research containing significant errors that should not be made by a student at the ICEF BSc year 3 level.
Grade of "Satisfactory" (4 points)	The term paper is an paper containing the following elements (possibly except for two or more): the identification of the research area; the description of theoretical and/or empirical models; an attempt to collect and independently analyse empirical data that does not amount to convincing findings.
Grade of "Unsatisfactory" (1, 2, or 3 points)	The term paper does not satisfy the criteria outlined above.
Grade of "Unsatisfactory" (0 points)	The term paper contains plagiarism.

More detailed information on the process of writing and defending term papers is provided in the Guidelines for Writing Term Papers and Theses for Students of the Degree Programme in International Programme in Economics and Finance (Annex 2).

## **SECTION 5. PRACTICAL TRAINING ELEMENT (PTE): THESIS**

### **5.1. Purpose, Objectives, and Prerequisites**

A thesis prepared by a bachelor's degree student is a complete written work of individual research on an assigned topic, authored personally by the student under the guidance of their academic supervisor, which demonstrates the given student's ability to work with academic literature, as well as generalise and analyse factual materials, relying on their theoretical knowledge and practical skills gained through their mastering of the degree programme materials, and which features elements of academic innovation and an augmented base of knowledge.



## 5.2. Contents and Key Features

The bachelor's thesis should be divided into respective sections, with a description of the research problem, an overview of the relevant academic literature, a formal statement of the research objectives, and the author's own proposed solutions featuring the application of mathematical methods commonly used in the fields of economic theory and econometrics.

A thesis is presented in the academic format, which is the core format for all theses, i.e., research carried out for the purpose of attaining new knowledge about the structure, characteristics, and objective laws of a given object or phenomenon under study.

All theses submitted for defence at HSE ICEF must be written in English.

## 5.3. Grading and Reporting

Theses shall be assessed by the ICEF State Examination Board (SEB) based on the results of an open defence, held either in-person or online, along with the written feedback of the relevant thesis supervisor.

Students who have successfully completed their study load under a programme in a certain field (concentration) of higher education in full shall be allowed to proceed to take part in the thesis defence process.

The academic supervisor provides feedback to the student, via a free format at their discretion, concerning the student's paper and its components and content. Among other criteria, the supervisor will assess the quality of the student's work in the course of drafting the paper, and will also describe the grounds for their recommended grade.

The results of a thesis defence shall be determined by a vote of SEB members. The SEB shall award the final grade for a work with due consideration for the grade given by the thesis supervisor, but the final grade does not necessarily have to coincide with the supervisor's grade and may differ from it.

### Assessment criteria

Grades	Aspects of the Thesis PTE
Grade of "Excellent" (10 points)	The paper that exhibits novelty, makes a significant scientific contribution, and may be appropriate for publication in an international peer-reviewed journal (possibly after some editing/revisions).
Grade of "Excellent" (9 points)	The paper of high quality that exhibits some elements of scientific novelty and/or makes a marginal scientific contribution due to the narrow/overly specific research question, one or more drawbacks that are not critical from the point of view of the main argument or methodology, or not more than one non-critical error (no up-to-date analytical or econometric methods, incomplete evidence, etc.) that do not devalue the main results and the correction of which is not elementary for undergraduate students.
Grade of "Excellent" (8 points)	The paper that demonstrates the author's ability to set and solve research problems, to compare own results with results in contemporary literature using research methods sufficient for an

	undergraduate ICEF level and/or more complex methods. The paper may contain some omissions in the argument or methodology that are, however, not critical from the point of view of the results. This grade can also be awarded for carefully executed graduation papers, reproducing the methodology of previously published work, if they expand the scope for the use of its analytical methods, and/or shed more light on the nature and causes of the investigated phenomena.
Grade of "Good" (7 points)	The paper that demonstrates the student's knowledge of contemporary economic literature, ability to conduct an economic analysis and to use tools of modern economic science on the level required for ICEF undergraduate students. A combination of these abilities and knowledge has enabled the author to produce an original paper that, however, has no clearly identifiable scientific value and novelty. This grade can also be awarded for an attempt to conduct an original research using new data sources or more sophisticated research methods, which, however, was made with significant methodological omissions - for example, it does not account for endogeneity, there is no test for stationarity, there are errors in the theoretical model, and/or other errors that cast doubt on the claimed results. This grade can be awarded for graduation papers reproducing methodology and analysis of other papers without any scientific value added, as well as for good quality papers addressing a non-scientific (applied, vocational) problem.
Grade of "Good" (6 points)	The paper that demonstrates the student's ability to employ methods of economic analysis, scientific literature and analytical tools appropriate for the ICEF undergraduate level, however, has no obvious scientific novelty and value. This grade can also be awarded for an attempt to conduct an original research and/or to use original data, which was made with significant omissions or gaps that diminish the value of the reported results. This grade can also be awarded for graduation papers that merely reproduce the methodology of other works, or good papers that are of more applied than scientific nature.
Grade of "Satisfactory" (5 points)	The paper that demonstrates the familiarity of the student with the principles of economic analysis, literature and research methods appropriate for the ICEF undergraduate level. This grade can also be awarded for an attempt to conduct an original research and/or to use original data and/or complex methods, which was made with serious mistakes and/or erroneous from the point of view of research methodology and strategy. This grade can also be awarded for papers reproducing the methodology and analysis of other works without gross errors, and/or for applied rather than scientific papers.

Grade of "Satisfactory" (4 points)	The paper that demonstrates the student's understanding of the principles of economic analysis, familiarity with some works in the field of economics and research methods appropriate for the ICEF undergraduate level. However, the methods are applied in such a manner that no scientific or practical conclusions can be drawn.
Grade of "Unsatisfactory" (3 points)	The paper that fails to demonstrate a clear understanding of economic principles or techniques, and/or reveals fundamental flaws in understanding of the methodology of contemporary economic science.
Grade of "Unsatisfactory" (2 points)	The paper that demonstrate a lack of understanding of economic principles or techniques, and reveals fundamental flaws in understanding of the methodology of contemporary economic science.
Grade of "Unsatisfactory" (1 point)	The work displays complete misunderstanding of economic principles or techniques, and reveals fundamental flaws in understanding of the methodology of contemporary economic science.
Grade of "Unsatisfactory" (0 points)	Graduation papers containing systematic plagiarism.

More detailed information on the process of writing and defending theses is provided in the Guidelines for Writing Term Papers and Theses for Students of the Degree Programme in International Programme in Economics and Finance (Annex 2).

## **SECTION 6. PRACTICAL TRAINING ELEMENT (PTE): RESEARCH PROJECT**

### **6.1 Purpose, Objectives, and Prerequisites**

The purpose of a research project is to develop project-based skills in the selected field of academic research, including analytical skills for setting academic or scientific objectives and selecting methods for implementing them, reviewing the relevant academic literature, gathering and describing research data, and planning research deliverables.

### **6.2 Contents and Key Features**

A research project is carried out within the framework of preparing for writing a thesis during the fourth year of study and includes work involving the gathering and analysis of academic literature, using data sources, and selecting research methods and models based on the stated anticipated thesis results. The research project deliverables are presented for defence in the period from February through March, according to the established schedule.

A research project is an individual project and is carried out in English.

### **6.3 Grading and Reporting**

Grading is based on the following components:

a project report that includes its key outcomes and a review of literature assessed by the supervisor (20% of the overall grade, from 0 to 2 points)

attendance at methodological events for thesis preparation (10% of the overall grade, from 0 to 1 point if more than half of such events are attended)

defence of the project (40% of the overall grade, 3 points for making a presentation, plus 1 point for meeting all of the requirements)

attendance at defences of research projects on similar topics (30% of the overall grade, from 0 to 3 points, 1 point awarded for each defence attended)

The project report is submitted to the Project Coordinator by March 31 at the latest.

## **SECTION 7. RESOURCES AND TERMS FOR PTE IMPLEMENTATION**

### **7.1 Resources, equipment, and facilities necessary for implementing PTEs.**

While engaged in carrying out a PTE, learners may use information technologies, including means for automating the design and development of software, applied in a given host organisation, online technologies, etc.

The material and technical support items (equipment and facilities) necessary for implementing PTEs may be specified, if necessary, in practical training (internship) agreements with the respective host organisations. Such material and technical support must comply with current public health and fire safety regulations, as well as criteria for the technical safety of work operations.

### **7.2 Key features of PTE assignments under restrictive and/or other measures**

If restrictive measures exist (and are typical under normal circumstances), the stationary implementation of a specific PTE, as part of a Moscow-based stationary format internship, may be substituted by virtual implementation by decision of the University, or, if such authority has been delegated to the degree programme, by decision of its Academic Committee.

The resolution of other issues involving the implementation of PTE assignments under restricted conditions will depend on the specific type of restrictions and is subject to clarification by the HSE University administration, the faculty, or the degree programme.

## **SECTION 8. SPECIAL ASPECTS OF LEARNING SUPPORT FOR PERSONS WITH HEALTH RESTRICTIONS AND DISABILITIES**

Practical training (internships) for students with health restrictions and disabilities shall be arranged with due consideration for the specific aspects of their psychophysical development, individual abilities, and health status.

When taking part in internships, learners with disabilities shall receive support in the following ways:

- involvement of an assistant (or assistants) in the internship, who can provide technical assistance to learners with disabilities, with due consideration for their individual needs (e.g., finding their workplace, mobility, reading, and assisting with internship-related assignments);

- use of technical means necessary for learners with disabilities to engage in the internship process with due consideration for their individual abilities;

- unhindered access for students with disabilities to toilet and lavatory facilities and other premises, as well as support mechanisms for them in such spaces (e.g., access ramps, handrails, expanded doorways, elevators, premises for taking part in an internship located on the first floor of buildings if no elevator is available, and special chairs and other fixtures).

Students with disabilities shall be duly informed of all relevant corporate bylaws concerning internships in a format that is accessible to them and meets their specific needs.

Depending on the individual requirements of learners with disabilities, the host organisation shall meet the following terms for internship work:

a) for the visually impaired:

- assignments and other materials for internship activities shall be drawn up using Braille or as an e-document accessible with the use of a computer equipped with special software for visually impaired persons, or texts can be read by an assistant;

- written assignments shall be completed by visually impaired learners using bold text/Braille, or on a computer equipped with special software for visually impaired persons, or the text may be dictated to an assistant;

- if necessary, students may be provided with a set of writing implements and paper for writing in bold print/Braille, or a special computer program for persons with visual impairments;

b) for weak-sighted persons

: internship assignments and other internship-related materials may be drawn up using large print; individual illumination of at least 300 lx; if necessary, learners may be provided with magnifying equipment (or they can bring their own if necessary);

c) for deaf and hard-of-hearing persons, and for persons with a speech impediment:

- provide sound-amplification equipment for collective use, or, if necessary, individual sound equipment for learners;

- upon request, the defence of an internship report may be presented in writing;

d) for persons with mobility issues (persons with severe disruptions of motor functions in the outer extremities, or amputees):

- students' written assignments may be carried out using a computer equipped with special software or be dictated to an assistant;

- upon request, the defence of an internship report may be presented verbally.

**Annex 1. Template Forms of an Offer Letter and an Acceptance Letter for Concluding an Agreement for the Practical Training (Internships) of HSE University Students ("Student Internship Agreement") between HSE University and an Industry-Specific Organisation**

*Template Form of an Offer Letter  
for Concluding a Student Internship Agreement between HSE University and an Industry-Specific Organisation*

Attn: Head \_\_\_\_\_  
(full name and formal job title of the head of the organisation)

Offer Letter to Conclude an Agreement  
for the Practical Training (Internships)  
of HSE University Students ("Student Internship Agreement")

Dear \_\_\_\_\_,

National Research University Higher School of Economics (hereinafter, "HSE University") is pleased to hereby offer your organisation the opportunity to conclude a Student Internship Agreement for the purpose of organising practical training internships for HSE University students at \_\_\_\_\_ (full name of the organisation) (hereinafter, the "Industry-Specific Organisation") under the following terms:

No.	Mode, level, field of study / concentration / name of degree programme	Name of component of degree programme	Total number of students	Timeframe for conducting practical training (i.e., from ____ to ____)

- overall timeframe for organising practical training: from \_\_\_\_\_ to \_\_\_\_\_;
- total number of students: \_\_\_\_\_ persons;
- list of students: \_\_\_\_\_;
- timeframe for carrying out the Student Internship Agreement: until such time as the Parties thereto fully perform their obligations thereunder;
- the distance learning format for virtual practical training (under which students do not attend sessions at the premises of the Industry-Specific Organisation and interactions with them are conducted via distance learning technologies without utilising the Industry-Specific Organisation's facilities)/practical training requiring students' attendance at sessions held at the premises of the Industry-Specific Organisation<sup>1</sup>.

The Internship Supervisor on the part of HSE University is \_\_\_\_\_ (indicate the job title and full name of the relevant Internship Supervisor from HSE University).

<sup>1</sup> Indicate one of the following two options: either virtual practical training via distance learning, or practical training conducted through attending sessions at the premises of the Industry-Specific Organisation.

This letter represents an offer (hereinafter, the "Offer Letter") to conclude an agreement for carrying out the practical training of (hosting internships for) HSE University students, in accordance with the definition of such training stipulated by Article 435 of the Civil Code of the Russian Federation.

If the Industry-Specific Organisation agrees to conclude an agreement for the practical training of (hosting of internships for) HSE University students under the aforementioned terms and conditions, the Industry-Specific Organisation and HSE University shall enjoy the rights and be bound by the obligations set forth in Annex 1 to this Offer Letter.

We hereby request that you inform us about your decision in writing in response to this Offer Letter.

Should you agree to conclude a Student Internship Agreement with HSE University, kindly confirm in your Acceptance Letter your agreement with the terms and conditions stipulated in this Offer Letter; provide us with the full name of the responsible staff member who will manage the provision of the degree programme components through practical training to be delivered (internships to be hosted) by the Industry-Specific Organisation; and attach a list of the premises and facilities that the Industry-Specific Organisation plans to utilise in conducting the practical training (hosting the internships) of the HSE University students (with the exception of those cases where practical training will be conducted virtually via distance learning technologies).

In accordance with Article 438 of the Civil Code of the Russian Federation, a response letter will be deemed to be the sender's acceptance of the offer to conclude an agreement for the practical training (internships) of HSE University students under the terms and conditions stipulated in this Offer Letter.

A sample template form of the Acceptance Letter to Conclude a Student Internship Agreement between HSE University and an Industry-Specific Organisation is attached hereto.

Attached are:

1. Rights and obligations of HSE University and the Industry-Specific Organisation – 1 (one) copy on 2 (two) pages;
2. Standard template form of the Acceptance Letter – 1 (one) copy on 1 (one) page;
3. A Warranties and Representations form for the responsible staff member at the Industry-Specific Organisation - 1 (one) copy on 2 (two) pages.

Signature of the authorised corporate officer  
of HSE University

*Sample Template Form of an Acceptance Letter  
for Concluding a Student Internship Agreement between HSE University and an Industry-  
Specific Organisation  
(on behalf of the Industry-Specific Organisation)*

\_\_\_\_\_  
(indicate full name and position of  
the head of the HSE University  
subdivision initiating the  
organisation of the practical  
training [internship])

Acceptance Letter to Conclude an Agreement  
for the Practical Training (Internships)  
of HSE University Students ("Student Internship Agreement")

Dear \_\_\_\_\_,

\_\_\_\_\_ (indicate the name of the host organisation) (hereinafter, the "Industry-Specific Organisation") hereby accepts your offer, as specified in Offer Letter No. \_\_\_\_\_, dated [month] [day], 202\_, to conclude a Student Internship Agreement with National Research University Higher School of Economics (hereinafter, "HSE University") for the practical training (internships) of HSE University students enrolled in the *Bachelor's / Specialist / Master's programme (select as appropriate)* in the following field(s) of study / concentration(s) \_\_\_\_\_ (indicate relevant field(s) of study / concentration(s)),

with the total number of student interns amounting to \_\_\_\_\_ persons, and hereby confirms its consent to all of the terms and conditions set forth in your Offer Letter to conclude a Student Internship Agreement with HSE University.

\_\_\_\_\_ (indicate full name) shall be designated as the responsible person, who possesses the qualifications required under Russian Federation labour law to engage in teaching activities, is being selected from among the Industry-Specific Organisation's staff, and will be responsible for providing for the organisation of the implementation of the degree programme components through practical training (internships).

**The paragraph in italics below shall be included in the text of the Acceptance Letter only if the practical training is (internships are) to be carried out on the Industry-Specific Organisation's premises (not virtually via distance learning technologies):**

*The implementation of the approved degree programme components through practical training shall be carried out on the premises and at the facilities of the Industry-Specific Organisation, a detailed list of which is attached to this Acceptance Letter.*

In accordance with Article 438 of the Civil Code of the Russian Federation, this Acceptance Letter shall be deemed an acceptance of the offer to conclude a Student Internship Agreement with HSE University on the terms and conditions set forth in Offer Letter No. \_\_\_\_\_, sent by HSE University on [month] [day], 202\_.

Attached hereto is a list of the premises and facilities to be used in conducting the practical training (internships) – 1 (one) copy on \_\_\_ page(s).

Signature of the authorised corporate officer  
of the Industry-Specific Organisation



*Warranties and Representations Form*

**WARRANTIES AND REPRESENTATIONS**

**by the designated staff member of the Industry-Specific Organisation responsible for organising the implementation of the degree programme components through practical training (internships) at the Industry-Specific Organisation**

[month] [day], 20\_\_

1. For the purposes of ensuring safe conditions for the completion of practical training (internships) by HSE University students at the Industry-Specific Organisation –

\_\_\_\_\_ indicate an abbreviated name for the Industry-Specific Organisation (hereinafter, the “Industry-Specific Organisation”) (Articles 28 and 41 of Federal Law No. 273-FZ “On Education in the Russian Federation,” dated December 29, 2012, the terms of the Student Internship Agreement concluded between HSE University and the Industry-Specific Organisation)

I, \_\_\_\_\_, (indicate full name)

having been designated as the corporate officer responsible for the implementation of the internship components of the degree programme on the part of the Industry-Specific Organisation,

in accordance with Article 431.2 of the Civil Code of the Russian Federation, hereby warrant and represent to HSE University that I do not have any disqualifying conditions restricting my ability to conduct educational activities, namely:

I have not been deemed ineligible or disqualified from engaging in teaching activities in line with a court ruling that has come into legal effect;

I do not now have, nor have I ever had, any criminal convictions, nor have I been subject to criminal prosecution (with the exception of termination of criminal prosecution on exonerative grounds) for crimes against a person’s life and health, freedom, honour and dignity (with the exception of unlawful admission to a medical institution that provides inpatient psychiatric care and cases of slander), a person’s sexual integrity and freedom, against the family and minors, the health and public morality of citizens, the fundamental principles of the constitutional system, and human peace and safety, as well as against public safety and security;

I do not have any unexpunged or outstanding convictions for any premeditated serious or especially grave offences;

I have not been deemed legally incompetent in accordance with the procedures established by federal law;

I do not suffer from any ailments that are included in the list of occupational hazards and hazardous operations, the performance of which requires mandatory preliminary and periodic medical examinations (check-ups).

2. HSE University shall rely on the aforementioned warranties and representations of the designated responsible staff member and deem them as being significant for the implementation or termination of the Student Internship Agreement between HSE University and the Industry-Specific Organisation.

3. I am hereby obligated to promptly inform HSE University in writing (as early as I have been made aware thereof) about any issue, instance, grounds, and/or circumstances (including failure to take action) that may represent a violation of any of these warranties and representations, which may arise or of which I may become aware after the conclusion of the

Student Internship Agreement between HSE University and the Industry-Specific Organisation, and up until the expiration of said Agreement.

4. For the purposes of ensuring HSE University's compliance with the requirements of statutory regulations, orders of federal authorities, municipal decisions, and instructions and enquiries on the part of the authorities and officials performing individual functions and exercising powers of the founder of HSE University, carrying out control, oversight, and monitoring activities and other verification measures in relation to HSE University, including audits, as well as enforcing HSE University's oversight with respect to persons coming into direct contact with minors by virtue of their professional activities, I hereby give my consent to the University for the implementation by the latter, starting from the date that these warranties and representations are signed and throughout the term of validity of the Student Internship Agreement between HSE University and the Industry-Specific Organisation, of the recording, systematisation, accumulation, storage, updating, retrieval, use, and transmission (exclusively within the scope of the stated objectives) of my personal data, contained in these warranties and representations, including via data automation. This timeframe shall not impose any limitations on HSE University in regards to the organisation of the archival storage of documents containing personal data, including in electronic (digital) formats.

I hereby consent to the anonymisation, blocking, erasure, and destruction of said personal data in those instances when this is necessary and/or possible for the attainment of the stated objectives.

I am aware that I may withdraw my consent to the processing of my personal data by submitting a written request to HSE University, providing substantiated reasons for such a withdrawal.

The designated staff member responsible for the organisation of the internship components of the degree programme at the Industry-Specific Organisation:

---

(indicate full name)

---

signature/initials and last name

Date: [month] [day], 20\_\_

**Annex 2. Template form of a Student Internship Agreement between an organisation engaged in educational activity and an organisation engaged in activities pertaining to the field of a specific degree programme (an "Industry-Specific Organisation")**

Annex 2

APPROVED  
by HSE University Directive  
No. \_\_\_\_, dated \_\_\_\_\_

Standard form

**Template of Agreement for the Practical Training (Internships) of HSE University Students  
(the "Student Internship Agreement")**

\_\_\_\_ (year)  
\_\_\_\_ 20\_\_

National Research University Higher School of Economics, hereinafter referred to as "HSE University," hereby legally represented by \_\_\_\_\_,  
\_\_\_\_\_ indicate the full name of the signatory on behalf  
of HSE University,  
acting on the basis of Power of Attorney No. \_\_\_\_\_, dated [month] [day], [year], on the one hand,  
and \_\_\_\_\_,  
\_\_\_\_\_ indicate the name of the Industry-Specific Organisation  
hereinafter referred to as the "Industry-Specific Organisation," hereby legally represented by  
\_\_\_\_\_,  
\_\_\_\_\_ indicate the full name of the signatory on behalf of HSE University,  
acting on the basis of Power of Attorney No. \_\_\_\_\_, dated [month] [day], [year], on the other hand,  
hereinafter referred to individually as a/the "Party," and jointly as the "Parties," have concluded this  
Agreement for the Practical Training (Internships) of HSE University Students (hereinafter referred  
to as the "Student Internship Agreement" or the "Agreement") on the following.

**1. Subject of the Agreement**

1.1. The subject of the Agreement is the organisation of the practical training of HSE University students (hereinafter referred to as an/the "internship" or "internships").

1.2. The implementation of a degree programme (or programmes), or components of a degree programme, includes the organisation of internships, for which the Parties agree upon the number of students designated to undergo the relevant components of a degree programme and the timeframe for organising internships, in letters that the Parties exchange with each other in accordance with the procedure established by Clause 4.5 of this Agreement. The Parties must agree upon the organisational details of the internships for students before the internships are scheduled to begin.

*Option 1 (applicable for in-person internships)*

1.3. The degree programme components (the "internships") will be carried out at the premises of the Industry-Specific Organisation located at the following address: \_\_\_\_\_.

*Option 2 (applicable for virtual internships)*

1.3. The degree programme components (the "internships") will be carried out virtually within a distance learning format without the use by the Industry-Specific Organisation of its own premises. As per Part 4, Article 16 of Federal Law No. 273-FZ, dated December 29, 2012 "On Education in the Russian Federation," the place of business of HSE University will be deemed as the location where the educational activities are carried out whenever an internship is conducted virtually.

## **2. Rights and Obligations of the Parties**

2.1. HSE University is obligated to:

2.1.1. at least 10 (ten) business days before the starting date of the internship send a letter to the Industry-Specific Organisation, at the address indicated in Section 5 of the Agreement, containing the name of the degree programme and degree programme components pertaining to the internship and the number of all degree programme students to undergo the internship component of the degree programme, listed by name, as well the timeframe for organising the internship;

2.1.2. appoint an Internship Supervisor at HSE University, who will:

2.1.2.1. organise educational activities in the form of an internship while implementing the degree programme components;

2.1.2.2. organise the participation of students in certain types of work pertaining to their future professional activities;

2.1.2.3. provide methodological assistance to HSE University students while they perform specific types of work pertaining to their future professional activities;

2.1.2.4. take responsibility, jointly with the responsible staff member at the Industry-Specific Organisation, for the implementation of the degree programme components through an internship, as well as for the health and safety of both HSE University staff and students, and their compliance with fire safety requirements, occupational health and safety rules, safety techniques, disease control and prevention requirements, and hygienic norms;

2.1.3. if the Internship Supervisor is replaced, inform the Industry-Specific Organisation of the personnel change within a 10-day period;

2.1.4. designate within the class timetable the various types of learning activities, practical internships, and other components of the degree programme that HSE University students must master through an internship, including the place and time for carrying them out;

2.1.5. send HSE University students to the Industry-Specific Organisation to give them the opportunity to master the required components of the degree programme through an internship.

2.2. The Industry-Specific Organisation is obligated to:

2.2.1. no later than 5 (five) business days following the date of receipt of the aforementioned letter from HSE University, send a response letter to HSE University, at the address indicated in Section 5 of the Agreement, confirming its acceptance of the relevant HSE University students to complete the internship at the Industry-Specific Organisation;

2.2.2. create the conditions for carrying out the degree programme components through an internship, and, unless otherwise stipulated in Clause 1.3 of this Agreement, give students access to the equipment and technical facilities necessary for the learning process in the volume required for them to carry out certain types of work pertaining to their future professional activities;

2.2.3. designate a responsible individual, who meets the requirements of Russian Federation labour law for engaging in teaching activities, from among the Industry-Specific Organisation's staff, who will support the organisation and implementation of the degree programme components in the form of an internship on the part of the Industry-Specific Organisation;

2.2.4. verify that the designated responsible staff member has the relevant qualifications required under Russian Federation labour law to engage in teaching activities, and obtain written warranties and representations of said qualifications from the responsible staff member for submission to HSE University, using the University's standard template form (Annex 1 hereto);

2.2.5. if the individual designated in accordance with Clause 2.2.3 is replaced by another individual, inform HSE University about the personnel change within a 10-day period, and ensure that the newly designated individual provides representations and warranties of their qualifications in accordance with Clause 2.2.4;

2.2.6. guarantee safe conditions for the implementation of the degree programme components in the form of an internship, including compliance with fire safety requirements,

occupational health and safety rules, safety techniques, disease control and prevention requirements, and hygienic norms;

2.2.7. carry out assessments of labour conditions at workplaces to be utilised during implementation of the degree programme components in the form of an internship, and inform the HSE University leadership about labour conditions and occupational health and safety requirements at such workplaces;

2.2.8. familiarise the HSE University students with the internal labour regulations in effect at the Industry-Specific Organisation;

2.2.9. conduct occupational health and safety orientation sessions for HSE University students and verify that interns are properly adhering to safety techniques;

2.2.10. inform the Internship Supervisor at HSE University regarding any violations committed by HSE University students of the Industry-Specific Organisation's internal labour regulations, occupational health and safety rules, and safety techniques.

2.3. HSE University is entitled to:

2.3.1. monitor the compliance of conditions for the implementation of the degree programme components through an internship to ensure that they meet the provisions of this Agreement;

2.3.2. request information on the organisation of the internship, including the quality and volume of work carried out that pertains to the HSE University students' future professional activities;

2.3.3. require that the designated responsible person at the Industry-Specific Organisation submit their warranties and representations form in accordance with Clause 2.2.4.

2.4. The Industry-Specific Organisation is entitled to:

2.4.1. require that HSE University students follow the Industry-Specific Organisation's own internal labour regulations, occupational health and safety requirements, and confidentiality provisions, as well as undertake necessary measures to preclude situations that could result in the disclosure of confidential corporate information;

2.4.2. suspend the implementation of the degree programme components through an internship with respect to a given HSE University student if they are found to have violated their obligations and/or the relevant confidentiality provisions during the period of their internship.

### **3. Term of the Agreement**

3.1. The Agreement shall take effect after it is signed and shall remain in effect for a period of [in figures] ([in words]) years.

### **4. Final Provisions**

4.1. Any disputes and/or disagreements that may arise between the Parties in the course of performing the terms of this Agreement will be resolved by means of negotiations.

4.2. If settlement of disputes through negotiation proves infeasible, such disputes will be heard by a court of law.

4.3. Any amendments to this Agreement may be executed upon the Parties' mutual consent, in writing and in the form of addenda to the Agreement, which will be considered an integral part hereof.

4.4. This Agreement may be terminated upon the Parties' mutual consent, by a court order, or through either Party's unilateral withdrawal herefrom. The Party that initiates unilateral withdrawal from this Agreement will inform the other Party about this at least 2 (two) months in advance.

4.5. All messages, warnings, notifications, statements, and other legally significant correspondence or communications (hereinafter collectively referred to as the "Communications," or singularly as a "Communication") of the Parties made in the course of the performance of the Agreement shall be sent by the Parties in written form by electronic mail (email) or by registered mail with notification of delivery via general use postal services operators (hereinafter referred to as the "Postal Services"), as well as claims and complaints mailed together with corresponding lists of enclosures, to the addresses indicated in Clause 5 of the Agreement, or shall be hand delivered by express courier service against signature to the authorised representative of the respective recipient Party.

4.6. This Agreement has been drawn up in two copies, with one copy for each of the Parties. All copies have identical legal force.

4.7. This Agreement has the following attachments ("annexes"), which shall constitute an integral part hereof:

Annex 1: Sample Warranties and Representations Form for Responsible Staff Member

## 5. ADDRESSES, BANKING DETAILS, AND SIGNATURES OF THE PARTIES

Industry-Specific Organisation:

[Name]

[Location]

[Taxpayer Identification Number (TIN; in Russian: INN)] [Tax Registration Reason Code (RRC; in Russian: KPP)]

Contact person: [full name and job title]

Contact telephone number: [insert telephone number]

Contact email: [insert email address]

HSE University:

National Research University Higher School of Economics

Location:

Moscow, 101000, Russia

20 Myasnitskaya Ulitsa

Taxpayer Identification Number (TIN; in Russian: INN): 7714030726; Tax Registration Reason Code (RRC; in Russian: KPP): 770101001

Contact person: [full name and job title]

Contact telephone number: [insert telephone number]

Contact email: [insert email address]

Job title

\_\_\_\_\_/initials and last name/

affix seal here

Job title

\_\_\_\_\_/initials and last name/

affix seal here

-----start of template form-----

### **WARRANTIES AND REPRESENTATIONS**

by the **designated staff member** of the Industry-Specific Organisation responsible for organising the delivery of the degree programme components through an internship at the Industry-Specific Organisation

[month] [day], 20\_\_

1. For the purposes of ensuring safe conditions for the completion of an internship by HSE University students at the Industry-Specific Organisation –

---

indicate an abbreviated name for the Industry-Specific Organisation (hereinafter, the “Industry-Specific Organisation”) (Articles 28 and 41 of Federal Law No. 273-FZ “On Education in the Russian Federation,” dated December 29, 2012, the terms of the Student Internship Agreement concluded between HSE University and the Industry-Specific Organisation)

I, \_\_\_\_\_,

(indicate full name)

having been designated as the corporate officer responsible for the implementation of the internship components of the degree programme on the part of the Industry-Specific Organisation,

in accordance with Article 431.2 of the Civil Code of the Russian Federation, hereby warrant and represent to HSE University that I do not have any disqualifying conditions restricting my ability to conduct educational activities, namely:

I have not been deemed ineligible or disqualified from engaging in teaching activities in line with a court ruling that has come into legal effect;

I do not now have, nor have I ever had, any criminal convictions, nor have I been subject to criminal prosecution (with the exception of termination of criminal prosecution on exonerative grounds) for crimes against a person’s life and health, freedom, honour and dignity (with the exception of unlawful admission to a medical institution that provides inpatient psychiatric care and cases of slander), a person’s sexual integrity and freedom, against the family and minors, the health and public morality of citizens, the fundamental principles of the constitutional system, and human peace and safety, as well as against public safety and security;

I do not have any unexpunged or outstanding convictions for any premeditated serious or especially grave offences;

I have not been deemed legally incompetent in accordance with the procedures established by federal law;

I do not suffer from any ailments that are included in the list of occupational hazards and hazardous operations, the performance of which requires mandatory preliminary and periodic medical examinations (check-ups).

2. HSE University shall rely on the aforementioned warranties and representations of the designated responsible staff member and deem them as being significant for the implementation or termination of the Student Internship Agreement between HSE University and the Industry-Specific Organisation.

3. I am hereby obligated to promptly inform HSE University in writing (as early as I have been made aware thereof) about any issue, instance, grounds, and/or circumstances (including failure to take action) that may represent a violation of any of these warranties and representations, which may arise or of which I may become aware after the conclusion of the Student Internship Agreement between HSE University and the Industry-Specific Organisation, and up until the expiration of said Agreement.

4. For the purposes of ensuring HSE University's compliance with the requirements of statutory regulations, orders of federal authorities, municipal decisions, and instructions and enquiries on the part of the authorities and officials performing individual functions and exercising powers of the founder of HSE University, carrying out control, oversight, and monitoring activities and other verification measures in relation to HSE University, including audits, as well as enforcing HSE University's oversight with respect to persons coming into direct contact with minors by virtue of their professional activities, I hereby give my consent to the University for the implementation by the latter, starting from the date that these warranties and representations are signed and throughout the term of validity of the Student Internship Agreement between HSE University and the Industry-Specific Organisation, of the recording, systematisation, accumulation, storage, updating, retrieval, use, and transmission (exclusively within the scope of the stated objectives) of my personal data, contained in these warranties and representations, including via data automation. This timeframe shall not impose any limitations on HSE University in regards to the organisation of the archival storage of documents containing personal data, including in electronic (digital) formats.

I hereby consent to the anonymisation, blocking, erasure, and destruction of said personal data in those instances when this is necessary and/or possible for the attainment of the stated objectives.

I am aware that I may withdraw my consent to the processing of my personal data by submitting a written request to HSE University, providing substantiated reasons for such a withdrawal.

The designated staff member responsible for the organisation of the internship components of the degree programme at the Industry-Specific Organisation:

---

(indicate full name)

---

signature/initials and last name

Date: [month] [day], 20\_\_.

-----end of template form-----

**Industry-Specific Organisation:**  
[Name]

**HSE University:**

Job title  
\_\_\_\_\_/initials and last name/  
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Job title  
\_\_\_\_\_/initials and last name/  
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### **Annex 3. Template of the Internship Journal**

National Research University Higher School of Economics

#### **INDIVIDUAL ASSIGNMENT TO BE COMPLETED DURING THE INTERNSHIP**

given to third-year full-time student:

*(surname, name, patronymic [if relevant])*

of the International Programme in Economics and Finance

Level: bachelor's degree

Subject area: 38.03.01 Economics

Faculty: International College of Economics and Finance (ICEF)

Category of internship: work placement

Type of internship: internship aimed at gaining professional skills and experience in professional activities

Timeframe for completing the internship: from [month] [day], 2024 to [month] [day], 2024

#### **Purpose of completing the internship:**

The purposes of the work placement internship are to: verify, deepen, and reinforce the knowledge and practical skills gained during the preceding period of study at ICEF.

#### **Objectives of the internship:**

- become familiarised with the area of the host organisation's operations where my internship took place;
- apply in practice the theoretical knowledge and professional skills that I gained through my studies at ICEF;
- demonstrate and further develop my organisational, management, and communication skills;
- meet all objectives set and complete all tasks assigned by the host organisation at a high level of quality and on time by the respective deadlines;
- submit information on work completed in a report using the established form.

#### **Content of the internship (issues subject to study):**

1. Operations of the organisation and subdivisions in which the internship takes place;
2. Regulatory documents governing the operations of the organisation and separate subdivisions with which interaction takes place during the internship;
3. Professional objectives set by the organisation.

**Planned outcomes:**

Development of competencies in working with information (ability to find, assess, and use information from various sources that are necessary for meeting research and professional objectives, including on the basis of a systemic approach); teamwork; communicating effectively based on the purpose and circumstances of the communications; critical assessment and rethinking of accumulated experience, which reflect professional and social activities; presenting the results of analytical and research activity; and independently managing one's activities within the framework of the set professional objectives.

---

Internship Supervisor from HSE University:

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*(job title)*

---

---

*(signature)*

---

---

*(last name and initials)*

---

---

APPROVED

---

---

Internship Supervisor from the Industry-Specific Organisation:

---

---

*(job title)*

---

---

*(signature)*

---

---

*(last name and initials)*

---

---

Assignment accepted for execution

---

---

[month] [day], 2024

---

---

Student

---

---

*(signature)*

---

---

*(last name and initials)*

---

**JOINT WORK SCHEDULE (PLAN) FOR CARRYING OUT THE INTERNSHIP**

Third-year full-time student

\_\_\_\_\_  
(surname, name, patronymic [if relevant])

of the International Programme in Economics and Finance

Level: bachelor's degree

Subject area: 38.03.01 Economics

Faculty: International College of Economics and Finance (ICEF)

Type of internship: at organisations or production facilities

Category of internship: work placement

Timeframe for completing the internship: from [month] [day], 2024 to [month] [day], 2024

N o.	Stages and sections of the internship	Subdivision	Duration in days
1.	Instructions on labour protection, security techniques, and fire safety		1
2.	Familiarisation with the Internal Labour Regulations		1
3.			
4.			
5.			
6.			

Internship Supervisor from HSE University:

Head of the Academic Support

Department at ICEF

\_\_\_\_\_  
(job title)

Sergey Konyshev

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(last name and initials)

Internship Supervisor from the Industry-Specific Organisation:

\_\_\_\_\_  
(job title)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(last name and initials)

National Research University Higher School of Economics

Faculty: International College of Economics and Finance (ICEF)

International Programme in Economics and Finance

Level: bachelor's degree

Subject area: 38.03.01 Economics

**REPORT**  
**on the Work Placement Internship**

completed by [name of student]

(full name)

\_\_\_\_\_  
(signature)

**Verified by:**

\_\_\_\_\_  
(position, full name of the Internship Supervisor from the host enterprise/Industry-Specific Organisation)

\_\_\_\_\_  
(grade)

\_\_\_\_\_  
(signature)

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\_\_\_\_\_  
(date)

(position, full name of the Internship Supervisor from the relevant HSE University faculty)

\_\_\_\_\_  
(grade)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## INTRODUCTION

In the period from [month] 2024 to [month] 2024, I underwent and completed a Work Placement Internship at

---

*(name of host enterprise/Industry-Specific Organisation)*

The purposes of my Work Placement Internship were to verify, deepen, and reinforce the knowledge and practical skills that I gained during the preceding period of my studies at ICEF.

The objectives of my internship were to:

- become familiarised with the area of the host organisation's operations where my internship took place;
- apply in practice the theoretical knowledge and professional skills that I gained through my studies at ICEF;
- demonstrate and further develop my organisational, management, and communication skills;
- meet all objectives set and complete all tasks assigned by the host organisation at a high level of quality and on time by the respective deadlines;
- submit a report with information on the work that I completed during my internship.

## SUBSTANTIVE PART

### 1. Brief description of the host enterprise/Industry-Specific Organisation

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### 2. Description of the professional objectives met during the internship

1. Completion of instruction on labour protection, security techniques, and fire safety
2. Familiarisation with the Internal Labour Regulations
- 3.
- 4.
- 5.
- 6.

---

## CONCLUSION

During the internship I completed **an individual assignment** and mastered the following **competencies**:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

---

The following information should be provided by the host organisation's Internship Supervisor in their feedback:

- 1) General characteristics of the student's performance and quality of completed assignments.
- 2) What theoretical knowledge was demonstrated by the student, and what are they lacking?
- 3) What practical skills were demonstrated by the student, and what are they lacking?
- 4) What personal qualities were demonstrated by the student, and what qualities must they develop for their successful performance in the future?

[illegible]

(position, full name of the Internship Supervisor from the host enterprise/Industry-Specific Organisation)

---

(signature)

affix seal here

(date)