Provided by HSE

To:

Valentina Koroleva ,

Acting HR Director Russia, Jacobs Douwe Egberts Rus LLC

127006, Russia, Moscow,

Dolgorukovskaya Street, 7

**On the organization of internship**

Dear Ms Koroleva!

National Research University Higher School of Economics (NRU HSE) kindly asks You to accept the internship at Jacobs Douwe Egberts Rus LLC (hereinafter, “Organization”) for the NRU HSE student:

Name: Ivanov Ivan Ivanovich

Type of internship: organizations placement internship

Form of internship: work placement internship

Type and name of the Degree programme: Master’s programme “Political Analysis and Public Policy ”

Field of study: 41.04.04 Political Science

Year of Study: 2nd

Internship term: 14.12.2019 – 23.12.2019

In case of providing a place for the internship for the NRU HSE student (students), the Organization has the following obligations:

1. to appoint the supervisor of students internship at respective subdivisions (units, laboratories) of the Organization, who agrees the individual assignments, content and expected internship results;
2. to create safe conditions of internship in the Organization, to conduct mandatory briefings on labour protection and security measures;
3. to create adequate conditions, thereby enabling NRU HSE students to complete the internship programme, to gain professional skills and practical experience through professional activities;
4. to keep records of individual and practical assignments performed by students during the internship;
5. to avoid engaging students in any activities that are not envisaged by the internship programme and not relevant for their area of studies (specialization) and future professional career.

The attachment to this letter is the internship programme.

This letter is an offer to conclude an agreement on the internship. We kindly ask to accept in a written form. In the letter we ask You to confirm Your consent to provide a place for internship, to accept other conditions of this offer, and also to provide information about the supervisor from the Organization.

Respectfully Yours,

Dean of Faculty of Social Sciences Andrey Y. Melville

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