

Approved by an academic council № 4, dated September 17, 2019

Regulation of research internship for students of 2nd year of Master degree program “Population and Development” at NRU HSE.

Author	Vladimir Kozlov
Size of internship in credits	8
Length of internship in hours	304
Length of internship in weeks	10
Year of study	2
Type of internship	Work Experience Internship

1. General Provisions

1.1. Master students’ research internship program at HSE Master Program “Population and Development” (hereinafter – “the internship”) is an obligatory part of the master degree educational program. It is conducted in accordance with the Regulation “On the organization and implementation of the internship of students at the Research University - Higher School of Economics” and in accordance with basic and working curricula.

1.2. At the Master Program “Population and Development”, students do a research internship, which is carried out in the third module of the 2nd year of study. In exceptional cases the Internship could be shifted partly to the second and to the third module

2. Goals and aims of the internship

2.1. The main goal of the internship is to give students the opportunities for the implementation of the theoretical knowledge and skills into the process of solving real cases and tasks (mainly correlated with different sorts and levels of development).

2.2. The main aims of the research internship for students of Master programs at the 2nd year of study are: to gather and synthesize research and analytical material for the preparation of the master’s thesis, to develop original ideas and practical proposals, to implement the theoretic ideas and approaches for the practical tasks, to gain skills of independent work, to participate in research and practical teamwork, to prepare for the future job in the organization for solving the questions of development.

3. Content of the internship

3.1. Master students do internship according to their study track and based on the individual program of student internship (IPSI). IPSI is formed by the students with participation of their supervisor, based on the theme of term paper and / or master's thesis, the subject of their research seminar, as well as student’s participation in research projects of the HSE Units.

3.2. IPSI reflects the main types of work that the student must complete during the internship; the expected results of the internship; the form of presenting these results which will allow supervisor and members of the examination committee to assess the volume and quality of the collected material (e.g, in the form of tables, a summary, a report, a journal of field research notes, etc.).

4 . Organizational side of internship supervision

4.1. Supervision of the internship is carried out by: Research supervisor of the student, Coordinator of the Programme responsible for the internship at this specialization/study track, Internship supervisor at the organization where the student does the internship.

4.2. Supervisor of the term paper or master's thesis holds primary responsibility for the content of internship and sets requirements for the form of presentation of expected results. If at the time of referral to the internship student has no approved supervisor of the term paper or Master's thesis, Academic supervisor assigns an internship supervisor from among the teachers of the Programme. Supervisor is responsible for clearly setting the internship goals for the student and, if necessary, shall agree on the content of the internship with the organization where the student is referred to.

4.3. Internship coordinator from the programme is appointed by Academic supervisor. Internship coordinator is responsible for: selecting organizations for practical training, negotiating with them about the conditions and procedures of internship, drafting agreements on cooperation, maintaining a working relationship with the leaders of these organizations, dealing with controversies and issues in the period of internship, for overall preparation and carrying out of internships for the relevant specialization/study track.

4.4. Supervisor of the student has an opportunity suggest to her/his student a venue for internship and provide contacts (name, e-mail and phone for communications with internship supervisor from the organization) to the coordinator of internship from the Programme. If the supervisor of the student cannot offer his or her student a venue for internship, s/he shall report it to the program's study office at least 4 weeks prior to the start of internship and shall consult with the internship coordinator.

4.5. The internship can be organized in the discrete way or can be completed prior the official period (3rd module of the 2nd year). The length of the internship in this case is calculated from the formula 1 credit = 38 academic hours = 26 hours. The student should notify the Learning office and Academic supervisor about the willingness to do a discrete internship in advance.

5. Where and how should the students do an internship

5.1. Graduate students do their internship in the organizations outside the Programme (state and municipal bodies, research institutes, government and non-governmental think tanks, non-profit organizations, media, commercial organizations, centers of the Higher school of economics etc.). When the Coordinator offers the internship opportunity the priority is given to the organizations, which signed internship agreements with the Faculty of Social Science or the HSE. According to the decision of the academic supervisor and with the consent of the supervisor of the student, he or she can do the internship at different departments of HSE.

5.2. Students should submit to the Academic Supervisor a personal application which specifies the name of the internship organization and the subject of their research. Students should do it no later than 1 month prior to the start of the internship. Application must be signed by the research supervisor of student and approved by the internship coordinator. Student should also attach IPSI (individual plan of student's internship) signed by the student and her or his supervisor. The preparatory work on the internship (including: selection of the place of internship, preparation and coordination of the IPSI project with the coordinators at the Programme and place of internship) should be done by the student and research supervisor prior to filing the application.

5.3. Place of internship, names of the internship supervisors from the programme and place of internship are approved by the Academic supervisor. If student didn't provide an application and program of internship in time, the Programme itself appoints a place of internship, name of the supervisor and internship supervisor in organization.

5.4. After the approval of the place of internship, name of the supervisor and internship supervisor in the organization, any change in place of internship or supervisors is possible only after applying to the special commission. The student should provide the following documents: motivation for changing the place of internship (approved by the student's research supervisor), new application and program of the internship.

Motivation for the change of internship place should give a detailed reasoning as to why the new place is better than the previous one in terms of the internship's main goal: collecting research material for the term paper and master's thesis.

5.5. Arriving at the place of internship on the first day of internship, the student must inform the internship supervisor from organization about the content of her or his individual program (IPSI) and get the supervisor's signature on this document certifying that the organization is familiar with the program. If for any reason the organization cannot ensure that the student will be able to do the internship in accordance with the IPSI, the student should immediately inform internship coordinator of the Programme and her or his supervisor.

6. Evaluation of the results of internship

6.1. Final knowledge control for the internships is carried out in the form of a pass-fail test in the ten-scale grading system. Grades for internship are included into the cumulative rating.

6.2. Evaluation of internship results is carried out by a commission formed by the Academic supervisor and from representatives of the Programme teaching staff. The commission includes coordinators of internship for specializations. If necessary, the Academic supervisor may invite to the commission representatives from external organizations, as well as from other units of HSE.

6.3. Evaluation of internship results is based on the documents and information submitted by the student: 1) Written report about the internship; 2) Materials (data) Collected during the internship; they should be presented in the form defined by student's supervisor and reflected in the internship plan; 3) Daily record of internship; 4) Review from the student's supervisor; 5) Review from the internship supervisor in the organization.

If the commission has doubts about the authenticity of the internship results and the form of their presentation and their correspondence with the internship plan, as well as in the case of a negative review of the supervisor or the head of the internship at the organization, the commission has the right to require that the student submits additional materials in support of her or his work during the internship in accordance with the approved individual internship plan.

6.4. Students who did not complete the program of internship for valid reason may be directed to re-take internship again in their free time alongside their studies. If internship in the previously approved organization or previously approved program became impossible, the Programme refers the student to a different place of internship, and the approval of the new IPSI and of the new internship dates are required.

6.5. Students who did not start internship without valid reason, as well as students who have received "fail" during the presentation of their internship results (internship defense), acquire an academic deficit.

6.6. Academic deficit on internship should be retaken in accordance with the procedure established in the HSE for all other types of academic deficits. When re-taking the internship defense the student has the opportunity to correct technical flaws in the daily record of internship or eliminate other drawbacks which do not require additional collection of the material.

10-point scale	Description
10- Excellent 9- Very good 8- Very good	Full set of documents provided, signed and authorized. The goal of internship is completed entirely and beyond that: either a comprehensive scientific product outside of the course work framework (a full-length database, published or ready to be published research paper, analytical or editorial materials, translations, etc.) is finished or three or more professional competencies are acquired (examples and results are provided with commentaries of the organization's representatives which are expertly assessed). Published (or ready to be published) results of the activity are authorized (with the affiliation if HSE, if possible). No remarks from the company's representative are made.
7- Good 6- Good	A set of documents is full, but some components are not signed or authorized. The goal of internship is completed by and large: either a comprehensive scientific product outside of the course work framework (a partial database, provided assistance in publishing a research paper, analytical or editorial materials, translations, etc.) is finished; or three or more professional competencies are partially acquired (examples and results are provided with commentaries of the organization's representatives which are expertly assessed). Published (or ready to be published) results of the activity are not authorized Minor remarks are made by the company's representative.
5- Satisfactory 4- Satisfactory	A set of documents is full, but some components are not signed or authorized. The goal of internship is completed by and large: either a passable scientific product outside of the course work framework (a partial database is started collectively, provided minimum assistance in publishing a research paper, analytical or editorial materials, translations, etc.) is finished; or three or more professional competencies are acquired insufficiently (examples and results are provided with commentaries of the organization's representatives which are expertly assessed). Results of the activity are not published. Remarks are made by the company's representative.
3- Fail 2- Fail 1- Fail	A set of documents is incomplete. The goal of the research is not accomplished: product of research outside of the course work framework is of dubious quality (or of questionable authorship); or three or more professional competencies are not acquired (examples and results are absent). Major remarks by the company's representative.

Final grade is given according to the formula:

$$O_{\text{pe3}} = 0,3 \cdot O_{\text{report}} + 0,3 \cdot O_{\text{reviews}} + 0,4 \cdot O_{\text{Presentation}}, \text{ where}$$

O_{report} is a grade given for the provided internship report and daily record,

O_{reviews} is a grade given for the completed scope of work by the internship Coordinator,

$O_{\text{Presentation}}$ is a grade given as per results of the internship defense, oral report to the commission / department representatives

Rounding of numbers in calculating of the grades is arithmetical where $\geq 0,5 = 1$.

Plagiarism and falsification of the results are graded as 0 points.

7. Learning competences and internship

The internship should follow the main competences from the Programme competence matrix: YK-4, YK-5, YK-8, ПК-6, ПК-8, ПК-9, ПК-10, ПК-11. However within the internship the students with high probability will flow all the competence from the matrix (depending on the place of internship)

Upon completing an Internship, students should possess universal, general professional and field-specific professional competencies below

Competency code	Competency Description	Professional tasks that require this competency
YK-4	Ability to expand and develop one's intellectual and cultural horizons, as well as build trajectories for professional development	<ul style="list-style-type: none"> - preparation of research articles, chapters (sections) in collective monographs, for publication in academic publications, including in foreign publications in English - compilation of analytical reviews and peer review of academic literature on specific problems of population studies and development
YK-5	Ability to make managerial decisions, assess possible consequences and assume responsibility for one's actions	<ul style="list-style-type: none"> - building and maintaining effective communication and interaction with public authorities and administrations that make decisions; creation of negotiation platforms to coordinate the interests of different entities
YK-6	Ability to analyze, verify and assess information in the course of one's professional activities, make up for and/or synthesize any missing details and work under uncertain conditions	<ul style="list-style-type: none"> - collection and processing of empirical data in the field of public policy, political sciences, sociology, other social sciences for the analysis of social problems and the development of political solutions using modern databases, - Creation and maintenance of new databases based on the results of original research
YK-8	Ability to engage in professional activities, including research, in a multicultural environment	<ul style="list-style-type: none"> - planning and conducting individual and collective scientific and applied research in the field of Demography, Population changes
ПК-6	Ability to ensure teamwork, as well as engage in cross-ministerial and interpersonal communications	<ul style="list-style-type: none"> - Establishment of communication in a professional environment (researchers, analysts, experts, scientific and university centers, think tanks) in order to exchange information, generate interest and demand for ongoing research, scientific advice, expertise, analytical developments
ПК-8	Ability to engage in HR management in public administration, as well as staff management in publically owned organizations	<ul style="list-style-type: none"> - building and maintaining effective communication and interaction with public authorities and administrations that make decisions in public administration
ПК-9	Ability to competently and effectively use information-communication technologies, software and other means for solving any matters related to public administration	<ul style="list-style-type: none"> - Preparation of analytical reports, reviews, notes, reports, recommendations to accompany the development, adoption and implementation of decisions in public and private sector;
ПК-10	Ability to organize and	<ul style="list-style-type: none"> - development of recommendations for

	independently carry out research related to public administration in line with the principles and methods of evidence-based policy	representatives of state authorities, private sector, civil society structures, international organizations, articulating socially significant problems, requiring decisions based on different methods and using the evidence-based approach
ПК-11	Ability to adapt and present theoretical materials, as well as the outcomes of basic and applied research, to target audience (e.g., for teaching purposes)	- Making the different papers based on the self-planned, prepared and conducted individual and collective scientific and applied research in the field of Demography, Population changes, Development,

Structure of an internship

№ п/п	Types of student practical activities	Content of activities	Competencies been formed
1	Research activity	<ul style="list-style-type: none"> - Formulates a research task in the field of professional activity, substantiates the applied theoretical approach and research methods; - collects and processes primary political, social, economic, and other empirical information; - Designs models and structures of empirical data collected, their input and maintenance using existing modern databases or a self-created database 	УК-4, УК-5, УК-8, УК-9, УК-10, ПК-6, ПК-8, ПК-9, ПК-10, ПК-11
2	Organizational and management activity	<ul style="list-style-type: none"> - participates in the development of concepts, programs, preparation and conduct of research, analytical, expert conferences, seminars, meetings; - participates in the development of concepts, structure, plans, prospectuses of scientific publications, in the organization of scientific review of academic literature in the field of public policy and political science; - organizes work on the compilation of bibliographic indexes of scientific publications in the field of public policy and political science; - participates in the 	УК-4, УК-5, УК-8, УК-9, УК-10, ПК-6, ПК-8, ПК-9, ПК-10, ПК-11

		organization of interaction with analytical structures of public authorities and administration, business associations, multinational corporations, non-governmental organizations	
3	Expert and analytical activity	<ul style="list-style-type: none"> - studies the main types and methods of preparation of expertise and analytical products of analytical centers, expert institutions; - develops a plan for conducting analytical and expert work based on the use of common methods and tools of analysis; - develops expert opinions and analytical notes; - compiles releases on the directions and content of the expert and analytical work of the analytical center and expert institution for the private organizations, media and the general public; 	YK-4, YK-5, YK-8, YK-9, YK-10, ПК-6, ПК-8, ПК-9, ПК-10, ПК-11
4	Project activity	<ul style="list-style-type: none"> - formulates a logical and consistent research project structure; - studies the methodology for developing a research project; - formulates the problem and the ultimate goal of the project, defines the objectives and terms of the project; - collects, processes, organizes and summarizes data in accordance with the proposed problem, goals and objectives of the project; - analyzes resources, develops a methodology for solving problems; - draws up a work phased research plan and conducts design work; - predicts possible risks for the implementation of the plan and develops a strategy for mitigating them; - prepares a presentation of the result. 	YK-4, YK-5, YK-8, YK-9, YK-10, ПК-6, ПК-8, ПК-9, ПК-10, ПК-11

8. Literature for internship

The literature for internship depends on the individual place, but there will be very helpful to use the same literature as in the Research and Project seminar lists, e.g.

№ п/п	Name
Basic	
<p>Flamez, B., Lenz, A. S., Balkin, R. S., & Smith, R. L. (2017). <i>A Counselor's Guide to the Dissertation Process: Where to Start and how to Finish</i>. John Wiley & Sons. [https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=4875219&query=]</p> <p>Broussard M.S. (2017). <i>Reading, Research, and Writing: Teaching Information Literacy with Process-Based Research Assignments</i>. ACRL. [https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=4845046&query=]</p>	
Additional	
<p>Wells, K., & Kloppenborg, T. (2015). Project management essentials. Retrieved from https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=4009424&query=</p> <p>Kogon, K., Blakemore, S., & Blakemore, S. (2015). Project management for the unofficial project manager: Retrieved from https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1922361&query=Project+management+for+the+unofficial+project+manager</p> <p>Tracy, B. (2014). Time management. Retrieved from https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1390903&query=Time+management</p> <p>CIOB, (. I. O. B. (2010). Guide to good practice in the management of time in complex projects. Retrieved from https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=624742&query=</p>	

9. Software

Highly individual. The HSE places should provide the students with the following software:

№ п/п	Name	Access conditions
1.	MicrosoftWindows 7 Professional RUS MicrosoftWindows 10 MicrosoftWindows 8.1 Professional RUS	<i>From the university's internal network (contract)</i>
2.	Microsoft Office Professional Plus 2010	<i>From the university's internal network (contract)</i>

All the other places provide this and special software based on their own conditions and agreements

10. Material and technical support

Individual, depending on the places, but mainly the places should have

- PC with Internet access (operating system, office software, antivirus software);

Otherwise the internship should be made distantly

Master's Program "Population and
Development"

Vladimir Al. Kozlov

from student: _____

2nd year of study

APPLICATION

I would like to submit for your approval the place of my Internship in (name of the organization, contacts, website, phone, e-mail):

Contact information of the person who coordinates the internship at the place of training:

Supervisor from the Program (full name):

Signature of the Supervisor _____

Signature of the student _____

Date «___» _____ 20___

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 (or Science and Research Internship)

Type and name of the Degree programme: Master's programme "Population and Development "

Field of study: 38.04.04 Public Administration

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
Melville

Andrey Y.

**Программа прохождения
производственной практики / Program of
the Work Experience Internship**

ФИО / Full Name:	
Курс, группа / Course, Studying Group:	
Период прохождения практики/ Duration of the Internship:	
Руководитель практики (научный руководитель) / Supervisor (NRU HSE):	
Руководитель практики от принимающей организации / Supervisor of internship at the Host Organization:	
Место прохождения / Internship Organization:	
Подразделение, в котором проходит практика / Department/unit of Internship Organization:	
Цели практики / Internship goal:	
Задачи практики / Internship Tasks:	
Этапы практики / Stages of internship:	
Мероприятия практики / Events/type of work planned for the Internship	
Планируемые результаты / Expected Research Results:	

Подпись студента / Signature of student _____

Подпись руководителя практики от
программы / Signature of Supervisor from
the Program _____

Подпись руководителя практики от организации
Signature of Supervisor from the Host Organization _____

data/stamp/

National Research University “Higher School of Economics”/
Национальный исследовательский Университет

"Высшая школа экономики

Факультет социальных наук / Social Sciences Faculty

Master’s Program “Population and Development”/

Магистерская программа «Население и развитие»

**INTERNSHIP DAILY RECORD/
ДНЕВНИК**

Производственная практика/ Work Oriented Internship

Студента/
of the Student

г. Москва, 20____/

/stamp/

Студент/Student (full name)

(фамилия, имя, отчество)

Магистерская программа «Население и развитие»/Master Program “Population and Development” 2 курса/year of study, группы/group _____, направляется на (в)/is recommended for internship at

(учреждение, предприятие/ name of the organization)

1. Календарные сроки практики / Internship dates

По учебному плану /according to study plan
начало /start date _____ конец /end date _____

Дата прибытия на практику/ date of arrival at the internship place
« ____ » _____ 20 ____ г.

Дата выбытия с места практики / date of leaving the internship place
« ____ » _____ 20 ____ г.

2. Координатор практики от кафедры / Scientific supervisor at the Department

Фамилия /surname _____

Имя /first name _____

Отчество /patronymic _____

3. Руководитель практики от предприятия, учреждения / Internship Coordinator at the Organization

Должность/position _____

Фамилия /surname _____

Имя / first name _____

Отчество/ patronymic _____

**Ежедневные записи студентов по
практике / Student's daily records on the
internship activities**

Дата / Date	Описание работы, выполненной студентом / Activities carried out by the intern, accomplishments, daily work, etc	Отметки и подпись руководителя / Notes and signature of the Internship Coordinator
<i>First day of your internship</i>	Прохождение инструктажа по ознакомлению с требованиями охраны труда, техникой безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка (обязательный пункт) / familiarized with the safety standards, occupational safety requirements and with internal workplace regulations. (obligatory point)	
Подпись руководителя практики от предприятия, учреждения / Signature of the Internship Coordinator at the organization _____ печать/stamp		

National Research University “Higher School of Economics”/
Национальный исследовательский Университет

"Высшая школа экономики

Факультет социальных наук / Social Sciences Faculty
Master’s Program “Population and Development”/

Магистерская программа «Население и развитие»

Internship Report/

Отчет

Производственная практика/ Work Oriented Internship

Студента/

of the Student

Final grade _____/_____/

г. Москва, 2020

/stamp/

С какими проблемами Вы столкнулись во время практики (в т.ч. психологическими)?
Which challenges (including psychological ones) did you encounter during your internship?

Ваши пожелания относительно организационной и содержательной стороны проведения практики / Your recommendations on the content and organizational side of internship:

Подпись студента / Signature of student _____

Приложение / Appendix (здесь необходимо разместить подготовленные во время прохождения практики материалы, которые предполагается использовать в диссертации: инструментарий, описание процедуры исследования, описание полевых данных, таблицы, диаграммы, схемы интерпретации и другие текстовые и графические приложения. Объем раздела – 8 - 10 стр. Также в приложении может быть представлена программа самостоятельного исследования, разработанная практикантом в рамках подготовки магистерской диссертации, если у практиканта имеется окончательный вариант такой

программы.) (In this section you have to submit documents or materials, which you have prepared during your internship and you will use in your Master's: instruments, descriptions of used methods, graphs, tables, annexes, pictures. Max – 10 pages. It is possible to attach your Master's thesis final program)

[INSERT YOUR MATERIALS HERE]

<p style="text-align: center;">ДОГОВОР № на проведение практики студентов федерального государственного автономного образовательного учреждения высшего образования «Национальный исследовательский университет «Высшая школа экономики»</p> <p>г. Москва «...».....20 ...г</p>	<p style="text-align: center;">AGREEMENT NO. on Providing Internships for Students of National Research University Higher School of Economics</p> <p>Moscow , 20 ...</p>
<p>Федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики», именуемый в дальнейшем «Университет», в лице декана факультета социальных наук Мельвиля Андрея Юрьевича, действующего на основании доверенности от 09 октября 2019 г. № 6.13-08.1/0910-02, и _____, (наименование предприятия, учреждения, организации) именуемое в дальнейшем «Организация», в лице _____, (фамилия, имя, отчество, должность) действующего на основании _____, с другой стороны, заключили между собой настоящий Договор на проведение практики студентов университета (далее – Договор) о нижеследующем:</p>	<p>National Research University Higher School of Economics, hereafter referred to as the “University” and “HSE”, represented by Andrei Y. Melville, Dean of the Faculty of social sciences, acting on the basis of the Power of Attorney No. 6.13-08.1/0910-02 dated Oct. 09, 2019, on the one hand, and _____, (name of a company, institution, or organization), hereinafter referred to as the “Organization”, represented by _____, (full name and position) acting on the basis of _____, on the other hand, concluded this agreement on internships for university students (hereafter, the “Agreement”) as follows:</p>
<p style="text-align: center;">1. Предмет договора</p> <p>1.1. Университет направляет, а Организация принимает студентов Университета для прохождения практики в организациях и на производстве, проектной практики, научно-исследовательской практики (далее – практика). 1.2. Сроки прохождения практики, количество студентов, рабочий график (план) проведения практики, программа практики, календарный план учебных занятий, а также иные условия проведения практики, которые Стороны сочтут существенными, согласовываются Сторонами до направления студентов на практику в письменной форме путем обмена письмами способами, предусмотренными Договором. 1.3. Университет отправляет на практику в Организацию студентов, обучающихся по всем направлениям подготовки факультета социальных наук (либо конкретных студентов, если договор заключается на конкретную срочную практику).</p>	<p style="text-align: center;">1. Scope of the Agreement</p> <p>1.1. The University shall assign students, and the Organization shall accepts them for doing internship in organizations and enterprise, project internship, research internship (hereafter, “internship”). 1.2. The duration of an internship, the number of students involved, the schedule (work plan) of said internship, its programme and timeline, as well as other terms and conditions of internship that Parties deem essential, shall be agreed by the Parties in writing before students are sent to the Organization for internship. With this in mind, the Parties shall exchange letters to this effect, as provided for by this Agreement. 1.3. The University assigns to the Organization students of all Faculty of Social Sciences’ fields of study (or particular students, if the Agreement is for a short-term internship).</p>
<p style="text-align: center;">2. Права и обязанности сторон</p> <p>2.1. Организация обязуется: 2.1.1. Принять студентов Университета для</p>	<p style="text-align: center;">2. Rights and Obligations of the Parties</p> <p>2.1. The Organization undertakes to: 2.1.1. Accept the agreed number of HSE students in</p>

<p>прохождения практики в согласованном количестве и в сроки, установленные рабочим графиком (планом) прохождения практики (Приложение 1), согласованным Сторонами.</p> <p>2.1.2. Назначить квалифицированных специалистов для руководства практикой в подразделениях (отделах, лабораториях) Организации.</p> <p>2.1.3. Создать условия для получения студентами опыта профессиональной деятельности, погружения их в среду профессиональной деятельности и развитие профессиональных непроектных компетенций, практических умений и навыков труда по выбранному направлению профессиональной деятельности, отвечающие требованиям безопасности и соответствующим санитарно-гигиеническим нормам труда.</p> <p>2.1.4. Обеспечить студентам в соответствии со списками, направляемыми Университетом согласно п. 2.2.2 Договора, физическое наличие рабочих мест, обеспечить каждого студента производственными заданиями, обеспечить возможность ознакомления студентов с документацией Организации (кроме документов для служебного пользования), нормативной и законодательной базой, необходимыми для успешного освоения студентами программы практики, выполнения ими индивидуальных и производственных заданий.</p> <p>2.1.5. Ознакомить студентов с правилами внутреннего трудового распорядка Организации, и мерами по обеспечению безопасности при нахождении на территории Организации.</p> <p>2.1.6. Вести учет выполнения студентами программы практики, индивидуальных и производственных заданий. Обо всех случаях нарушения студентами трудовой дисциплины и правил внутреннего трудового распорядка сообщать в Университет.</p> <p>2.1.7. Не допускать привлечение студентов к осуществлению деятельности, не предусмотренной программой практики и не имеющей отношение к направлению обучения (специальности) и будущей профессии студентов.</p> <p>2.1.8. В случае наличия вакансий рассматривать возможность принятия на работу студентов Университета, проходивших практику в Организации.</p>	<p>line with the term of the internship according to its schedule (plan) (Appendix 1), as agreed upon by the Parties;</p> <p>2.1.2. Appoint competent specialists for supervising student internships at respective subdivisions (units, laboratories) of the Organization;</p> <p>2.1.3. Create adequate conditions, thereby enabling HSE students:</p> <ul style="list-style-type: none"> - to gain professional skills and practical experience through professional activities; - to work in a real life professional environment; - to develop professional competencies beyond the scope of a given project; - to acquire practical competences and skills pertaining to a chosen professional career, in line with safety requirements and applicable sanitation and hygiene standards. <p>2.1.4. Pursuant to the lists submitted by the University according to p. 2.2.2 hereof, ensure that each student is provided with a work space, his/her practical assignment, and acquaint them with the Organization’s internal by laws (except for restricted documents for staff only) and related regulatory and legislative documents, which are required for the successful completion of the internship programme and fulfilment of individual and practical assignments;</p> <p>2.1.5. Familiarize students with the Organization’s internal regulations and security measures applicable on its premises;</p> <p>2.1.6. Keep records of individual and practical assignments performed by students during the internship; report all cases of violation of labour discipline and internal regulations committed by students to the University;</p> <p>2.1.7. 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;</p> <p>2.1.8. If any vacancies are available, consider an opportunity to hire students who have completed an internship at the Organization to such positions.</p>
<p>2.2. Университет обязуется:</p>	<p>2.2. The University undertakes to:</p>

<p>221. Заблаговременно до начала практики разработать и письменно согласовать с Организацией условия проведения практики, перечисленные в п. 1.2. Договора.</p> <p>222. Представить Организации список студентов, направляемых на практику, не позднее, чем за две недели до начала практики, а также индивидуальные задания на практику для каждого студента.</p> <p>223. Назначить в качестве руководителей практики от Университета наиболее квалифицированных работников из числа лиц, относящихся к категории профессорско-преподавательского состава или научных работников. Со стороны Университета курирование прохождения практики осуществляют академические руководители соответствующих образовательных программ факультета социальных наук, либо сотрудники факультета, уполномоченные академическими руководителями.</p> <p>224. Обеспечить соблюдение студентами правил внутреннего трудового распорядка, обязательных при нахождении на территории Организации.</p> <p>225. Оказывать работникам – руководителям практики студентов от Организации методическую помощь в организации и проведении практики.</p> <p>2.3. При необходимости Организация вправе требовать от студентов, проходящих практику, подписания соглашений о неразглашении конфиденциальной информации.</p>	<p>2.2.1. Before the starting date of the internship, develop and agree in writing terms and conditions of the internship specified in p. 1.2. hereof with the Organization;</p> <p>2.2.2. Submit a list of students assigned to the Organization for internship, as well as individual assignments for each student no later than two (2) weeks before the starting date of the internship;</p> <p>2.2.3. Appoint internship supervisors from among the most qualified HSE faculty and/or researchers. From the University the internship is supervised by the Faculty of social sciences' applicable programme Academic supervisor, or faculty members authorized by Academic supervisor.</p> <p>2.2.4. Ensure that students observe the Organization's internal labour regulations;</p> <p>2.2.5. Provide methodological support to internship supervisors representing the Organization.</p> <p>2.3. If necessary, the Organization shall be entitled to demand that students taking part in an internship sign non-disclosure agreements.</p>
<p style="text-align: center;">3. Другие условия договора</p> <p>3.1. По окончании практики руководитель практики от Организации дает письменный отзыв о результатах прохождения практики и подписывает отчет студента.</p> <p>3.2. Ни одна из Сторон не несет расходов по проезду студентов к месту практики, по их проживанию в период прохождения практики, по оплате вознаграждения студентам во время прохождения практики и других расходов, связанных с прохождением студентами практики.</p> <p>3.3. Все сообщения, предупреждения, уведомления, заявления и иные значимые сообщения (далее вместе – сообщение) Сторон в ходе исполнения Договора направляются Сторонами в письменной форме по электронной почте либо через операторов почтовой связи общего пользования (далее – почтой), заказным</p>	<p style="text-align: center;">3. Other Provisions</p> <p>3.1. Upon completion of the student's internship, the internship supervisor representing the Organization shall provide a written review of the student's performance and sign the final report.</p> <p>3.2. The Parties must not cover any travel and accommodation costs, or any other internship-related expenses, incurred by students at the place of their internship. Furthermore, students shall not be entitled to any remuneration during their internship.</p> <p>3.3. All messages, notifications, notices, statements and other correspondence with binding effect (hereinafter, "notices"), exchanged by the Parties in relation to this Agreement, shall be made in writing and delivered by e-mail, regular mail (courier service), or registered mail with receipt of delivery at the addresses specified in Clause 4 hereof.</p>

письмом с уведомлением о вручении, а претензия также с описью вложения, по адресам, указанным в разделе 4 Договора, либо передаются нарочным под подпись уполномоченному представителю принимающей Стороны.

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

Сообщение, направленное почтой, заказным письмом с уведомлением, считается полученным принимающей Стороной в следующих случаях:

- имеется подтверждающая факт получения сообщения информация сервиса «Отслеживание почтовых отправлений» с официального сайта ФГУП «Почта России» или, если письма направлены через иную организацию почтовой связи, информация от такой организации почтовой связи, полученная в письменной форме в ответ на запрос направляющей Стороны о получении сообщения принимающей Стороной;
- несмотря на почтовое извещение, принимающая Сторона не явилась за получением сообщения, или отказалась от его получения, или сообщение не вручено принимающей Стороне в связи с отсутствием адресата по указанному в разделе 4 Договора адресу, в результате чего сообщение возвращено организацией почтовой связи по адресу направляющей Стороны с указанием причины возврата.

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

3.5. Договор вступает в силу после его подписания обеими Сторонами и действует до . .20 г. Окончание срока действия Договора влечет за собой прекращение обязательств Сторон по нему.

3.6. Любые изменения и дополнения к настоящему договору действительны при

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

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

A notification sent by registered mail with receipt of delivery shall be considered received by the addressee, if:

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

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

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

3.5. This Agreement shall come into effect upon its signing by both Parties. It shall remain in effect until , 20 . Upon the expiry of this Agreement, the Parties shall bear no further obligations hereunder.

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

<p>условии, если они совершены в письменной форме, подписаны надлежащими уполномоченными на то представителями Сторон и скреплены печатями, если Договором не установлено иное.</p> <p>3.7. По всем вопросам, не урегулированным настоящим Договором, Стороны руководствуются законодательством Российской Федерации.</p> <p>3.8. Настоящий Договор составлен в двух экземплярах, имеющих одинаковую юридическую силу, по одному для каждой Стороны.</p>	<p>authorized representatives of the Parties, and certified by an official seal (unless otherwise provided by the Agreement).</p> <p>3.7. In regards to all matters that are not covered by this Agreement, the Parties shall be governed by the legislation of the Russian Federation.</p> <p>3.8. This Agreement is drawn up in two (2) copies of equal legal status, with one (1) copy for each Party.</p>
<p style="text-align: center;">4. Юридические адреса сторон:</p> <p>Федеральное государственное автономное образовательное учреждение высшего образования «Национальный исследовательский университет «Высшая школа экономики» E-mail: socscience@hse.ru Адрес: 101000, г. Москва, ул. Мясницкая, д. 20</p> <p>«Университет»</p> <p>Декан факультета социальных наук</p> <p>_____ /А.Ю. Мельвиль /</p>	<p style="text-align: center;">4. Legal Addresses of the Parties</p> <p>National Research University Higher School of Economics</p> <p>E-mail: socscience@hse.ru Address: 20 Myasnitskaya St., Moscow, 101000</p> <p>University:</p> <p>Dean of the Faculty of social sciences</p> <p>_____ /Andrei Y. Melville/</p>
<p>_____</p> <p>E-mail: _____ Адрес: _____</p> <p>«Организация»</p> <p>_____</p> <p>_____ /И.О. Фамилия /</p>	<p>_____</p> <p>E-mail: _____ Address: _____</p> <p>Organization</p> <p>_____</p> <p>_____ / full name /</p>

Приложение 1 к Договору
на проведение практики студентов
ФГАОУ ВО «НИУ ВШЭ»
№ _____
от __.__.201__ г.

Appendix 1 to Agreement
on Providing Internships for Students
of NRU HSE
No. _____
_____, 20

**РАБОЧИЙ ГРАФИК (ПЛАН) ПРОВЕДЕНИЯ ПРАКТИКИ /
SCHEDULE (PLAN) OF THE INTERNSHIP**

для долгосрочного договора / for a long-term agreement

Направление подготовки (специальность) / Field of study	Курс / Course	Вид, тип практики / Type of the internship	Планируемые сроки (на каждый год) / Planned terms (for each year)
бакалавриат / bachelors' level			
магистратура / masters' level			

Федеральное государственное автономное
образовательное учреждение высшего
образования «Национальный
исследовательский университет «Высшая
школа экономики»

National Research University Higher School
of Economics

Декан факультета социальных наук

Dean of the Faculty of social sciences

_____/А.Ю. Мельвиль /

_____/Andrei Y. Melville/

должность

Position

_____/И.О. Фамилия /

_____/full name/

Приложение 1 к Договору
на проведение
практики студентов
ФГАОУ ВО «НИУ
ВШЭ»
№ _____
от __. __. 201__ г.

Appendix 1 to Agreement
on Providing
Internships for Students
of NRU HSE
No. _____
_____, 20

РАБОЧИЙ ГРАФИК (ПЛАН) ПРОВЕДЕНИЯ ПРАКТИКИ / SCHEDULE (PLAN) OF THE INTERNSHIP

для краткосрочного договора (на конкретных студентах) / for a short-term
agreement (on particular students)

Направление подготовки (специальность) / Field of study	Курс / Course	Вид, тип практики / Type of the internship	Кол-во студентов / Number of students	Планируемые сроки / Planned terms

ное государственное автономное
образовательное учреждение высшего
образования «Национальный
исследовательский университет «Высшая
школа экономики»

National Research University Higher School
of Economics

Декан факультета социальных наук

Dean of the Faculty of social sciences

_____/А.Ю. Мельвиль /

_____/Andrei Y. Melville/

ДОЛЖНОСТЬ

Position

_____/И.О. Фамилия /

_____/ full name/

