

Programme of Work Experience Internship 41.04.04 Political Analysis and Public Policy

Author	Sergey Parkhomenko
Size of internship in credits	8
Length of internship in hours	304
Length of internship in weeks	8
Year of study	2
Type of internship	Work Experience Internship

1. Internship goal and the tasks

The research internship (hereinafter – “the Internship”) is an obligatory part of the HSE Master’s Program “Political Analysis and Public Policy” (hereinafter – “the Program”) curriculum. It is conducted in accordance with the Regulation “On the organization and implementation of the internship of students at the National Research University Higher School of Economics”; in accordance with the Program’s internship regulation approved by the Academic Council of the Program; and in accordance with basic and working study plans.

The goal of the internship is further development and practical mastering of the skills acquired by the students during the studies at the Program.

The aims of the Internship are:

- 1) to gather and synthesize research and analytical material for the preparation of the Master’s Thesis,
- 2) to develop original scientific ideas and practical proposals,
- 3) to gain skills of independent research work,
- 4) to acquire professional skills in organizations and areas related to the analysis of public policy and the protection of human rights,
- 5) to deepen the knowledge and competences obtained in the process of theoretical training,
- 6) to offer an introduction to professional paths and clarify the possible scope of applying the skills and knowledge after the graduation.

As a result, students should:

Know the specific practices of the internship organization, its main everyday routines, and the instruments used.

Be able to effectively participate in the collective processes of the internship organization.

Acquire the skills of fulfilling the duties of an intern of the internship organization.

The Internship is a concluding obligatory part of the studies for the Program. It is arranged during the 3rd module of the 2nd year of studies. The Internship is building upon all the material and competencies provided by all the courses of the Program. To get admission to the master thesis defense, students need to take the internship and to defend its results successfully.

2. Organization of internship, internship placement, format of activities, and program

Students do the Internship according to their study track and based on the Internship Program (Annex 2). The Internship Program is formed by the student with participation of their

Supervisor, based on the theme of Master's Thesis, the subject of their research seminar, as well as student's participation in research projects of the Program.

The Internship Program 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.).

Supervision of the Internship is carried out by:

- 1) Supervisor of the student (representing the Program);
- 2) Internship Coordinator at the organization where the student does the Internship;
- 3) The Study Office of the Program (the Program Manager)
- 4) The Academic Director of the Program

Supervisor of the student's Master's Thesis must suggest to her/his student a venue for the Internship and provide contacts for communications with Internship Coordinator at the organization. If the Supervisor of the student cannot offer her or his student a venue for the Internship, she/he shall consult with the Academic Director of the Program and the Program Manager (the Study Office) in order to find a place for the Internship. If the Supervisor of the student cannot offer the student a place for the Internship even after the consultations with the persons referred above, Supervisor must step down from supervising the research work of this student.

Supervisor is responsible for:

- 1) Selecting an organization for practical training,
- 2) Negotiating with them about the conditions and procedures of the Internship, drafting agreements on cooperation, maintaining working relationship with the leaders of the internship organizations,
- 3) Dealing with controversies and issues during the Internship,
- 4) Setting the internship goals for the student,
- 5) Determining the content of the Internship for the student,
- 6) Determining the requirements for the form of presentation of expected results
- 7) If necessary, agreeing on the content of the Internship with the internship organization,
- 8) Providing review and evaluation of the internship results.

The Internship Coordinator at the internship organization is the contact person from the organization where the student does the Internship. The Internship Coordinator determines the particular activities of the Internship for the student. At the end of the Internship the Internship Coordinator provides a review of the activities and evaluates the individual results and achievements of the student.

The Study Office provides technical support for the Internship process. It collects the Internship Applications (Annex 1) and Programs (Annex 2) and the reporting documents on the fulfilled Internship from the students of the Program.

The Academic Director of the Program ensures general supervision of the Internship process.

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
PC-2	Able to work with contemporary academic literature (including publications in English), analyze current status and trends in Political Sciences	<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 political science and public policy
PC-3	Able to use modern empirical databases (including foreign resources) in one's academic and project activities, as well as independently develop databases for research and practical purposes	<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
PC-6	Able to design basic and applied research, including that carried out by a team, with a focus on the latest PoliSci methodologies and overarching academic approaches	<ul style="list-style-type: none"> - planning and conducting individual and collective scientific and applied research in the field of public policy, political sciences
PC-7	Able to plan and organize political campaigns	<ul style="list-style-type: none"> - organization of political campaigns with the participation and interaction of political parties, movements, interested state bodies, non-governmental organizations, as well as non-political civil campaigns with the participation of non-governmental organizations and groups of citizens to promote their legitimate interests
PC-8	Able to organize and carry out political analysis of socially significant projects	<ul style="list-style-type: none"> - conducting political analysis and examination of federal and regional government programs and regulations, specific political courses, social projects of non-governmental organizations at the stages of development, adoption, implementation and adjustment
PC-9	Able to establish professional communications with state bodies and municipal administrations	<ul style="list-style-type: none"> - building and maintaining effective communication and interaction with public authorities and administrations that make political decisions; creation of negotiation platforms to coordinate the interests of public policy entities; - Establishment of communication in a professional environment (researchers, analysts, experts, scientific and university centers) in order to exchange information, generate interest and demand for ongoing research, scientific advice, expertise, analytical developments

PC-11	Able to independently draw up analytical summarizing materials (reviews, memos, reports, recommendations, etc.) and proposals for persons engaged in political decision-making.	<ul style="list-style-type: none"> - Preparation of analytical reports, reviews, notes, reports, recommendations to accompany the development, adoption and implementation of decisions of political actors and public policy entities; - development of recommendations for representatives of state authorities, civil society structures, international organizations, articulating socially significant problems, requiring political decisions
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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 	PC-2, PC-3, PC-6
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 organization of interaction with analytical structures of public authorities and administration, business associations, the media, non-governmental organizations 	PC-6, PC-7, PC-9, PC-11
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 	PC-3, PC-6, PC-11

		<p>analytical and expert work based on the use of common methods and tools of policy analysis;</p> <ul style="list-style-type: none"> - 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 media and the general public; 	
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. 	PC-3, PC6, PC-7, PC-8, PC-9

3. Internship placement, format of activities, and program

Internship placement is subject to the approval by the Academic Director of the Program. If the Internship placement is not approved, the Supervisor is to provide alternative option for further approval.

Graduate students do their Internship in outside organizations (state and municipal bodies, research institutes, government and non-governmental think tanks, non-profit organizations, media, etc.), which signed internship agreements. Such organizations signs the form “Agreement to accepting a student for research internship” (Annex 5) and if the organization has the capacity to ensure that the student will do the Internship in accordance with the Internship Program (Annex 2). According to the decision of the Academic Director and with the consent of the Supervisor, a student may do the internship at the Public Policy Department or in other departments of HSE. The contract is provided between HSE and the host organization for each or for group of students (Annex 6)

Students are to submit an Internship Application (Annex 1) specifying the name of the internship organization and the subject of their research to the Study Office of the Program. Students are to do it prior to the beginning of the Internship. Application must be signed by the student and approved by the Supervisor. Students are also enclosing the Internship Program (individual plan of the Internship) also signed by the student and approved by the Supervisor. The preparatory work on the internship (including: selection of the place of the Internship, preparation and coordination of the Internship Program) should be done by the student and the Supervisor prior to filing the application.

Place of the Internship and the Internship Coordinator at the organization are approved by the Academic Director and submitted to the Social Sciences Faculty administration for issuing the Faculty Internship Placement Order. If a student didn't provide the Internship Application and Program in time, the Academic Director appoints a place of Internship and an Internship Coordinator at organization from the list of partner organizations.

After the approval of the internship place by issuing Faculty Internship Placement Order and name of the Internship Coordinator at the organization, any changes are possible only after formal application for introducing changes to the internship placement. The student should provide the following documents: motivation for changing the place of internship (approved by the student's Supervisor), new Internship Application and Program. 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 Master's Thesis.

Upon arrival to the internship organization on the first day of the Internship, the student must inform the Internship Coordinator about the content of her or his Internship Program and get the Internship Coordinator'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 Internship Program, the student should immediately inform Supervisor.

4. Evaluation of the results of the Internship

Final evaluation 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.

Evaluation of the internship results is carried out by the Commission formed by the Academic Director of the Program from representatives of the Program teaching staff. If necessary representatives from external organizations, as well as from other units of HSE may be invited.

Evaluation of the internship results is based on the documents and information submitted by the student:

- 1) Internship Daily Record (Annex 3) with the signature and optional notes of the Internship Coordinator at the internship organization;
- 2) Review of the intern's work (See last page of Annex 3, may be a separate paper) by the Internship Coordinator with the signature and contact information of the internship coordinator;
- 3) Review by the Supervisor (from the Program) (See last page of Annex 3, may be a separate paper) with a grade on the 10-point scale (awarded on the basis of the Internship Program fulfillment and the review by the Internship Coordinator) with the signature of the Supervisor;
- 4) Internship Report (See Annex 4, optional, but recommended for simplifying the internship evaluation for the Supervisor);
- 5) Materials (data) collected during the internship – they should be presented in the form defined by the student's Supervisor and reflected in the Internship Program.

The student must submit the documents in the following way:

- 1) Provide all the prepared Internship documents (including the review by the Internship Coordinator at the organization) to the Supervisor either via email or in person and to get the Supervisor's review;
- 2) Upload the digital copies of all the documents in LMS (using a special Research Seminar project) – including both reviews one week prior to the beginning of pre-defenses;
- 3) Bring the hard copies of all the documents to the Study Office one week prior to the beginning of pre-defenses.

During the Internship defense:

- 1) The student is expected to present the data and materials gathered during the Internship. Those may include interviews audio-records or transcripts, spreadsheets with data, etc.
- 2) The results achieved during the Internship should correspond to the expected results and goals of the Internship indicated in the Internship Program.
- 3) The results achieved during the Internship should be relevant to and included in the Master's Thesis. The main goal of the students during the pre-defense procedure is to demonstrate the existing link between the internship results and her/his research.

Evaluation of internship results by the Commission is based on the following criteria:

- 1) Compliance of the internship aims to the Internship Regulations of the Master's Program;
- 2) Fulfilment of the Internship Program, submitted by the student before the Internship;
- 3) The review and the grade for the Internship by the Supervisor;
- 4) The review and the grade for the Internship by the Internship Coordinator;
- 5) Content and quality of internship materials submitted by the student;

- 6) Student's presentation of the internship results during the pre-defense;
 7) Presented correspondence of the internship results to the Master's Thesis research as far as the internship is intended to support the students' research as the primary objective.

If the Commission has doubts about the authenticity of the internship results and the form of their presentation and their correspondence with the Internship Program, as well as in the case of a negative review of the Supervisor or Internship Coordinator 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 Internship Program.

Students who did not complete the Internship Program for valid reason may be directed to re-take Internship again in their free time alongside their studies. If the previously approved Internship became impossible, the Programs refers the student to a different internship place, and the approvals of the new Internship Application and Program and of the new internship dates are required.

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

Academic backlog on the Internship should be retaken in accordance with the procedure established in the HSE for all other types of academic backlog.

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 nor 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	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.
2- Fail	
1- Fail	

Final grade is given according to the formula:

$$O_{\text{pe3}} = 0,2 \cdot O_{\text{report}} + 0,2 \cdot O_{\text{reviews}} + 0,6 \cdot O_{\text{Presentation}}, \text{ where}$$

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 / Public policy department representatives

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

Plagiarism and falsification are graded 0 points.

https://lms.hse.ru/index.php?page=portfolio&page_point=view_sci&user_login=792uCbXSQmVqzgtQDpxj71FHM Dincm681qLbOsccpakjnGNxIXFL2-M1vvtl000@

5. Sources

5.1. Main Literature

1. Inkson, Kerr; Parker, Polly; Khapova, Svetlana N. Careers in cross-cultural perspective. Emerald Publishing Limited, 2007. ISBN: 978-1-84663-356-0; 978-1-280-84734-9; 978-1-84663-357-7. Available from HSE online library: ProQuest Ebook Central - Academic Complete 2007.

2. Whiteman, Lily. How to Land a Top-paying Federal Job: Your Complete Guide to Opportunities, Internships, Resumes and Cover Letters, Application Essays (KSAs), Interviews, Salaries, Promotions, and More! Amacom, 2008. ISBN: 978-0-8144-0172-9; 978-0-8144-0184-2; 978-1-282-10222-4. Available from HSE online library: ProQuest Ebook Central - Academic Complete 2008.

3. Bowen, Tracey; Drysdale, Maureen. Work-Integrated Learning in the 21st Century, Global Perspectives on the Future. Emerald Publishing Limited, 2017. ISBN: 978-1-78714-860-4; 978-1-78714-859-8; 978-1-78743-245-1. Available from HSE online library: Emerald eBook Series - Social Sciences (Expanded) 2017.

5.2. Additional Literature

1. McGee, Paul. How to write a CV that works, revised and updated 3rd edition. How to Books, 2006. ISBN: 978-1-84528-155-7; 978-1-281-25380-4; 978-1-84803-054-1. Available from HSE online library: Books 24x7 Business Pro Collection 2006

5.3. Software

№	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>

5.4. Professional databases and reference systems. Internet resources (electronic educational resources)

№	Name	Access conditions
Professional databases and reference systems		
1.	Consultant Plus	<i>From the university's internal network (contract)</i>
2.	URAIT Electronic library system	URL: https://biblio-online.ru/
Internet resources (electronic educational resources)		
1.	Open Education	URL: https://openedu.ru/

5.5. Material and technical support

Classrooms for internship defense provide for the use and demonstration of thematic illustrations corresponding to the program of the discipline, consisting of:

- PC with Internet access (operating system, office software, antivirus software);
- multimedia projector with remote control.

To the Academic Director of the Master's Program
"Political Analysis and Public Policy "

Nina Y. Belyaeva

from student: _____

2nd year of study

APPLICATION

I would like to submit for you 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
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
Melville

Andrey Y.

¹ the full name of the representative of the hosting organization

² this letter should be presented on the letterhead of the hosting organization

**Программа (график) 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

Annex 4

National Research University “Higher School of Economics”/
Национальный исследовательский Университет
"Высшая школа экономики

Факультет социальных наук / Social Sciences Faculty

Master’s Program “Political Analysis and Public Policy”/
Магистерская программа «Политический анализ и публичная политика»

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 «Политический анализ и публичная политика»/Master Program
“Political Analysis and Public Policy” 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		

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
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 “Political Analysis and Public Policy”/
Магистерская программа «Политический анализ и публичная политика»

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 align="center">ДОГОВОР №</p> <p>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 align="center">AGREEMENT NO.</p> <p align="center">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)</p> <p>именуемое в дальнейшем «Организация», в лице, (фамилия, имя, отчество, должность)</p> <p>действующего на основании,</p> <p>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)</p> <p>acting on the basis of,</p> <p>on the other hand, concluded this agreement on internships for university students (hereafter, the “Agreement”) as follows:</p>
<p 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).</p> <p>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.</p> <p>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 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”).</p> <p>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.</p> <p>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 align="center">2. Права и обязанности сторон</p> <p>2.1. Организация обязуется:</p> <p>2.1.1. Принять студентов Университета для</p>	<p align="center">2. Rights and Obligations of the Parties</p> <p>2.1. The Organization undertakes to:</p> <p>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 студентов) / 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

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/