

The contract between the parties (university and organization) is executed by means of an exchange of letters. An offer-letter and an acceptance-letter.

The following information is required to complete the documents:

- Full name of the organization and its postal address with index;
- Full name of the organization and its postal address with index;
- Full name and position of your supervisor from HSE;
- Full name and position of supervisor from organization;
- Full name and position of signer from organization (the head of organization or any person who allowed to sign contracts);
- Dates of the practical training;
- The format of practical training (you will visit an organization or will work remotely).

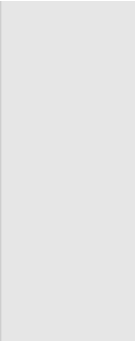
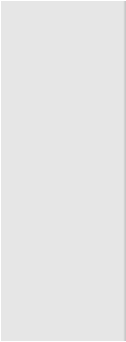
Using this information, you will be able to successfully prepare documents for registration of practical training.

Here is the instruction, how to fill in templates of the [offer-letter](#) and [annexes](#). [ССЫЛКИ ДЛЯ СКАЧИВАНИЯ](#)

### *I. Completing the “Sample of an offer-letter” file*

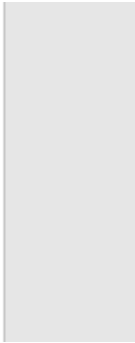
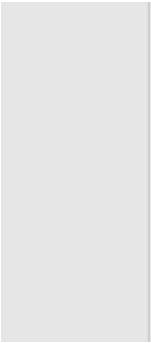
Download and open the document [“Sample of an offer-letter”](#). [ССЫЛКА ДЛЯ СКАЧИВАНИЯ](#) Page No.1.

1. Look at “image 1a”. You need to paste information about signer of the document: full name, position, the organization’s name. Use as a reference “image 1b”.



To: the Head \_\_\_\_\_  
of \_\_\_\_\_  
*(full name and job position of  
the Organization's head)*

(image 1a.)



To: **The head of**  
**'The Walt Disney Company'**  
**Robert Alan Chapek**

(image 1b.)

2. Next step is filling out “the appeal”. Look at “image 2a”. Repeat the full name of the signer and the organization’s name. Use as a reference “image 2b”.

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

National Research University Higher School of Economics (hereinafter “HSE University”) hereby proposes the signing of an agreement for the practical training of HSE University students at \_\_\_\_\_ (the *Organization's name*) (hereinafter the “Industry-specific Organization”) under the following terms:

(image 2a.)

Dear Robert Alan Chapek,

National Research University Higher School of Economics (hereinafter “HSE University”) hereby proposes the signing of an agreement for the practical training of HSE University students at “The Walt Disney Company” (hereinafter the “Industry-specific Organization”) under the following terms:

(image 2b.)

3. Look at "image 3a". Complete the table by entering the required information provided in the table header. Use "image 3b" as a reference.

No.	Mode, level, field of study / specialization / degree programme's name	Degree programme's component	Total students	Timeframe for practical training (i.e., from ___ until )
1	Master's Programme "Comparative Social Research", 39.04.01 Sociology	professional internship	1	00.00.2022 - 00.00.2022

(image 3a.)

No.	Mode, level, field of study / specialization / degree programme's name	Degree programme's component	Total students	Timeframe for practical training (i.e., from ___ until )
1	41.04.04 Politology Master's Programme "Political Analysis and Public Policy"	Project	1	13.10.2022 - 31.12.2022

(image 3b.)

4. Please, enter your internship dates again under the table and indicate total number of students. Look at "image 4a" and use as a reference "image 4b".

- overall timeframe for practical training: from \_\_\_\_\_ until \_\_\_\_\_ ;
- total students: \_\_\_\_\_ persons;
- list of students: \_\_\_\_\_ ;
- timeframe of the Agreement for Practical Training: until the Parties thereof fulfil their obligations;

(image 4a.)

- overall timeframe for practical training: from 13.10.2022 until 31.12.2022;
- total students: 1 person;
- timeframe of the Agreement for Practical Training: until the Parties thereof fulfil their obligations;

(image 4b.)

5. Choose a practice format and delete the extra paragraph. Please indicate your HSE supervisor below. Look at "image 5a" and use "image 5b" as a reference.

– remote format for practical training (whereby students do not attend the Industry-specific Organization and interaction between them is carried out with the use of distance learning technologies without utilizing the facilities of the Industry-specific Organization)

**OR**

practical training with students' presence at the Industry-specific Organization<sup>1</sup>.

The supervisor of the practical training on the behalf of HSE University is \_\_\_\_\_ *(specify the job position and full name of the internship supervisor at the University).*

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<sup>1</sup> Specify one of the two options: either remote practical training, or practical training while attending the Industry-specific Organization.

(image 5a.)

– practical training with students' presence at the Industry-specific Organization.

The supervisor of the practical training on the behalf of HSE University is **Uldanov Artem, Senior lecturer.**

This letter is an offer to sign an agreement for the practical training of HSE University students, as defined by art. 435 of the Civil Code of the Russian Federation.

If the Industry-specific Organization gives its consent for the signing of an agreement for HSE University students' practical training as per the aforementioned terms,

(image 5b.)

## II. Completing the “Sample of annex to an offer-letter” file

Download and open the document “[Sample of annex to an offer-letter](#)”. [ССЫЛКА ДЛЯ СКАЧИВАНИЯ](#) Page No.3. Annex No.2

6. Look at “image 6a”. You need to write down: full name of organization, mode, level, field of study / specialization / degree programme’s name, and indicate total number of students. Use as a reference “image 6b”.

*(Full name of the organization)* hereby accepts your offer, as specified in Letter No. \_\_\_\_\_, dated \_\_\_\_\_, 202\_, to sign the Agreement for the Practical Training of Students of National Research University Higher School of Economics studying under the Master’s degree programme of the field of study “Comparative Social Research”, 39.04.01 Sociology, with the total number of interns coming to 1 person, and confirms its consent with all the terms, as indicated in your Offer Letter for the signing of the Agreement for Practical Training.

(image 6a.)

“The Walt Disney Company” hereby accepts your offer, as specified in Letter No. \_\_\_\_\_, dated \_\_\_\_\_, 202\_, to sign the Agreement for the Practical Training of Students of National Research University Higher School of Economics studying under the Master’s degree programme of the field of study “Political Analysis and Public Policy”, 41.04.04 Politology, with the total number of interns coming to 1 person, and confirms its consent with all the terms, as indicated in your Offer Letter for the signing of the Agreement for Practical Training. |

(image 6b.)

7. Here you need to specify the full name and position of the practice supervisor from the organization. Use as a reference “image 7b”.

The responsible person, who meets respective criteria of the labour legislation of the Russian Federation with respect to the admission to the teaching activities and is selected from among staff of the Industry-specific Organization, and who shall be charged with making arrangements for the provision of practical components of the degree programme, shall be *(Full name and position of supervisor from organization)*.

(image 7a.)

The responsible person, who meets respective criteria of the labour legislation of the Russian Federation with respect to the admission to the teaching activities and is selected from among staff of the Industry-specific Organization, and who shall be charged with making arrangements for the provision of practical components of the degree programme, shall be **Mickey Mouse, project manager**.

(image 7b.)

8. **Page No.4.** Under the text, again indicate the position of the signer and his name. Please, use as a reference “image 8b”.



HSE University students on the terms, as specified in Offer Letter No. \_\_\_\_, sent by HSE University on \_\_\_\_\_, 202\_.

Attached hereto is a list of facilities for the conduct of practical training – 1 (one) copy on \_\_ page(s).

**Signature of authorized official at the Industry-specific Organization**

(image 8a.)

HSE University students on the terms, as specified in Offer Letter No. \_\_\_\_, sent by HSE University on \_\_\_\_\_, 202\_.

Attached hereto is a list of facilities for the conduct of practical training – 1 (one) copy on \_\_ page(s).

**The head**

**/ Robert Alan Chapek /**

(image 8b.)

- 9. Page No.5, Annex No.3.** Complete "List of facilities for the conduct of practical training" with the address and number of the room you will be visiting. If you don't know the room number, write "by agreement" instead. If you will be doing your internship remotely, please do not complete this page.

**List of facilities for the conduct of practical training**

Address	Room number

(image 9a.)

**List of facilities for the conduct of practical training**

Address	Room number
5433 Carrier Dr, Orlando,	Room 55

(image 9b.)

10. Look at “image 10a” and “image 10b”. Please, indicate the name of the organization, the position of the signatory and the full name of the signatory **in the same way** as indicated in the “image 10b” below.

**Full name of an organization**

National Research University Higher  
School of Economics

**Position**

Dean of the Faculty  
of Social Sciences

\_\_\_\_\_ / **Full name of a signer** /

\_\_\_\_\_ / Andrei Y. Melville /

(image 10a.)



“The Walt Disney Company”

National Research University Higher  
School of Economics

The head

Dean of the Faculty  
of Social Sciences

/ Robert Alan Chapek /

/ Andrei Y. Melville /

(image 10b.)

11. **Page No.6, Annex No.4.** Fill in the highlighted lines as shown in the images below. Please, use as a reference “image 11b”.

1. For the purposes of ensuring safe conditions for the completion of practical training involving HSE University students at the Industry-specific Organization –



indicate a short name for the Industry-specific Organization

(hereinafter the “Industry-specific Organization”) (art. 28, 41 of Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012, terms of the Agreement for Practical Training signed between HSE University and the Industry-specific Organization),

I, 

full name

(image 11a.)

1. For the purposes of ensuring safe conditions for the completion of practical training involving HSE University students at the Industry-specific Organization –

“The Walt Disney Company”

indicate a short name for the Industry-specific Organization

(hereinafter the “Industry-specific Organization”) (art. 28, 41 of Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012, terms of the Agreement for Practical Training signed between HSE University and the Industry-specific Organization),

I,  Mickey Mouse

full name

(image 11b.)

12. **Page No.7.** Repeat full name of supervisor from organization as as shown in the “image 12b” below.

The staff member responsible for the organization of practical training components under the degree programme at the Industry-specific Organization:

[Redacted]

indicate full name

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

Date: \_\_\_\_\_, 20\_\_

(image 12a.)

The staff member responsible for the organization of practical training components under the degree programme at the Industry-specific Organization:

Mickey Mouse

indicate full name

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

Date: \_\_\_\_\_, 20\_\_

(image 12b.)

13. **Page No.8, Annex No.5.** Complete the table by entering the required information provided in the table header. Use "image 13b" as a reference.

<u>No.</u>	<u>Mode, level, field of study / specialization / degree programme's name</u>	<u>Degree Programme's Component</u>	<u>Total Students</u>	<u>Timeframe for practical training</u>
1	Master's Programme "Comparative Social Research", 39.04.01 Sociology	professional internship	1	00.00.2022 - 00.00.2022

(image 13a.)

**List of students mastering the degree programme components through practical training**

<u>No.</u>	<u>Mode, level, field of study / specialization / degree programme's name</u>	<u>Degree Programme's Component</u>	<u>Total Students</u>	<u>Timeframe for practical training</u>
1	41.04.04 Politology Master's Programme "Political Analysis and Public Policy"	Project	1	13.10.2022 - 31.12.2022

(image 13b.)

1. At the bottom of the page, add information: the name of the organization, the position of the signer, the name of the signer, as you did on the Page No.5, Annex No.3. Use "image 14b" as a reference.



1. Full name of student



Full name of an organization

National Research University Higher  
School of Economics

Position

Dean of the Faculty  
of Social Sciences

\_\_\_\_\_ / Full name of a signer /

\_\_\_\_\_ / Andrei Y. Melville /



(image 14a.)

1. Donald Duck

“The Walt Disney Company”

National Research University Higher  
School of Economics

The head

Dean of the Faculty  
of Social Sciences

/ Robert Alan Chapek /

/ Andrei Y. Melville /

(image 14b.)

After you have completed both files, you send them [to the Center for Practice and Project Activities](#) via email: [cfiapa@hse.ru](mailto:cfiapa@hse.ru) for verification by an employee of the Center.

Then, an employee sends your documents to the dean of faculty for signature and registration.

You will receive one pdf-document via email, in which there will be a registered offer-letter and all attachments to it.

After all you submit this document to the organization, the Center is waiting for **1.** A fully completed letter of acceptance (Annex No.2) printed on the letterhead of the organization, signed and stamped by the head. As well as **2.** A completed and signed Warrantieas and representations (Annex No. 4.)

In total your organization will prepare two files: Annex No.2 and No.4.

If you have any questions about filling documents, feel free to ask!

### **CENTER FOR PRACTICES AND PROJECT ACTIVITIES**

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