

Rights and Obligations of HSE University and the Industry-specific Organization if Both Enter into the Agreement for the Practical Training of HSE University Students

1.1. HSE University is obliged to:

1.1.1. appoint a supervisor for the practical training at HSE University, who shall:

1.1.1.1. ensure the organization of educational activities in the form of practical training with the provision of respective degree programme components;

1.1.1.2. organize the participation of students in certain types of work, related to their future professional sphere;

1.1.1.3. provide methodological support to HSE University students while they engage in certain types of work considered relevant for their future professional activities;

1.1.1.4. bear responsibility, jointly with the responsible staff member at the Industry-specific Organization, for the provision of the degree programme's components through practical training, the health and safety of both HSE University staff and students, their compliance with fire safety requirements, occupational safety rules, safety techniques and sanitary/epidemiological requirements and hygienic norms;

1.1.2. should the internship supervisor be replaced, inform the Industry-specific Organization about this within a 10-day period;

1.1.3. in the timetable, delineate the types of learning activities, internships and other components under the degree programme, which shall be mastered by HSE University students through their practical training, including the place and time for their implementation;

1.1.4. second HSE University students to the Industry-specific Organization, so they can master the components of their degree programme through practical training.

1.2. The Industry-specific Organization is obligated to:

1.2.1. create conditions for the implementation of the degree programme's components through practical training, and, unless otherwise stated in the Offer Letter, grant access to students to the equipment and technical facilities for learning within a volume that would allow them to carry out certain types of work in their future professional field;

1.2.2. appoint a responsible staff member who meets requirements of labour laws of the Russian Federation with respect to being able to engage in teaching activities, from among the staff at the Industry-specific Organization, who can ensure the implementation of degree programme components through practical training at the Industry-specific Organization;

1.2.3. confirm that an appointed responsible staff member meets the labour law requirements of the Russian Federation with respect to their ability to engage in teaching activities, guarantee the receipt from him/her and submission to HSE University of written

Representation and Warranties in a template, attached to the Offer Letter for Signing an Agreement for the Practical Training of HSE University Students;

1.2.4. should a person, as appointed as per p. 1.2.2, be replaced with another individual, inform HSE University about this within a 10-day period and ensure the receipt from the appointee the respective Representations and Warranties form as per p. 1.2.3;

1.2.5. guarantee safe conditions for the implementation of the degree programme's components through practical training, compliance with fire safety rules, occupational health&safety requirements, safety techniques and sanitary/epidemiological rules and hygienic norms;

1.2.6. carry out assessments of labour conditions at workplaces, utilized during the implementation of the degree programme's components in a form of practical training, and inform HSE University's head in regards to labour conditions and occupational safety requirements applicable to such workplaces;

1.2.7. familiarize the HSE University students with the internal labour regulations in place at the Industry-specific Organization;

1.2.8. conduct occupational health and safety orientation sessions for HSE University students and check if interns properly follow safety techniques;

1.2.9. inform an internship supervisor at HSE University with respect to all breaches of the Industry-specific Organization's internal labour regulations, occupational health and safety rules and safety techniques, committed by HSE University students.

1.3. HSE University is entitled to:

1.3.1. make sure that the conditions for the implementation of the degree programme components through practical training meet the provisions of this Agreement;

1.3.2. request information about the organization of the practical training, including the quality and volume of the completed works relevant to the interns' future professional activities;

1.3.3. demand that the responsible person at the Industry-specific Organization submit the Warranties and Representation forms as per p. 1.2.3.

1.4. The Industry-specific Organization is entitled to:

1.4.1. request that HSE University students follow the Organization's own internal labour regulations, occupational health and safety requirements, confidentiality provisions established at the Industry-specific Organization, as well as undertake the necessary steps to avert situations that result in the divulgence of confidential information;

1.4.2. should a breach of his/her obligations and/or confidentiality provisions be committed by a student during their practical training, suspend the implementation of the degree programme's components through practical with respect to said student.

*Sample of an Acceptance Letter to Sign the Agreement for the Practical Training of HSE
University Students
(on behalf of the Industry-specific Organization)*

To: N.Y. Anisimov,
Rector, National Research University
Higher School of Economics

20 Myasnitskaya Ulitsa,
Moscow, 101000

Acceptance Letter to Sign the Agreement
for the Practical Training of HSE University Students

Dear Nikita Yurievich,

“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.

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.

The provision of approved components of the degree programme through practical training shall be carried out using the facilities of the Industry-specific Organization, whose list is attached to this Acceptance Letter.

As per art. 438 of the Civil Code of the Russian Federation, this Letter shall be deemed as an acceptance for the signing of the Agreement for the Practical Training of

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/

Annex 3 to Offer Letter
№ _____
____.____.20____

List of facilities for the conduct of practical training

Address	Room number
5433 Carrier Dr, Orlando,	Room 55

‘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 /

Warranties and Representations Form

**WARRANTIES AND REPRESENTATIONS
for the responsible staff member for the provision of the degree programme's
components through practical training at the Industry-specific Organization**

_____, 20_____

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

having been appointed an officer responsible for the implementation of the practical training components of the degree programme on the part of the Industry-specific Organization,

in line with art. 431.2 of the Civil Code of the Russian Federation, hereby represent and warrant to HSE University that I do not have any disqualifying conditions against the implementation of educational activities, namely:

I am hereby not deprived of the right to engage in teaching activities following a court verdict that has come into legal effect;

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

I do not have an unexpunged or unspent conviction for any premeditated serious or grave offences;

I have not been deprived of legal capacity as per the procedures established in federal law;

I do not have ailments, which are included in the list of occupational hazards and hazardous operations, whose implementation shall be preceded by obligatory prior and periodic medical examinations (checkups).

2. HSE University shall rely on the aforementioned warranties and representations of the responsible staff member and deem them as being material for the implementation or termination of the Agreement for the Practical Training between the University and the Industry-specific Organization.

3. I am hereby obliged to promptly disclose information to HSE University in writing (as early as I have been made aware thereof) about any issue, instance, grounds and/or circumstances (e.g., inaction), which may arise, or of which I may become aware after the signing of the Agreement for Student Practical Training between the University and the Industry-specific Organization, and up until the expiry of its term, and which represents a breach of any of these warranties and representations.

4. For the purposes of ensuring HSE University's compliance with the requirements of normative legal acts, orders of federal authorities, municipal decisions, decrees and enquiries on the part of the authorities and officials who implement individual functions and powers of the University's founder, carrying out control, oversight, watchdog activities and other inspections in relation to the University, including audits, as well as enforcing HSE University's oversight with respect to persons coming in direct contact with minors due to their job activities, I hereby provide the University with my consent for the implementation by the latter, effective from the day when these Warranties and Representations are signed and throughout the term of the Agreement for Practical Training between the University and the Industry-specific Organization, of the recording, systematization, accumulation, storage, update, retrieval, use, transmission (exclusively, within the scope of the stated objectives) of my personal data, contained in these Warranties and Representations, e.g., via automated data processing means. This timeframe shall not impose limitations on HSE University in regards to the organization of archival storage of documents, containing personal data, including in electronic (digital) formats.

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

I am aware that my consent for the processing of my personal data may be withdrawn by the submission of a written request to HSE University, indicating the substantiated reasons for its withdrawal.

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__

Annex 5 to Offer Letter

No. _____
____.____.20____

List of students mastering the degree programme components through practical training

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

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 /