**Guidelines for Organization of Internships of the Students during the COVID-19 outbreak in accordance with HSE and federal regulations**

All the learning and industry internships in 2019/2020 should be organized remotely as well as data collection within the internship. It is recommended:

1. In case the internship is scheduled for April – May 2020, the coordinators of internships at HSE and a company should approve a new schedule of remote internships. If the company rejects to organize a distance internship, it is recommended to consider another placement and subsequent change of an official internship order.
2. In case the students already have internship, case by case approach is desirable. The students can do a remote internship and subsequently amend the schedule of the internship and individual task; if a company switching to distance work, HSE should be informed regarding its interns; if the internship is almost finished (2-3 days), it is necessary to discuss with the student the most desirable way of work.
3. In case if the remote internship is not possible, the re-scheduling of the internship should be approved by Office of Degree Programme and the orders should be handled appropriately (amended or cancelled).
4. Internship Contracts between HSE and companies should be sent by email (scan copies).