*Suggested form of the Letter of Offer*

*for an agreement on practical training of HSE students*

To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*name and position of the head of the organization*)

On the agreement

on practical training of HSE students

Dear Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

National Research University "Higher School of Economics" (hereinafter – HSE) proposes to make an agreement on practical training of HSE students in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name of the organization*) (hereinafter – Profile Organization) under the following conditions:

|  |  |  |
| --- | --- | --- |
| Type, level, field of study / specialization of the educational programme | Name of educational programme component | Duration of implementation (from\_\_\_\_\_to\_\_\_\_\_) |
|  |  |  |
|  |  |  |

* number of students: \_\_\_\_\_\_\_\_\_\_\_;
* the total duration of the practical training programme: from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_;
* duration of the practical training agreement: until the parties have fully performed their obligations.

In case the Profile Organization agrees to make an agreement for the practical training of HSE students under the above conditions, the Profile Organization and HSE will have the rights and obligations set out in the annex.

The practical training supervisor from HSE is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name and position of the practical training supervisor from HSE*). Present letter is an offer to make an agreement on practical training for HSE students. The attachment to the letter is an integral part of the offer.

In case of consent to make an agreement on practical training of HSE students we kindly ask you:

* to confirm the consent to the terms of this offer in the letter;
* to provide information on the name of the person responsible for the implementation of educational programme components in the form of practical training by the Profile Organization;
* to attach a list of premises to be used by the Profile Organization for practical training of HSE students.

Signature of responsible official

of the Higher School of Economics

Annex

**Rights and obligations of National Research University “Higher School of Economics” and the Profile Organization in case of concluding an agreement on practical training of HSE students**

1. HSE is obliged to:
   1. submit to the Profile Organization the lists of students studying the relevant components of the educational programme by means of practical training no later than 10 working days prior to the start of practical training for each component of the educational programme;
   2. appoint a practical training supervisor who:

* ensures the organization of educational activities in the form of practical training within the implementation of the components of the educational programme;
* organizes the participation of students in certain activities related to their future professional career;
* provides guidance to students on certain types of work related to their future professional career;
* takes responsibility, together with the responsible employee of the Profile Organization, for the implementation of educational programme components in the form of practical training, for the life and health of students and employees of HSE and their observance of fire safety rules, occupational safety regulations, sanitary rules and hygienic norms;
  1. inform the Profile Organization within 10 days if the practical training supervisor is replaced;
  2. determine the learning activities, practices and other components of the educational programme to be acquired by the students in the form of practical training;
  3. direct the students to the Profile Organization so as to study the components of the educational programme in the form of practical training.

1. Profile Organization is obliged to:
   1. prepare the conditions for the implementation of the components of the educational programme in the form of practical training, and provide equipment and technical means of instruction sufficient for carrying out certain types of work related to the future professional career of the students;
   2. appoint a responsible person from among the employees of the Profile Organization who complies with the requirements of the labour law of the Russian Federation for admission to teaching practice and who ensures the organization of the implementation of the educational programme components in the form of practical training;
   3. inform the HSE within 10 days if the responsible official is replaced;
   4. provide safe conditions for the implementation of the components of the educational programme in the form of practical training, and ensure compliance with fire safety rules, occupational safety regulations, sanitary rules and hygienic norms;
   5. conduct an assessment of working conditions at the workplace used in the implementation of the components of an educational programme in the form of practical training, and report to the head of the organization on working conditions and occupational safety requirements at the workplace;
   6. inform HSE students of the internal work regulations of the Profile Organization and other local normative acts obligatory for HSE students while they are outside / on the premises of the Profile Organization;
   7. provide occupational health and safety briefings to students and ensure students' compliance with occupational health and safety rules;
   8. provide students and the HSE Practical Training Supervisor with access to the premises of the Profile Organization allocated for the practical training of students, as well as the equipment and facilities contained;
   9. inform the HSE Practical Training Supervisor of any violations of the internal work regulations, occupational health and safety rules by the students.
2. HSE has the right to:
   1. monitor the compliance of the conditions for the implementation of educational programme components in the form of practical training with the requirements of the agreement on practical training of HSE students;
   2. request information on the organization of practical training, including the quality and scope of work completed by students in connection with their future professional career, from the Profile Organization.
3. Profile Organization has the right to:
   1. require students to comply with the internal work regulations, occupational health and safety rules and confidentiality regime of the Profile Organization, and to take the necessary steps to prevent situations that could lead to the disclosure of confidential information;
   2. suspend the implementation of the components of the educational programme in the form of practical training for the particular student in case it is established that the student has violated his/her obligations or the confidentiality regime during the period of practical training.