*A Sample of an HSE University Offer Letter to Sign an Agreement for the Practical Training of HSE University Students*

To the Head \_\_\_\_\_\_\_\_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*full name and job position of the organization’s head*)

Offer Letter to Sign an Agreement for

the Practical Training of

HSE University Students

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 \_\_\_\_\_\_\_\_\_\_\_ (*organization's name)* (hereinafter the “Industry-specific Organization”) under the following terms:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 \_\_\_\_)** |
|  | Study Internship, Master, 38.04.02 “Management”, Education programme “Management and Analytics for Business” | Science and Research Internship | 1 | from 10.01.2022 until 26.02.2022 |
|  |  |  |  |  |

* overall timeframe for practical training: from 10.01.2022 until 26.02.2022;
* total students:\_\_\_\_\_1\_\_\_\_\_\_person;
* timeframe of the Agreement for Practical Training: until the Parties thereof fulfil their obligations;
* remote format for practical training (whereby students do not attend the Industry-specific Organization and interaction between them is carried out using distance learning technologies without utilizing facilities of the Industry-specific Organization)/ practical training with students’ presence at the Industry-specific Organization[[1]](#footnote-1).

The supervisor of the practical training on the part of HSE University is Anastasiia Y. Pleshkova, senior lecturer, Department of Management*.*

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, the Industry-specific Organization and HSE University shall have the rights and obligations, as listed in Annex 1 to this Offer Letter.

We hereby ask that you inform us about your decision in writing in response to this Letter.

Should you consent to sign the Agreement for HSE University Students’ Practical Training, in your acceptance letter, please confirm your consent in regards to the terms specified herein, provide us with the full name of the responsible staff member, who will be charged with the provision of the degree programme components in a form of practical training delivered by the Industry-specific Organization, and attach a list of facilities, which will be utilized by the Industry-specific Organization for the practical instruction of the HSE University students (with the exception of those instances when practical training is to be held remotely).

In line with art. 438 of the Civil Code of the Russian Federation, a response letter will be deemed as acceptance for the signing of the agreement for the practical training of HSE University students as per the terms specified in this Offer Letter.

A sample of the acceptance letter for the signing of the agreement for the HSE University students’ practical training is attached hereto.

Attached are:

1. Rights and Obligations of HSE University and the Industry-specific Organization – 1 (one) copy on 2 (two) pages;
2. A sample of an acceptance letter– 1 (one) copy on 2 (two) pages;
3. A Warranties and Representations Form for the responsible staff member at the Industry-specific Organization - 1 (one) copy on 2 (two) pages.

Dean of St. Petersburg School of Economics and Management at HSE St. Petersburg

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /E.A. Shakina

*Annex 1 to Offer Letter*

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

* 1. HSE University is obliged to:
     1. no later than 10 (ten) working days prior to the start of the practical training with respect to every relevant component of the degree programme, submit to the Industry-specific Organization lists with the names of those HSE University students, who are set to master the respective components of the degree programme in the form of practical training;
     2. appoint a supervisor for the practical training at HSE University, who shall:
        1. ensure the organization of educational activities in the form of practical training with the provision of the degree programme components;
        2. organize the participation of students in certain types of work, related to their future professional sphere;
        3. provide methodological support to HSE University students while they engage in certain types of work considered relevant for their future professional activities;
        4. bear responsibility, jointly with the responsible staff member at the Industry-specific Organization, for the implementation of the degree programme’s components through practical training, the health and safety of both HSE University staff and students, their compliance with the fire safety requirements, occupational safety rules, safety techniques and sanitary/epidemiological requirements and hygienic norms;
     3. should a replacement of the internship supervisor occur, inform the Industry-specific Organization about this within a 10-day period;
     4. delineate in the timetable 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;
     5. second HSE University students to the Industry-specific Organization, so they can master the components of the degree programme through practical training.
  2. The Industry-specific Organization is obligated to:
     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 complete certain types of work in their future professional field;
     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 organization of the implementation of degree programme components through practical training at the Industry-specific Organization;
     3. to confirm that an appointed responsible staff member meets the labour law requirements of the Russian Federation with respect to his/her ability to engage in teaching activities, guarantee the receipt from him/her and submission to the 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;
     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;
     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;
     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 about labour conditions and occupational safety requirements applicable to such workplaces;
     7. familiarize the HSE University students with the internal labour regulations in place at the Industry-specific Organization;
     8. conduct occupational health and safety orientation sessions for HSE University students and check if interns properly follow safety techniques;
     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.
  3. HSE University is entitled to:
     1. make sure that the conditions for the implementation of the degree programme components through practical training meet the provisions of this Agreement;
     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;
     3. demand that the responsible person at the Industry-specific Organization submit the Warranties and Representation forms as per p. 1.2.3.
  4. The Industry-specific Organization is entitled to:
     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 necessary steps to avert situations that result in the divulgence of confidential information;
     2. should a breach of his/her obligations and/or confidentiality provisions be committed by a student during the period of their practical training, suspend the implementation of the degree programme’s components through practical with respect to said student.

*Annex 2 to Offer Letter*

*A 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: Elena A. Shakina,

Dean of St. Petersburg School of Economics and Management at HSE St. Petersburg

16 Ulitsa Soyuza Pechatnikov, St. Petersburg, 190008, Russia

Acceptance Letter to Sign the Agreement

for the Practical Training of HSE University Students

Dear Elena Anatolievna,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*indicate the* *Industry-specific Organization's name)* (hereinafter the “Industry-specific 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 programme “Management and Analytics for Business”* of the field of study 38.04.02 “Management”*,*

with the total of interns coming to \_\_1\_\_persons, 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 labour legislation of the Russian Federation in terms of 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 implementation of practical components of the degree programme, shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*indicate full name*).

**The paragraph in italics below shall be included in the Acceptance Letter only as long as the practical training shall be carried out with the use of the premises of the Industry-specific Organization (not remotely):**

*The implementation 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 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).

Signature of authorized official at the Industry-specific Organization

*Annex 3 to Offer Letter*

*A 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 by 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

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 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, honour 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), as approved by Directive No. 302н of the Ministry of Health and Social Development of the Russian Federation, dated April 12, 2011.

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 HSE 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 give provide the University with my consent for the implementation by the latter, starting 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, including via automated data means. This timeframe shall not impose limitations on the 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 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:

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

indicate full name

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

signature/initials and last name

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

1. Specify one of the two options: either remote practical training, or practical training while attending the Industry-specific Organization. [↑](#footnote-ref-1)