

To prepare an **acceptance letter**, you need to do the following:

1. Open file “Приложения_ Annex”.
2. Completely remove Annex 1.
3. Delete the header of Annex 2 to “First Deputy Dean ...” (the desired fragment is highlighted in red).

Annex 2 to Offer Letter

№ _____

_____.20

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

4. Insert the date and number of the offer letter sent in the scan in the letter (the necessary fragments are highlighted in yellow).

SB Consulting 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 «Population and Development» of the field of study 38.04.04 Public Administration, with the total number of interns coming to _ 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 _____ (full name).

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_.

5. Specify the full name and position of the head of internship from the organization (the necessary fragments are highlighted in yellow).

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 [redacted] (*full name*).

6. Delete the header of Annex 3 to “WARRANTIES AND REPRESENTATIONS” (the desired fragment is highlighted in red).

Annex 3 to Offer Letter

№ [redacted]

[redacted].20

Warranties and Representations Form

7. Please note that the Warranties and Representations are filled out and signed by your head of internship from the organization.
8. The acceptance letter is ready. In the organization, the acceptance letter must be printed on letterhead, signed by the person to whom the offer letter is addressed, stamped and handed over to you. A scan of the acceptance must be sent to the mail of the Center for Practices and Project Activities (cfiapa@hse.ru).