

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

1. Open file "Оферта_Offer letter"
2. Specify the position of the head of the organization, the name of the organization, and the full name of the head of the organization.

To: the **position**
of **name of the organization**
full name

3. After "Dear" specify the full name of the head of the organization.

Dear **_____**,

4. Specify the name of the organization.

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 **name of the organization** (hereinafter the "Industry-specific Organization") under the following terms:

5. Specify the number of people undergoing internship and their full name.

– total students: **_____** person;

– list of students:
_____;

6. Select the format of internship by removing the unsuitable format. It is also necessary to remove the footnote.

– **remote format for practical training (whereby students do not attend the Industry-specific Organization and interaction between them is carried out with the use of distance learning technologies without utilizing the facilities of the Industry-specific Organization)/practical training with students' presence at the Industry-specific Organization.**

7. Open file "Приложения_Annex"
8. Specify the name of the organization and the number of people undergoing internship.

_____ (name of the 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 «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.

9. Specify the full name and position of the head of internship from the organization.

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).

10. With the remote format of internship, completely delete 2 paragraphs. In the case of internship with students' presence at the Industry-specific Organization, delete the paragraph highlighted in yellow and remove the italics from the paragraph below.

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 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.

11. The offer letter is ready. It should be sent to the mail of the Center for Practices and Project Activities (cfiapa@hse.ru) in the format .docx to check.