To\_\_\_\_\_\_\_\_\_\_\_\_

(*name and position of the head of company are stated here*)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

National Research University Higher School of Economics invites you to give a position of intern at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*company’s name*) (hereinafter referred to as Company) to the student(s) of National Research University Higher School of Economics on the following conditions:

Name of the student(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, type, and level of the educational programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of internship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the intern position is given to the student(s) of National Research University Higher School of Economics, the Company assumes the following commitments:

1. To appoint an employee of the Company as an internship supervisor to coordinate the individual tasks, the content and the planned results of the internship.
2. To ensure a safe working environment for the student(s), and to give the required training on occupational safety and accident prevention.
3. To create the appropriate conditions for the student(s) to complete the internship programme in accordance with the schedule and to gain the professional experience.
4. To keep account of the fulfilment by the student(s) of the internship programme, individual and production targets.
5. To prevent the engagement of the student(s) to the activities not specified by the internship schedule and having no relation to the field of study and the vocation of the student(s).

The internship programme is enclosed in this letter.

This letter is a contract offer. We ask you to make acceptance of this offer in writing. In your letter, please state your consent to give a position of the intern to the student(s), the acceptance of the other commitments of this offer, and give the name of the internship supervisor at the Company.

Dean Ivan Arzhantsev

Faculty of Computer Science

National Research University Higher School of Economics