



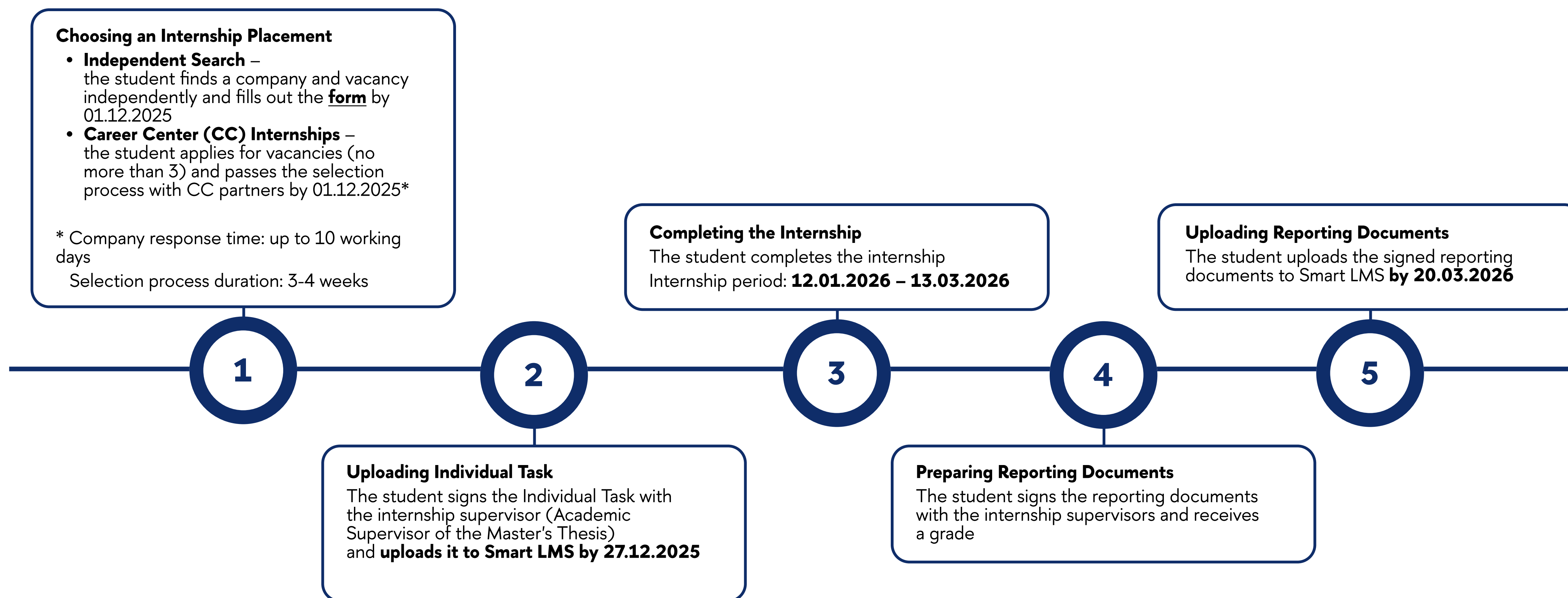
Высшая
школа
бизнеса

Career Center,
HSE GSB

Moscow, 2025

INTERNSHIP PROCESS FOR 2D YEAR MASTER'S STUDENTS

Career Center
HSE GSB
2025-2026 academic year





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CHOOSING AN INTERNSHIP
PLACEMENT

Career Center,
HSE GSB

Moscow, 2025

Internship options

Internship at Place of Work / Independent Search

The student needs to fill out the form with information about the internship placement for concluding an agreement with the Organization **by 01.12.2025**

*Students cannot complete internships with Individual Entrepreneurs (IP), with relatives, or in their own companies.
All criteria for companies are listed on Slide 5

Internship via the Career Center

The CC compiles a selection of internship vacancies from partner companies. The student needs to apply for vacancies (no more than 3) and pass all stages of the selection process specified by the company. All offers are published in the CC's Telegram channel. Please note that this type of internship should also be accompanied by an independent search for an internship placement. CC's vacancies are one of the options.

*If you choose vacancies with a limited number of spots, the CC curates your selection process and prepares the agreement

Internship supervisors

From the University

The university supervisor is the Academic Supervisor of the Master's Thesis

From the Company

The company supervisor is the manager/supervisor to whom you are directly subordinate



Step 1

Check the criteria for selecting a company for the internship (Slide 5)

Step 2

Fill out the **form**; a CC employee will contact the company to conclude an agreement **by 01.12.2025**

Step 3

- Wait for confirmation from the CC that the documents are signed by HSE (10 working days for appendices to existing agreements, ~3 weeks for a new agreement)
- Take the documents for signing to the company; return the original documents with the company's signature and stamp to the CC

Step 4

- Find out from the company the tasks you will be performing during the internship
- Coordinate them with your internship supervisor from HSE (Academic Supervisor of your Master's Thesis)
- Prepare the Individual Task, sign it with your HSE internship supervisor, and upload it to Smart LMS **by 27.12.2025**

Step 5

Sign the reporting documents with the internship supervisors and receive a grade

Step 6

Upload the signed reporting documents to Smart LMS **by 20.03.2026**



Internships with Individual Entrepreneurs (IP), in one's own company, or in a company owned by a student's relative (first and second-line heirs) are not permitted



Business existence period – at least 3 years



- Organization staff size – at least 50 employees
- Maximum revenue for the previous calendar year – from 100 million RUB.



If this criterion is not met, the organization must be part of an international/Russian network of firms

If the organization does not meet the specified criteria, the student must justify the necessity of completing the internship at the proposed organization and obtain written consent from the Academic Supervisor.

Write an email in free format to the Academic Supervisor and obtain their consent for your internship placement. Then forward the consent email to careers@hse.ru.



Step 1

Choose vacancies (no more than 3) in the CC's Telegram channel and apply **by 01.12.2025**

All selection status updates for vacancies will be sent to the email address you provided in the application

Step 2

Wait for initial feedback from the company based on the CV screening (up to 10 working days after sending your resume)

Step 3

After passing the CV screening, continue the selection process: interview with HR, testing, interview with the hiring manager. Different positions may have a different number of selection stages

Step 4

The company is ready to accept you

- Find out from the company the tasks you will be performing during the internship
- Coordinate them with your internship supervisor from HSE (Academic Supervisor of your Master's Thesis)
- Prepare the Individual Task, sign it with your HSE internship supervisor, and upload it to Smart LMS **by 27.12.2025**

Step 5

Sign the reporting documents with the internship supervisors and receive a grade

Step 6

Upload the signed reporting documents to Smart LMS **by 20.03.2026**



«NO RESPONSE FROM THE SELECTED COMPANIES, I HAVE NO INTERNSHIP. WHAT SHOULD I DO?»

**Alternative internship search options where the CC is not involved
(i.e., independent search)**

01

You can apply for offers in the "internships" or "career" section on the website of a company you are interested in.

02

Independently view and apply for vacancies in the HSE GSB Telegram channel. Clarify with the employer the possibility of counting the internship in case of successful selection

03

Complete an internship at HSE. Ask your Academic Supervisor if there are suitable options for you, discuss the task with them

04

HSE has project and research laboratories. Contact the head of the unit and find out if there is an opportunity to participate in current projects



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Urgent request:

- Before asking your question, please check the Q&A section
It has likely already been answered



Up-to-date information is available in the Career Centre Telegram channel (links will be provided in the Student Affairs Office mailing)



We remind you that each student is responsible for organizing and completing their internship to the same extent as any other element of the curriculum

HOW TO GET AN ANSWER
TO YOUR QUESTION

Career Center,
HSE GSB

Moscow, 2025

Visit the Career Centre in person and ask
Address: Shabolovka, 26, office 4401
Student reception hours: Weekdays from 10:00 to 18:00

Write an e-mail to Career Centre: **careers@hse.ru**
Any questions regarding internship

Contact Career Centre managers:



Elena Kovaleva
Email: enkovaleva@hse.ru

Questions regarding
agreements and offer/
acceptance letters



Darya Drugova
Email: ddrugova@hse.ru

All other questions not
related to document flow



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Q&A

Career Center,
HSE GSB

Moscow, 2025

Q&A AGREEMENT



**Who should sign the agreement first:
the company or HSE?**

HSE University

**Is an employment contract suitable
as an internship document?**

No, the internship agreement process is separate and independent of your employment relations with the employer

**The company requested a correction to a clause
in the agreement. Is this possible?**

Send the company's revised agreement to careers@hse.ru, and you will be informed if changes are possible

**The company requests a power of attorney for the HSE
signatory. What should I do?**

Request it at careers@hse.ru, and it will be provided to you

Do I need to fill in the date on the agreement?

No, you don't need to. The CC will do it.

**Whom should I list as the contact person from the
organization in the form?**

Anyone responsible for your internship agreement on behalf of the company (any position)

**What if my supervisor from the organization does not
have a clearance for pedagogical activity?**

This clause does not imply having a specific pedagogical education. It includes criteria usually required for a pedagogical worker, EXCEPT for having the education itself (e.g., the internship supervisor must have no criminal record)

Typically, any company employee meets these requirements

Can an electronic signature be used on the agreement?

Only in exceptional cases – e.g., the student is completing the internship remotely, is not in Russia, the company is in another city/ country



Q&A AGREEMENT

How many agreement copies are required?

Two. One for the CC, the second for the company. If the company doesn't need one, then one copy for the CC is sufficient

When will my agreement be ready?

You will be notified either by the company representatives or the CC record manager when the agreement is ready

Can I send the original agreement to the CC by courier?

Yes, but please inform the CC staff member – Elena Kovaleva – about this

EXAMPLE OF AN AGREEMENT IN RUSSIAN [HERE](#)

EXAMPLE OF AN AGREEMENT IN ENGLISH [HERE](#)

Q&A OFFER/ACCEPTANCE

What is an offer needed for?

It might be needed if the company cannot sign the standard agreement form

Is the original acceptance letter mandatory to bring to the CC, or is a scan sufficient?

The original is needed

EXAMPLE OF AN OFFER AGREEMENT IN RUSSIAN [HERE](#)

EXAMPLE OF AN OFFER AGREEMENT IN ENGLISH [HERE](#)



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Q&A

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HSE GSB

Moscow, 2025

Q&A INDIVIDUAL TASK

What is the Individual Task for?

The Student's Individual Task records the tasks and specifics of the internship work. The student must review and sign the task. After this, it is considered that the student **has taken on the commitment to work on the assigned tasks. Failure to fulfill them without valid reasons leads to academic debt**

Q&A REPORTING DOCUMENTS

Who signs the Internship Report and Review?

Report – Your direct supervisor from the company and your Thesis Supervisor

Review – Your direct supervisor in the company

Q&A REPORTING DOCUMENTS

How do I correctly fill out _____ in the reporting documents? (Individual Task, Report, Review)

The Career Centre does not handle questions about reporting documents; these must be addressed to your Student Affairs Office/Programme Manager. Furthermore, the Student Affairs Office staff process documents upon completion of the internship

Q&A INTERNSHIP IN HSE

I am completing an internship at HSE / with my Thesis Supervisor. What documents need to be submitted?

Upload the signed Individual Task to Smart LMS **by 27.12.2025**.
Upload the signed reporting documents to Smart LMS **by 20.03.2026**.

An agreement is not needed

My Thesis Supervisor is unaware of the "internship with Thesis Supervisor" format. What should I do?

Contact the Academic Supervisor of your Educational Programme



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Q&A

Career Center,
HSE GSB

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Q&A OTHER

Can I complete an internship in a foreign company?

Yes, you can. For further information, please come to office 4401

Does the internship imply that I need to be employed by the company / confirm employment relations between the student and the organization?

No

Where is the CC located, and when can I submit documents?

Shabolovka, 26, office 4401

Student reception hours: Weekdays from 10:00 to 18:00

Who is the coordinator / supervisor of the internship from the company side?

The person who assigns tasks to you and checks their completion.
Your direct supervisor

How do I find out who my Thesis Supervisor is?

Students choose their Thesis Supervisor during the campaign for topic and supervisor approval for their Master's Thesis in the SmartPro 3.0 system by 28.11.2025

Regarding internship matters, is it better to contact the supervisor from the company or the supervisor from HSE?

The HSE supervisor and the company supervisor are equally important. The HSE supervisor is responsible for the academic aspect, correct formation of the Individual Task, and reporting documents.

The company supervisor is responsible for the correct completion of tasks set in the Individual Task and supervises the student's work within the company's activities.

Contact the company supervisor for task-specific questions and the HSE supervisor for academic/content-related questions

CAREER CENTRE

E-mail: careers@hse.ru



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Career Centre Vacancies

