



HSE Graduate
School of Business

INTERNSHIP PROCESS FOR 2D YEAR MASTER STUDENTS

Career Center
HSE GSB

2023



STAGES AND TERMS OF PRACTICE

Independent search: choose a company and a vacancy for an internship, fill out [a form](#) for concluding an agreement for practical training

Internship from the Career Centre:

Apply for internships posted on [GSB Career Centre site](#) and follow the recruitment process offered by the Company. You may select vacancies of mass recruitment or limited places of practice (see different sections)

Go for an Internship: please note! The dates can be changed. Regularly check info.

08.01.2024-03.03.2024:
"Business Analytics and Big Data Systems", "Master in International Management"

1

2

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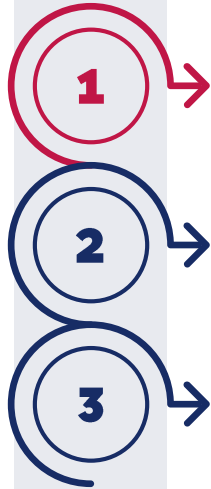
Wait for a response from the company (up to 10 working days after they receive your CV) and follow the recruitment process (HR interview, test, etc.) (approx. 3 weeks and up to a month)

Sign the PTE Assignment with the internship supervisor (supervisor of the research project) and upload it to the Smart LMS before the start of the internship

Sign the report documents with the supervisors of the internship and receive an evaluation

Upload signed report documents in Smart LMS within 5 working days after the end of the internship


CHOOSING THE FORMAT AND PLACE OF THE INTERNSHIP



Internship options

1 Independent search / Current job

The student finds the internship on his/her own and submits [the form](#) to conclude an agreement for practical training with the Organization

 Please note that students can not intern with Individual Entrepreneurs, relatives or in their own companies. See all criteria on [slide 4](#)

2 Internship from the Career Centre:

The Career Center provides information on vacancies for practice. The student applies for internships posted on [GSB Career Centre site](#) and follows the recruitment process offered by the Company. Please pay your attention that even though you apply for vacancies from Career Centre, you should also continue search by yourself to increase your chances to find a place for internship.

 If you apply for vacancies with a limited number of places, the Career Center monitors your selection process.
Recruitment for mass internships is not monitored by CC.

3 Internship supervisors

From the university

On behalf of the university, the supervisor of the internship is the scientific supervisor of your graduation paper.

From a company

On behalf of the company, the internship supervisor is the supervisor/manager whom you directly report.

REQUIREMENTS FOR COMPANIES FOR INTERNSHIP

1.1



It is not allowed to do internship with an individual entrepreneur or in a company owned by the student or a relative of the student (heirs of the first and second stage)



- The number of employees of the organization is at least 50 people,
- the company's revenue for the previous calendar year is at least 100 million rubles.

If the company does not meet the criteria, it must be a part of an international/Russian network of firms

2



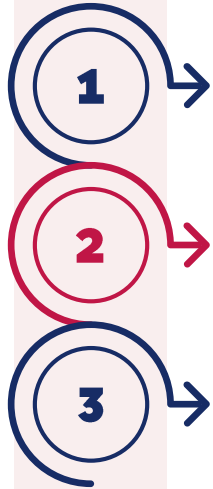
A company must exist for at least three years by the time a student internships in it.

3

If the chosen company does not meet the specified criteria, the student must justify the need for internship in the submitted organization and get a written resolution from the Academic Supervisor.

You need to write an email to the Academic Supervisor in a free format and get his consent with your place of internship. Then forward the consent letter to careers@hse.ru.

“I am doing an internship at my current place of work or I have found an internship by myself”



1 step

Check if [the criteria](#) of chosen organization for internship meet the requirements

2 step

- Find out from the company the tasks you will do as part of your internship.
- Get approval from your supervisor at HSE.
- Fill in your tasks in an [PTE assignment](#), sign it with your supervisor. Upload it to Smart LMS before the beginning of internship. [Check out how to do this.](#)

3 step

Fill in the LMS application form for internship. [Check out how to do this](#)

4 step

Fill in [the form](#), a CC employee will contact the company and sign the agreement

5 step

- Wait for response from the CC (10 working days for applications; ~3 weeks if it's a new contract).
- Then take the documents to the company for signature and stamp and bring 1 copy of the original document to (signed and stamped by the company) CC.

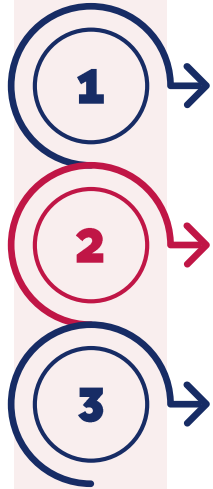
6 step

Sign the report documents with the supervisors of the internship and receive an evaluation

7 step

Upload signed documents to Smart LMS within 5 working days after completion of the internship. [Check out how to do this](#)

“I am doing an internship at my current place of work or I have found an internship by myself”



Documents

Before internship submit to CC

- Fill in [the form](#)

Before internship fill in (remains with the student)

- [PTE Assignment](#)

After internship submit to the Program Office

- [PTE report](#)
- [Employer's feedback](#)



Deadlines

Until 1.12.2023:

fill in [the form](#)
for the conclusion of the contract

Until the end of the internship:

bring the contract/appendix signed
by the company to the Career Centre

Until 15.12.2024:

fill in the [LMS application
form for internship](#)

After internship:

submit a PTE report and employer's
feedback to [Smart LMS](#) within **5
working days after finishing internship**

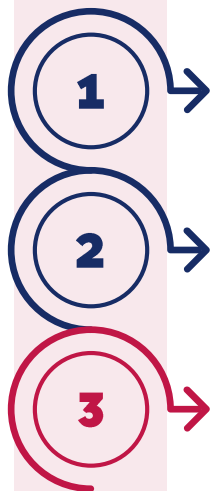
Before internship:

fill in and sign an PTE assignment

Until 20.12.2023

upload PTE Assignment to [Smart LMS](#)

INTERNSHIP FROM THE CAREER CENTER



1st step

Choose vacancies on [the CC website](#) and apply.

All changes in the selection status for vacancies with a limited number of places will be sent to the email you specified in the application form.

Recruitment for mass internships is not monitored by the CC.

2nd step

Wait for the initial feedback from the Company on the results of CV screening (up to 10 working days after they receive your CV).

3d step

After passing the CV screening, continue the selection for the chosen internship: interview with HR, testing, interview with the hiring manager. There may be a different number of selection stages for different positions.

4th step

- The company is ready to make an offer.
- Find out from the company the tasks you will do during your internship.
- Fill in your tasks in an PTE assignment, get approval from your practice supervisor at HSE and sign it. Upload your PTE assignment till **20.12.2023**. [Check out how to do this.](#)

5 th step

Fill in the LMS application form for internship till **15.12.2023***. [Check out how to do this](#)

***Please note** - if you choose internship in a company with a mass recruitment, you must fill out [a form](#) to conclude an agreement

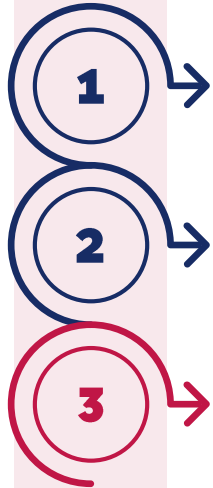
6 th step

Sign the report documents with the supervisors of the internship and receive an evaluation

7 step

Upload signed documents to Smart LMS within 5 working days after completion of the internship. [Check out how to do this](#)

INTERNSHIP FROM THE CAREER CENTER



Documents

Before internship submit to CC

- [PTE assignment](#)

After internship submit to the Program Office

- [PTE report](#)
- [Employer's feedback](#)



Deadlines

Until 15.12.2023:

fill in the [LMS application](#) form for internship

Before internship:

fill in and sign an individual assignment

Until 20.12.2023

upload PTE Assignment to [Smart LMS](#)

Until the end of the internship:

bring the contract/appendix signed by the company to the Career Centre

After internship:

submit PTE report, Employer's feedback to [Smart LMS](#) within **5 working days after finishing internship**

"NO ANSWER FROM SELECTED COMPANIES, I DON'T HAVE A PLACE FOR INTERNSHIP. WHAT TO DO?"

If you understand that it's 3 weeks before the internship and you have no response or 2-3 refusals from the companies where you applied, see below alternative options for finding an internship in which the CC is not involved, i.e. it is an independent search:

01

You can find offers in the "internships" or "careers" section on the website of the company you are interested in

02

Internship at HSE. Ask your supervisor if there are any suitable options for you, discuss the assignment with him

03

Look for and apply for internship vacancies [on the GSB Careers Centre](#) (make sure the employer can sign your practice docs when you apply)

04

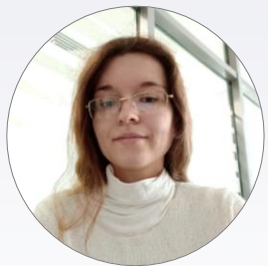
There are project and research laboratories at HSE. Contact the head of the unit and find out if there is an opportunity to participate in ongoing projects

CONTACTS FOR COMMUNICATION

How to get an answer to a question:

Visit our Career Center and ask in person.
Office 4401, from 10:00-17:30 on weekdays

By mail: careers@hse.ru
Any questions about the internship



Elena Kovaleva
Mail: enkovaleva@hse.ru

Questions about internship agreements



Elizaveta Zaritskaya
Mail: ezaritskaya@hse.ru

Other questions

We kindly request:

before you write your question,
see the Q&A section.

Most likely, it has already been answered 😊

For important information read the channel:
[Зимняя практика магистратура](#)



Q&A AGREEMENT

Who in the company is the Assurance of circumstances to be filled in?

To the supervisor of the internship

Is it necessary to fill in the Assurance of Circumstances?

Yes

How many copies of the agreement are required?

Two. One for the CC and one for the company

Can an electronic signature be put on the contract?

Only in exceptional cases - the student is studying online or he is not in Russia

AN EXAMPLE OF A COMPLETED AGREEMENT [HERE](#)
(Please do not staple it when you bring it to CC)

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

Yes, but notify the CC member of staff before

Do I have to add the date to the contract?

No, you do not need to. The CC will do it itself

What can I do if my organisation's supervisor is not authorised to teach?

The contract does not talk about teacher training. For more details, see question 9 [here](#)

Q&A AGREEMENT

The company has asked for an adjustment to a clause in the contract. Is this possible?

Send the contract corrected by the company to careers@hse.ru and they will tell you if it is possible to make changes

If the practice is online, do I have to enter the premises?

If in point 1.3 distant practice format is chosen, then Annex 2 should be deleted and numbering corrected in points 2.2.3 and 4.7. Appendix 3 with certifications becomes Appendix 2



Who should sign first: the company or HSE?

HSE

What should I write in the appendix to the Agreement for Practical Training No. _____?

Do not fill it in

The company requests a power of attorney for the signatory from the HSE. What to do?

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

Q&A OFFER/ACCEPT. LETTER

AN EXAMPLE OF A COMPLETED OFFER LETTER FOR IS [HERE](#)

How does the offer/acceptance letter scheme work?

You fill in an offer, send it to careers@hse.ru. Once you receive confirmation within 10 working days you can collect it from the CC and take it to the company. The company will sign the letter of acceptance. Bring the acceptance to the CC

Do I have to bring the original letter of acceptance to the CC or can I take a scan?

The original is required

What is an offer for?

It may be needed if a company cannot sign the usual form of contract

Q&A REPORT AND FEEDBACK

Who signs the Internship Report and Review?

The report - your supervisor at the company and your supervisor form HSE

Review - manager in the company

Q&A PTE ASSIGNMENT

Why do I need an PTE assignment ?

You need it so that you can have confirmation that your placement is suitable for your program and the tasks are relatable to your field of studies.

Q&A LMS

Made a mistake in LMS / had to change company and already submitted an application. What to do?

Questions about LMS should be addressed to the Program Office, CC cannot change anything on this platform

Is it necessary to attach scans of any documents to LMS?

No, you do not need to. There is no "*" in these fields

LMS does not find PRIN of the company, says wrong post

Contact technical support of LMS

Where can you find PRIN (OGPH) of organization / legal address?

This information is freely available on the Internet

Q&A INTERNSHIP IN HSE

I am doing an internship at the HSE / with a supervisor. What documents do I have to hand in?

Use the guidance from Internship from Career Center

My supervisor is unaware of the supervised practice format. What to do?

Contact the Program Office

Q&A OTHERS

Can I do an internship in a foreign company?

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

Where is the CC and when can I hand in my documents?

26 Shabolovka Street, room 4401.
On weekdays from 10:00 to 17:30

How do I know my supervisor?

They are assigned by your Program Office, contact them

Does the internship imply that I need to get a job in a company / employment relationship between the student and the organisation?

No

Who is the internship coordinator / supervisor from the company?

The one who gives you the tasks, checks their fulfilment.
Your supervisor

Is it better to ask questions about internship to official of organization coordinating internship or to supervisor of internship?

If it is a question about the tasks and/or the internship itself, yes, at this stage it is better to contact a supervisor from the organization. If it is a question about an individual task, then it is better to contact the supervisor from the HSE

GSB Career Center
e-mail: careers@hse.ru



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