

APPROVED
by resolution of the Presidium
of the Non-Profit Partnership
Russian International Affairs Council
(Minutes No. 19 dated 28.06.2016)

REGULATIONS
ON THE PROCEDURES FOR YOUNG SPECIALISTS COMPLETING AN
INTERNSHIP (PERIOD OF PROFESSIONAL PRACTICE) AT THE NON-
PROFIT PARTNERSHIP RUSSIAN INTERNATIONAL AFFAIRS COUNCIL

I. GENERAL PROVISIONS

1.1. These Regulations on the Procedures for Young Specialists Completing an Internship (Period of Professional Practice) at the Non-Profit Partnership Russian International Affairs Council (hereinafter, the Regulations) set forth the procedures for organizing and completing an internship (period of professional practice) at the Partnership, as well as the terms, conditions and format of the internship (period of professional practice).

1.2. The internship (period of professional practice) at the Non-Profit Partnership Russian International Affairs Council (hereinafter, NPP RIAC or the Partnership) is aimed at developing the competencies of young specialists in international relations, global economics and law.

1.3. The objectives of the internship (period of professional practice) include:
shaping the practical skills of specialists in international affairs;
developing professional knowledge in international relations;
supporting an expert network of beginner specialists in international affairs.

1.4. The internship (period of professional practice) is open to students working towards a degree in a relevant subject (geography, international relations, international journalism, international economics, political science, public relations, sociology, law [international public law], etc.) in at least their third year of undergraduate studies.

1.5. All other conditions being equal, students at universities that are members of the Partnership shall be given priority consideration for the internship (period of professional practice) in the Partnership.

II. INTERNSHIP (PERIOD OF PROFESSIONAL PRACTICE) FORMAT

2.1. The internship (period of professional practice) is completed on a full-time basis during one of the quarters indicated in Paragraph 2.2 of these Regulations and according to one of the schedules indicated in Paragraph 2.3 of these Regulations.

The type of schedule is determined by the Partnership in agreement with the interns (practice students).

2.2. The Partnership has allocated the following quarters for internship (period of professional practice):

1st quarter (September–November);

2nd quarter (February–April);

3rd quarter (May–July).

2.3. Interns (practice students) cannot be physically present at the NPP RIAC office for more than 12 hours per week (Monday to Friday, excluding public holidays), to be allocated according to one of the options below:

three days a week, four hours per day;

two days a week, six hours per day.

2.4. The duration of internship (period of professional practice) is one month or three months.

2.5. No more than five people may be completing an internship (period of professional practice) in the Partnership's office at a time.

2.6. NPP RIAC shall not provide interns (practice students) with personal computers, individual email addresses (accounts) or business cards.

2.7. NPP RIAC shall not pay interns (practice students) any stipends and (or) any other types of remuneration during their internship (period of professional practice). Interns (practice students) are not required to pay any fees to the Partnership for completing the internship (period of professional practice) at NPP RIAC. NPP RIAC organizes internships (period of professional practice) at the Partnership for young specialists free of charge.

2.8. NPP RIAC shall not cover the travel expenses of interns (practice students) to and from the internship location (period of professional practice), accommodation during

internship (period of professional practice), visa fees or any other expenses associated with completing the internship (period of professional practice).

III. ORGANIZATION OF AND PROCEDURES FOR COMPLETING THE INTERNSHIP (PERIOD OF PROFESSIONAL PRACTICE)

3.1. To complete an internship (period of professional practice) at the Partnership, young specialists must:

submit an application to the Partnership for the internship (period of professional practice) in accordance with paragraphs 3.3 and 3.4 of these Regulations;

complete the language and analytical tasks in accordance with Paragraph 3.6 of these Regulations;

pass an interview with the Partnership's Programme Manager.

3.2. Applications for the internship (period of professional practice) are accepted as follows:

for the 1st quarter (September–November): July 1–31 of the corresponding calendar year;

for the 2nd quarter (February–April): November 1–30 of the corresponding calendar year;

for the 3rd quarter (May–July): March 1–30 of the corresponding calendar year.

The Partnership's Program Director shall be in charge of collecting and compiling internship (period of professional practice) applications.

3.3. Applications are submitted online by registering on the NPP RIAC web portal and enclosing the documents indicated in Paragraph 3.4 of these Regulations. Foreign citizens may apply in English.

3.4. The following documents must accompany the application:

a CV written in a free form, with mandatory contact information (phone number and email);

a cover letter (a 2,000-character .doc, .docx or .pdf file, 14 font size, 1.5 line spacing) detailing the applicant's sphere of interests, his/her reason(s) for applying for the internship (period of professional practice) with NPP RIAC, and how, in the young specialist's opinion, an internship (period of professional practice) with NPP RIAC could advance his/her career;

a letter from the educational or research institution sending the young specialist to complete the internship (period of professional practice) at NPP RIAC, addressed to the

Director General of NPP RIAC and signed by the management of the department or the internship (period of professional practice) office. The letter must contain a request that the young specialist be accepted onto the internship (period of professional practice) programme and indicate the applicant's full name, year of study, department, chair, duration of the intended internship (period of professional practice), the expected timeframe of the internship (period of professional practice) and contact information.

Internships (periods of professional practice) at the Partnership may be arranged under an agreement between the Partnership and a state-accredited institution of higher education.

3.5. Applications are reviewed within seven days of receipt. During that time, applications are checked for compliance with the requirements of these Regulations.

In the event that circumstances indicated in Paragraph 3.8 of these Regulations arise, the young specialist shall be notified that his/her application has been denied.

In the event that circumstances indicated in Paragraph 3.8 of these Regulations arise, the young specialist shall be sent the analytical and language tasks indicated in Paragraph 3.6 of these Regulations.

3.6. The analytical and language tasks (Appendix No. 2 to these Regulations: "Analytical and Language Tasks") shall consist of:

- an audio transcription test;
- a text translation (Russian–English, English–Russian);
- an information-gathering task;
- an article review task.

The purpose of the analytical and language tasks are to test basic knowledge and skills such as: the ability to search for information; data gathering and analysis skills; the ability to edit texts in Russian and English; the ability to work with large amounts of data and summarize key ideas; English proficiency.

The tasks are to be completed within two days. The young specialist shall send the completed tasks to the Partnership for review.

3.7. Applicants who successfully complete the analytical and language tasks shall be interviewed by the Partnership. Following this, the NPP RIAC Programme Director shall make a decision on whether or not to accept the applicant and sign him/her up to the internship (period of professional practice) programme in the corresponding quarter.

3.8. Applications may be denied for the following reasons:

at the time of the application, the young specialist did not have the required education level indicated in Paragraph 1.6 of these Regulations;

the applicant's specialization (university major) does not correspond to the Partnership's scope of activity;

the application does not meet the requirements in terms of its content;

the application has been filed in violation of the deadlines set forth in these Regulations;

the Partnership cannot accept the young specialist for internship (period of professional practice) during the expected period of internship (period of professional practice) in accordance with Paragraph 2.5 of these Regulations.

3.9. The NPP RIAC Programme Director shall appoint an internship (professional practice) leader for the intern (practice student) for the period of his/her internship from among NPP RIAC programme managers. The internship (professional practice) leader shall control the timing of the internship (period of professional practice), provide academic and methodological assistance to the intern (practice student) and review the quality with which the intern (practice student) completes tasks given to him/her during the internship (period of professional practice).

3.10. During the internship (period of professional practice), the Partnership shall:

give interns (practice students) a list of tasks that are designed to help improve their professional skills;

provide the necessary conditions for the intern (practice student) to carry out his/her tasks. Such tasks include:

- inputting information into databases;
- participating in the organization of NPP RIAC events;
- transcribing audio recordings of meetings and interviews, translating and editing texts;
- filling out book records in the NPP RIAC's library.

giving the intern (practice student) access to documents, excluding documents that contain data that constitutes confidential or classified information of limited distribution;

make sure that the intern (practice student) can blog online on the NPP RIAC portal (website) on the subject of his/her diploma, thesis or dissertation;

for the period of his/her internship (period of professional practice), grant the intern (practice student) access to the NPP RIAC office located at the address: Moscow, Bolshaya Yakimanka Street, 1, Suite 2.55.

3.11. Young specialists arriving at NPP RIAC to complete his/her internship (period of professional practice) are registered in the Log of Young Specialists Arriving at NPP RIAC to Complete Their Internship (period of professional practice).

Young specialists shall be permitted to complete his/her internship (period of professional practice) once they have familiarized themselves with the regulations related to his/her field of activity at the Partnership, completed safety training and completed the application in accordance with Appendix No. 1 to these Regulations.

3.12. All interns (practice students) are expected to write an essay on a chosen subject approved by the internship (professional practice) leader. This is a mandatory requirement of the internship (period of professional practice). The essay shall be 5,000–7,000 characters in length. The plan and subject of the essay must be approved in advance with the internship (professional practice) leader.

3.13. The intern (practice student) may conduct his/her own research after he/she has completed all the tasks set by the internship (professional practice) leader.

3.14. After completing the internship (period of professional practice), the internship (professional practice) leader shall write a reference for every intern (practice student) that reported to him/her during the internship (period of professional practice). The Programme Director, or Deputy Programme Director if the Director is absent, shall approve the reference.

3.15. Documents confirming that the intern (practice student) has successfully completed his/her internship (period of professional practice) are issued after the intern (practice student) has fulfilled all the tasks set by the internship (professional practice) leader.

3.16. Students who fail to report for the internship (period of professional practice) or who are absent during portions of the internship (period of professional practice) without good reason may be barred from completing his/her internship (period of professional practice) at the Partnership.

3.17. At the end of each internship (period of professional practice) quarter, NPP RIAC management shall award certificates to those who have successfully completed the programme.

IV. FINAL PROVISIONS

4.1. In cases not provided for by these Regulations, the legislation of the Russian Federation shall apply.

4.2. NPP RIAC and any state-accredited higher education institution may agree to establish different rules from those set forth by these Regulations.

Appendix No. 1
to the Regulations
On the Procedures for Young Specialists
Completing an Internship (Period of
Professional Practice) at the Non-Profit
Partnership Russian International Affairs
Council

To: Non-Profit Partnership
Russian International Affairs Council
from (student, graduate)

(higher education institution name)

_____,
(full name)

registered at the address:

Passport _____

issued by

(date of issue and name of issuing authority)

I, _____,
(full name)

during my internship (period of professional practice) at Non-Profit Partnership Russian International Affairs Council (NPP RIAC), undertake:

to observe the internal workplace rules and regulations of NPP RIAC;

to observe labour protection and safety rules;

to complete in good faith the tasks set for me by the internship (professional practice) leader;

to comply with the internship (period of professional practice) schedule;

to not disclose or allow the disclosure of confidential information obtained in connection with my internship (period of professional practice) at NPP RIAC;

to not transfer to third parties any data contained in databases to which I will be granted access during my internship (period of professional practice);

to not transfer to third parties the personal electronic card (electronic key) issued to me in order to access the NPP RIAC office;

to return the electronic card (electronic key) to an NPP RIAC representative on the last day of my internship (period of professional practice).

Under Article 9 of Federal Law No. 152-FZ "On Personal Data" dated July 27, 2006, and in connection with my internship (period of professional practice) at NPP RIAC, I hereby give my consent to Non-Profit Partnership Russian International Affairs Council, located at the address: Moscow, Bolshaya Yakimanka Street, 1, to the automated and non-automated processing of my personal data, and namely to perform actions stipulated by Paragraph 3, Part 1 of Article 3 of Federal Law No. 152-FZ "On Personal Data" dated July 27, 2006, with regard to information on the facts, events and circumstances of my life submitted to Non-

Profit Partnership Russian International Affairs Council in accordance with the Regulations on the Procedures for Young Specialists Completing an Internship (Period of Professional Practice) at the Non-Profit Partnership Russian International Affairs Council. This consent shall remain in effect from the date it is signed until the moment it is revoked in writing.

(signature)

(signatory's full name)

(date)

Analytical and Language Tasks

Completed by: _____
(full name)

Date and time task is received __/__/____ (__:__)

1) Transcribe an audio recording into English:

*the file name should be in the following format: Surname_Given Name

2) Write three lead paragraphs on the following article to be posted on Facebook, Twitter, VKontakte.

Article name and author: _____

Link to the article: _____

The lead for Facebook

The lead for Twitter

The lead for VK

3) Evaluate the “_____” section of the _____ website.

Briefly describe the section. Identify five elements that, in your opinion, make the site effective and five elements that make it ineffective or are missing altogether. Explain your choices.

4) Translate the following text into Russian

(text in English)

5) Find the job titles, contact information (email, telephone number), academic degree, title, and name of the doctoral thesis of the following experts. Please cite all sources used to obtain this information.

(expert's full name)

(expert's full name)
