

APPROVED
by resolution of the Presidium
of the Non-Profit Partnership
Russian International Affairs Council
(Minutes No. 48 dated 14.03.2023)

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.) starting from the second year of undergraduate studies and above.

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 at the office premises of the Non-Profit Partnership “Russian International Affairs Council” (RIAC) according to one of the schedules specified in Paragraph 2.2 of these Regulations. The type of schedule is determined by the Partnership in agreement with the interns (practice students).

Internships (period of professional practice) outside RIAC premises—i.e., in a remote (distance) format—are permitted in cases where the intern (practice student) is unable to complete the internship at the RIAC office, including due to the restrictions set out in Paragraph 2.5 of these Regulations.

2.2. Internships (period of professional practice) at the Non-Profit Partnership “Russian International Affairs Council” (RIAC) may be provided by the Partnership for no more than twelve hours per week (from Monday to Friday, excluding public holidays), distributed according to one of the following options:

Three days per week, four hours per day

Two days per week, six hours per day

2.3. The Partnership may establish quarters or other periods for conducting internships (period of professional practice) (hereinafter referred to as “quarters”). Information on such periods is published on RIAC’s website.

Where such periods are established, internships (period of professional practice) are carried out within the timeframe of one of these periods.

2.4. The duration of an internship (period of professional practice) shall be no less than one month and no more than three months.

In exceptional cases, due to the peculiarities of educational programs, different internship durations may be established by decision of the Director General of the Non-Profit Partnership “Russian International Affairs Council” (RIAC), based on a written request from an educational institution (with attached copies of internal regulations specifying the required duration of internship).

2.5. Internships (period of professional practice) at the office premises of the Non-Profit Partnership “Russian International Affairs Council” (RIAC) may be provided for no more than seven interns (practice students) at any one 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 the 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 an analytical assignment in accordance with Paragraph 3.6 of these Regulations.

3.2. Applications for the internship (period of professional practice) are accepted throughout the calendar year.

The collection and processing of submitted applications for internships (period of professional practice) are carried out by a designated staff member of the Partnership.

3.3. Applications are submitted online by registering on the NPP RIAC website, with the documents specified in Paragraph 3.4 of these Regulations attached. Foreign citizens may submit their application in English.

3.4. The following documents must accompany the application:

- CV, written in a free form, with mandatory contact information (phone number and email);
- 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, 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 their career;
- 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) program 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 fourteen work days. During this period, 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 their application has been denied.

If no such circumstances apply, the applicant is instructed to prepare the analytical assignment specified in Paragraph 3.6 of these Regulations.

3.6 The analytical assignment consists of preparing an essay on international relations on a topic of the applicant's choice (file in .doc, .docx, or .pdf format, 8,000–10,000 characters including spaces, Times New Roman font, size 14, 1.5 line spacing, with references and footnotes to sources used; the originality of the essay must be no less than 80%).

The analytical assignment is intended to assess basic skills and competencies, including: information search; data collection and analysis; text editing; and the ability to work with large volumes of information and identify key ideas.

The time allotted for completing the assignment is five days. The completed assignment is submitted by the applicant to the Partnership for review.

3.7. In the event of successful completion of the analytical assignment, the Head of the Programs Department of the Non-Profit Partnership "Russian International Affairs Council" (RIAC) decides on the approval of the candidate, and the designated staff member schedules the internship (practical training) for a specific period.

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 1.4 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 Program Director shall appoint an internship (professional practice) supervisor for the intern (practice student) for the period of their internship from among NPP RIAC program managers. The internship (professional practice) supervisor shall oversee 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 them 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 their tasks. Such tasks include:

- Inputting information into databases
- Participating in the organization of NPP RIAC events
- Transcribing audio recordings of meetings and interviews
- Summarizing, translating, and editing texts
- Filling out book records in the NPP RIAC's library
- Analyzing media reports and research materials (reports, articles, etc.)
- Searching for articles, books, and materials according to specified criteria

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

Provide intern (practice student) with the opportunity to maintain a blog on the NPP RIAC website on the topic of their thesis, term paper or dissertation.

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 their internship (period of professional practice) once they have familiarized themselves with the regulations related to their field of activity at the Partnership, completed safety training and completed the application in accordance with Appendix No. 1 to these Regulations.

3.12. In the case of a remote (distance) internship (period of professional practice), the intern (practice student) is required to:

maintain communication with the internship (period of professional practice) supervisor via the internet, telephone, and/or video conferencing during the time period provided for by the internship schedule;

submit a report on completed tasks to the internship (period of professional practice) supervisor at least once a week, on a day agreed upon with the supervisor.

3.13. A mandatory criterion for the successful completion of the internship (period of professional practice) at the Non-Profit Partnership "Russian International Affairs Council" (RIAC) is the conduct of an individual research project on a topic selected by the intern (practice student) and agreed upon with the internship (professional practice) supervisor, with the preparation of an analytical paper based on its results, with a length of 5,000 to 7,000 characters.

The topic and outline of the individual research project must be approved in advance by

the internship (professional practice) supervisor.

3.14. 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.

3.15. After completing the internship (period of professional practice), the internship (professional practice) supervisor shall write a reference for every intern (practice student) that reported to them during the internship (period of professional practice). The Program Director, or Deputy Program Director if the Director is absent, shall approve the reference.

3.16. 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) supervisor and finalized the individual research project.

3.17. 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.

IV. FINAL PROVISIONS

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

4.2. These Regulations apply to relations arising from the completion of internships () by young professionals at the Non-Profit Partnership “Russian International Affairs Council” (RIAC) from January 1, 2023 onward.

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)