

FAQ

If you don't find the answer to your question here please contact GSOM Career Center (careercenter@gsom.spbu.ru)

1. **How long is the internship?** – 4 weeks for bachelors and 6 weeks for masters.
2. **Should I start the internship just after completion of my academic studies?** – No, you have a period of 2 months to do the internship. You can start it a bit later, just bear in mind it should last the above-mentioned number of weeks (see question #1).
3. **Can I do the internship more than 4 or 6 weeks?** – Yes, it's possible.
4. **Is the internship mandatory?** – Yes, it's strongly mandatory and neglect of it can lead to you being expelled from the University.
5. **Can I change the dates of the internship?** – It's possible only if your exchange semester starts in summer and you have no time to do it properly during 4 or 6 weeks. In this case you should write an application for postponement of the internship. To do so please contact Career Center. You also have the right to postpone the internship due to force majeure events which you can prove documentarily.
6. **If the exchange semester starts in September and I can compensate the internship with ETCS upon my return, is it still necessary to do it?** - Yes, internship is mandatory for everyone, regardless of the exchange semester. Moreover, the fact of you being assigned to do the internship in the particular company is necessary for getting current control pass.
7. **If I've already done the internship during the academic year can it be counted for the mandatory summer internship?** – No, you are obliged to do the summer internship within defined period.
8. **If I already work and will continue to work during the internship, can this experience be counted?** - Yes, this can be counted as the internship after sending a scan of your labor contract and a statement of compliance to Career Center.
9. **What is an individual labor contract?** - This is a contract the company concludes personally with you. Career Center accepts any labor contract drawn up in accordance with the requirements of the Labor Code of the Russian Federation.
10. **If the company wants to amend the standard agreement concluded with SPbU, is this possible?** - Yes, it's possible but after making amendments, it is necessary to receive a consent of the legal service of St. Petersburg State University (which takes time), and only after that it can be signed. We do not recommend changing the standard agreement.
11. **The internship agreement, that the company concludes with St. Petersburg State University, refers to students, and I am the only one who is going to do the internship there, is this possible?** - Yes, the internship agreement has standard content with an appeal to students in plural. These are the rules for drafting agreements. But it does not oblige the company to take several interns. The company accepts as many students as it wants.
12. **The internship agreement says that it is concluded for three years, but the company intends to take interns only once, what should I do?** - We recommend leaving this paragraph as it is, otherwise, the agreement will need to be additionally agreed upon. The agreement does not oblige the company to accept students annually; it can accept one intern once under a standard agreement.
13. **If the job description during internship does not correspond to my study track, but I want to do the internship in this particular company, what should I do?**- Write a motivation letter to the academic director of your program (with a copy to Career Center) explaining why the

internship in this company is important for you as a specialist, despite the discrepancy with the track.

14. **If I've already started the internship can the company conclude an agreement with SPbU?** – No, it's impossible. In this case you can do the internship on the basis of the individual labor contract.
15. **If I do the internship outside SPb, can the company conclude the agreement with SPbU?** – Yes, it's possible if the internship is done online, otherwise only individual labor contract is possible
16. **What is the language of the internship report and recommendation letter?** – The language of these documents is the same as the official language of your studies
17. **The employer does not want to conclude a labor contract with me, because the internship is voluntary, what should I do?** – You can conclude a gratuitous service agreement.
18. **I plan to do the internship in Moscow / in my hometown, can I get compensation for travel and accommodation costs?** - Unfortunately, no. Field internships are strictly regulated and limited by a quota of 3-4 students in specific organizations. In other cases, there is no compensation.
19. **Is there a difference between general internship and mandatory practical training (FAQ and guidelines all refer to mandatory practice which we name internship for the sake of simplicity)?** - For companies, these are equivalent concepts. SPbU at the same time normatively differentiates mandatory practice and internship. Practice is a mandatory discipline with established dates for its fulfillment in summer. Internship is a student's personal initiative, not regulated by the university. You can take internship(s) during the year, in parallel with your studies. Practice is possible only in summer during extracurricular hours. In fact, if you have an internship in the summer, this can be counted as a mandatory practice.
20. **In what language should a recommendation letter be issued from the company?** - In the language that is convenient for the company.