

Internship Programme

Internship opportunity is determined by the business needs and capabilities of a certain organisational unit of the Company. Selection of students for internship shall be performed on a competitive basis.

Selection criteria

Selection of students for Internship in the Company offices and production assets shall be performed on a competitive basis.

Selection criteria:

- good academic achievements:
 - ✓ GPA of 4.0 or above during the last two terms for University students studying in Bachelor's, Specialist's Degree Programme,
 - ✓ GPA of 4.5 or above during the last term for University students studying in Master's Degree Programme,
 - ✓ GPA of 3.8 or above during the last two terms for SakhsU Polytechnic College and Sakhalin College of Agriculture Mechanization (hereinafter - or SVEI (secondary vocational educational institution)) students.

Estimates for differentiated tests, tests, term papers, the results of Internship for settlement GPA are not taken into account.

- positive references provided by the University;
- Internship programme relating to the Company's activities;
- positive feedback on the previous Internship with the Company (if applicable).

Students studying at Russian universities under the Company's Scholarship Programme shall have the priority right for student's Internship.

List of required documents

In order to apply for Internship at the Company, the University students are required to provide Talent Management Subdivision with a package of documents, including:

- application for Internship at the Company listing topics to study during the Internship, subject of term paper / graduation project, and Internship period ([in English](#) and [in Russian](#));
- [intercession](#) from the University administrative office for student Internship in the Company (in Russian);
- [Internship Programme](#) developed and approved by the University (in Russian);
- CV (in English and in Russian);
- copy of grade book or academic record with the GPA for two previous terms attested by the University administrative office;
- references from the place of study and/ or work (in English and in Russian);
- copy of passport;
- copy of Taxpayer's Identification Certificate;
- copy of Pension Insurance Certificate;
- consent for processing of personal data;
- standard [Internship Agreement](#) (entered into between the University and the Company once the Internship at the Company is officially confirmed).

The Agreement is the basis for issuance of an employment order at the Company and must be provided to Talent Management Subdivision no later than 14 working days prior to the Internship start date.

Authorised representatives from SVEI should provide document packages. The package shall include:

- [intercession](#) from SVEI for Internship in the Company (in Russian);
- standard [Internship Agreement](#);
- Internship programme developed and approved by SVEI (in Russian);
- copy of passport for each student;
- copy of Taxpayer's Identification Certificate for each student;
- copy of Pension Insurance Certificate for each student;
- vocational certificate for each student;
- electric safety group certificate for each student.

The agreement is the basis for issuance of an employment order at the Company and must be provided to Technical Training Center no later than 14 business days prior to Internship start date.

Document Reviewing Process

The documents submitted by students are accepted till:

- 01 November, for winter Internship; and
- 01 April, for summer Internship.

Feedback on the results of the selection is provided to candidates for the winter Internship – before 15 December, for the summer Internship – before 15 May.

Internship Period

Internship period shall be determined by the curriculum of the specific University or SVEI chair. Internship may last from 3 up to 20 weeks.

Travel and accommodation expenses

Travel and accommodation expenses are covered by Interns. Exception: the students who study at the Universities under Sakhalin Energy Scholarship Programme and receive from the Company a compensation of their round-trip travel expenses between the place of study and Yuzhno-Sakhalinsk and accommodation at student dormitory or other accommodation recommended by the Company, upon submitting original supporting documents.