

## Internship Regulations

### § 1 **Obligation**

In accordance with the Academic Regulations of the Master of Arts in Economic Governance and Development Programme, students are obliged to conduct internship during the Fall 2019 semester of the Programme.

### § 2 **Objectives**

- (1) Internship is an important practical education and a prerequisite for successful studies of students in the view of future professional activities. During the internship period students should become acquainted with practical activities in relevant fields and consider them in light of their theoretical knowledge obtained from the academic programme.
- (2) The internship gives students an opportunity to work on particular issues in the field of economic and development, and encourages application of academic competencies acquired.

### § 3 **Scope and Timing**

- (1) Internship should be conducted during the Fall 2019 semester of the Programme. It should be completed and officially verified prior to the submission of MA Thesis.
- (2) The minimum duration of the internship is **eight weeks**.

### § 4 **Placement and Realization**

- (1) It is the responsibility of the student to choose a suitable institution for the internship. The Academy's management does not procure internships but offer advice and support.
- (2) Internship should be conducted in institutions which work in the areas related to the subjects covered during the course of the academic programme or in areas relevant to students MA thesis topic. The OSCE Academy encourages students to apply for internships to the OSCE institutions and field offices as well as other intergovernmental and non-governmental organizations working in areas of economic and social development.
- (3) Employment of any kind is NOT considered as internship.
- (4) The intended activity and the institution must be approved by the Programme Manager before making any final arrangements. The internship provider, the student and the Programme Manager sign an internship agreement. By signing an internship agreement the Programme Manager approves of the chosen internship placement.

## § 5 Internships offered by the OSCE Academy's Partner Institutions<sup>1</sup>

- (1) The OSCE Academy, in co-operation with its partner institutions, offers several internship placements at the partner institutions (e.g. the OSCE Secretariat, the Norwegian Institute of International Affairs etc).
- (2) The Academy's management, in co-operation with the partner institutions, recruits students for these placements based on their academic success and qualifications, research interests, and other competences.

## § 6 Financial Support

- (1) Students receive a stipend to cover their living costs during the internship period. Air fare travel costs from Bishkek to the internship placement country and back (within Central Asia only) are covered by the OSCE Academy. In certain cases the OSCE Academy management can consider covering travel costs outside of the Central Asia. These cases are considered only upon a written request from a student and in exceptional circumstances only.
- (2) Students who conduct internship in Almaty and Astana receive an additional stipend (additional 100 euros per month).
- (3) All travel and living costs of internships indicated in para. 5 (1) are covered by the OSCE Academy<sup>2</sup>.
- (4) All internships are considered to be on a voluntary basis and students should not receive any remuneration or compensation of any costs from the internship provider. If the internship provider still offers any remuneration in any form, the student must immediately inform the OSCE Academy management.

## § 7 Supervision of the internship

The internship provider should appoint a person among its staff members who will supervise the student's activities during the internship period.

## § 8 Verification

- (1) Upon completion of the internship, the internship provider should issue a written certification in a format provided by the OSCE Academy.
- (2) Students must write an internship report including a chronological overview of activities performed with personal reflections on certain aspects or activities.
- (3) A total of **12 credits** are obtained for the internship.

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<sup>1</sup> This list of internship placements is subject to change every year

<sup>2</sup> NUPI is an exception and fully funds intern's costs.