



# Internship Guide

2020-2021 Academic Year

Bishkek, 2021

## **1 Mandatory Requirement**

In accordance with the Academic Regulations of the OSCE Academy, students are required to pursue their internships during the second Fall semester of their programme. This internship obligation follows the requirements presented in the curriculum standards set out by the Ministry of Education and Sciences of the Kyrgyz Republic. A total of 12 credits is obtained for successful completion of the internship.

## **2 Objectives**

The internship is an important element of practical education and a prerequisite for students' successful completion of the Master of Arts programme and further qualification for future professional activities. During the internship period, a student should become familiar with practical activities in areas relevant to her/ his field of study and consider them from a point of academic inquiry following and based on a student's instruction at the Academy.

The internship should also serve as an opportunity for a student to gain valuable insights from practical aspects and areas of professional activities related to the student's academic interest and with relevance to the student's future career plans.

## **3 Scope and Timing**

The internship should be pursued during the second Fall semester of the academic programme. It should be completed and officially verified prior to the submission of the MA Thesis.

The minimum duration of the internship is **eight weeks**. In certain cases, internship extensions could be granted upon consent by all parties (a hosting institution, a student, and the OSCE Academy). A student should submit an internship extension request to the Head of the Graduate Education Department at least two weeks prior to the formal ending of the internship period.

A student can request further changes/ modifications to the duration and organization of the internship, if this facilitates his/ her thesis-related research work, thesis supervision, or incorporation of specific internship-related activities. A student should submit a request stating the reasons for such internship modifications to the Head of the Graduate Education Department as soon as the need for such changes/ modifications arises.

## **4 Placement and Implementation**

It is the responsibility of a student to choose a suitable institution for his/ her future internship. The Academy's management does not provide internships but offers advice, guidance, and support in the form of potential contacts, visa applications (if required), and additional financial support (if required) (see below). A student cannot claim an internship placement from the Academy, but only support for her/ his efforts to find and apply to institutions for internship placement.

The internship should be pursued in institutions working in the areas related to the subjects covered during the academic programme or in the areas relevant to a student's 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 the areas of comprehensive security and economic development.

Employment of any kind shall NOT be considered as an internship. Additional remuneration received by a student for work that forms part of the internship must be immediately reported

to the OSCE Academy (the Head of the Graduate Education Department or the Head of the Financial Unit).

Intended activities and an institution chosen to host a student as an intern must be approved by the Head of the Graduate Education Department. The internship provider, the student, and the OSCE Academy should sign an internship agreement stipulating responsibilities and rights of each party involved.

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

The OSCE Academy, in co-operation with its partners, offers several internship placements at the partner institutions (e.g., the OSCE Secretariat, the Norwegian Institute of International Affairs, etc.). The number of such internship placements may vary each year, and existence of certain internship positions in one year does not mean and guarantee availability of the same internship opportunities for the next year.

The Academy's management, in co-operation with the partner institutions, recruits students for these placements based on students' academic achievements, merits, qualifications, research interests, and other competences. Deadlines and modalities for applying to such internship opportunities are announced early in the Spring semester. The Academy provides support to students during the recruitment process, yet the final decision with regard to hosting a particular student as an intern and internship period is always made by the partner institution at its own will. Student are requested to consider lengthy selection processes and engage into proper contingency planning (regarding their thesis work, internship, and related travels).

## **6 Financial Support**

Students receive a stipend to cover their living expenses during the internship period. The OSCE Academy covers air travel costs from Bishkek to the internship placement country and back (within Central Asia only). In certain cases, the OSCE Academy might decide to cover travel costs outside of Central Asia. These cases are considered only upon a student's written request submitted to the Head of the Graduate Education Department at least one month before the planned starting date of the internship and in exceptional circumstances only.

Travel and living costs during the internship period indicated in Section 5 are covered by the OSCE Academy and/ or with the support of the host institution.

All internships are considered to be pursued 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 remuneration in any form, the student must immediately inform the OSCE Academy (Head of the Graduate Education Department or the Head of the Financial Unit).

## **7 Supervision During Internship**

The internship provider should appoint a person from its staff, who will be responsible for supervision of the student's activities during the internship period. The supervisor is expected to fill out the internship completion form.

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

## **8 Verification**

Upon internship completion, the internship provider (supervisor) is expected to issue a written certificate in the format provided by the OSCE Academy to be submitted to the Head of the Graduate Education Department.

Students must prepare an internship report, including a chronological overview of activities performed with their personal reflections on certain aspects or activities.



## Internship Agreement

The Parties listed below have concluded the following Internship Agreement for the purpose of pursuing and completing an internship in accordance with the requirements of the *MA in Politics and Security Programme* and *MA in Economic Governance and Development Programme* and conditions laid down in the Academic Regulations and Internship Regulations of the OSCE Academy.

The **OSCE Academy in Bishkek** (hereinafter referred to as the “Academy”), represented by **Mr. Alexander Wolters, Director,**

and \_\_\_\_\_ (hereinafter referred to as “the Internship Provider”), represented by (supervisor’s name) \_\_\_\_\_

and \_\_\_\_\_ (hereinafter referred to as “the Student”),  
have agreed as follows.

### § 1 Duration of the Internship

1. The Student should complete an internship of a minimum period of 8 weeks comprised of a minimum of 40 working days.
2. This Agreement shall take effect on \_\_\_\_\_ 20\_\_ and shall expire on \_\_\_\_\_ 20\_\_.

### § 2 Obligations of the Internship Provider

The Internship Provider shall:

1. offer instruction and supervision to the Student throughout the internship period;
2. designate a person responsible for supervision of the Student’s work (Internship Supervisor). The Internship Supervisor should be the first point of contact for the Student regarding all issues concerning the internship;
3. communicate with the Academy with regard to any questions, concerns, and problems arising during the Student’s internship period;
4. issue an internship completion certificate regarding the content and completion of the internship in the format provided by the Academy.

### § 3 Obligations of the Student

The Student shall:

1. act in accordance with the goals and objectives of the internship, the internal regulations of the Internship Provider and the hosting institution, comply with instructions, and follow the guidance provided by the Internship Supervisor or other persons supervising the internship;
2. respect the interests of the Internship Provider and the hosting institution;
3. immediately notify the Internship Supervisor about any absence from work and its reasons. Days missed on the grounds of illness must be verified by a medical certificate;
4. submit an internship report to the Internship Supervisor for approval and feedback and later to the Academy.

**§ 4 Obligations of the Academy**

The Academy shall:

1. inform the Internship Provider and the Student about any regulations concerning the internship;
2. provide assistance and guidance to the Internship Provider and the Student regarding various aspects, questions, and problems which may arise during the internship;
3. cover round trip travel expenses from Bishkek, Kyrgyzstan, to the internship placement country, given that the Student receives pre-approval from the Academy.

**§ 5 Internship Supervisor**

The Internship Provider appoints

Mr/Ms \_\_\_\_\_ as the Internship Supervisor for the Student.

**§ 6 Remuneration**

The internship is pursued on a voluntary basis, and no remuneration shall be provided to the Student.

**§ 7 Copies of the Agreement**

The Internship Agreement shall be signed in triplicate by the Internship Provider, the Student, and the Academy. It is the Student's responsibility to have copies of the Agreement countersigned and authenticated by the Academy and send one copy to the Internship Provider.

**§ 8 Termination of the Agreement**

The internship agreement may be terminated prior to its expiry by any Party by issuing a five-day written notice to the other Parties.

**1. Internship Provider:**

Name of the Institution: \_\_\_\_\_  
 \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Internship Supervisor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Tel/Fax: \_\_\_\_\_

\_\_\_\_\_  
(signature)

**2. Student**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail: \_\_\_\_\_

\_\_\_\_\_  
(signature)

**3. Academy:**

The OSCE Academy in Bishkek  
 1 A Botanichesky Per.  
 720044 Bishkek, Kyrgyzstan  
 tel. 996-312 54 23 24,  
 fax 996-312 54 23 13  
 E-mail: info@osce-academy.net

**Mr. Alexander Wolters**  
**Director**

\_\_\_\_\_  
(signature)



**Internship Completion Certificate**

(to be filled by the Internship Supervisor upon internship completion)

Student		
Programme	MA in Politics and Security <input type="checkbox"/> MA in Economic Governance and Development <input type="checkbox"/>	
Institution (name, address)		
Internship Supervisor (name, position, contact details)		
Period of Internship	From: (D/M/Y)	To: (D/M/Y)
	Number of working days: Days of absence:	
Main tasks and duties performed by the intern		
Evaluation of the intern's performance during the internship		
Comments		

**This is to certify that the student has completed the internship as indicated in this form.**

Supervisor's signature:

Date:



## Internship Guidelines

**Please read carefully the Internship Guide, Internship Agreement, and the Guidelines below before starting your internship.**

Students must submit the following documents to the e-mail addresses:

- MA in Politics and Security: [InternshipPS@osce-academy.net](mailto:InternshipPS@osce-academy.net)
- MA in Economic Governance and Development: [InternshipEGD@osce-academy.net](mailto:InternshipEGD@osce-academy.net)

**by the deadlines set below:**

### **Internship Agreement**

The Internship Agreement shall be executed in three counterparts (the student, the internship provider, and the Academy). You will receive **three originals** of the Agreement already signed by the Academy. Please fill them in, sign them, ask your internship supervisor to sign them, give one original to your internship supervisor, leave one original for yourself, and submit the last original to the Academy **by 30 August 2021**. In case if you are going to do your internship outside of Bishkek, please send a scanned copy of the Agreement by e-mail and **submit the original** together with other documents once you arrive in Bishkek after the completion of your internship.

### **Internship Completion Certificate**

The Internship Completion Certificate should be filled in, signed, and stamped (if possible) by your internship supervisor. The Academy welcomes detailed certificates. Please submit the Certificate promptly **by 10 November 2021**.

### **Internship Report**

You should present your report to your internship supervisor for approval before submitting it to the Academy. Please submit your report **by 10 November 2021**.

Length: 1500-1600 words, follow the same format as for the MA thesis.

Structure:

- Write your name, dates of your internship, name of your internship provider and supervisor in the left corner of your first page.
- Briefly describe your internship institution and department you were assigned to.
- Give a chronological overview of your main activities during the internship.
- Indicate main issues from the above overview, what activities were the most interesting for you, provide your reflections, describe whether you have learnt something new or deepened your knowledge, explain the importance of this internship to your academic qualifications and your master thesis research.

**Submission of the indicated documents is required for obtaining credits assigned for the internship and completing the MA Programme.**