



Internship Guidelines

Please read carefully Internship Regulations, Internship Agreement and this Guideline before starting your internship.

Internship period: 13 January 2014 - 8 March 2014 (minimum 8 weeks).

All students must submit the following documents to Zarina Baisalova z.baisalova@osce-academy.net by the deadlines set below

1. Internship Agreement
2. Internship Completion Certificate
3. Internship Report

Internship Agreement

Internship Agreement is concluded in 3 copies (student, internship provider and Academy). The agreement should be filled in, signed by internship supervisor and the student. Please send a scanned version of the agreement via e-mail as soon as you sign it but no later than 20 January 2014. **The original hard copy of the agreement must be submitted to the Academy by 20 January, 2014.** If you are doing your internship outside of Bishkek, you can submit the original one along with other documents upon completion of your internship and arrival to Bishkek.

Internship Completion Certificate

Internship Completion Certificate should be filled in by your internship supervisor, signed and stamped (if possible). Academy welcomes detailed certificates. Please submit the Certificate **by 16 March, 2014.**

Internship Report

You should show your report to your internship supervisor for approval before submitting it to the Academy! Please submit your report **by 16 March, 2014.**

Length: 3 -3.5 pages, 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 for (1/2 page).
- Give a chronological overview of your main activities during the internship (1 page).
- Indicate main issues from the above overview, what was the most interesting for you from all activities, give your reflections, have you learnt something new or deepened your knowledge, how important was this internship to your academic qualifications and your master thesis research. (1.5-2 pages).

Submission of the indicated documents is the requirement for obtaining the credits for the internship and completing the MA Programme.