

Approved
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29 November 2023

Internship Guidelines

MA Programme in Politics and Security 2023-2025
MA Programme in Economic Governance and Development 2023-2025

1 Objectives

The internship is an important element of practical education and a prerequisite for students' successful completion of the Master of Arts programme and constitutes a further qualification in view of 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 the instruction received at the Academy.

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

2 Mandatory Requirement

In accordance with the Academic Regulations of the OSCE Academy, MA 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 Science of the Kyrgyz Republic. A total of 12 credits is obtained for the successful completion of the internship.

3 Scope and Timing

The internship should be pursued during the second Fall semester of the academic programme. (September – October) It should be completed and officially verified prior to the submission of the MA Thesis. Internship period might be subject to change only upon consent of all parties.

The minimum duration of the internship is **eight weeks**. In certain cases, an internship extension can be granted if the consent of all parties is received (hosting institution; student; OSCE Academy). Student should submit an internship extension request to the Head of the Educational Department at least two weeks prior to the formal end 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. The student should submit a request stating the reasons for such internship modifications to the Head of the Educational Department as soon as the need for such changes/ modifications arises.

4 Placement and Implementation

It is the responsibility of the student to choose 3 options and apply to suitable institutions 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.*

In case, if student is not accepted by all three organizations for the international internships based on competition, then in this case student should find an internship placement independently, Academy can only provide a letter of support to the student.

Students are encouraged to find independently an internship placement in Central Asia region subject to standard monthly stipend coverage.

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 will NOT be considered as 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 Educational Department or the Head of the Financial Unit).

An internship placement (hosting institution; scope of activities; supervisor) must be approved by the Head of the Educational Department. The internship provider, the student, and the OSCE Academy must sign an internship agreement stipulating the responsibilities and the rights of each party involved.

5 Termination of Internship

Internship terminates on the agreed date as specified in the Internship Agreement. In some extreme cases due to family or health reasons internship can be terminated by mutual agreement of both parties. To terminate an internship student should submit a justified written request to the Head of the Educational Department at least one month in advance of the termination date.

6 Internships Offered by the OSCE Academy's Partner Institutions¹

The OSCE Academy, in co-operation with its partners, offers several internship placements (Annex 1) 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, recruit students for these placements based on students' academic achievements, merits, qualifications, research interests, and competences such as communication skills and interpersonal skills.

The minimum GPA for the international internship is 2.67. If GPA is lower than 2.67, candidate will not be permitted to take part in the competition for the international internships.

Deadlines and modalities for applying to such internship opportunities are announced early in the Winter 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 done by the partner institution at its own will*. Students are requested to consider lengthy selection processes and engage into proper contingency planning (regarding their thesis work, internship, and related travels).

7 Financial Support

Students receive a stipend to support their living expenses during the internship period. The OSCE Academy supports air travel costs from Bishkek to the internship placement country and back (within Central Asia only), the insurance costs effective on the territory of internship placement and reimburses visa costs. 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

¹ The list of internship placements is subject to change every year.

written request submitted to the Head of the Educational 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 supported 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 Educational Department or the Head of the Financial Unit).

8 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.

9 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 Educational Department.

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

10 Liability

It is a responsibility of a student immediately to apply for a visa once the results will be known. Student who is admitted to International Internship should by himself inquire from the Embassy/Agency about required package of documents for the visa. Students should provide full package of documents based on requirements of the Embassy/Agency in order to avoid delays in visa processing. *To avoid long consideration of documents and visa rejections, all students must apply for a visa from Bishkek, Kyrgyzstan.*

Student is solely responsible for visa application process. Academy does not and can not guarantee successful visa application.

In case, if the visa will not be granted due to the incomplete package of documents submitted to the Embassy/Agency the visa fee will not be reimbursed by the Academy. If visa is issued, student should bring passport, original receipts to the Academy for reimbursement of visa costs. Student must inform the OSCE Academy immediately about the outcome of the visa process in both cases.

Students must check all the documents in advance and prepare for International Internship arrangements by checking housing, ticket dates and other information which might be relevant. If Student misses the flight due to the circumstances within control, the OSCE Academy will claim the cost of the tickets/ or require to provide boarding passes.

The OSCE Academy within its educational capacity will offer support only by issuing necessary documents in support of student's visa application and will provide guidelines during the preparation of documents for submission.

Internship requirements

Please read carefully the Internship Guidelines and Internship Agreement before starting your internship process

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

- MA in Politics and Security: InternshipPS@osce-academy.net
 - MA in Economic Governance and Development: 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 15 July 2024**. 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 2024**.

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 2024**.

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.

Annex 1. Preliminary list of international internship positions in 2024

Institution / Organization	Number of positions	Requirements	Website
Aleksanteri Institute (AI), Finland	2 positions	Strong research skills	https://www.helsinki.fi/en/aleksanteri-institute
Caucasus International University (CIU), Georgia	1 position		https://www.ciu.edu.ge/
Conflict Transformation and Civic Education (CRISP), Berlin, Germany	1 position	Strong interest in the field of conflict transformation, civic participation and political education	https://crisp-berlin.org/en/about/
Economic Research Institute (ERI), Kazakhstan	1 position	Strong research skills	https://economy.kz/ru/
European Center for Minority Issues, (ECMI) Flensburg, Germany	up to 2 positions	Strong interest in minority issues	http://www.ecmi.de/home/
European Neighbourhood Council, (ENC) Brussels, Belgium	1 position	Strong interest in research	http://encouncil.org/
Geneva Center for Security Policy (GCSP), Switzerland	1 position	Strong research skills	https://www.gcsp.ch/
Georg Eckert Institute for International Textbook Research (GEI), Germany	1 position	Strong interest in research	http://www.gei.de/en/home.html
Gorchakov Fund (GF), Russia	1 position	Applicant must be fluent in English and in Russian	https://gorchakovfund.ru/en/
Haydar Aliyev Eurasian Research Center at Ibn Haldun University, Turkey	1 position	Strong interest in research	https://www.ihu.edu.tr/en
Kazakh-German University (DKU) in Almaty, Kazakhstan	1 position		https://dku.kz/en/
Middle East Technical University (METU), Turkey	1 position		http://www.metu.edu.tr/
Moscow State Institute of International Relations, (MGIMO), Russia	1 position	Applicant must be fluent in English and in Russian	https://english.mgimo.ru/
Norwegian in Helsinki Committee (NHC), Oslo, Norway	1 position	Strong interest in human rights issues; Pass the module course on Energy Politics led by NUPI	http://nhc.no/en/
Norwegian Institute of International Affairs (NUPI), Oslo, Norway	up to 3 positions	Strong research skills; Pass the module course on Energy Politics led by NUPI	http://www.nupi.no/
OSCE High Commissioner on National Minorities (OSCE HCNM), the Hague, Netherlands	1 position	Strong interest minority issues	https://www.osce.org/hcnm
OSCE Office in Dushanbe (OSCE_TAJ), Tajikistan, TBC	up to 2 positions		https://www.osce.org/programme-office-in-dushanbe
OSCE Office in Astana (OSCE_KAZ), Kazakhstan, TBC	1 position		https://www.osce.org/programme-office-in-nur-sultan
OSCE Secretariat (Field Mission) (OSCE)	1 position	Additional requirements will be listed in the vacancy notice on https://vacancies.osce.org/	https://www.osce.org/
OSCE Secretariat, Vienna, Austria (OSCE)	up to 4 positions	Additional requirements will be listed in the vacancy notice on https://vacancies.osce.org/	https://www.osce.org/
OSCE Programme Office in Bishkek (OSCE_KYR)	Up to date	Additional requirements will be listed in the vacancy notice on https://vacancies.osce.org/	https://www.osce.org/programme-office-in-bishkek
University of Catania (UC), Italy	1 position	Strong research skills	https://www.unict.it/

Preliminary list of national internship positions in 2024

Institution / Organization	Number of positions	Requirements	Website
Regional Institute of Central Asia, Kyrgyzstan	Up to date	Strong research skills	http://rica.network/en/
International Ala-Too University, Kyrgyzstan	Up to date		http://alatoe.edu.kg/#gsc.tab=0
International University of Central Asia, Kyrgyzstan	Up to date		https://iuca.kg/en/
University of Central Asia, Kyrgyzstan	Up to date	Strong research skills	https://ucentralasia.org/home
GIZ Kyrgyzstan	Up to date		https://www.giz.de/en/worldwide/356.html
French Institute for Central Asian Studies (IFEAC), Kyrgyzstan	1 position	Strong research skills	https://ifeac.hypotheses.org/



Internship Agreement

The Parties listed below have concluded the following Internship Agreement for the purpose of pursuing and completing an internship by the below specified student 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 Guidelines of the OSCE Academy.

The **OSCE Academy in Bishkek** represented by _____
 (hereinafter referred to as the “Academy”),
 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 _____ 2024 and shall expire on _____ 2024.

§ 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

(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: