



## Internship Guidelines

**Please read carefully Internship Regulations, Internship Agreement and these Guidelines before starting your internship.**

All students must submit the following documents to Victoriya Orazova v.orazova@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). You will receive **3 originals** of the agreement already signed by the Academy. Please fill them in, sign them, ask your internship supervisor to sign them, give one to your internship supervisor, leave one for yourself, and submit the last original to the Academy **by 13 January, 2015**. If you are doing your internship outside of Bishkek, please send a scanned copy of the agreement by e-mail and **submit the original** together with other documents when you arrive in Bishkek after the completion of your internship.

### **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 promptly **by 12 March, 2015**.

### **Internship Report**

You should show your report to your internship supervisor for approval before submitting it to the Academy! Please submit your report **by 12 March, 2015**.

Length: 2,5 -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.**