

Approved



Director

Dr. Pal Dunay

Internship Guidelines

MA Programme in Politics and Security 2025-2027

MA Programme in Economic Governance and Development 2025-2027

GENERAL PROVISIONS

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, students should become familiar with practical activities in areas relevant to their 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.

This internship obligation follows the requirements presented in the curriculum standards set out by the Ministry of Science, Higher Education and Innovation of the Kyrgyz Republic. A total of 12 credits is obtained for the successful completion of the internship.

2 Scope and Timing

In accordance with the Academic Regulations of the OSCE Academy, the internship should be pursued during the second Autumn semester of the academic programme (September – October). It should be completed and officially verified prior to the submission of the MA Thesis. The internship period might be subject to change only upon the consent of all parties.

The minimum duration of the internship is **eight** weeks (40 working days / 320 working hours). In certain cases, an internship extension can be granted if the consent of all parties' involvement is received (hosting institution; student; the OSCE Academy). The student should submit an internship extension request to the Head of the Education Department at least two weeks prior to the formal end of the internship period.

A student may request changes or modifications to the duration and organization of the internship if it supports her/his thesis research or the integration of specific internship-related activities. The student must submit a request to the Head of the Education Department, outlining the reasons for the proposed changes, as soon as the need arises.

Only those students who have successfully completed their internship are allowed to take the Comprehensive State Examinations and defend the MA thesis work.

3 Placement

The internship should be pursued in institutions working in the areas related to the subjects covered during the academic programme and / or in the areas relevant to a student's MA thesis.

For the purposes of these Guidelines, internships fall into the following categories:

- International internship: An internship undertaken at a partner institution outside Central Asia, usually through a competitive selection process coordinated by the OSCE Academy and subject to specific eligibility and visa requirements.

- Regional internship: An internship undertaken at an institution located within Central Asia, either independently arranged by the student or supported by the OSCE Academy, and completed in accordance with standard internship requirements.
- Internship outside Central Asia (exceptional cases): An internship undertaken outside Central Asia at a non-partner institution, approved only in exceptional circumstances upon prior written consent of the OSCE Academy.

The Academy's management does not oblige to provide internship placement 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.*

Employment of any kind will NOT be considered as internship. 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 Education Department or the Finance Manager).

An internship placement (hosting institution; scope of activities; supervisor) must be approved by the Head of the Education 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.

4 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.

5 Verification

Upon internship completion, the internship provider (supervisor) is expected to issue a written certificate in the format provided by the OSCE Academy that certifies that student passed/failed the internship to be submitted to the Department of Education.

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

6 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, the student should submit a justified written request to the Head of the Education Department at least one month in advance of the termination date or immediately when the reasons emerges.

INTERNSHIPS AT PARTNER INSTITUTIONS

1 International and regional internships

The OSCE Academy, in cooperation with its partners, offers a number of placements for the international and regional internships (see Annex 1). The availability of these positions may vary from year to year, and the presence of certain internship positions in one year does not guarantee availability of the same internship opportunities in subsequent years.

The partner institutions, with the OSCE Academy's support select students for these placements. The selection criteria are based on students' academic achievements, merits, qualifications and experience in the related field, research interests, and competences such as communication skills and interpersonal skills. The main criterion for selecting internship candidates is their alignment with the current specific needs of the hosting organization.

The minimum GPA for the international internship is 2.67. If the GPA is lower than 2.67, the 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 is made by the partner institution*. Students are requested to consider lengthy selection processes and engage into proper contingency planning (regarding their thesis work, internship, and related travels).

Students interested in participating in the selection process for international internships should apply in accordance with instructions provided by the OSCE Academy and are allowed to apply for up to three suitable institutions for her/his future internship. If a student is not accepted by any of the three organizations for an international internship through the selection process, they must independently secure an internship placement before the start date. The Academy can only provide a letter of support to assist the student. Students are encouraged to find an internship placement independently within Central Asia, with the standard monthly stipend provided throughout the regional internship period.

2 Financial Support

Students receive a stipend to support their living expenses during the internship period. The OSCE Academy cover round trip travel expenses from Bishkek, Kyrgyzstan to the internship placement country and back, the insurance costs effective on the territory of internship placement, reimbursement of the visa costs, internship stipend for two months **for the international internships** at the partner host institutions/organizations that listed in the Annex 1.

Table 1. Financial support for different types of internships

Type of Internship	Travel Costs	Visa Costs	Insurance	Stipend	Accommodation
International internships at partner	Round-trip travel from Bishkek to the internship	Visa costs are reimbursed upon submission of	Covered by the OSCE Academy for the	Internship stipend for two months,	Student is responsible for arranging accommodation; host

institutions (Annex 1)	country and back is covered by the OSCE Academy	original receipts and in accordance with Academy procedures	territory of the internship placement	in accordance with Acad- emy regula- tions	institution support is not guaranteed
Regional in- ternships in Central Asia	Round-trip travel from Bishkek to the internship lo- cation and back is covered by the OSCE Academy	Not applicable	Not applicable	Regular monthly sti- pends are pro- vided	Student is responsible for arranging accom- modation
Internships outside Cen- tral Asia (ex- ceptional cases only)	Travel costs may be covered only upon prior written approval by the Academy in ex- ceptional circum- stances and sub- ject to budget availability	Case-by-case; re- imbursement is not guaranteed	Case-by-case and subject to prior approval and budget availability	Case-by-case and subject to prior ap- proval and budget avail- ability	Student is responsible for arranging accom- modation

The OSCE Academy covers round trip travel expenses from Bishkek, Kyrgyzstan to the internship placement country and back **for the regional internships** in Central Asia (for example: Uzbekistan, Kazakhstan, Tajikistan). 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 Education Department at least one month before the planned starting date of the internship and in exceptional circumstances only.

As a rule, a candidate selected for the internship is responsible for securing its own accommodation in the country where the internship will take place for the entire duration of the internship. If available, some partner institutions may offer housing options or assist in finding accommodation.

Travel and living costs during the internship are supported by the OSCE Academy and/or with the support of the host institution.

3 Liability

It is the responsibility of a student to apply immediately for a visa once the results of the internship placement will be known. The students selected for the International internship should by himself/herself inquire from the Embassy/Agency about the required package of documents for the visa. Students should provide a 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 eventual visa rejections, all students must apply for a visa from Bishkek, Kyrgyzstan.*

The OSCE Academy does not guarantee the success of any visa application and will not cover any costs incurred due to visa rejections or incomplete application processes. 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 OSCE Academy.

If the visa is issued, the student should bring her/his passport, and the original receipts to the Academy for reimbursement of visa costs. For reimbursement, non-resident

students, should obtain a Taxpayer Identification Number (TIN). Student must inform the OSCE Academy immediately about the outcome of the visa process in both cases.

Student must comply with all relevant entry and stay regulations established by visa requirements. Students must check all the documents in advance and prepare for International Internship by checking housing, ticket dates and other information which might be relevant. If a student misses the flight due to the circumstances within her/his 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 the necessary documents in support of a student's visa application and will provide guidelines during the preparation of documents for submission.

Selected students for the international internships are required to obtain a Taxpayer Identification Number (TIN) from the State Registration Service prior to the submission of visa documents for reimbursement purposes by the finance department.

In case of a changing flight dates due to extension of internship, the student is fully responsible to cover the costs of rescheduling the tickets.

Following the internship, students are responsible to submit the internship documents (internship agreement, internship certificate and internship report + photos from the internship placement) in hard/electronic copy and boarding passes to the administrative department.

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

Internship requirements

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

Students must submit the following documents to one of the following 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 by three parties (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 other original to the Academy **during the first week of the internship**. 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 2026 at the latest**.

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 2026**.

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 the 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 the main issues from the above overview, what activities were the most interesting for you, provide your reflections, describe what you have learnt and in which areas deepened your knowledge, explain the importance of this internship to your academic qualifications and your master thesis research.
- Please indicate on the basis of facts if you encountered any problem during your internship (e.g. the guidance provided to you, any administrative difficulty, etc.)
- In addition to the internship report, please submit photos from the internship placement (2/3 photos).

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 2026

Institution / Organization	Number of positions	Requirements and eligibility criteria	Website
International University of Peace at the Helsinki Citizens' Assembly Georgian Committee, Tbilisi, Georgia <i>A selected candidate is obliged to use the hotel space of the university</i>	1	<ul style="list-style-type: none"> • Strong research skills; • Strong organizational skills 	
Conflict Transformation and Civic Education (CRISP), Berlin, Germany*	1	<ul style="list-style-type: none"> • Strong interest in international cooperation, conflict transformation, civic participation and political education; • should have some experience in project management; • adaptable and cooperative. 	https://crisp-berlin.org/en/about/
European Center for Minority Issues, (ECMI) Flensburg, Germany*	1	<ul style="list-style-type: none"> • Research interest in minority issues (national, ethnic, religious, acalinguistic). Minority-related interest can be demonstrated via the chosen topic for the upcoming thesis, any relevant publications, or a clear research plan for the potential publication; • demonstrated good academic performance and writing skills. 	https://www.ecmi.de/infochannel/detail/15th-annual-summer-school-on-national-minorities-and-border-regions
European Neighbourhood Council, (ENC) Brussels, Belgium*	1	<ul style="list-style-type: none"> • Strong interest in ENC's organizational mission; • MA thesis/ research interest in the related field; • proficiency in English; • relevant academic background; • technical and communication skills. 	http://encouncil.org/
Geneva Centre for Security Policy (GCSP), Geneva, Switzerland*	1	<ul style="list-style-type: none"> • Strong interest in the organization's field of activity; • MA thesis/ research interest in the related field; • relevant academic background. 	https://www.gcsp.ch/
Georg Eckert Institute for International Textbook Research (GEI), Braunschweig, Germany*	1	<ul style="list-style-type: none"> • Strong interest in the organization's field of activity; • studies in social sciences (political science, sociology, ethnology etc.); • familiarity with theories and methods of discourse analysis and/or content analysis; • a master's project that can be supported by institute staff. 	http://www.gei.de/en/home.html
Gorchakov Fund (GF), Moscow, Russia	1	<ul style="list-style-type: none"> • Strong interest in the organization's field of activity; • research interest in the related field; • applicant must be fluent both in English and in Russian. 	https://gorchakovfund.ru/
Eurasian Center at Ibn Haldun University (IHU), Istanbul, Türkiye	1	<ul style="list-style-type: none"> • Strong interest in the organization's field of activity; • During the internship, the intern must write and submit a research report (15-25 pages) on the research project / subject. 	https://avrasya.ihu.edu.tr/en

Middle East Technical University (METU), Ankara, Türkiye	1	<ul style="list-style-type: none"> • Strong interest in the organization's field of activity; • Communicative, responsible, proactive, hardworking. 	http://www.metu.edu.tr/
Moscow State Institute of International Relations, (MGIMO), Moscow, Russia	1	<ul style="list-style-type: none"> • Strong interest in the organization's field of activity; • Applicant must be fluent in English and in Russian. 	https://mgimo.ru/
Norwegian Institute of International Affairs (NUPI), Oslo, Norway* <i>The interns at NUPI work specifically for the Research Group on Climate and Energy, not for other parts of NUPI. Students from Central Asian countries are target group of NUPI.</i>	2	<ul style="list-style-type: none"> • Pass the module course on Energy Politics led by NUPI; • Interest in energy or climate topics and write MA thesis on a relevant topic; • Good grades, high GPA and strong English skills; • Flexible, dedicated, hard-working, collaborative and positive attitude; • Competence on statistical analysis, excel and data visualization skills, experience from data gathering, relevant work or studies. <p>Tasks: Research assistance for various projects in the research group, data gathering and processing, help during conferences or other events.</p>	https://www.nupi.no/en/
OSCE Secretariat, Vienna, Austria* (OSCE) <i>Candidates will be also required to go through the application process organized by the OSCE Secretariat on its career platform.</i> <i>OSCE internships are full-time (40-hour week); Students are selected depending on the needs of the Units/teams.</i>	To be confirmed	<ul style="list-style-type: none"> • OSCE internships will only be offered to nationals of the OSCE participating States/Partners for Co-operation. Applicants holding dual or multiple nationalities must be nationals of at least one OSCE participating State/Partner for Co-operation; • The student should not be older than 30 years on the deadline of this vacancy; • The student should be able to establish and maintain effective working relations with people of different national, cultural and religious backgrounds whilst maintaining impartiality and objectivity. 	https://www.osce.org/
EURAC Research, Bolzano, Italy*	2 (1 position for PS programme and 1 position for EGD programme)	<ul style="list-style-type: none"> • Research interest in the following fields: law / political science / economic governance / environment etc. Alternatively, students can also have interest in project management or project communication activities. • Work will mostly be project based. • Selected students should have own laptops during the internship. • Internship should be in person. 	https://www.eurac.edu/en/institutes-centers/institute-for-comparative-federalism
Central Asia Regional Economic Cooperation Institute (CAREC), Urumqi, China	To be confirmed	Research interest in areas of climate change and environmental economics, digital economy and innovation, globalization and trade, income inequality and economic mobility, labor economics, macroeconomic policy and stability, health economics, behavioral economics, development economics, financial markets and institutions.	https://www.carecinsti-tute.org/

*Visa restrictions for visa sensitive countries

Preliminary list of regional internship positions in 2026

Institution / Organization	Number of positions	Requirements	Website
Regional Institute of Central Asia, Bishkek, Kyrgyzstan	To be confirmed	Strong research skills	
International Ala-Too University, Bishkek, Kyrgyzstan	To be confirmed	Communication skills, proactivity, responsibility	https://alatoo.edu.kg/en/
International University of Central Asia, Bishkek, Kyrgyzstan	To be confirmed	Communication skills, proactivity, responsibility	https://iuca.kg/en/
University of Central Asia, Bishkek, Kyrgyzstan	To be confirmed	<ul style="list-style-type: none"> • Strong ability to prioritize tasks and manage multiple assignments effectively; • Demonstrated ability to quickly learn and acquire new knowledge and skills; • Capacity to share knowledge and collaborate in a team-oriented environment; • Detail-oriented, self-motivated, creative and able to work independently with initiative; • Excellent oral and written communication skills; • Proficiency in written and spoken English, Russian; • Solid organizational and presentation skills; • Skills in Photoshop, Corel Draw, or Adobe Illustrator are an asset. 	https://ucentralasia.org/schools/school-of-arts-and-sciences/co-operative-education-programme
Anti-Corruption Business Council under the President of the Kyrgyz Republic, Bishkek, Kyrgyzstan	To be confirmed	Communication skills, proactivity, responsibility.	https://president.kg/en/president/presidential_administration/security-council
Public Foundation "Child's Rights Defenders League"	To be confirmed	Communication skills, proactivity, responsibility.	https://child-help.kg/ky/about_fund/
International Committee of the Red Cross (ICRC), Bishkek, Kyrgyzstan	To be confirmed	<ul style="list-style-type: none"> • Have a solid understanding of the political landscape in Kyrgyzstan; • some experience, or at least familiarity, with social media and multimedia tools; • Strong research skills, communication skills, proactivity, responsibility; • in addition to English, a good command of local languages — Russian and Kyrgyz 	https://www.icrc.org/en/where-we-work/kyrgyzstan
EU Delegation to the KR, Bishkek, Kyrgyzstan (Placement depends on the availability of funds)	1	<ul style="list-style-type: none"> • less than one year of professional experience; • candidate must either be from an EU Member State or a Kyrgyz citizen (no other nationality will be approved); • applicants must have graduated from a university or equivalent higher-education establishment with at least a Bachelor's level; 	https://www.eeas.europa.eu/delegations/kyrgyz-republic_en?s=301

		<ul style="list-style-type: none"> • candidates must have the capacity to speak in the working language of the EU Delegation (i.e. English). Knowledge of the official language of the host country would be an asset. 	
OSCE Programme Office in Bishkek (OSCE_KYR), Bishkek, Kyrgyzstan <i>Placement depends on internship recruitment plans at OSCE POiB</i>	To be confirmed	Requirements will be listed in the vacancy notice on https://vacancies.osce.org/	https://bishkek.osce.org/
Central Asian University of Environmental and Climate Change Studies, Tashkent, Uzbekistan	1 position	<ul style="list-style-type: none"> • Strong research skills; • Research interest in climate change, green economy. 	https://greenuniversity.uz/
OSCE Programme Office in Dushanbe (OSCE_TAJ), Dushanbe, Tajikistan	1 position	Requirements will be listed in the vacancy notice on https://vacancies.osce.org/	https://dushanbe.osce.org/
UN Women, Kazakhstan	1 position	<ul style="list-style-type: none"> • Solid organizational and presentation skills; • Excellent oral and written communication skills; • Strong analytical skills. 	https://eca.un-women.org/en/where-we-are/kazakhstan
French Institute for Central Asian Studies (IFEAC), Kyrgyzstan	1 position	Strong research skills	https://ifeac.hypotheses.org/
Kazakh-German University (DKU) in Almaty, Kazakhstan	1 position	Strong research skills	https://dku.kz/en

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* or *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 (320 hours).
2. This Agreement shall take effect on _____ 2026 and shall expire on _____ 2026.

§ 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. comply with all relevant entry and stay regulations established by visa requirements (if applicable);

5. 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 and back **on the basis of pre-approval from the Academy** received by the student.

§ 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: _____

_____ (signature)

2. Student

Name: _____

Address: _____

E-mail: _____

_____ (signature)

3. Academy:

The OSCE Academy in Bishkek

1A 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	<input checked="" type="checkbox"/> MA in Politics and Security <input type="checkbox"/> MA in Economic Governance and Development	
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		
Student intern who failed the internship will not take part in State Examination and MA Thesis Defence and will be expelled from the MA Programme	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Comments		

Supervisor's signature/stamp
of the organization:

Date: