

Certification of Student Internship

Irb137

The internship is only recognized by the Institute of Political and International Studies if the student spent at least **160 hours** (certified) as an intern in a job which is related to the field of **international relations**. (A job completed in a field unrelated to international relations can not be accepted by the University.)

There is no need to consult the Institute prior to choosing the place of the internship if the workplace fulfils the following criteria:

- the employer is an international organization, an office of public administration, a foreign or EU delegation, international office of political party, civil organization, cultural institution, research center, multinational company with international clientele, company operating in the area of tourism or consultancy etc. In all the cases, it is essential that the profile of the internship would relate to the **educational program of international relations**.

Choosing the workplace, getting in touch and coordinating with the receiving employer is the responsibility of the student.

Three documents are needed for the completion of the internship:

- I. **Internship agreement** signed by the student and the receiving institution (if the receiving institution has its own format for the agreement, we can accept that, as well.)
- II. **Certificate of the completion of the internship** (if the receiving institution has its own format for the certificate, we can accept that, as well.)
- III. **Student Report**: the student has to provide a 2-page-long report about their experience during the internship, describing the job profile in detail, emphasizing how it widened their knowledge and how they could utilize the skills they acquired at the University.

Communication:

Communication with the course responsible person (internship coordinator) and also the internship's administration is done through the platform, used by the actual course responsible person, e. g. Microsoft Teams or Canvas.

The process of completing the internship:

- 1) To-dos before starting the internship
 1. The student registers to the **Irb137 Internship** course in **Neptun** (no sooner than in the 4th semester!).
 2. The student reads **this info-sheet** and checks the infos in Microsoft Teams/Canvas.
 3. The student finds a **suitable place for the internship**.
- 2) After selecting the workplace, **before starting the internship**
 1. The student **downloads** the internship agreement* from Microsoft Teams/Canvas and has it **filled out** by the receiving institution.
 2. The student and the receiving institution both sign the **internship agreement**, and

3. the student uploads its **stamped and scanned copy** to the Microsoft Teams/Canvas folder under their name.
- 3) After completing the internship
 1. The receiving institution fills out, signs and stamps the **certificate of internship**.
 2. The student **uploads** the signed, stamped and scanned copy of the **certificate** together with the **2- page-long report** about their experience as an intern to the designated Microsoft/Canvas folder under their name.
- 4) Accepting the internships, thus completion of the course is continuous during the semester. The internship will be accepted and grade will be given to the course after the completion certificate and student report are provided.

Note:

- ✓ Students in their last semester should follow the deadlines regarding completion of courses, applicable for the graduate students, established by the Academic Registrar's Office.

Budapest, 2 September, 2024

Institute of Political and International Studies

* Note for students of Hungarian nationality: it might happen that some Hungarian institutions will not be able to conclude the Internship agreement in English. In this case, please, download the Internship agreement in Hungarian, available - along with the general description - at Faculty's website at "Képzések".