

Certification of Student Internship*

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 should be an international organization, an office of public administration, a foreign or EU delegation, international offices of political parties, civil organizations, cultural institutions, research centers, multinational companies with international clientele, companies 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 program of international relations.

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

Three documents, needed for the completion of the internship:

- I. **Internship agreement** signed by the student and the receiving institution.
- 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. **Report**: the student has to provide a 2-page long report about their experience during the internship, describing their job profile in detail, emphasizing how it widened their knowledge and how they could utilize the skills, acquired at the University.

Administration of the course:

Communication with the professor responsible for the internship (internship coordinator) and its administration is done only via the designated platform (Microsoft Teams group or Coospace). The platform's space contains two channels:

1. The general channel includes, as follows:
 - the present information sheet
 - the required forms to fill out
 - it can serve as a Forum for discussing relevant questions, as well.
2. The student documentation channel is the place where the internship completion documents are uploaded.

The process of completing the internship:

- 1) To-dos before starting the internship
 1. The student registers to the internship **course on Neptun (no sooner than in the 4th semester!)**.

* The present information sheet contains general information only: students receive the concrete information on requirements, related to the current semester from the actual supervisor of the course (professor), after they took up the course in Neptun.

2. The student **reads this information sheet** and checks the infos in the designated platform (Microsoft Teams or Coospace).
 3. The student finds a **suitable place (receiving institution) for the internship.**
- 2) After selecting the workplace, **before starting the internship**
1. The student **downloads** the internship agreement from the designated platform and has it **filled out** by the receiving institution.
 2. The student and the receiving institution both sign the **internship agreement**, and the student **uploads** its **scanned** version to the student documentation file of the designated platform, under their name.
 3. Besides the uploaded agreement, the student also has to **describe** their position and tasks as an intern in **70-100 words**. Having these two elements (the complete agreement and the description of the position) is a pre-condition of starting the internship.
- 3) After completing the internship
1. The receiving institution fills out, signs and stamps the **certificate of internship**.
 2. The student **uploads** the **certificate** (signed, stamped scanned version) together with a **2-page long report** about their experience as an intern to the student documentation file of the designated platform, under their name.
- 4) Accepting the internships is continuous during the semester (by the end of the exam session, at the latest). The internship will be accepted, thus a grade will be given to the course after the above-mentioned three documents (internship agreement, certificate, student's report) are provided. Accepting the internship agreement prior to starting the internship does not guarantee the final acceptance of the internship (in the absence of the three requested documents).

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