

## CEU IR department internship policy

**Eligibility:** Students enrolled in the two-year master's degree program in international relations and enrolled in the optional professional skill development module are eligible to earn up to 4 credits for conducting an internship with a recognized organization. The host organization should be operating in a field related to international relations. IR students taking part in optional NY module are not eligible to receive any further credits for the internships conducted beyond NY module.

**Internship Placement:** The responsibility of securing an internship placement lies solely with the student. Students are encouraged to seek guidance from the CEU Career Office and maintain regular communication with a designated officer during their internship search. The CEU Career Office may provide support and guidance on how to find suitable internships, but the ultimate decision and responsibility to secure an internship rest with the student. Strong preference is given to in-person placements, but the remote research internships will be considered as well.

**Credit Award:** The number of credits awarded to the student will depend on the length of the internship and the number of working hours completed. The program coordinator will communicate the exact number of credits to be awarded prior to the start of the internship (subject to a successful completion). The department will calculate the credits based on the workload of the internship. The approximate calculation will be 60 hours of workload per 1 CEU credit.

The department will recognize a maximum of 20 hours of interning per week from September 1 till May 31, as exceeding this limit may jeopardize the student's ability to successfully fulfill their degree requirements. However, the department will recognize a full-time internship during the summer months. Additional milestone might be established by the department to ensure sufficient progress in thesis writing, agreed on case-by-case basis.

The number of credits awarded for the internship will not depend on whether the internship is paid or unpaid.

Credits are awarded only after the successful completion of the training and submitting all necessary documentation (see below); therefore, credits might appear in SITS/transcripts in the term following the completion date of the training.

**Legal Compliance:** Students are responsible for complying with all relevant employment, taxation, and work permit regulations during their internship. They are required to inform relevant authorities of any such issues that may arise during their internship.

**Evaluation and Reflection:** Students are strongly encouraged to engage in regular consultations with the CEU Career Office during their internship, including mid-term evaluation and reflection upon completion of their training. These consultations may provide valuable feedback and help students reflect on their internship experience, enhancing their professional development.

**Documentation:** To earn credits for an internship, the student is required to submit three documents to the department. These documents include:

a) **Template of Responsibilities:** This document should be signed by the host (learning) organization at the start of the internship. It should outline the responsibilities and tasks that the student will be undertaking during their internship.

b) **Confirmation of Successful Completion:** At the end of the internship, the host organization must provide the student with a confirmation that they have successfully fulfilled the required tasks.

c) **Reflection Paper:** The student must also submit a short reflection paper (approx. 2500 words) that relates their internship experience to their studies. This paper should reflect on the skills and knowledge gained during the internship and how it relates to their academic program. Please answer the following questions:

- Did the internship experience meet your learning goals? How, or how not?
- What new skills have you acquired? How do you see the importance of these skills?
- How did the internship make you think and reflect on the area of expertise of your organization and/or International Relations more broadly in new ways?
- How will you build on this experience to advance your career?
- Looking back, is there anything you wish you would have done differently?
- Would you recommend an internship with this organization to the others? Why, or why not?
- Identify at least one competency you believe you still need to improve upon and the steps you may take to address this gap in your skillset.
- What is the most important thing you learned from this internship? This can be either professionally, personally, or academically.

These documents must be submitted to the department within two weeks after the completion of the internship. Failure to submit the required documentation within the timeframe will result in the student not receiving credits for their internship.

The department reserves the right to request additional documentation or information from the student or the host organization, as deemed necessary.