

## MA in Economic Policy and Global Markets – Internship guidelines

### *General requirements*

The completion of an internship is an integral part of the master's program in Economic Policy in Global Markets. It is the responsibility of each student to ensure the complete and timely fulfillment of these requirements. Missing specified deadlines or failing to comply with requirements *may result in failing the degree*.

It is the responsibility of each student to find an internship placement which allows the complete and timely fulfillment of the requirements. The Internship Coordinator (Senior Faculty) facilitates finding an internship or provides assistance. He/she, however, *does not take responsibility* for finding an internship placement and agreeing on the terms and conditions of the internship. *Information* about a limited number of internship opportunities are provided by the CEU, Department of Economics.

CEU cannot provide financial assistance for those doing an internship beside the amount specified in the stipend package of the students. Limited amount of grants are usually available via ERASMUS Internship Grants (<http://acro.ceu.edu/erasmus-for-ceu-students>) and the department can offer opportunity to apply for travel grant as well.

The duration of an internship is minimum 30 and maximum 40 working days. Trainees and host institutions should plan working hours on the assumption of a 40-hour week. This serves as a guideline as working arrangements may vary depending on the host institution. It is possible to do the internship on a part-time basis. In this case the total number of working hours should add up to the equivalent of an internship done on a full-time basis.

Students can commence their internship from *early June in their first year* of studies. The final deadline for completing the internship requirements is the end of November. However, *completing the internship during the study period must not interfere with the coursework* of the student.

### *5.2 Guidelines while conducting the internship*

Students should ensure that they arrive at a clear agreement (written or oral) with their host institution regarding their tasks and responsibilities. The host institution should name a supervisor or tutor. Students should refrain from any activities which might damage either the host institution or the reputation of the CEU. Please consult with the Internship Coordinator if you experience difficulties with your host institution. Problems should be addressed at an early stage.

### *5.3 Forms, report and deadlines*

Once a student has agreed on an internship with a host institution, he/she has to fill in the *Internship Assignment Form (Appendix I)*. It shall be signed by a representative of the host institution and, afterwards, by the departmental Internship Coordinator who will formally approve the student's internship placement. The signed form needs to be returned to the departmental office. **The latest date for submission is May 30.** After completing your internship please fill in the *Internship Completion Form (Appendix II)*. It shall be signed by a representative of the host

institution. In addition, you will need to prepare a one-page report on your internship. Afterwards, submit the form together with the report to the academic coordinator. The form and the report require the approval of the Economics Internship Coordinator who will review and sign them afterwards. **The latest possible date for submission is end of November.**

#### *5.4 Exemptions*

The Head of Department may grant full or partial exemption from the internship requirements to those students who have substantial policy experience. Students with such experience should request an exemption from the internship requirements till March 14.

**Appendix I.**

**Internship Assignment Form**

Student name: \_\_\_\_\_ Name and

place (city and country) of organization:

Website of internship organization (if applicable):

Period of internship: \_\_\_\_\_

Description of internship activities:

Signature of Economics Department Internship Coordinator:

Name of responsible person at internship organization (in printed letters):

Signature of responsible person and stamp of internship organization:

***PLEASE SUBMIT TO ACADEMIC COORDINATOR BY MAY 30***

**Appendix II.**

**Internship Completion Form**

Student name: \_\_\_\_\_ Name and

place (city and country) of organization:

Period of internship: \_\_\_\_\_ Signature

of Econ Dept Internship Coordinator:

Name of responsible person at internship organization (in printed letters):

Signature of responsible person and stamp of internship organization:

Attachment: One-page report on internship

***PLEASE SUBMIT TO ACADEMIC COORDINATOR BY NOVEMBER 30.***