IMCEERES International Master in Central and East European, Russian and Eurasian Studies

CEERES PLACEMENTS GUIDE

INTERNATIONAL MASTER IN:

CENTRAL & EAST EUROPEAN, RUSSIAN & EURASIAN STUDIES

(CEERES)

Placements are simply a great adventure that will help you to prepare for professional challenges after your graduation. Masters students recognise the importance of making connections outside the classroom. Placements provide students the opportunity to expand their skills, network with professionals and make an impact in their field. A placement may be the first step for finding a job in your dream workplace.

During all third mobility periods, students are obliged to complete a placement. This placement is part of your academic programme at the third degree awarding partner university and will bear credit (5 or 6 ECTS). The third mobility university is responsible for allocating placements and for determining the nature of the assessment for placements. Before you start the placement, the third mobility university Coordinator in consultation with the internship partner determines the academic outcome of the placement to be completed (e.g. report, analysis, project).

Placements are organised with a variety of non-governmental, think-tank and charity organizations and enable students to develop important professional skills within their area of specialization.

All placements must be approved by the third mobility university and the Placement Officer. These placements must occur in the country of the third mobility university. All third mobility universities have a list of approved placement destinations. In addition to this, it is also possible to have the placement in the organization out of the proposed list (following the same requirements concerning the number of hours and documentation). It is students' responsibility to contact the organization beforehand and make sure that such a possibility exists.

After this, the approval of the third mobility partner university is required. Their decision is final on this matter.

In case the third mobility doesn't approve the chosen by student organization, they still can have internship there, but it won't be credited in the framework of the CEERES placements.

It may be possible, and more convenient, to complete your placement in the fourth semester. Again, this is at the discretion of the third mobility partner. Likewise, where prior approval is given, students may complete their placement in the summer prior to their enrolment in the third mobility university. Remember, that it is a requirement, that the placement should always take place in the country of the third mobility university.

Students are allowed to organise their own internships and placements following the first year of studies. However, these activities will not be accepted for academic credit unless they are approved ahead of time.

The time load dedicated to the placement is 160 hours, which is equivalent to 20 full working days (8 hours per day). The exact timings have to be agreed upon with the placement supervisor at the partner organisation (it may be possible, for instance, to do the placement on a part-time basis in a longer timeframe).

Please be aware that some universities may have an internal requirement to complete so-called "research" internship as part of their curriculum. It is not related to IMCEERES placement and, accordingly, neither hours nor academic output from these internships can be counted for IMCEERES placement. Those are two separate things.

Please notice that both Partner Universities and Placement Organization might require filling out internal forms and reports; however, only the documents provided in this Guide are valid for successful completion of the placement.

CEERES Placement Programme aims at:

- ✓ Broadening the knowledge gained at the university and developing practical skills to implement this knowledge
- ✓ Acquainting students with the character of professional work
- ✓ Developing professional skills specific to the work at the Placement Programme partner
- ✓ Acquiring the data and information necessary to write an MA dissertation
- ✓ Developing communication and interpersonal skills
- ✓ Learning about the structure, functioning, principle of organisation and division of work and power, procedures and their oversight in the institution, organisation or company where the Placement Programme is carried out
- ✓ Improving skills related to self-organisation of work, teamwork, effective time management, diligence and responsibility
- ✓ Preparing the student for the independent performance of tasks
- ✓ Developing negotiating skills
- ✓ Improving communication skills in a foreign language
- ✓ Learning about the principles of the functioning of the labour market and vocational activation of the student.

CEERES PLACEMENT PROGRAMME RULES

- ✓ There are placement partners presented by each CEERES Partner (see list below). Students may use the opportunities for the placement presented by CEERES Placement Programme partners. If the student finds a placement outside of the list of partners provided by

CEERES, they are obliged to have the approval from the third mobility Coordinator as well provide all the necessary documents to the CEERES Placement Officer.

- ✓ Some of the Placement Programme partners may have a strict internship policy which is based on regular open calls. In this case, students who wish to be an intern at this institution are taking part in an open competition. Many of the organisations or companies involved in the Placement Programme accept students for specific projects, which may mean that their availability to provide placements may be limited in given time periods (for instance, some smaller organisations may not accept interns during the summer holidays). There are also organisations which are in need of interns constantly.
- ✓ Students might be accepted for a specific project. The duties and obligations of a given internship have to be clearly stated before the placement begins and must be agreed upon by the student, the partner organisation, and the third mobility university Coordinator.
- ✓ Students are required to follow the rules of the placement at each organisation. The partner might ask students to sign a Placement Agreement.

HOW TO FIND AND COMPLETE A PLACEMENT

Step 1. Students are encouraged to carefully read the Placement Guide and identify potential placement options out of the organisations provided by CEERES universities. They are welcome to ask the CEERES Placement Officer as well as the Programme Coordinator at the third mobility university for advice on which organisation to choose. After having final approval of allocation in the third mobility university students should choose at least 3 institutions from the List of Placement Partners they are interested to do an internship in.

In case when the chosen organization is out of the list, please state in the preference form whether you've already been in touch with them.

Students should fill out online Placement Preference Form and send CV and 3 motivation letters to the Placement Officer at ceeres.placements@uj.edu.pl by the end of May Year 1.

Step 2. After receiving all the required documents, Programme Coordinators will get back to the students with the information from organisation about the approval of the placement.

Step 3. Student should contact the placement organisation to agree on dates after they receive a positive reply from the Programme Coordinator. Student will follow up with appropriate documentation to be signed by the placement organisation (Acceptance Form). The signed Acceptance Form must be scanned and submitted to the CEERES Placement Officer.

Step 4. The student, the placement organisation and the third-mobility university Programme Coordinator agree upon the academic output that the student needs to provide as a result of the internship (report, analysis, paper, project etc.).

The academic output is the final product of students' placement, and it needs to be a min. 3-5 pages document (in the form of a report, article, etc.) with academic references at the end of it in the form of a bibliography. The references don't need to be solely academic; they can also refer to journalistic articles, political speeches, etc., but must be correctly cited.

Step 5. When both formal and academic requirements are agreed upon, the student may begin their placement.

Step 6. At the end of the placement, the following documents must be submitted to the Third Mobility Programme Coordinator and the CEERES Placement Officer:

- the Placement Evaluation Report from the partner organisation (scan)
- the Placement Report from the student (online)
- the academic output prepared by the student (in electronic format)

The Third Mobility university will grant credit for the placement after receiving these documents.

DURATION AND CONDITIONS OF THE INTERNSHIP

- ✓ The internship should last a minimum of 20 full-time working days (8 hours per day), which is 160 hours. It might be extended in time, for example for 3 months, for an academic year, etc. This depends on the partner's offer or the terms agreed between students, the partner organisation and CEERES Coordinator (third mobility university Coordinator).
- ✓ The internship should be taken during the third mobility period (third or fourth semester of Year 2). If the 3rd Mobility University allows that, the placement might be completed during the summer before the start of the academic Year 2.
- ✓ The student, the third mobility university Coordinator and the partner organisation must agree on the placement's scope, duration and the final academic output (form of paper/project that will be the basis for granting credit for the placement).
- ✓ In exceptional cases, when student chooses a place of internship out with the list provided by the third mobility university , the student must cover the cost of insurance against accidents and injuries during the period of the placement.
- ✓ Students are reminded that during their placement they represent the CEERES Consortium and that their performance and attitude might impact on future collaboration with the partner organisations. Therefore students are expected to demonstrate due diligence and responsibility in the tasks that they perform as part of the placement.

COMPLETING THE PLACEMENT

- ✓ When the internship is completed, the partner organisation will complete an evaluation form for the student (see template attached below).The placement organisation should send it directly to CEERES Placement Officer.
- ✓ The student is required to complete the Placement Report when the placement is completed and send it to CEERES Placement Officer.
- ✓ The student submits to the CEERES Placement Officer the academic output earlier agreed upon no later than 1 month after completion of the placement. The CEERES Placement Officer collects all the documents and sends them to the third mobility university Programme Coordinator.

- ✓ All documents should be sent in digital form to Ms Svetlana Baranova, CEERES Placement Officer, at ceeres.placements@uj.edu.pl

Attachments – form templates:

- List of Placement Partners (presented by CEERES Partners)
- Placement Acceptance Form (partner organisation)
- CEERES Evaluation Form (partner organisation)

LIST OF PLACEMENT PARTNERS (presented by CEERES Partners)

- **Corvinus University of Budapest (Hungary)**

Placement worth **6 ECTS**

Placement Partners:

1. Institute for Foreign Affairs and Trade (IFAT) https://kki.hu/en/

(an entrance interview may be necessary)

2. Migration Research Institute https://www.migraciokutato.hu/en/about-us/
3. Institute for Strategic and Defense Studies https://isds.uni-nke.hu/
4. Cold War History Research Center http://www.coldwar.hu/index.html
5. Policy Solutions https://www.policysolutions.hu/en
6. NPKI (Nation Policy Research) https://bgazrt.hu/nemzetpolitikai-kutatointezet/
7. HAS, Institute for Minority Studies/Centre for Social Sciences/ Hungarian Academy of Sciences Centre of Excellence https://tk.mta.hu/en
8. The Mária Kopp Institute for Demography and Families (KINCS)https://www.koppmariaintezet.hu/docs/kincs_researchandanalysis.pdf
9. Századvég https://szazadveg.hu/en
10. Egyensúly/Equilibrium Institute https://egyensulyintezet.hu/en/
11. Nézőpont https://nezopont.hu/en
12. HAS, Centre for Social Sciences/ Institute for Political Science /Hungarian Academy of Sciences Centre of Excellence https://politikatudomany.tk.hu/en

- **The Jagiellonian University (Kraków, Poland)**

Placement worth **5 ECTS**

Placement Partners:

In Kraków:

1. The Kosciuszko Institute https://ik.org.pl/en/
2. New Eastern Europe http://neweasterneurope.eu/
3. Legal Aid Centre. The Halina Nieć https://www.pomocprawna.org/en
4. The Galicia Jewish Museum http://www.galiciajewishmuseum.org/en
5. Villa Decius http://villa.org.pl/villa/en/
6. Muzeum Narodowe w Krakowie https://mnk.pl/
7. International Cultural Centre https://mck.krakow.pl/en
8. The Multicultural Centre in Krakow http://otwarty.krakow.pl/
9. Research Placement at the Institute of European Studies, JU (please, contact placement coordinator regarding the current research projects)

In Warsaw:

10. Centre for International Relations http://www.csm.org.pl/en/home

- **KIMEP University (Almaty, Kazakhstan)**

Placement worth **5 ECTS**

Main Placement Partners*:

1. KIMEP China-Central Asian Studies Center http://www.chinacentralasia.org/index.php
2. The Regional Environmental Centre for Central Asia (CAREC) https://carececo.org/en/main/
3. UNESCO Cluster Office in Almaty http://en.unesco.kz/
4. Internews Kazakhstan https://kk.internews.kz/
5. American Chamber of Commerce http://www.amcham.kz/
6. LLP "Rakurs Consultimg Grup" (no web-page)
7. Alma University https://www.almau.edu.kz/

11. The additional placement partners' list can be provided by the KIMEP University by request.

- **Ilia State University (Georgia)**

Placement worth **6 ECTS**

Placement Partners:

1. The Caucasus Institute for Peace, Democracy and Development CIPDD – contact person: Marina Elbakidze, marina-elb@cipdd.org, info@cipdd.org.
2. Georgian Foundation for Strategic and International Studies (Rondeli Foundation), GFSIS - contact person: Elene Imnadze eimnadze@gfsis.org, info@gfsis.org;
3. JAMnews, Regional News Agency, https://jam-news.net, contact person: Maka Tsnobiladze, maka.tsnobiladze@gogroupmedia.net;
4. Media Development Fund, MDF, http://www.mdfgeorgia.ge/eng/home, contact person: Tamar Kintsurashvili tamarmdf@gmail.com.
5. Friedrich-Ebert-Stiftung, FES, Georgia Office - contact details: http://www.fes-caucasus.org/#
6. Social Justice Center, SJC, https://socialjustice.org.ge, contact person: tamta.mikeladze@socialjustice.org.ge.
7. The Institute for Development of Freedom of Information IDFI, https://idfi.ge/ge, contact persons: g.kldiashvili@idfi.ge, l.avalishvili@idfi.ge.
8. PMC Research, https://www.pmcresearch.org/, contact person: Margalita Japaridze: m.japaridze@pmcginternational.com research@pmcginternational.com

- **The University of Sarajevo (Bosnia and Herzegovina)**

1. Atlantic Initiative, Sarajevo, Majda Halilović, majdahalilovic7@gmail.com https://atlanticinitiative.org
2. Center for Security Studies, Sarajevo, Denis Hadžović, denis@css.ba https://css.ba
3. Foreign Policy Initiative, Sarajevo, Anida Šabanović, anida@vpi.na https://vpi.ba/en/fpi-bh/
4. Institute for Social Science Research, FPN, UNSA, Emir Vajzović, emir.vajzovic@fpn.unsa.ba https://fpn.unsa.ba/b/o-institutu/

5. Center for Advanced Studies, Sarajevo, Asmir Aljić, aaljic@gmail.com https://www.cns.ba
6. Why Not?, Sarajevo, Darko Brkan, darko.brkan@gmail.com https://zastone.ba/en/
7. Post Conflict Research Center, Sarajevo, Velma Šarić, velmasaric@hotmail.com https://p-crc.org
8. Al Jazeera Balkans (regional) https://balkans.aljazeera.net/news/balkan/
9. N1 TV (regional) https://ba.n1info.com
10. Media Center https://media.ba/bs

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PLACEMENT ACCEPTANCE FORM

Student's Name .....

Placement start date .....

Placement approximate end date .....

Number of hours .....

Placement organization / institution

.....

.....

Please specify the task which student will perform during the placement (up to 150 words):

…… ……

Signature and stamp of Placement Programme Partner Date

……

Please send the signed and scanned form by email to Ms Svetlana Baranova, CEERES Placement Officer at: ceeres.placements@uj.edu.pl

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PLACEMENT EVALUATION FORM (Partner Organisation)

Name of institution …….

Address …….

Supervisor of the placement at the partner organisation

…….

Student's Name .....

Placement starting date .....

Placement end date .....

Number of hours ……..

Intern's Position ……..

PART I

Description of tasks and assignments performed by the intern (up to 150 words).

PART II

Evaluation form

Please complete this evaluation at the end of the student's work period. Please use the scale below to evaluate intern's performance

Rating Scale:

1 = Excellent – far exceeded expectations

2 = Good – met and exceeded expectations

3 = Satisfactory – met expectations

4 = Fair – somewhat met expectations, but needs improvement

5 = Unsatisfactory – did not meet expectations

6 = not applicable / not observed

A. General workplace performance

Attendance	1	2	3	4	5	6
Punctuality	1	2	3	4	5	6
Attitude	1	2	3	4	5	6
Acceptance of criticism	1	2	3	4	5	6
Asks appropriate questions	1	2	3	4	5	6
Self-motivated	1	2	3	4	5	6
Practices ethical behaviour	1	2	3	4	5	6
Organizational skills of the intern	1	2	3	4	5	6
Ability to learn	1	2	3	4	5	6
Professionalism	1	2	3	4	5	6
Adaptability to organization's culture/policies	1	2	3	4	5	6

B. Specific Job Assignment Performance

Sufficient knowledge to perform tasks	1	2	3	4	5	6
Verbal communication skills	1	2	3	4	5	6
Written communication skills (e.g. quality of reports, notes, publications)	1	2	3	4	5	6
Planning and organization	1	2	3	4	5	6
Analytical skills – analyses problems and takes appropriate action	1	2	3	4	5	6
Creativity	1	2	3	4	5	6

Meets deadlines	1	2	3	4	5	6
Takes initiative to get a job done, including overcoming obstacles, ability to perform independently	1	2	3	4	5	6
Sets priorities	1	2	3	4	5	6
Pace in which the task were performer	1	2	3	4	5	6
Intern's interest concering his/her own task	1	2	3	4	5	6
Interaction with supervisor	1	2	3	4	5	6
Interaction and cooperation with co-workers	1	2	3	4	5	6

Overall performance **1** **2** **3** **4** **5**

To which extent has your organisation benefited from the activities of the intern and to which extent will you use the results?

not at all somewhat sufficient amply sufficient

PART III

This section will give you a possibility to provide more detailed information about the performance of students while completing the placement programme. It will also give some insight into areas the Consortium should work on to better prepare students for conducting the placement.

What would you recommend to make this student better prepared for the workplace (e.g. courses, activities, skills acquisition, programmes)? (up to 150 words)

……

Signature and stamp of the supervisor at the partner organisation

Thank you for taking time to complete this evaluation.

Please send the signed and scanned form by email to Ms Svetlana Baranova, CEERES Placement Officer at: ceeres.placements@uj.edu.pl