Stockholm University

To whom it may concern

It is hereby certified that students enrolled in the International Master's Programme in political science at Stockholm University have the opportunity to participate in a full-term professional internship as a part of their two-year Master.

The course structure

For students enrolled in the Master's Programme, the course Professional Internship is optional and students can participate in the course during their fourth semester of the programme. The internship must be relevant for the student and be closely related to the themes that the Master's Programme addresses.

Students who wishes to participate in the course can choose between three options; an internship of 15 credits (10 weeks full-time internship), one of 22,5 credits (15 weeks) and one of 30 credits (20 weeks). Full-time means 40 hours per week.

During the internship period, the student follows and participates in daily work conducted at the workplace. The job assignments can be both project based and of regular, every-day character. The job assignments must be agreed upon by the supervisor of the internship and the student. Students, who participate in the internship course, are entitled to student benefits and therefor shall not receive a wage during their internship. Students are insured by Kammarkollegiets student insurance during the entire internship. If a student chooses an internship within the Erasmus area[1], he or she can apply for an Erasmus internship grant. Therefore, payment equal to this grant can be given by other internships both within Sweden and outside the Erasmus area.

The student's responsibility

If a student wishes to participate in an internship during his or her time in the programme, the student must take the initiative to find a suitable internship placement. The internship placement must be relevant to the programme and it must be possible for the student to write an internship report towards the end of the internship period. The procedure is that students who choose to participate in an internship must email an internship agreement to the internship coordinator (praktik@statsvet.su.se), signed by the student and the internship supervisor, for approval. The signatures can be handwritten and scanned or digital.

The internship must be relevant for the student's training, and since the students have completed the first and second semester of the programme when they begin their internship,

[1] Members of the European Union, EES-countries and Turkey and Macedonia. For more information: https://www.su.se/english/education/go-international/erasmus-traineeship-abroad

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we expect the job assignments to meet their qualifications.

The requirements for the internship placement

The internship must be at an established workplace. There must exist a need for qualified extra staff who can do job assignments that otherwise might not have been done, or who can participate in specific, defined projects. The internship assignments must be relevant and of advanced character for the students education and future career.

During the internship the student must have an assigned supervisor who is responsible for the content of the internship assignments and implementation of said assignments. The supervisor must also give the student a few hours of supervision each week. It is important that the student is given the opportunity to work with and practice his or her theoretical knowledge in real work situations. The internship placement must be able to provide the student with a workspace equipped with a computer and a phone. Towards the end of the internship, time must be set aside for the student to complete the internship report that is to be examined by to the Department of Political Science.

Before the internship starts, an internship agreement must be signed between the internship placement, the student and the Department of Political Science. The agreement must contain information about the placement including address; name of the supervisor/contact person and the students work hours and primary job assignments.

Stockholm University expects that the internship placement follows the Discrimination act and the University policy for Equality and Equal treatment, https://www.su.se/english/education/student-support/your-rights-and-responsibilities/equal-treatment-of-students-1.449671?open-collapse-boxes=

Student Insurance

Students cannot be registered on the course Professional Internship unless the internship agreement is in order, and students who are not registered are not insured. Students who choose to take an internship placement abroad will automatically be insured by the Student UT-insurance. If the placement is in Europe, the student must also bring the health insurance card from Försäkringskassan.

The regular student insurance is valid for internship placements within Sweden. Please note that the insurance is not valid if the internship placement plans a shorter visit outside Sweden. In such cases, the internship placement can insure the intern by buying an extra insurance at Kammarkollegiet (the cost is 14 kronor per day but the minimum cost is 200 kronor).

Examination

The course is examined through the submission of a supervisor certificate (ensuring that the intern has participated as planned in the internship) and by an internship report written by the

student that analyses the internship and the relation to his or her academic programme. The examiner is the internship coordinator, but the supervisor at the internship placement will also conduct a formal evaluation regarding how the intern has performed his or her job assignments. The internship report and certificate should be submitted by the students on the university learning platform as soon as possible after completed internship. It takes up to three weeks to evaluate and grade the internship.

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