

## Internship Report and Certificate

### Internship Report

- To be submitted to Mrs. Nicole Magura, NP1 2208
- Length: 3 pages, double spaced
- Structure:
  - **1. Summary page with all relevant data:**
    - your name, date of the internship
    - Full name and address of the organisation
    - Specification of the department(s)
    - Full contact details including title and position of your supervisor(s)
    - Exact duration of the Internship (must be reflected in certificate)
  - **2. Description of the organisation / department you have worked for** (1/2 page)
  - **3. Description of what you did during the internship** (1/2 page)
  - **4. Reflection on what you did, issues identified, opportunities etc.** (2 pages)
  - Any short annexes or attachments you may wish to add (e.g. documents you worked on etc.)

### Internship Certificate

The internship must be confirmed in a letter by the Organisation offering the internship. This letter must be written on official letterhead, and must be signed by your supervisor or a responsible official of the Organisation and must include the dates of your internship.

Submission of the Internship Report and of the Certificate are the requirements for obtaining the credits for the internship and therefore for completing the Master in *Global Political Economy*.