

# Internships abroad

## Internships at international Institutions





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# General / Information





# Within the M.A. Roads:

- Compulsory Internship (regulations 2017)
- Documents (Phil: Docs)
- Subject-Specific Regulations to the Internship Regulations (Translation)
- Internship Regulations (Translation)
- The internship should be performed in a period between semesters and must not negatively impact the student's full participation in the teaching for the semester.
- Internships can be completed in one block or two parts. Each part of the internship must have a minimum duration of four weeks and they must be performed and continued in the same company.
- Credits: 9 cp



# Within the M.A. Roads:

- The internship in the Master's programme "Roads to Democracies - Historical and Contemporary Perspectives on Politics and Culture" must be performed in an area related to the study programme or in a company department that is appropriate to the themes/content of the subjects of history, political sciences and sociology.
- It is possible to complete the internship, for example, in: international and intergovernmental organisations and non-governmental organisations; public and private education and research institutions; cultural institutions; publishing houses, agencies and media outlets for international and intercultural communication; parties, associations, political and cultural foundations and other organisations under private law and internationally oriented companies. In the event that the relevance of an intended internship to the study programme is not obvious, the process described in § 2 (3) of these subject-specific regulations will apply



# Special regulations for internships

- an internship completed before the start of studies (The end of the training or internship period must not be more than one year before the start of the studies and the internship must also have had a minimum duration of 8 weeks)
- or a continuous and extended period working as a freelancer or a period of professional work in an occupational field related to the subject being studied. The extended period of work must have covered a working time of at least 20 hours/month for at least one year.



# General Information

- Registration and recognition procedures and requirements are identical for internships abroad and internships in Germany
- Before starting the internship, the internship needs to be approved and registered. Please find here some further guidelines.



# Registration Step by Step

## Procedure:

1. Search for a supervisor for the evaluation conversation before the start of the internship.
2. Register for the internship at the internship office by submitting the application form, including information on the supervisor.
3. Start the internship.
4. Write the internship report.
5. Submit the internship certificate to the internship office for registration for the evaluation meeting via unisono by the internship office.
6. Make an appointment for the evaluation meeting with the supervisor.
7. Submit the internship report and carry out the evaluation meeting.
8. Credit points will be booked in unisono by the supervisor.





# Documents

- Guidelines for Internship
- Application Sheet for Internship
- Internship Office at Faculty I
  
- Website M.A. Roads:
- Roads to Democracies - Internship



# Internship Contract: Content

Name and address of the contracting parties

- Start and duration of the internship relationship
- Place of the internship
- Description of the activities conducted
- Amount of remuneration
- Vacation times
- Notice periods

For internships abroad:  
Contract templates  
available in English,  
Spanish and French at  
Internship office



# Internship examples

- Centre for Environmental Law (International Union for Conservation of Nature), Bonn
- German Embassy, Reykjavík, Iceland
- Deutsches Polen-Institut Darmstadt
- Deutsche Welle (international TV Channel), Bonn
- European Commission, Brussels, Belgium
- European Parliament, Brussels (MEP Internship), Belgium
- Ibero-American Institut Berlin
- Institut für Auslandsbeziehungen e.V., Stuttgart
- Migrationsrat Berlin-Brandenburg e.V.
- Ministry of Education and Science of the Russian Federation, Russia
- Ministry of Foreign Affairs of the Republic of Bulgaria, Bulgaria
- Ministry of Foreign Affairs of the Republic of Kosovo, Department for Europe and EU, Kosovo
- Northwest Fund for Media Initiatives St. Petersburg, Russia
- Societe de Saint-Vincent de Paul au Liban, Lebanon
- United Nations World Tourism Organization (UNWTO), Bonn
- Die Anstifter, Stuttgart



# Internship Office at Faculty I



## Anna Maria Weber

### phil: Internship Office

<b>Phone</b>	+49 (0) 271-740 2265
<b>E-Mail</b>	praktikumsbuero@phil.uni-siegen.de ✉
<b>Room</b>	AR-IF 114
<b>Address</b>	Universität Siegen Adolf-Reichwein-Str. 2 57076 Siegen

### Office hours

Please register [online!](#)

- » Tuesday 9.00 - 10.00 (with registration)
- » Thursday 11.00-12.30 (with registration)
- » Friday 8.30-12.30 (via telephone - no registration needed)



# Internship Information

- Internship office: Mrs Anne Weber
- Student counseling Faculty I
- International Affairs Faculty I
- Consultations on German employment law: e.g. AsTA



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# **Internships at International Institutions in Germany**



# In general

- Students are responsible for organising a place at an internship institution themselves, but will receive advice in our office.
- Please start early, the search involves usually a lot of research and patience...
- There is no funding/scholarships available for internships in Germany



# How to find an international internship in Germany?

- [CareerJobNet \(Phil\)](#)
- [Alumni-Network Phil](#)
- [Alumni-Network M.A. Roads](#)
- [Alumniverbund der Universität Siegen,](#)
- [Career Service](#)
- Mailing Lists for Students of Faculty I (Newsletter M.A. Roads and International Relations)
- Lecturer at Faculty I



# How to find an international internship in Germany?

- Notice board next to the internship office (AR IF 114)
- [Website Faculty I](#)
- Internet search ([list of links](#))
- Websites employment agency
- Unsolicited application
- Recognition of part-time jobs and freelancer jobs possible if connected to studies



# International institutions in Germany (examples)

- German Academic Exchange Service (DAAD, Bonn/Berlin or abroad)
- Deutsche Welle (internationally oriented German TV Channel)
- GIGA Hamburg (German institute on global and area studies)
- GLZ Bonn/Berlin (Deutsche Gesellschaft für internationale Zusammenarbeit)
- United Nations University (e.g. Bonn)
- And many more....





# **Internships abroad**

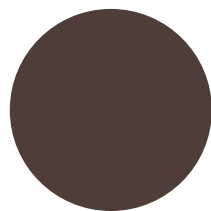
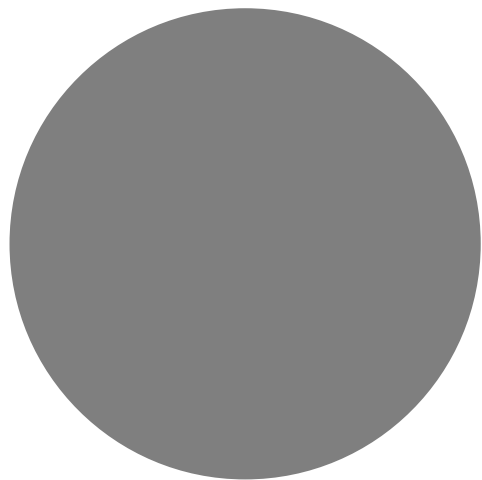


# How to search for an internship?

Europe: [www.erasmusintern.org](http://www.erasmusintern.org)

- The following links can be helpful. Other internship offers are published on our website.
- Internships in Europe
- Internships Overseas





# Internships in Europe – Funding opportunities

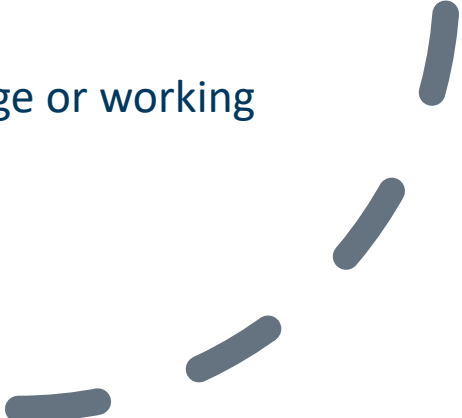
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# Erasmus+

## Erasmus + Internship Grant

- The Erasmus + programme funds studies abroad as well as internships abroad. Internships in European countries participating in the programme will be funded for the duration of 2-12 months (also multiple times until the maximum duration of 12 months)
  - Application deadline: one month before the start of the internship
  - No repayment if you fulfill the requirements
  - Additional funding for students with children
  - Additional fundings for students with disabilities
  - Language requirements (Level B1, national language or working language)
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# Erasmus+

- The scholarship amount depends on the duration of the internship and the country of destination. The current funding rates are:
- **600 € per month** for internships in Denmark, Finland, Great Britain (555 until Mai 2023), Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden
- **540 € per month** for internships in Belgium, France, Greece, Italy, Malta, Netherlands, Austria, Portugal, Spain, Cyprus
- **480 € per month** for internships Bulgaria, Estonia, Croatia, Latvia, Lithuania, FYR Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Czech Republic, Turkey, Hungary



# Internships at EU- Institutions & other international institutions

- Internships at EU- Institutions & other international institutions cannot be funded by Erasmus +. The following programs are alternatives :
  - a. The Carlo-Schmid- Programme for Internships at international Organizations and EU-Institutions
- Programme A supports independently searched internships at International Organizations, EU-Institutions and selected NGOs (Non-Governmental Organizations).
- Programme B offers an application for announced internship offers. For further information please follow the link.

The application Deadline for both programs is usually in February



# Short term internships

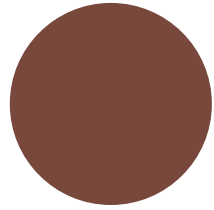
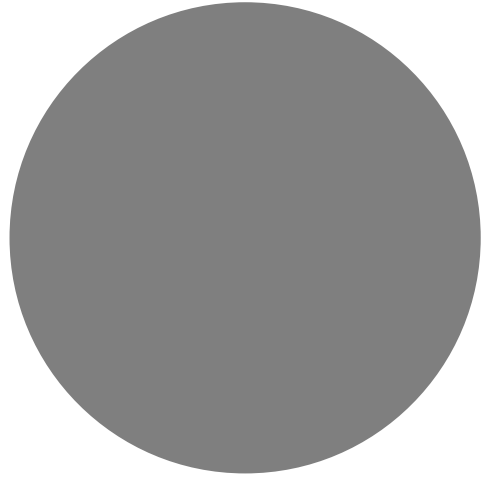
## a. short-term scholarships

- With a short-term scholarship internships at the following institutions can be funded.



- German missions abroad (embassies, consulates general)
- International organisations (UN, EU)
- German schools abroad (information on the network of German schools abroad)
- Goethe-Instituts e.V.
- Max Weber Foundation (formerly German Humanities Institutes Abroad (DGIA)
- German Archaeological Institutes Abroad
- Institute for Foreign Relations





# **Internships Overseas Funding opportunities**



- The DAAD- Promos scholarships funds internships with a duration of 6 weeks to 6 months outside of Europe (overseas).
  - For further information please visit the website of the International Student Affairs.
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# DAAD- Promos scholarships