



DEPARTMENT OF POLITICAL SCIENCE

Information and tips for students doing an internship as a part of their programme at the Department of Political Science3

**Master's Programme in Political Science, second cycle (SK2412/SK2420),
Master's Programme in European Studies, second cycle (EU2420 and EU2430),
and Master's Programme in International Administration and Global
Governance, second cycle (AG2440 and AG2450)**

This is valid from fall semester 2020 onwards
Department of Political Science, University of Gothenburg

Internship coordinator:
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Checklist

Here follows a checklist of *important things* that you have to address and consider *before you can start* your internship. The course guide contains information about how you should do this. If you have any further questions, please contact the internship coordinator.

For everyone

- Read the course guide carefully!
- Start looking for an internship position as early as possible! This process might take longer than you think.
- Make sure to get your internship position approved so that you can get registered on the internship course (see p.5). *Please note!* You can only register for the internship course when you have found an internship position.
- Make sure that you have an insurance that covers you during the entire internship period.
- If applicable: make sure that you have sufficient credits to receive CSN support during and after the internship period.

For those who do their internship abroad

- Check if a visa is required.
- Order a European insurance card from Försäkringskassan (Swedish citizens only).
- Check if you are eligible to apply to the Erasmus placement grant.
- Contact the internship coordinator to get an insurance card and insurance certificate.
- Download the app "Resklar" and/or register your time abroad: <https://www.swedenabroad.se/sv/svensklistan/> (Swedish citizens only)
- Register yourself in the University of Gothenburg database for outgoing placements (Mobility Online)

Key considerations

Time Period

The internship varies in length depending on which education programme you follow. In Table 1, you can see the relevant time period for your education programme. The exact starting and ending dates of the internship varies from year to year and are somewhat flexible, which means they can be adjusted in order to accommodate your needs and any potential requirements of the internship organisation.

Table 1. Time Period of the Internship

	Term (T)	Starting month	No. of weeks	No. of Credits
Master European Studies	T2	January (15 or 30 credits) or March (15 credits)	10 or 20	15 or 30
Master in International Administration and Global Governance	T2 or T3	January (30 credits) March or August/September (15 credits)	10 or 20	15 or 30
Master Political Science	T3	August/September	10 or 20	15 or 30

Extending the internship

It is possible to extend the internship period, but you can never receive more than the maximum credits specified for your education programme in Table 1. If you do extend your internship, you must therefore be prepared to do so without receiving any pay (see below), student aid or credits for the extended period. Please consider this, since a longer internship might affect your eligibility for CSN grants.

If you would like to extend your internship, consider doing so over the summer holiday, since such a solution is less likely to have a negative impact on completion of your program on time. However, you should be aware of the fact that there is only very limited support and assistance available from the university during the summer months due to vacations. We do not accept an extension if it conflicts with any obligatory programme courses. Also, in the case of a longer internship, you need to look up whether you need an

additional insurance, a work permit, an extended visa, etc. *Please contact the internship coordinator to discuss all kinds of internship extensions.*

Work Conditions during the Internship

Regardless of the extent of the internship period, you should have at least three workdays to write your internship report (see “Examination”). You are also entitled to a certain number of days off during the internship. The number of days off varies depending on the credits of your internship:

- Internships worth 15 credits: two workdays.
- Internships worth 30 credits: five workdays.

Consult your supervisor about when you can make use of these days. Apart from this, you work the same hours as the rest of the staff during the internship. If you are required to work over time, you should receive compensatory leave.

In case of illness, you should immediately inform your supervisor, as well as any other staff that may be affected. You should also inform Försäkringskassan in order to ensure that you do not lose any of your student benefits (see <https://www.forsakringskassan.se/privatpers/sjuk/studerande> for details). Should the period of illness extend over more than five workdays, the internship coordinator has to be informed. If you are a Swedish citizen doing your internship in another EU country, you are entitled to the same social benefits as the citizens in that country. For more information:

https://www.forsakringskassan.se/privatpers/resa_arbeta_studera_eller_fa_vard_utomlands

Formal acceptance of the internship organisation and registration

The internship needs to gain final approval by the internship coordinator in order to qualify for credits (see below). It is important that the internship organisation can offer you job assignments that entail opportunities for you to become acquainted with the daily routines, activities, and strategies of the organisation. You should also be given qualified tasks that involve independent analytical work, in which you can apply and develop the theoretical skills that you have acquired during your education.

How to Register

You cannot apply to this course on www.antagning.se or www.universityadmissions.se. Instead, you have to register the internship position with the internship coordinator once you have been accepted to an internship that fulfils the course criteria (see “Description of

the Internship Organisation” below). Make sure to do this *before you start your internship*. Otherwise, you might not be properly insured during the internship period. This is of particular importance if you accept an internship position abroad. In order to register; you should hand in the following documents:

1. Registration of Internship Position (use assigned form available on Canvas or email the internship coordinator).
2. The “Agreement” form (available on Canvas or email the internship coordinator) signed by the on-site advisor and yourself.

You are automatically accepted to the course when/if 1) you have handed in all the documents mentioned 2) you are eligible for the course and 3) the internship coordinator has confirmed that your internship position has been approved. You cannot register for this course in any other way.

Please note! We do urge you to sign up for other courses at www.antagning.se or www.universityadmission.se as your first choice in case you should not find an internship position. Make sure to withdraw from these courses once your internship is completely confirmed.

Description of the internship

In order to get your internship approved, you must motivate the choice of organisation (last page in the registration form) based on the following criteria:

1. The internship is an organization, authority, association or company, in Sweden or abroad, that offers qualified work that is of value to your field of study and future professional activities. Motivate your choice of internship!
2. The internship can provide you with a supervisor and a physical workplace. There must be at least two full-time employees at the internship.
3. It is possible to find information about the internship on an official website or through another easily accessible source of information (in Swedish or English). Do not forget to write down the URL!

The Agreement Form

Before the internship starts, you and the on-site supervisor draw up a preliminary work plan, which constitutes a part of the agreement (see the form “Agreement”). This plan should define the goals of the internship and describe your responsibilities. Any major changes regarding your internship and/or supervisor must be announced to the coordinator

immediately. The agreement should be signed by you and your supervisor and then sent to the internship coordinator.

The Role of the Supervisor

The supervisor is responsible for introducing you into the organisation and for making sure that you are given sufficient instructions and relevant training so that you are able to carry out your work tasks independently. S/he should also be willing to contribute support and inspiration when needed. Preferably, you meet with your supervisor on a regular basis, or at least three times during the internship, in order to discuss how your work is developing. These on-going conversations are an excellent opportunity for both parties to offer positive as well as negative feedback on how your internship is progressing. An internship guide for supervisors is sent out to every supervisor in the beginning of the internship period.

Finding an Internship Position

Organisations have a lot to gain by accepting interns. This is something that is important to keep in mind when looking for an internship. By accepting interns, organisations, agencies, and companies benefit from the contributions of ambitious and motivated students who often are in the final phase of their education, often for free! Receiving organisations benefit in a number of ways:

- An improved recruitment base and higher competitiveness.
- Significant, and free input in analytical work related to projects and reports.
- Access to new knowledge and theories from relevant research fields.
- Increased goodwill.

Choose an Organisation that Suits You

Ideally, the internship is at an organisation for which you would like to work once you have finished your degree. Try not to limit your search too early to one single kind of organisation, however, the competition for some of the internships is tough. Therefore, begin by contemplating what interests you would like to develop and what kinds of work tasks you would like to have during your internship. Also, consider what you expect to gain from the internship. What are your area(s) of interests, what kind of skills and knowledge would you like to develop and what kind of work tasks would you prefer during the internship? In what ways can you contribute at a certain organisation?

Convince the Organisation that You Suit Them

After having received a request of internship from you via telephone, letter, or e-mail, for example via a letter of interest, the organisation is likely to ask you to submit a written application together with your CV. Contact the internship coordinator if you need an internship letter about your programme/study certificate, that you can submit with your written application. Submitting a written application is a critical opportunity for you to show in what way you can act as an asset to the organisation. You should compose these documents with great care and attention to detail (see also “Available resources”).

The Cover Letter/Application

The purpose of a cover letter is to:

- Stir an interest in you and make the reader want to have a look at your CV.
- Elaborate on the skills and competences you mention in your CV.
- Demonstrate your writing skills.

In the first paragraph of the cover letter, you should try to address the following:

1. Why are you applying?
2. Why are you competent for this position?
3. Why do you wish to work for this employer in particular?

Your answers to these questions might be related to the following things:

- Why do you consider an internship an important part of your education?
- Why have you chosen the subject you have studied?
- What is your particular area of interest within the subject field of the organisation? Demonstrate a sincere interest in the activities of the organisation.
- What are your possible contributions to the organisation? What are you good at? (Analytical skills, theoretical skills, computer skills, etc.)
- What things are unique about you?
- What skills and competences would you like to develop within the subject field?
- What languages do you speak/understand? (Oral and written proficiency on what level)
- Previous work experience?
- Your title?
- Your personal abilities and skills (ability to work independently and take your own initiatives, social competence, flexibility, etc.)
- Are you interested in coming for an interview?

Remember the following things when writing the cover letter:

- Write no more than one page!
- Apply a personal but professional tone. Do not use spoken language!
- Structure the information carefully! Start with the most important information.

Use interesting and informative headlines.

- Use positive words and concepts!
- Check grammar and spelling!
- Do not be too modest!

The CV

The purpose of a CV is to offer facts about you as a person, your education, your work experience, etc. in a structured way (write the most important/relevant and latest information first). You should tailor each CV for the particular organisation that you send it to. A CV should not be longer than about 2-3 pages (shorter in the US) and easy to read. It could for example include the following things:

- *Personal information* (for example name, phone number, e-mail address). In applications to organisations in the US or in the UK, only include contact information.
- *Education*. Briefly explain/describe what your education is about. What is your title when you are finished? What sort of jobs is the education relevant for? What kinds of competences do you acquire? Do not assume that the reader knows these things. S/he might not have any experience of university studies.
- *Work experience* (with short and concise information about your responsibilities and what you accomplished in each position)
- *Experience from organisational work* (member of boards, voluntary work, etc.)
- *International experience*
- *Language and computer skills*
- *Driver's license*
- *References*. 2-3 names with updated contact information (titles, phone, and e-mail).

The Department of Political Science offers different career activities, such as career lectures and CV workshop. Check www.pol.gu.se and Canvas for the schedule.

Available resources

You are responsible for identifying, contacting, and making arrangements with the internship organisation yourself. There are places and people to turn to for assistance during this process:

Fair/Seminar by internship students. Four times per year (in the beginning of February, in the middle of April, in the beginning of September and in the end of November/beginning of December), there is a fair/seminar with students (doing an internship during the previous semester) who present their experiences. This is an excellent opportunity for future interns to ask questions and receive advice regarding what organisations to contact, how to apply for internships, and what to think about during the internship. The exact time of the seminar will be announced on Canvas and the website (www.pol.gu.se).

Information meeting with the internship coordinator. In the beginning of the semester, there will be a scheduled information meeting with the internship coordinator. The time of the meeting will be posted on Canvas and invitation by email. This is a good opportunity to ask general questions about the internship course.

The Internship webpage (<https://studentportalen.gu.se/english/my-studies/pol/internship>). Here, you will find useful course information, internship postings, scholarship information etc.

The internship coordinator. The internship coordinator can help you with all kind of matters related to the internship course, e.g. counselling (for example discuss different options, timing, and internship organisations), registration, insurance, course certificates, etc. For these kinds of questions, please contact Karin Andersson (karin.andersson@pol.gu.se, 031-786 1991, room B404).

Canvas. Here you find information as well as internship reports written by previous interns. Each internship course also has its own canvas page for that particular course.

The course coordinator. This is the person responsible for grading all the examination on the course.

Financing the Internship

The internship is normally unpaid. This means that you will have to cover your living expenses yourself during the 10 or 20 week period. Should the internship organisation offer to pay for the work you do, you have to consider the following things:

- Does this affect your possibilities to receive loans and grants from the CSN?
- If you do paid work, you are likely to need a different visa, e.g. do you need a work permit?
- Are you required to pay tax?
- The responsibility for you might be shifted from university to the internship organisation, which becomes your employer. This means that the university no longer can demand that your responsibilities involve certain tasks, for example qualified analytical work. The “Agreement” form is not a legally binding contract; it’s required by Kammarkollegiet in order for the insurance to be issued. Therefore, the university will have limited possibilities to assist you if you should run into problems during your internship, for example if you should only be assigned simple clerical tasks rather than qualified work.

The credits for the internship course will be registered in LADOK in three steps: 1) 22,5 credits (for the 30 credits internship) or 11,5 credits (for the 15 credits internship) get registered as soon as you have finished the internship and your supervisor has sent in the evaluation form 2) 6,5 credits/2,5 credits are registered as soon as you have passed the written assignments for the course 3) you receive the last credit when you have made a presentation at the final seminar, which takes place four times every year (see “Examination” for further details). The point of this system is that it keeps you out of trouble with the CSN even if you finish the internship just before the next semester starts. Please note that you will not be able to graduate from the education programme without having finished the seminar.

Student Grant and Loan

Apart from the regular student grant and loan administrated by the CSN, the internship might also entitle you to apply for a so-called “merkostnadslån” (available only to Swedish citizens and permanent residents of Sweden). This additional loan can be used to cover the costs related to your trips between Sweden and the country where the internship takes place. Depending on your age and your family situation, for example if you have dependent children, you may also be able to apply for an extra loan for housing. Please check the homepage of the CSN (www.csn.se) for more detailed information. A course certificate will be required if you apply for a “merkostnadslån”. Such a certificate is available from the internship coordinator on request.

Scholarships

Scholarships are another way of covering the extra expenses related to doing an internship. Sometimes the internship organisation can offer you a stipend that pays for your travels and housing, but here are also some other ways of finding scholarships:

- Keep an eye on the Internship webpage and Canvas!
- Gothenburg University (for internships in Sweden):
<http://www.gu.se/forskning/stipendier>
- Gothenburg University (for internships abroad):
www.gu.se/forskning/stipendier/gustipendier/Studier_utomlands/
- Erasmus placement programme (see below)
- The foundations and trusts register administered by Länsstyrelserna (the County Administrative Boards). The search engine can be found on:
<http://www.stiftelser.lansstyrelsen.se> (information only in Swedish)
- Olof Palmes stiftelse: <http://www.palmefonden.se/index.php?&pid=48>
- Folke Bernadotte (only information in Swedish):
<http://www.folkebernadottesminnesfond.se/>

Erasmus placement programme

The Erasmus placement programme gives you the opportunity to apply for a placement grant for an internship in Europe (outside of Sweden, in the countries taking part in Erasmus +). You can do your internship at a company, an organisation as well as a center for education and research. NB! From the autumn semester 2014 also an internship at an embassy entitles you to apply for the Erasmus placement grant. Application should be handed in no later than 30 days before you start your internship. You can find more information on the student portal:

<http://studentportal.gu.se/english/Abroad/erasmus-placement-grant/>

Sidas resestipendium

Students doing an unpaid internship within international organisations outside Sweden (above all in UN and EU institutions) can apply for Sida's travel grant. Please note that you must be a Swedish citizen or have a permanent residence permit in Sweden to be eligible to apply for the grant. Further information: <http://www.studera.nu/studera-utomlands/praktik-utomlands/sidas-resestipendium/>. **NB! Sidas resestipendium is currently not open for applications.**

Fellowship programme

Insurance

All students registered in LADOK by University of Gothenburg are covered by a general insurance issued by Kammarkollegiet (the Legal, Financial and Administrative Services Agency), regardless of nationality. This insurance covers you during your studies at the university. If you do your internship in Sweden, the workdays at the internship organisation count as your studies, which mean that you are insured when travelling back and forth to the work place, as well as at work.

If you do your internship abroad, the insurance from Kammarkollegiet covers you for 24 hours a day, every day, during your internship, as well as during your trips to and from the country where the internship takes place. The total time period covered includes two weeks before, until two weeks after the internship course period. Please note the following important things regarding the insurance:

- The general insurance covers the official time period of the internship course (10 or 20 weeks, see “Time Period”). If you extend your internship you need to buy a private insurance for the extended time period.

If you travel outside Sweden and the country where the internship takes place, you are only covered as long as 1) you travel with people from the internship organisation, preferably your supervisor, and 2) the trip is work relevant. You may need to buy additional insurance to cover special personal needs.

If you are asked to travel abroad when you are doing an internship in Sweden you are also insured. You must, however, contact the internship coordinator prior to your trip, since this requires a certain insurance!

Private Insurance

If your internship is extended you need to buy a private insurance. You can buy a private insurance from a regular insurance company. Gouda (www.gouda-rf.se/) has been known to offer cheap travel insurance before, but please make sure that this insurance covers everything you need.

Within the EU

As a student registered at a Swedish university, you are also entitled to the following benefits in other EU countries during an internship:

- Child allowance, parental insurance, and other *family benefits*
- *Student grant and student loan*
- *Health care*. If you are a Swedish citizen, do not forget to take the European Insurance Card with you! Försäkringskassan may require up to 10 work days to deliver this, so make sure to place your order in good time before your departure. The application can be made at:
https://www.forsakringskassan.se/privatpers/resa_arbeta_studera_eller_fa_vard_utomlands/resa_utomlands
- Compensation for *occupational injuries*

The rules regarding these benefits vary in different EU countries, however, so you need to look up the specific rules for the country where you are going.

Travel Documents

Depending on your citizenship, you may need a visa in order to enter the country where the internship takes place. Please note that different rules may apply when you are travelling as a student – compared to as a tourist or a business representative – and over an extended period of time. You may also be required to show proof of sufficient economic means available to you throughout the internship period, a return ticket to Sweden, and a specific form of passport. These rules may change with very short notice, so always contact the relevant embassy/consulate or a travel agency before travelling abroad. A list of contact information to foreign embassies/consulates in Sweden can be found on the homepage of the Ministry of Foreign Affairs:

<http://www.government.se/government-of-sweden/ministry-for-foreign-affairs/diplomatic-portal/the-stockholm-diplomatic-list/>

Resklar and the Swedish List (for those doing an internship abroad)

The Ministry of Foreign Affairs has an app for mobile phones called Resklar. Using the app you can find information about different countries and destinations. You can also register a stay abroad in the app. Such notifications can also be made via <https://www.swedenabroad.se/sv/svensklistan>. You choose your own time period, but you can register for maximum one year. By registering, the Ministry of Foreign

Affairs/Embassy can quickly contact you in the event of a (consular) crisis situation. Other countries may have similar apps/websites and we recommend you to register with your home country's embassy.

Accommodation during the Internship

You are responsible for finding housing during the internship yourself. Sometimes the internship organisation can assist you. Another option is to contact the university in the area. They may offer inexpensive student accommodations or have ideas of where you can look. If there is an assembly in the area belonging to the Church of Sweden, they may also be able to help you.