****

**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. In some cases, they must occur in the immediate vicinity of the university (i.e. the city or region). It is therefore important to speak to both Placement Officer and the representatives of the third mobility university before confirming placements.

All third mobility universities have a list of approved placement destinations. It is possible to add a new organisation to this list. However, approval has to be sought ahead of time. It is up to the discretion of the third mobility partner whether they wish to add a new organisation. Their decision is final on this matter.

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. It is a requirement, however, that this take place in the country (sometimes region/city) 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 asked to consult their planned placement with the CEERES Placement Officer and are obliged to have the approval from the third mobility Coordinator for the new partner organisation.
* 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. Students should send the CEERES Placement Officer the completed Placement Preference Form together with CV and motivation letter by the end of May Year 1.

**Step 2.** CEERES Placement Officer will contact the organisation asking about the possibility to do a placement by the students and get back to them with the information from organisation about the approval of the placement. CEERES Placement Officer may request the third mobility university Programme Coordinator for assistance in communicating with the local partner organisation.

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

**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 CEERES Placement Officer collects:

* the Placement Evaluation Report from the partner organisation
* the Placement Report from the student
* the academic output prepared by the student

These documents are sent by the CEERES Placement Officer to the third-mobility university, which allows the university to grant the student credit for the placement.

**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, starting not earlier than September of Year 2, and ending not later than end of June 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 CEERES Placement Officer, at ceeres.placements@uj.edu.pl

**Attachments – form templates:**

* List of Placement Partners (presented by CEERES Partners)
* Placement preference form (student)
* Placement Acceptance Form (partner organisation)
* CEERES Placement Report (student)
* 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. **The Institute for Foreign Affairs and Trade** (IFAT)  <https://kki.hu/en/az-intezetrol/>

2. Migration Research Institute <https://www.migraciokutato.hu/en/>

3. Climate <https://www.migraciokutato.hu/en/>

4. Transparency International Hungary <https://transparency.hu/en/>

5. Policy Solutions <https://www.policysolutions.hu/en>

6. NPKI (Nation Policy Research) https://bgazrt.hu/nemzetpolitikai-kutatointezet/

7. Institute for Minority Studies/Centre for Social Sciences/ Hungarian Academy of Sciences Centre of Excellence<https://tk.mta.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

In Warsaw:

1. 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/>

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

* **Lobachevsky State University of Nizhni Novgorod (Russia)**

Placement worth **6 ECTS**

Placement Partners:

1. Ministry of Social Policy of Nizhny Novgorod Region <http://www.minsocium.ru/>
2. Nizhny Novgorod City Council <https://admgor.nnov.ru/en/>
3. Communist Party of the Russian Federation (regional office, contact person: Kabeshev Roman, Secretary of the Nizhny Novgorod Regional Committee) <http://cprf.ru/>
4. Central archive of the Nizhny Novgorod region <http://archiv.nnov.ru/?id=237>
5. The Center for Assistance to Family and Children “Being a Mother” of the Nizhny Novgorod Diocese of the Russian Orthodox Church meds@nne.ru
6. Nizhny Novgorod Women's Crisis Center, NGO (Contact person: Anastasia Egorova Head of the Center, Tel .: +7 (831) 422-71-22, 603146, st. Zayarskaya, d.18 (1st floor) nastyaps@mail.ru) <http://www.woman-nnov.ru/>
7. State Regional Center for Social Assistance to Family and Children “Zhuravushka” <http://semja-deti.ru>
8. Union "Chamber of commerce and industry of Nizhny Novgorod region"
9. Regional Association of Employers "Nizhny Novgorod Association of Industrialists and Entrepreneurs" (Contact person: Alexander Anosov, Deputy General Director, 430-54-65, e-mail: anosov81@yandex.ru, 603001, Nizhny Novgorod, Nizhne-Volzhskaya nab., 5/2, tel / fax (831) 433-33-29)
10. Military Commissariat of the Soviet and Nizhny Novgorod Regions of Nizhny Novgorod ( Contact person: Sergey Semenyuk Nizhny Novgorod, Vaneeva street, house 77, (831) 428-75-49)
11. Dialogue of Civilizations Research Institute (DOC) (Contact person: Okhothenko Roman, specialist of the Event Organization Department/ +79166205263
* **Ilia State University (Georgia)**

Placement worth **6 ECTS**

Placement Partners:

1. [The Caucasus Institute for Peace, Democracy and Development CIPDD](http://www.cipdd.org/index.php?Cat=Contact&LanG=2) <http://www.cipdd.org/index.php?LanG=2>
2. Georgian Foundation for Strategic and International Studies (Rondeli Foundation) <https://www.gfsis.org/>
3. JAMnews, regional news agency, <https://jam-news.net>
4. Media Development Fund, MDF, <http://www.mdfgeorgia.ge/eng/home>
5. Georgian Democracy Initiative, GDI, [www.gdi.ge](http://www.gdi.ge)
6. Friedrich-Ebert-Stiftung, FES, Georgia Office [http://www.fes-caucasus.org/#](http://www.fes-caucasus.org/)
7. Tolerance and Diversity Institute, TDI <https://tdi.ge/en>
* **National University of “Kyiv-Mohyla Academy“ (Kiev, Ukraine)**

Placement worth **5 ECTS**

Placement Partners:

1. Transparency International Ukraine <https://www.transparency.org/country/UKR>
2. Kyiv International Institute of Sociology (KIIS) <https://www.kiis.com.ua/?lang=eng>
3. CEDOS think tank <https://cedos.org.ua/en>
4. Congress of Ethnic Communities of Ukraine <http://www.kngu.org/index.php/ru/node/7>
5. School for Policy Analysis <https://spa.ukma.edu.ua/>
6. Anti-Corruption Research and Education Centre (ACREC) <https://acrec.org.ua/>



**PLACEMENT PREFERENCE FORM**

Student’s Name ..............................................................................................................................

Third mobility Univeristy..............................................................................................................

I would like to do a placement in one of the following organizations:

Placement Preference 1 ...............................................................................................................

Placement Preference 2 ...............................................................................................................

Placement Preference 3 ...............................................................................................................

Preferred Placement Period ..........................................................................................................

Additional comments .....................................................................................................................

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*I’m aware that the number of interns an organization can approve is limited and a good CV and motivation letter might increase my chances of being accepted. Above given list is a preferences list taken into account during allocation and it depends on institution’s capacity whether they can accept my request for placement in the preferred place.*

…………………………… ………………………………

Signature  Date

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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):

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…………………………………………………………… ………………………

Signature and stamp of Placement Programme Partner Date

………………………………………………………………………

Sending Institution acceptance

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**PLACEMENT REPORT (Students)**

Student’s Name .............................................................................................................

Year of study ........................

Student ID ......................................................................................

Placement starting date ....................................................................................

Placement end date ...............................................................................................................

Number of hours .............................................................................................................

Placement organization / institution ...........................................................................................................

**Description of placement institution**

Please provide information about the motivation for choosing the institution where the placement was completed. Please provide a short description of the institution or the project that you were involved in (up to 300 words).

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**Description of expectations and goals for the placement**

Please provide information what skills/knowledge you expected to gain during the placement and the goals that you wanted to meet (up to 300 words).

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**Description of main task undertaken during the placement**

Please provide information on the main tasks and projects undertaken during the placement and your main responsibilities during the placement. Provide description of the supervision at the institution (up to 300 words).

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**Evaluation of the placement**

Please provide information about the skills/knowledge you gained during the placement and how they are related to your programme (how the placement fit into your programme), MA dissertation (relationship between the internship and your dissertation project/research) and job-related skills and prospective careers. Provide critical analysis of placement projects and assignments you conducted. Provide information whether the placement programme met your expectations. Please provide an overview of the obstacles, problems and difficulties during the placement programme (and your strategies of coping with them) but also of the main advantages and challenges (up to 300 words).

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**Comments and advice for other students who would like to complete placements at the same institution (up to 300 words):**

|  |
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…………………………………………………………..

Student’s signature

**Thank you for taking time to complete this report.**

***Please email this form to CEERES Placement Officer:*** ***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).

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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**

1. **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)

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…………………………………………………………………

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 CEERES Placement Officer at:*** ***ceeres.placements@uj.edu.pl***