



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.

Students may choose between offers from the CEERES partner organisations. Each CEERES university provides 5 placements partners based in their country (city). Students are expected to complete their placement in the place where they spend their third mobility period. Students who spent fourth semester of studies in other than third semester mobility university might complete the placement during the final semester. In exceptional cases, students may search for other placement opportunities outside CEERES partner organisations.

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).

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 5 partners presented by each CEERES Partners (see list below). Students may use the opportunities for the placement presented by CEERES Placement Programme partners. In case when 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 a 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.
- ✓ The general offers prepared by the partners are included below in this document. Students might be accepted for a more specific project which will cover tasks other than those mentioned in the general offer. The specific 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. Students should inform the CEERES Placement Officer of their planned placement at the latest by end of November of Year 2.

Step 2. Students contact the organisation (copying the CEERES Placement Officer in the email). If they receive a positive reply from the partner organisation, the Placement Officer will follow up with appropriate documentation to be signed by the partner organisation. CEERES Placement Officer may request the third mobility university Programme Coordinator for assistance in communicating with the local partner organisation.

Step 3. The partner organisation signs the Acceptance Form and sends it 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 June of Year 1, and ending not later than end of June of 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).

- ✓ If the student chooses a partner organisation in a place different than the third mobility, 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.
- ✓ Student who spends fourth semester of studies in other than third mobility university have a possibility to do the placement during final semester of the studies after having acceptance of fourth semester university, third semester mobility university and partner organisation presented by the fourth semester university.

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, Ms Sylwia Fialkiewicz, at ceeres.placements@uj.edu.pl

Attachments – form templates:

1. List of Placement Partners (presented by CEERES Partners)
2. Placement Acceptance Form
3. CEERES Placement Report (students)
4. 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. Migration Research Institute <https://www.migraciokutato.hu/en/>
Hungarian Academy of Sciences
HAS Centre for Social Sciences
2. Institute for Minority Studies <https://www.kisebbsegkutato.tk.mta.hu/en>
3. NPKE (National Policy Research Institute) <http://bgazrt.hu/npki/>
4. HETFA Research Institute <http://hetfa.eu/>
5. HAS Center for Regional Studies
MTA KRTK Institute for Regional Studies
Institute of Regional Studies <http://www.rkk.hu/>

The Jagiellonian University (Kraków, Poland)

Placement worth **5 ECTS**

Placement Partners:

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/>

KIMEP University (Almaty, Kazakhstan)

Placement worth **TBC**

Placement Partners:

1. KIMEP China-Central Asian Studies Center <http://www.chinacentralasia.org/index.php>
2. British Council (Kazakhstan) <https://www.britishcouncil.kz/>
3. United Nations in Kazakhstan (different departments)
<http://kz.one.un.org/content/unct/kazakhstan/en/home.html>

4. USAID United States Agency for International Development (Kazakhstan)
<https://www.usaid.gov/kazakhstan>
5. Regional Environmental Centre for Central Asia (CAREC)
<https://carececo.org/en/main/>

Lobachevsky State University of Nizhni Novgorod (Russia)

Placement worth **6 ECTS**

Placement Partners:

1. Представительство МИД России в Нижнем Новгороде (The Ministry of Foreign Affairs of the Russian Federation. Representative office in Nizhny Novgorod) <https://nnov.mid.ru/>
2. Министерство внутренней и муниципальной политики Нижегородской области (Ministry of Internal and Municipal Policy of Region Nizhny Novgorod)
<https://mvp.government-nnov.ru>
3. Министерство социальной политики Нижегородской области
<http://www.minsocium.ru/>
4. Администрация Нижнего Новгорода.(Nizhni Novgorod City Council)
<https://admgor.nnov.ru/en/>
5. Коммунистическая партия Российской Федерации. (Communist Party of the Russian Federation, regional office) <http://cprf.ru/>

National University “Kyiv-Mohyla Academy” (NaUKMA) (Kyiv, 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. Anticorruption Headquarter (Shtab) <https://shtab.net/en/>

Ilia State University (Georgia)

Placement worth **6 ECTS**

Placement Partners:

1. The Caucasus Institute for Peace, Democracy and Development CIPDD
<http://www.cipdd.org/>;
2. Georgian Foundation for Strategic and International Studies (Rondeli Foundation),
GFSIS <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



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):

.....
Signature and stamp of Placement Programme Partner

.....
Date

.....
Sending Institution acceptance



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).

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).

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).

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).

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

.....

Student's signature

Thank you for taking time to complete this report.

***Please email this form to Ms Sylwia Fiałkiewicz, CEERES Placement Officer:
ceeres.placements@uj.edu.pl***



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).

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

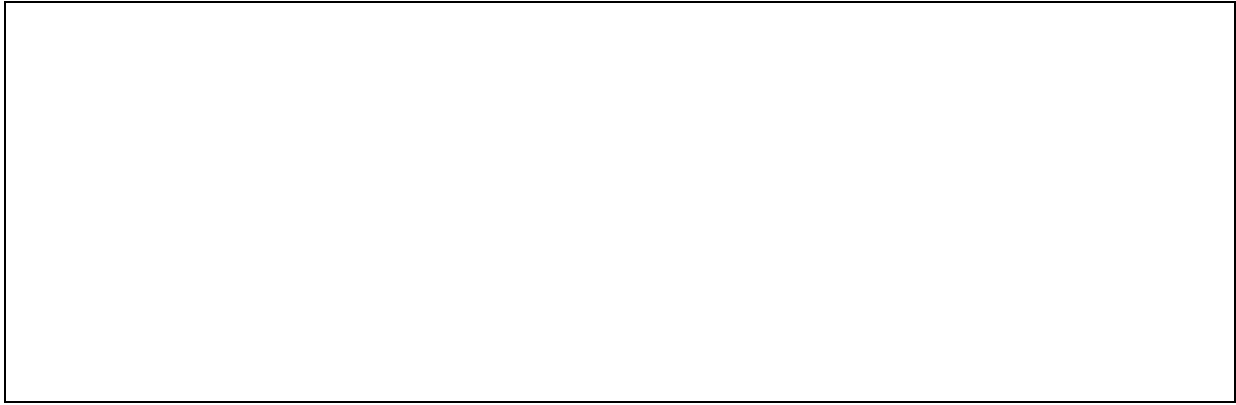
- Rating Scale:**
- 1 = Excellent** – far exceeded expectations
 - 2 = Good** – met and exceeded expectations
 - 3 = Satisfactory** – met expectations
 - 4 = Fair** – somewhat met expectations, but needs improvement
 - 5 = Unsatisfactory** – did not meet expectations
 - 6 = not applicable / not observed**

A. 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



.....

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 Ms Sylwia Fiałkiewicz, CEERES
Placement Officer at: ceeres.placements@uj.edu.pl*