



# Internship Course Process Guide

Department of Peace and Conflict Research  
Uppsala University

## About the internship courses

Students may carry out an internship related to their studies in the [Bachelor \(BSSc\) in Social Science](#) and [Master in Social Science \(MSSc\)](#) programmes of the Department as part of their training and receive academic credit. The internship courses were thus established to support student experiences in a workplace of relevance for Peace and Development Studies / Peace and Conflict Research, e.g., one at which the student may apply as well as expand on the knowledge acquired during their studies.

## Eligibility

Only registered students in the Department's programmes are eligible for academic credit in the internship courses. All internships must meet the following criteria:

1. Be relevant to peace and development (BSSc) or peace and conflict (MSSc) studies at the corresponding learning level.
2. Take place during the academic term and demand the appropriate, required number of working weeks within a full-time work structure, i.e. 35-40 hours per week.
3. Take place and not entail travel to, or habitation in a territory or country that is on the no-go list of non-essential travel published by the [Swedish Ministry of Foreign Affairs](#).
4. For MSSc students, conclude in time for the student to be ready to attend and participate in the MSSc thesis course in the Spring term.

In addition, BSSc students in Peace and Development Studies are eligible for the course if they:

- Passed grades in the programme courses Peace and Conflict Studies A, Development Studies A and the B course. The C course thesis within the programme must have been submitted.

Academic course credits are only applied to internships that take place within the academic term, i.e. BSSc students may intern and receive credit in the Spring and Autumn terms for 30 c. MSSc students can intern in the Autumn only, for a full term (the entire 20 weeks for 30 c) or a half term (10 weeks for 15 c).

## Courses

Students may be registered for the following courses:

- BSSc: Internship in Peace and Development Studies, 30.0 c (Full term 20 weeks)
- MSSc: Internship in Peace and Conflict Studies, 30.0 c (Full term 20 weeks)
- MSSc: Internship in Peace and Conflict Studies A, 15.0 c (beginning 10 weeks)
- MSSc: Internship in Peace and Conflict Studies A, 15.0 c (middle 10 weeks)
- MSSc: Internship in Peace and Conflict Studies A, 15.0 c (last 10 weeks)
- MSSc: Internship in Peace and Conflict Studies B, 15.0 c (last 10 weeks)

Note: MSSc students have several options. Students carrying out two internships in the first half and the second half should select option A course for the beginning half of the term and the B course for the last half. Option A in the beginning or last part of the term may also be selected if the student is taking another academic course in another half of the term.

## Timing

Students seek out, secure and negotiate the content of their internships. They must communicate and arrange internship dates with their host organization and are expected to explain that they cannot receive academic credit for an internship if it takes place outside of the academic term dates. Students may discuss earlier start dates; additional assignments beyond the term; or other variations. However, students must carry out the majority of their internship hours during the term. Students will not receive academic credit for pre-term and post-term weeks.

MSSc students must be back in time for the Thesis Course, which begins in the first week of the Spring Term.

## Further information

- Both for BSSc and MSSc: <https://www.uu.se/en/students/department/peace-and-conflict-research/internships>.
- Information is also available on Student Portal in the area on the Department's pages demarcated as 'PCR INTERNSHIP INFORMATION FILES'.

From time to time, the Department is provided with information about internship openings and vacancies. This information is disseminated through Student Portal in the PCR Internship Information Bulletin Board.

## **Documents and registration for the course(s)**

Students may seek advice about the internship course(s) and opportunities for internships from the Course Convener. They may also review previous internship reports and learn about the experiences of other students. Upon request, a copy of a previous internship report can be made available to students by the Course Convener. Reports are also deposited with the Course Programme Administrator.

Every student seeking academic credit through the internship courses is required to submit particular documents in order to be registered for the course.

### **1) Internship Plan**

Students will submit an Internship Plan online at:

<https://doit.medfarm.uu.se/bin/kurt3/kurt/100994>

Completion of the Internship Plan is mandatory. The Course Convener will contact the student if there is a problem with their Plan. Students should otherwise proceed with their arrangements.

### **2) Internship Confirmation**

By the start of the term/period, students must deposit an electronic Internship Confirmation with the Course Convener. Supervisors will need to sign the Confirmation before the end of the first week of the academic term/period. Please note that failure to submit the Confirmation will require the student to withdraw from the course(s).

The Internship Confirmation template is downloadable through the respective internship course sites in Student Portal. Once registered, students can log into Student Portal to upload the Internship Confirmation template from the "Course Documents" area of their course. Students and the internship supervisor should fill out the form completely. The supervisor must sign the form. A completed and signed Adobe Acrobat PDF version must be uploaded into the Internship Confirmation assignment area by the deadline (normally during the first week of the term). The Course Convener will thereafter review and sign the Confirmation and in turn, upload the new version into Student Portal.

## Due dates

The deadlines for submission of the Internship Plan and Internship Confirmation may vary according to the term dates. The forthcoming dates for **Autumn and Spring 2024/25** are:

<u>Study level</u>	<u>Form</u>	<u>Submission due date</u>
<b>BSSc</b>	Internship Plan	<b>Autumn:</b> 31 May 2024 <b>Spring:</b> 22 November 2024
<b>BSSc</b>	Internship Confirmation	<b>Autumn:</b> start of term, within 5 working days <b>Spring:</b> start of term, within 5 working days
<b>MSSc</b>	Internship Plan	<b>Autumn only:</b> 31 May 2024
<b>MSSc</b>	Internship Confirmation	<b>Autumn only:</b> start of term, within 5 working days

## During the course(s)

Students should review the course site in Student Portal for other information, including the Course Guide. They should familiarize themselves with the information in the Course Guide, upload and download the final Information Confirmation and read the messages from the Course Convener.

It is important to refer to the message for Safety and Security, which puts forward advice. Students should inform their local embassy or consulate of their presence in the country and refrain from visiting any dangerous areas or locations that are not approved as safe for non-essential travel. Students are expected to adhere to the commitments made in the Internship Plan and to contact their embassy or consulate if they require assistance. The Department cannot follow up with individual students on a regular basis, but students should contact the Course Convener if they require advice or support.

## Completion of the course(s)

In the end, students are required to submit two documents in order to complete the course:

- Internship Report, and
- Supervisor Evaluation.

The final examination criteria entail submission of the above documents, which are due at the end of the course and required to receive a grade.

## Contacts for assistance: Who does what?

The Department staff and faculty work together on internship courses in a number of areas. Key contacts are:

### **COURSE CONVENER**

(Dr. Armend Bekaj)

Email: [armend.bekaj@pcr.uu.se](mailto:armend.bekaj@pcr.uu.se)

Phone: +46 (0) 72 025 1509

### **BSSc PROGRAMME**

#### **ADMINISTRATOR**

(Ms. Chris Chau)

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### **BSSc PROGRAMME**

#### **COORDINATOR**

(Ms. Helena Grusell)

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### **MSSc PROGRAMME ADMINISTRATOR**

(Ms. Ingalill Blad Ögren)

E-mail: [ingalill.blad-ogren@pcr.uu.se](mailto:ingalill.blad-ogren@pcr.uu.se)

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### **MSSc PROGRAMME COORDINATOR**

(Dr. Liana Lopes)

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Phone: +46 (0) 18 471 23 77

Kindly address queries to the relevant staff member (see next page). Note that our support is delegated across staffing domains, and responsibility is differentiated by undergraduate and graduate levels.

## Who does what?

<b>Information</b>	<ul style="list-style-type: none"> <li>• Previous internship reports?</li> <li>• Course information?</li> <li>• Openings and other announcements?</li> </ul>	MSSc–OR–BSSc Programme Administrator Course Convener Course Convener
<b>Certification</b>	<ul style="list-style-type: none"> <li>• Certificates of programme or internship?</li> <li>• Transcripts?</li> <li>• ERASMUS form signature?</li> </ul>	MSSc–OR–BSSc Programme Administrator MSSc–OR–BSSc Programme Administrator Course Convener
<b>Pre-registration for the course</b>	<ul style="list-style-type: none"> <li>• Review of Internship Plans?</li> </ul>	Course Convener
<b>Insurance matters</b>	<ul style="list-style-type: none"> <li>• Insurance information, upon registration?</li> <li>• Information about insurance/Master's?</li> <li>• Information about insurance/Bachelor's?</li> </ul>	MSSc–OR–BSSc Programme Administrator MSSc Programme Coordinator BSSc Programme Administrator
<b>Registration for the course</b>	<ul style="list-style-type: none"> <li>• Final registration?</li> </ul>	MSSc–OR–BSSc Programme Administrator
<b>During the course</b>	<ul style="list-style-type: none"> <li>• Signing Internship Confirmation?</li> <li>• Questions about changes and challenges?</li> <li>• Grading of the student report and evaluation?</li> </ul>	Course Convener Course Convener Course Convener
<b>Grade reporting</b>	<ul style="list-style-type: none"> <li>• Final examination and grades entered?</li> </ul>	MSSc–OR–BSSc Programme Administrator