

## Requirements for Acknowledgement of Preparatory Internships

### International Relations, B.A.

1. The preparatory internship should generally be completed before enrolment at the Rhine-Waal University. However, students may submit certification of completion until their registration for the fourth semester (§ 4 General Examination Regulations).
2. The mandatory internship period of eight weeks should be completed within a company, a governmental body, the public administration, a non-profit organisation, or the media.
3. Students must prove that the chosen internship position relates sufficiently to the subjects in the curriculum of the study programme IR. The following areas are, for example, appropriate for acknowledgement:
  - Political Parties/Institutions
  - Political Foundations
  - Public Administration
  - Non-governmental Organisations
  - Charitable Institutions & Non-profit Associations
  - Voluntary Social Year
  - Media, Public Relations, and Publishing
  - Human Resources and Marketing
  - Companies, Firms (no simple auxiliary activities), Banking & Finance

As International Relations aims at studying cross-border phenomena, we strongly encourage students to look for an internship at an internationally operating organisation or company a/o in an area where international/intercultural aspects do play a role.

4. The internship may only be officially recognised when sufficient certification or documentation of completion is given by the employer. This should include a detailed report regarding the nature and quality of the work done.
5. Students have to prove that internship was full-time (not a student or side job) for a period of eight weeks. Recognition is also possible in case several internships have been done which fulfil the requirements, lasted less than eight weeks each a/o have been part time, but total eight weeks full time.
6. Commitments such as community service or army generally cannot be acknowledged.
7. Completed apprenticeships or training schemes in relevant fields (such as defined above) may be recognised.
8. Even if the requirements outlined in points 1 to 7 are fulfilled, the Rhine-Waal University reserves the right to deny recognition of work experience if the employer certifies that the student did not meet the expected requirements.
9. International exchange students in IR who are enrolled at universities abroad and do not intend on graduating or completing their degree at the Rhine-Waal University are exempt from the compulsory preparatory internship.