



INSTITUT
BARCELONA
ESTUDIS
INTERNACIONALS

INTERNSHIP GUIDELINES

ACADEMIC YEAR 2023-2024

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What IBEI can do for you

IBEI supports its students in numerous ways to enter the international labour market:

- It has an established internship programme mainly in Barcelona and Madrid that will open the door to the world of international affairs for many of its students.
- It organizes workshops to provide knowledge related to career skills such as on how to behave during a job interview, oratory, project management, negotiation and protocol, communication, etc.
- It arranges a seminar series with practitioners to learn about possible career trajectories in international governmental and non-governmental organizations.
- It offers individual advice about entering the job market to its students.

IBEI Career Center

Our Career Center, directly accessible from ibei.jobteaser.com, will connect our students and recent graduates with recruiters and job and internship opportunities. It is a complete recruiting platform oriented to professional development where you will find the following modules:

- Personal Profile: Upload your CV and define your search criteria that match your profile.
- Job Offers and Internship Calls: Apply to job vacancies and IBEI internship calls. Find the description of the internships offered by IBEI and if you are interested in applying, upload your CV and a cover letter.
- Knowledge Center and Advice: Find tips, links and other resources that will help you in identifying and obtaining your personal career goals.
- Events: Find all the information about the practitioner seminar series and the Career Skills Workshops IBEI organizes annually.
- Career guidance appointments: Convene a meeting with the IBEI Academic Internship Coordinator. Walk-ins are welcome, but appointments are strongly preferred.

Internship Programme for 2023-2024 cohort of students will start in January 2024.
Students can only start an internship once they have completed their first semester
of the master's.

Internship Opportunities

The first question you have to answer is if you want to apply directly for a job or if you want to start with an internship. Generally speaking, you will need at least some professional experience for any kind of job in the international sector. In other words, if you do not have any international work experience, an internship is almost unavoidable.

Internships are often the best way to start an international career. They offer you the opportunity to gain relevant work experience, to improve your social and language skills and to establish contacts with people who can help you with your career. In general, there are a huge number of internship opportunities all over the world. The selection process for the large majority of these (paid or unpaid) internships is highly competitive, although some countries have special scholarship programmes for their citizens. Sometimes applicants have to fulfil certain criteria, in particular regarding language skills, age and nationality. Make sure that you check all criteria before you apply.

IBEI recognizes the importance of internships for the professional development of our Master's students. Therefore, it supports students on their way to their first internship in international affairs. There are essentially four different paths:

- **PATH 1:** IBEI has signed internship agreements with numerous international organizations and companies (mainly based in Barcelona and Madrid). You can apply for these internship opportunities through our online Career Center platform. The selection process for these internship placements is competitive, even though only open to IBEI students.
- **PATH 2:** If you find an internship position on your own that requires you to be a student (e.g. in the UN Secretariat), or a contract between the host organisation and IBEI, please contact the Academic Internship Coordinator and we will help you with all the paperwork.
- **PATH 3:** You can look for your own internship opportunity independent from IBEI. Especially large international organizations run their own internship programmes and do not sign contracts with individual educational institutions. Almost all Ministries for Foreign Affairs offer information on how to start an international career. Check your national ministry website. Furthermore, major think tanks or even multinational corporations also offer internship programmes for young professionals. Please check the Knowledge Center module in our Career Center platform where you will find information, resources and

updated links to these opportunities. Finally, it must be said that volunteering at local or international level can also be a good starting point, although this is not an internship opportunity strictly speaking. Check in Barcelona for local NGOs to help people or have a look in the European Voluntary Service funded by the European Commission or even election observation missions run by any international organization.

IBEI Internship Regulations

The goal of IBEI Internship Programme is to acquaint students with the tasks and challenges involved in the daily practices of organisations and professionals in international relations, security and development. Internships also afford students the opportunity to put into practice the knowledge they have acquired in IBEI Master's courses. IBEI supervises the content of all internships to ensure they are related to the different areas covered in each Master's programme. These internships may be curricular or extracurricular. In either case, the student must be enrolled in a Master's Programme offered by IBEI.

Professional internships do not establish a connection or work relationship between the student and the company or institution and are regulated by specific standards set by IBEI, which are based on the regulations used by Universitat Pompeu Fabra (UPF) in accordance with Royal Decree 592/2014 of 14 July. Before an internship can be arranged, IBEI and the host organisation must first sign an educational collaboration agreement.

The internship must be completed while maintaining the student status and, therefore, before the final grades of the Masters' Thesis are awarded (i.e. November 15 for students who submit their thesis in September and May 31 for students who submit their thesis in March of the following academic year). In this sense, **students who complete an internship during the second semester may request an extension of the Master's Thesis to March 2025, paying a reduced fee of 75€.** Students may request this extension no later than 7 calendar days after having received the internship acceptance notification. Internships registered until August 31 are considered as internships for the student's initial academic year. From September 1st onwards, internships will be enrolled in the following academic year. In this case, the student must postpone the submission of the thesis to March or September of the following academic year (by paying a fee of 75€).

Curricular Internships

Curricular internships make up part of the curriculum of each Master's Programme and require enrolment in the elective course titled Internship (course code 9040), worth 4 ECTS credits. This course appears on the student's academic record. Curricular internships are required to have **a minimum of 120 hours and a maximum of 900 hours. Each student may only do one curricular internship. Erasmus Mundus Master's in Public Policy (Mundus MAPP) students** are not allowed to do a curricular internship during their second academic year at IBEI as they already completed one in the first year. Students of the **Master's in International**

Law of Global Security, Peace and Development (ILGSPD) are not allowed to do a curricular internship at IBEI.

Students who wish to carry out a curricular internship may enrol in the Internship course as part of the 60 credits necessary to complete the Master's programme and may do so during the established enrolment period of each term. If the internship is confirmed during the second semester, the student will be able to remove a second semester elective course and add the Internship course (4 ECTS) without the need of paying any extra fee. This can only be done before the second semester classes finish and before the second semester exams start.

Students may also take the course as an additional course, adding 4 credits to the 60 credits necessary to complete the programme (60 credits + 4 ECTS credits). Enrolling in the course for extra credit can be done by completing an enrolment form from the Academic Office no later than 7 days after the official confirmation of the internship and it has a cost of 60€.

If students decide to carry out an internship during the second semester of the master's, IBEI will have to check that the schedule of the internship is sufficiently flexible to be compatible with courses. If the internship is less than 20 hours per week, the student may substitute a 4-credit elective course for the internship course at no additional cost. If the internship is more than 20 hours per week, the student must request a change to the part-time modality.

Extracurricular Internships

Extracurricular internships do not make up part of the curriculum nor do they appear on a student's academic record.

Extracurricular internships are also required to have **a minimum of 120 hours and a maximum of 900 hours**. Even though extracurricular internships do not require enrolment, IBEI must also sign an educational collaboration agreement with the company or institution willing to take on an intern. The processing cost of the internship agreement is 60€.

For **Mundus MAPP and ILGSPD students**, the deadline to complete an extracurricular internship under IBEI conditions is 31 August 2024.

CURRICULAR INTERNSHIP	Require enrolment in the 4 ECTS credits elective course titled <i>Internship</i> . This course will appear on the student's academic record.	Students may enrol in the course as part of the 60 credits necessary to complete the Master's programme or may also take the course as an additional subject, adding 4 credits to the 60 credits necessary to complete the programme (with a fee of 60€).	Minimum of 120 hours and maximum of 900 hours.	The deadline for completing a curricular internship is 15 November 2024 if the Master's Thesis has been submitted in September and 31 May 2025 if it has been submitted in March (with a fee of 75€).
EXTRACURRICULAR INTERNSHIP	Do not make up part of the curriculum nor do they appear on a student's academic record.	Do not require enrolment but IBEI must establish an educational collaboration agreement with the company (with a fee of 60€).	Minimum of 120 hours and maximum of 900 hours.	The deadline for completing an extracurricular internship is the same as curricular ones, except for Mundus MAPP and ILGSPD Students, which is 31 August 2024.

Curricular Internships offered by IBEI (Path 1)

IBEI has made and is making every effort to sign internship agreements with international organizations, ministries, companies, consulting firms, NGOs, research institutes and think tanks, etc. in order to guarantee a variety of opportunities available for our Master's students and to ensure those internships are appropriate and related to our fields of expertise.

Students who wish to receive more information about the internships offered and managed directly by IBEI must be registered in the [IBEI Career Center](#) where all the calls will be

published. The registration and login process must be done via your IBEI email address (@student.ibei.org). Please upload your CV and define your search criteria that match your profile.

Organisations working in collaboration with IBEI send descriptions of available internships (tasks, conditions, supervisor name, start and end dates, etc.), which will be published in our platform. Students interested in any of these opportunities, may upload an updated CV and a cover letter in order to apply to the internship position. The student will not contact the host organisation directly. IBEI will act as intermediary and send the CVs of the candidates who meet the requirements of the internship description.

Students can make up to two internships, one curricular and one extracurricular. The selection process for these internships is competitive, even though they are only open to IBEI students. The final decision of the selection process will be made by the host organisation, although IBEI will prioritise students who have not taken any internship through IBEI before. Internships will be formalised through an appendix to the Internship Agreement signed by IBEI, the host institution and the selected student.

The attendance to at least **two Career Skills Workshops**, as part of the IBEI Internship Programme, will be compulsory for those students interested in this programme. These workshops will be held in November 2023 and March 2024.

Curricular Internships independent from IBEI Programme (Path 2)

It is fair to admit that many institutions, with whom IBEI cannot establish a direct agreement, regularly open their own competitive internship programmes. In this case, IBEI will also support those students carrying out an internship in organisations independently from IBEI calls, such as private companies, international organisations, NGOs or public institutions.

Once a student has received an offer to carry out an internship outside of IBEI programme, he or she must notify the Academic Internship Coordinator this opportunity, specifying the tasks to be performed during the internship, the name and position of the supervisor and the contact details of the host organisation. The Academic Internship Coordinator will supervise the proposal and IBEI will help the student to complete all the necessary paperwork to establish an educational collaboration agreement with the organisation, should one be necessary.

Assessment of Curricular Internships

Curricular internships are equivalent to one elective course worth 4 ECTS credits and are subject to a predefined and standardised assessment system. The Internship course (course code 9040) does not have a numerical grade and it does not have impact on the Grade Point Average. The Pass/Fail grade will be based on two reports:

- An assessment report from the student's supervisor in the host institution where the internship is carried out. The supervisor must complete a standardised form assessing the professional competencies acquired by the student by giving each a mark of 0 to 4, with 4 being the highest. The supervisor will send this report to the IBEI Academic Internship Coordinator by email (internship@ibei.org) within a month after the internship has finished.
- A five-page personal report submitted by the student on the progress and the professional experience he or she acquired during the internship. The student must submit the final report to the IBEI Academic Internship Coordinator by email (internship@ibei.org) within one month upon completing the internship. The report must include the following sections:
 - A. Student's personal details.
 - B. Name and location of the organisation where the internship was carried out.
 - C. Detailed description of the tasks, jobs and departments he or she was assigned to.
 - D. Assessment of tasks performed with the knowledge and competencies acquired during university studies.
 - E. Problems that arose and how they were resolved.
 - F. Knowledge and skills that were acquired on the internship.
 - G. Assessment of internship and suggestions for improvements.

The final assessment will be made once the internship has been completed, according to the evaluation of the two reports, and the student will receive a Pass/Fail grade. If no assessment of the internship is made, the subject will appear as "Not Submitted" on the student's academic record. The IBEI Academic Internship Coordinator is responsible for determining if the student passes the course and must sign all necessary paperwork to that effect.

Contacts at IBEI

Academic Internship Coordinator:

Irina Ciornei
iciornei@ibei.org

Academic Office:

Agnès Jané
internship@ibei.org

And finally, what you can do for IBEI

Keep in touch and tell us about your career in the “real world”. The IBEI is eager to keep a close contact with its students, even years after the completion of the Master’s programme.

Good Luck!

IBEI Internship Placements

IBEI students have completed internships at sites such as these over the last two years:

Acumen Public Affairs. Brussels
ACUP-GUNI. Associació Catalana d'Universitats Públiques & Global University Network for Innovation
Acción contra el Hambre
AmChamSpain. American Chamber of Commerce in Spain
Amman Center for Human Rights Studies
Àrea Metropolitana de Barcelona. Àrea d'Internacional i Cooperació
ASEAN Foundation
Cambra de Comerç Brasil-Catalunya
Centre d'Estudis per la Pau JM Delàs
CIDOB. Barcelona Centre for International Affairs
Consulado General Británico en Barcelona
Cruz Roja Cataluña. Departamento de Cooperación Internacional, Derechos Humanos y Derecho Humanitario
DCH. Organización Internacional de Directivos de Capital Humano
DemocraciaAbierta / openDemocracy. Barcelona and Bogotá
Dutch Embassy in Australia
Dutch Embassy in Vietnam
Embassy of Sweden in Pretoria
ESADEGeo. Center for Global Economy and Geopolitics
Esglobal
Ferdinand Consultants
FIIAPP. Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas. Madrid
FocusEconomics
Fundació Blanquerna Research Group GLOBALCODES
IEN. Fundació Institut d'Estudis Nord-Americans
Generalitat de Catalunya. Secretaria d'Acció Exterior i de la UE
Geos Atlas
German Embassy in South Africa
German Parliament. Office of a Member of Parliament. Berlin
GlobalCAD. Centro de Alianzas para el Desarrollo
HCSS. Hague Centre for Strategic Studies
Human Rights Watch
IBEI Research Project DEMOC
IBEI Research Project ENGAGE
IBEI Research Project ETHNICGOODS
IBEI Research Project ILSGPD
IBEI Research Project INGOV
IBEI Research Project OILDOWN
IBEI Research Project RECONNECT

IBEI Research Project Reg-EULAC
IBEI Research Project RESPAX
IBEI Research Project SECUREU
IBEI Research Project TIGRE
ICU Medical Costa Rica
IEMed. Institut Europeu de la Mediterrània
IFIT. Institute for Integrated Transitions
IICA. Instituto Interamericano de Cooperación para la Agricultura
International Amnesty
International Federation of Red Cross and Red Crescent Societies. South Caucasus Country Cluster Delegation
ISGlobal. Instituto de Salud Global
Mans Unides
Metropolis. World Association of the Major Metropolises
Middle East Consulting Solutions
Ministerio de Asuntos Exteriores, Unión Europea y Cooperación. Secretaría General de Organismos Internacionales
Ministerio de Asuntos Exteriores, Unión Europea y Cooperación. Secretaría General de No Proliferación y Desarme
Ministerio de Defensa de España. Secretaría General de Política de Defensa. Madrid
Ministry of Economic Cooperation and Development in Germany
NOVACT. Instituto Internacional por la Acción Noviolenta
NTT Data
Relief Applications
Royal Melbourne Institute of Technology
Save the Children
SciTech Diplohub. The Barcelona Science and Technology Diplomacy Hub
Search for Common Ground
Sentinel Atlas
Spain-US Chamber of Commerce. New York
Street Child
SUEZ Spain S.L.
UNESCO. United Nations Educational, Scientific and Cultural Organization. Asia and Pacific Regional Bureau. Bangkok
UNICEF. United Nations Children's Fund. East Asia and Pacific Regional Office. Bangkok
Union for the Mediterranean
United Cities and Local Governments
United Nations Global Compact. Berlin
United Nations Information Centre in Mexico
Welocalize Life Sciences
Worldcoo Co-funding Cooperation SL