

## MA INTERNSHIP PROGRAMME CODE OF CONDUCT & REGULATIONS

### CODE OF CONDUCT

Students are expected to behave in a professional and ethical manner during the entirety of the application and selection process, as well as during the internship. This includes, but is not limited to:

#### During the application and selection process

- Students must reply to emails sent by the Internship Office.
- The internship partners will contact you directly to arrange interviews, this is completely fine but please always cc' the Internship Office in.
- Students must be on time for their in-person or online interviews.
- If an internship partner offers a candidate an internship, the latter must accept or decline the offer in writing by sending an email to the Internship Office within 24 hours.

#### During the internship

- Respect deadlines.
- Be on time for work.
- Be polite and cooperative.
- Be supportive and proactive.
- Turn in assignments on time.
- Follow through on commitments.
- Do not conduct personal business during work hours.
- Students should not be afraid to ask for additional work.
- Dress code: maintain a neat appearance and dress appropriately.
- Seek to further your professional development by improving skills and acquiring new knowledge.
- Occasionally, students may encounter some problems or difficulties during their internship. We encourage our students to tackle the problem from the beginning and not leave it until the end of the internship. The Internship Office and the Internship Advisors can provide students with guidance, but students should first try to solve the problem on their own.

### At the end of the internship

- Students must submit their log of hours worked to the Internship Office and Internship Advisor on the dates written on the syllabus.
- The log must be signed by their internship supervisor.
- Students must complete the assignments stipulated on the syllabus.

### REGULATIONS

- MA students are allowed to complete one internship for credit during their studies.
- Interns cannot receive payment for the internship.
- The resume must be maximum two pages long.
- The cover letters must be maximum one page long.
- The internship application must be submitted online on time.
- Late applications will not be considered.
- If selected for an interview, students must carefully prepare themselves for the interview.
- Students must be aware that due to the highly competitive nature of the internship programme, there is no guarantee that they will be selected for the internships for which they have applied.
- Once students have started an internship, they may not withdraw from it except under extraordinary circumstances, and then only with the permission of the MA Internship Coordinator, MA Programme Director, and Vice-Dean for Education.

Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_