

Practical Information about MITRA4400 - Field Term - Internship for Modern International and Transnational History Students

Before travelling abroad:

- Choosing a topic for your term paper/report must be done in cooperation with your client and UiO. Final approval of the project must be done by your supervisor and IAKH. The topic of your project should be decided upon before you start your internship. Under special circumstances we can allow that the topic is decided no later than one month into the internship.
- Norwegian citizens registered at UiO will receive student loan and scholarship from Lånekassen, and can buy student insurance.
- All students at the programme must make sure they have the necessary insurance before travelling abroad.
- **For Norwegian Citizens:** Lånekassen støtter delstudier i utlandet med basisstøtte i tillegg til en reise tur-retur fra Norge til studie/hospitantsted ved opphold på under seks måneder og til to reiser tur-retur ved opphold på seks måneder eller mer. Reisetillegget blir gitt som 70 prosent stipend og 30 prosent lån.
- It is your own responsibility to apply for a visa/work permit, buy airplane tickets, arrange accommodations and pay for these arrangements.
- Students travelling on an UD internship will in some instances need a security clearance.
- When the internship is approved, your client will send a letter of confirmation that you can attach to the application for a visa/work permit. Remember that your client should detail how long the durations of your internship will be.
- You and your client decide when you internship should start and end. The internship can last no longer than the semester period. For the autumn semester 2018 this period is from August 13 until December 21. That means the internship should be approximately four months and no shorter than three and a half months.
- If the client and the student agree to start the internship earlier than August 13 (from the end of July and onwards), please contact UiO for final approval.
- Sometime the internship period will be limited by the visa rules in your client's country. Be aware that some application processes for a visa/work permit are time consuming.

- For all internship agreements (except UD): You need to sign the standard Internship agreement written by the Faculty of Humanities in three copies. Your client and the Student Advisor must also sign the agreement.

During your stay:

- You will be assigned a mentor/contact person at your work place.
- Your client will facilitate a work place for you (not necessarily your own office) The client facilitates your work day as they see fit, but your assignments should be varied, challenging and give you an insight into the workplace.
- You will follow the work hours set by your client, but 12-18 hours of the work week is set aside to work on your term paper/report.
- You will not receive pay or scholarship from your client.

After your stay:

- Your client writes a letter of confirmation for the internship at the end of your stay.
- After the assessment of your exam is finished, you will send your client a copy of your paper.