



May 2022

**Department of International Law:
Conditions and Procedure to Obtain Credits for an Internship**

Students in the International Law Department have the option to pursue an internship during their studies. Certain internships may be granted **3 ECTS credits**, counting toward optional courses within either the Master or Phd in International Law programme, under the following conditions:

1. The internship must be relevant to the student's studies at the Graduate Institute.
2. The internship must be with a reputable organization and supervised by an individual within that organization.
3. Paid as well as unpaid internships are eligible to count for credit.
4. The internship must involve a minimum of 100 hours of work.
5. The internship must be approved, based on the conditions set out in this document, by the Head of the International Law Department, who can delegate such approval to individual faculty members of the Department specialized in the subject matter area. Requests for approval must be in writing and include a signature or other form of confirmation from the host organization.
6. Internships can be taken for credit during either the fall or the spring semester.
7. Each student must fill in and submit a brief student report (between 1000 and 2000 words long), no later than one month after the end of the internship.
8. The student's supervisor at the host organization must certify that the internship has indeed taken place and, where possible, send a brief supervisor report (between 300 and 600 words) with an appraisal of the student's performance within the same deadline.
9. Student and supervisor certifications/reports should be sent to the International Law Department Manager and must be approved and graded by the Head of Department who can delegate such approval to individual faculty members of the Department specialized in the subject matter area.
10. Internships shall be graded on a pass/fail basis.
11. Students can only obtain credits for one internship during the entirety of their studies at the Graduate Institute.
12. By awarding credits for an internship, neither the Department nor the Graduate Institute endorses the host organization or its view, nor can the Department or the Graduate Institute be held liable for any conduct or activity related to the internship. It is generally recommended (and required by some host organizations) that students conclude civil liability insurance which covers work undertaken during the internship.