



## CEMS Internship Abroad Validation

The following information applies to all CEMS students and relates to the required CEMS Internship Abroad (as part of the CEMS MIM program) and how the internship is validated.

### Internship Criteria

- Internships must cover a consecutive period of at least 10 weeks full time in the same company (the first 10 weeks of a full-time employment is also accepted).
- Internships can take place at any time during the graduate period of studies (also prior to CEMS selection).
- Internships have to be an intercultural experience and thus need to be abroad (any country). For CEMS internships, “abroad” is defined as either
  1. outside the country of the CEMS home institution *or*
  2. outside the country of secondary education *or*
  3. outside the country of citizenship.
- Internships must be a full-time activity at a professional level (first job level, although salaries may not be commensurate) where the student is given one or more challenging projects with a certain degree of autonomy.
- The student's work must be supervised by a tutor within the company. Students may work in different departments, but must work on a given project. The company tutor has to fill out an evaluation form at the end of the internship.

### Internship Validation

If you satisfy the above requirements then it will be possible to validate your CEMS Internship with receipt of the following;

- A copy of your internship offer/description which includes the following information: Company identification; duration of the internship; definition of the project/tasks; location; name and title of the supervisor.  
This should ideally be provided and agreed upon with the CEMS Corporate Relations Coordinator at your home university before the start of your internship.
- Completed CEMS evaluation form (completed by company tutor) to be returned to the home university at the end of the internship. Evaluation forms are available to download from the CEMS website or can be provided by the CEMS Corporate Relations Coordinator at your home university.

The CEMS Corporate Relations Coordinator at your home university validates your CEMS internship abroad. At the University of Sydney this is currently Justine Green  
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The information set out in this guide was based upon the information available at the time of circulation (June 2009). The University reserves the right to make any alterations to any information contained within this guide without notice.