



## Rules for Students undertaking an Internship

The following text will hopefully answer many of your questions about the internship. For some details, you will have to ask your university MuEuCAP coordinator (namely: Dr Sai Sein Lin Oo or Ms Saw Myat Ohnmar or Professor Mie Mie Sein) as the Internship programme is quite complicated.

### Internship

1. the internship will last up to 20 working days (ie 4 weeks)
2. must be carried out between October 2019 and the end of February 2020
3. MuEuCAP will cover reasonable costs of travel and cost of stay (this money will be administered by your university and your NGO host)
4. activities must be related to aspects of environmental protection and/or biodiversity conservation (but in the broadest sense).

### Intern's responsibilities – YOU must:

1. make contact with your assigned NGO (MBNS, FFI, Friends of Wildlife, Harrison Institute) as soon as possible and no later than October 4 and together decide on dates for the internships to start and end
2. sign an attendance record for each day
3. write a diary of day to day activities AND a report on the completion of the internship (both to be written in English language).
4. must submit a pdf copy of the diary and report to the Project Coordinator, Dr Marcela Suarez-Rubio at [marcela.suarezrubio@boku.ac.at](mailto:marcela.suarezrubio@boku.ac.at) within 30 days of the completion of the internship. **Please note, you will NOT be able to claim back all your expenses until you submit a report and a diary and sign the attendance record**
5. must keep all receipts of expenses and a written list of expenses.

### Expenses

There is sufficient funds to cover reasonable costs for the internships. This money will be administered by your university together with your host NGO. You will be responsible for keeping receipts and submitting them in the correct format – please check with your university representative (Dr Sai Sein Lin Oo or Ms Saw Myat Ohnmar or Professor Mie Mie Sein) about this.

It is very important that you tell your university representative (Dr Sai Sein Lin Oo or Ms Saw Myat Ohnmar or Professor Mie Mie Sein) and Dr Marcela Suarez-Rubio:

- when the internship will start
- where it will take place
- how many days the internship will last.

### Cost of travel

You can claim 'cost of travel' ONLY when you move away from your university town – ie if you are based at the University of Mandalay and the internship takes place in Mandalay, you cannot claim travel money. However, if you travel from Myeik University to Mandalay (or the other way around) then you can claim travel money, providing you have all relevant receipts.

Only one return travel can be claimed – ie if an individual student travels from Myeik to Mandalay for 10 days of an internship and then returns to Myeik and later goes again from Myeik to Mandalay for a further 10 days of internship and then back to Myeik, he or she can only claim the cost of one of the travels unless the university gives specific permission that they will cover the second travel. **But you must have this permission in writing.**