



Quick guide
for students,
professors and
supervisors

Internships



EUROPEAN
MASTER IN
OFFICIAL
STATISTICS
EMOS

The European Master in Official Statistics (EMOS) is a network of EMOS Master programmes providing post-graduate education in the area of official statistics at European level. EMOS is a joint project between universities and data producers in Europe. In 2016 the network is active in 14 countries.

Internships carried out under EMOS must support the EMOS learning outcomes in a practical way, ideally by helping students find topics for their Master thesis and providing them with support. The internships are of mutual benefit to the student and employer; notably by improving understanding of students' careers, soft skills, and employability. The experience can also help EMOS students to build networks to improve their job prospects. The hosting organisations can benefit from a motivated and

nearly-qualified workforce in a cost-effective manner. The internships are ideal in helping them identify potential future employees. The internships create a pool of young people with first-hand experience of developing, producing and disseminating European statistics. The students trained in organisations which collaborate with the partners of the European Statistical System will build a valuable bridge between producers of European statistics and the academic world.

What's in it for me?

REQUIREMENTS

- Students must be enrolled in an EMOS Master programme.
- The Master thesis and internship combined are worth at least 40 European Credit Transfer and Accumulation System (ECTS) credits or equivalent. At least 20 ECTS out of 40 are awarded for a Master thesis, while the remaining ECTS out of a minimum of 40 ECTS are granted for an internship.
- If an internship is substituted by a research project (written report), the hosting organisation must certify

that the research subject is relevant for official statistics.

- In case of cooperation with partners outside the European Statistical System, the hosting organisation should sign a document certifying that the internship complies with the international statistical standards and European Statistics Code of Practice.

GOOD PRACTICE FOR ESTABLISHING TOPICS FOR RELEVANT MASTER THESES

- National Statistical Institutes work together with the universities to create a list of possible research topics based on feedback by subject matter units and the data sets available.
- The lists are published on the EMOS website to guide professors and students when selecting a research topic.



BEFORE THE INTERNSHIP

- The internship programme prepared by the hosting organisation and discussed together with the intern and university supervisor helps clarify everyone's expectations and needs. The programme should include opportunities for the intern to make contacts across the hosting organisation so that they have a more comprehensive overview and more hands-on experience of the statistical processes.
- The roles and responsibilities of the intern, the professors and the intern's supervisor at the workplace should be clearly identified.
- A contract signed by the intern and the hosting organisation should cover applicable staff rights and obligations, working facilities, remuneration, health care, insurance, etc.
- Ideally, the intern should prepare a draft research plan including a short literature review and potential methods to be used if the internship is linked to his or her Master thesis.

DURING THE INTERNSHIP

- The hosting organisation is to provide a positive, supportive learning environment in which the intern can relate to their academic major.
 - Mentoring and supervision should be a continuous process rather than a flash induction programme.
 - Each intern should be assigned a qualified supervisor who can devote sufficient time to providing an induction, training, mentorship, and regular review and reflective practice meetings.
 - The student can also be supported by a steering committee consisting of the professor and experts from the hosting organisation, e.g. experts in methodology and subject matter. The group should meet regularly to discuss progress and give advice.

AFTER THE INTERNSHIP

- The internship should provide an overview of official statistics and introduce the intern to statistical processes through hands-on experience with statistical tools and processes.
- The internship should focus on the hosting organisation's real problems with actual data. Ideally, the experience should contribute to or be a part of work on the Master thesis.
- Interns should carry out the agreed duties and responsibilities and adhere to the same confidentiality rules as permanent staff. They are bound by this obligation even after the end of the internship.
- The intern should draft a report and submit it to the supervisor for approval.
- The supervisor should complete an assessment report on the internship.
- The intern could present the final thesis to the staff of the hosting organisation or be invited to share the internship experience at both the university and the hosting organisation.



http://ec.europa.eu/eurostat/cros/content/emos_en

Student corner

If an EMOS internship is your first experience in the professional environment with some responsibilities of your own, you will find plenty of good advice online. Here is ours:

**Positive
attitude
makes a
difference**

BE PROFESSIONAL

Adapt to the working culture and respect the organisation's policies and reporting structure (your boss, his/her back-up and the next boss in line). You may be expected to comply with a dress code. Avoid distractions such as checking private emails, social networks and surfing the internet during working hours.

BE RELIABLE

Complete your projects on time, and do not be shy of asking for another job once your first one is done. Should you feel overwhelmed with your projects, have a word with your supervisor about setting priorities.

LEARN

Make the best of your internship by taking your work seriously and ask questions: asking questions shows your interest and understanding that assumptions can lead to errors. Learn to accept constructive criticism and suggestions to improve your work.

Enjoy your internship!

