

Guidelines on the implementation of masters students' internships at the Reykjavík University's School of Law

1. Selection of students for internship

The Academic Affairs Council is responsible for deciding which students should be offered internships and where, as provided in third and fourth paragraph of Article 14 of the Rules on Masters Studies at the Reykjavík University School of Law. Decisions should be made on the basis of students' grades and number of semesters completed as well as the needs and desires of the School's collaborators.

A requirement for the approval of an internship is that the student has received the grade 6.5 or higher at the undergraduate level. A student's progress during the graduate studies is also considered. A student **cannot** be approved for internship at an undertaking or organisation where he or she has previously been engaged in legal work. **If a student's application for internship is approved, the selection is binding.** Rules regarding students' permission to change the course selection during the first week of teaching each semester does not apply to internships.

Consultations shall be held with the organisation or undertaking as regards the selection of students for internships in accordance with an agreement concluded by the School of Law with the organisation or undertaking in question. The final decision on which students are selected for internship and their placement shall be made available one month before the start of teaching in the term of the internship.

2. Advisor

The Dean of the School of Law, following consultation with the Academic Affairs Council, shall appoint a permanent member of the teaching staff of the School of Law to serve as the advisor of a designated intern. In the choice of advisor the proposed internship should be related to the academic field of the advisor.

3. Supervisor

Before the start of teaching, the advisor should request that the organisation or undertaking that accepted the intern should appoint a supervisor for the intern in accordance with the partnership agreement on internship. The supervisor shall monitor the student's work during the internship and see to it that the student gets appropriate assignments.

4. Preparatory meeting

Once a choice has been made of advisor and supervisor in the first week of teaching, and before the student begins the internship, the advisor shall summon a meeting of the three parties on the premises of the organisation or undertaking to review what tasks the student will be expected to perform, time of work, working facilities, evaluation of studies and other arrangements. The student should have his or her class schedule available at the meeting so that the time or work and daily attendance can be planned.

5. Tasks

An organisation or undertaking that accepts a student for internship shall entrust the intern with tasks which are verifiably suitable as a means of enhancing the student's knowledge of law and ability to work on the resolution of legal assignments, as provided in Article 14 of the Rules Governing Masters Studies at the Reykjavík University School of Law. Preferably, students should gain an insight into the activities of the organisation or undertaking in question as a whole and into its principal functions. However, the main focus should be on the resolution of one or more challenging projects in the professional field of the organisation or undertaking in question.

6. Working hours and working arrangements

Normally, 7.5 ECTS credits should be the equivalent of 150 hours of attendance in the workplace. Working hours shall be arranged so that there is a minimum of conflict with the classes that the student is required to attend and any urgent academic work. The internship should be spread over a period of 4-8 weeks, and the internship should be completed before the end of the examination period of the Masters Programme. The internship should take place at the organisation or undertaking in question, unless the advisor or supervisor agrees to part of the work being carried out elsewhere.

7. Employment terms and confidentiality

Internships are unpaid. An organisation or undertaking is permitted to enter into a separate contract with an intern concerning rights and obligations; the advisor should be supplied with a copy of the contract, as provided in the partnership agreement on internships.

Students are subject to confidentiality as regards any matters that may come to their knowledge in the course of, or in connection with, the internship.

8. Communication and resolution of disputes

An intern may approach the supervisor with any problems that may arise in the course of the internship and any problems in relations in the workplace.

Also, a student may approach his or her advisor if he or she is of the opinion that an organisation or undertaking has not performed in accordance with the partnership agreement with the School of Law or if the supervisor has not succeeded in resolving any problems relating to tasks or relations in the workplace. In such cases, the advisor is required to attempt to seek a resolution in consultation with the supervisor. If this is unsuccessful, the advisor may consult the Academic Affairs Council or the Administrative Director of the School of Law.

A supervisor shall contact the advisor if a student does not adhere to the work schedule or the student does not comply in other ways to the obligations set out for the internship. If the student commits a serious fraction of the duties, the internship will be immediately terminated and no credits rewarded. In other instances, the advisor shall reprimand the student and evaluate at the end of the internship if the student has completed the work sufficiently. Two warnings count as a serious fraction of duties.

9. Termination of work and report on assignments

At the end of the internship period, the student shall prepare a brief assignment report outlining the principal details of the arrangements and assignments of the internship. The report shall not include any confidential information.

The supervisor confirms the assignment report and submits a report on the student's performance. The supervisor and advisor shall discuss the success of the internship. The advisor shall then decide, on the basis of the assignment report and the report of the supervisor, whether the student completed the internship in a satisfactory manner. The student's result shall be registered as pass/fail.

10. Rules Governing Masters Studies and partnership agreements

In other respects, reference is made to Article 14 of the Rules Governing Masters Studies at the Reykjavik University School of Law and the School's partnership agreement with the organisation or undertaking in question.

Amended by the Academic Affairs Council of the School of Law on 4 March 2013.