The European Master in Official Statistics (EMOS) is network of EMOS Master programmes providing post-graduate education in the area of official statistics at the European level. EMOS is a joint project of universities and data producers in Europe. In 2016 the network comprises 21 programmes in 14 countries.

Considering EMOS internships?
Internships of 8-12 weeks carried out under the label of European Master in Official Statistics (EMOS) must support the EMOS learning outcomes in a practical way, ideally by finding or supporting the students in finding their topics for the master thesis. The internships are built on the value of mutual benefit to the student and employer. Interns can benefit from improvements in understanding a career, soft skills, marketability, and work readiness. The experience can also help to build a network of contacts to enhance job prospects. The hosting organisations benefit by obtaining inexpensive, qualified and motivated labour. They may also identify potential future staff in a more effective way than ‘snap-shot’ interviews. Internships are not to serve replacing existing permanent staff. The internships create a pool of young people with first-hand experience of development, production and dissemination of European statistics. The students trained in organisations which collaborate with the partners of European Statistical System will for their part build a valuable bridge between producers of European statistics and the academic world.

**REQUIREMENTS**

- Students must be enrolled in an EMOS master programme.
- The Master thesis and internship combined are worth at least 40 ECTS or equivalent. At least 20 ECTS out of 40 are awarded for a Master thesis, while remaining ECTS out of a minimum of 40 ECTS are granted for an internship.
- In case no credits can be awarded for an internship, the programme has to include an internship with a workload equivalent to the remaining number of ECTS.
- Internship substituted by a research project (written report) must be certified by the hosting organisation 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 assessing its compliance with the international statistical standards and European Statistics Code of Practice.

**GOOD PRACTICE FOR ESTABLISHING TOPICS FOR RELEVANT MASTER THESIS**

- National Statistical Institute (NSI) creates a list of possible research topics based on feedback by subject matter units and available data sets.
- The list is completed according to the comments from collaborating universities.
- Professors use the list when guiding Master students to select their research topic.
• The intern has to draft a report, this must be submitted to the supervisor for approval.
• The intern presents his thesis to the staff of the hosting organisation.
• The supervisor must complete an assessment report on the basis of the trainee's actual presence and activities carried out.

• If the internship is not related to the trainee's Master thesis, s/he should be invited to share his experience of internship at both the university and / or the hosting organisation.

• In addition / alternatively the support to the student can take form of a steering committee consisting of the professor and experts from the hosting organisation e.g. methodology and the subject area. The group meets every 4-6 weeks to discuss progress and give advice for ways forward.
• The internship should provide the trainee with an overview of official statistics and introduce him or her to statistical processes. S/he should be able to have hands-on experience with statistical tools and processes and attending meetings where relevant.
• The traineeship should focus on real problems of the hosting organisation with actual data. It would be ideal if the internship could contribute to or be a part of work on the Master thesis.
• Interns must exercise the utmost discretion concerning any facts or information of which they are apprised during the EMOS internship. They must not in any way whatsoever disclose to any unauthorised person any document or information not already made public. Trainees continue to be bound by this obligation even after the end of the EMOS internship.

• The roles and responsibilities of the graduate intern will need to be clearly identified in a detailed job description.
• A contract signed by both parties should cover applicable staff rights and obligations, working facilities, remuneration, health care, insurance etc.
• The intern must prepare a draft research plan including short literature review and potential methods to be used
• A traineeship programme is prepared by the hosting organisation and discussed together with the trainee and university supervisor helps clarifying the expectations and needs on all sides. The programme should include contacts across the hosting organisation to allow for a more comprehensive overview and hands-on experience of the statistical processes.

• The hosting organisation should provide a positive, supportive learning environment in which the intern may participate in work that directly correlates to their academic major.
• Mentoring and supervision within the hosting organisation should be a continuous process rather than a flash induction programme. Interns must meet the agreed expectations, duties and responsibilities.
• Each trainee should be assigned a qualified supervisor/mentor with sufficient time to supervise the intern and provide induction, training, mentorship, and regular review and reflective practice meetings.
If 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:

- **Be professional**
- **Be reliable**
- **Learn**
- **Positive attitude makes a difference!**

Adapt to the working culture and respect the organization’s policies and reporting structure (who is your boss, his/her back-up and the next boss in line). Some working places may expect you to comply with a dress code. And don’t forget the basics of common courtesy – be punctual, say thank you, don’t interrupt. Do not be seen busier with your mobile phone than with your work.

Complete your projects on time, and when one task is done – ask for another. If you’re feeling overwhelmed with projects, talk to your supervisor about prioritizing your work.

Make the best of your internship by taking your work seriously and ask questions: it is always better to ask than to assume – asking questions shows initiative and assumptions can lead to errors. Learn to accept also constructive criticism and suggestions to improve your work.

Enjoy your internship!

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