

## **RULES OF INTERNSHIP AND VOLUNTEER WORK at the Ministry of Foreign Affairs and diplomatic posts**

### **§ 1.**

The Ministry of Foreign Affairs, hereinafter referred to as the “Ministry”, or the diplomatic post shall:

- 1) designate a unit where the intern will pursue his/her internship,
- 2) provide the intern with a workplace,
- 3) develop an internship plan,
- 4) designate a supervisor, who, in consultation with the internship supervisor assigned by the authorities of the university or school<sup>1</sup>, shall be responsible for the course of the internship, organize the work of the intern and provide supervision over the intern,
- 5) instruct the intern in the field of health and safety in the workplace, fire safety and civil defence, and carry out a workplace training,
- 6) acquaint the student with the organizational structure of the Ministry or diplomatic post, work regulations and diplomatic security issues.
- 7) issue a periodic ID card valid during the term of the internship,
- 8) fill out the intern evaluation sheet after the end of the internship,
- 1) issue an internship completion certificate to the intern and confirm the term of the internship and the tasks performed by the intern in the intern record book<sup>1</sup>.

### **§ 2.**

The person qualified to take part in the internship shall:

- 1) provide an electronic-format passport-sized photograph no later than 14 days prior to the commencement of the internship,
- 2) on the date of commencement of the internship at the latest, present his/her original personal accident insurance document covering the term of the internship. The document confirming the insurance shall specifically consist of: a certificate issued by the university, an insurance policy issued by an insurance company, a Euro 26 ID card, an ISIC ID card,
- 3) participate in trainings in the field of health and safety at work, fire safety and civil defence, and in a workplace training organized by the Ministry or diplomatic post,
- 4) acquaint himself/herself with diplomatic security issues,
- 5) comply with workplace regulations and the present rules,
- 6) perform work assigned by the internship supervisor,
- 7) not remove any documents or their copies from the premises of the Ministry and/or the diplomatic post without the permission of the Director of the relevant Ministry organizational unit or the head of the diplomatic post,
- 8) not disclose any non-public information to which he/she was granted access in connection with the internship performed in the Ministry or diplomatic post, and shall not use this information for purposes other than those referred to in the internship programme, without

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<sup>1</sup> applies to student internships or apprenticeships

- the written consent of the Director of the relevant Ministry organizational unit or the head of the diplomatic post,
- 9) comply with generally accepted standards of good behaviour and with the recommendations concerning clothing and appearance which apply to the employees of the Ministry of Foreign Affairs and diplomatic posts while performing their duties and which arise from the staff regulations,
  - 10) account for all provided equipment after the end of the internship (computer, telephone, ID card, etc.).

**§ 3.**

In the event of the non-compliance of the intern with the conditions specified in § 2, the Ministry or the head of the diplomatic post may terminate the internship at any given time.

**§ 4.**

The above rules apply to persons qualified to take part in the internship, with the exception of §2 subparagraph 2.

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**DECLARATION**

I hereby certify that I have read the rules of internship and volunteer work at the Ministry of Foreign Affairs and diplomatic posts constituting Appendix no. 1 to Ordinance no 13 of the Director General of the Foreign Service of 30<sup>th</sup> May 2011 on the organization of internship and volunteer work at the Ministry of Foreign Affairs and diplomatic posts, and pledge to apply its provisions.

Place and date .....

Signature.....