

Erasmus Mundus Master of Arts
EUROCULTURE



**PLACEMENT MANUAL
2022-2024**

ERASMUS MUNDUS MASTER OF ARTS EUROCULTURE

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GENERAL INTRODUCTION

MA Programme Euroculture

The Erasmus Mundus Master of Arts Euroculture is a unique, multilingual, interdisciplinary and inter-university project focused on cultural and social developments within Europe and the European Union. The programme considers the many different expressions and manifestations of the European integration processes including the reactions of diverse societies, social groups and individuals to transnational social and political developments. Due to the enlargement of the EU and globalization issues in recent years, a growing impact and awareness of cultural dispositions, conflicts and exchange can be observed. The undeniable relevance of values, identity concepts or perceptions requires sensitive and well-informed professionals like diplomats, bureaucrats, journalists and cultural consultants.

EURO CULTURE: European inter-university consortium

Currently eight European universities co-operate closely in the Erasmus Mundus Euroculture programme: Rijksuniversiteit Groningen (the Netherlands), Universitas Palackiana Olomouc (Czech Republic), Georg-August Universität Göttingen (Germany), Uniwersytet Jagielloński Krakow (Poland), Universidad de Deusto-Bilbao (Spain), Université de Strasbourg (France), Università degli studi di Udine (Italy), and Uppsala Universitet (Sweden). Students spend terms at least two different universities and will receive a double or joint (where possible) MA degree from these two universities. At all these universities, the programme is taught in English.

Objective of the programme

Euroculture prepares graduates from Europe and third countries for professions and research areas in which knowledge of present Europe and European institutions are of relevance. The focus of the programme is on cultural and social developments, the political process of European integration, values, citizenship, cultures and cultural identity. The programme teaches students the methods and skills that are required to identify the European dimensions of social and cultural problems, to collect and process relevant information of European institutions and organisations and to reflect on the cultural aspects and factors that play a role in the process of European identity formation and European integration.

The Euroculture programme equips students and working professionals with practical competences and personal skills, such as project design and management skills, familiarity with issues related to notions and conceptions of European culture, decision making and operational processes, cross-cultural communication skills, teamwork ability and self-evaluation.

Euroculture Placement Supervisor

Placements are supervised content-wise by faculty of the Euroculture programme at the university attended by the student during the 1st semester. This is called the student's first university. However both first and second university will have to approve the placement as such. So students should also inform the second university about their plans and the placement they found. The final placement plan should be submitted to the placement supervisor at the first university as well as the coordinator at the second university. Approval of the plan will be communicated between the first and second semester university's coordinators/ placement supervisors.

WHY A PLACEMENT?

A placement gives insight in the relation between your academic training and the social reality. Nearing the end of your formal academic training, it is assumed that as a near Master of Arts graduate you are capable of performing at an academic level: reflecting theoretically, critically and from a meta-level on problems in a particular field or discipline. In concrete terms your ability to bring practise and theory together will be tested through your participation as a professional in a field related to your area of expertise. A placement should offer you the chance to apply the knowledge, insights and skills that you have acquired during your studies to a concrete situation. To show that you are capable of reflecting on your tasks and performance, you will be required to write a critical report on your placement. Your report should preferably be completed by the time your placement comes to a close. This means that you should start writing it during your placement, and consequently will have to allow for this when you draw up your placement plan.

A placement can be done at any institution either in Europe or outside Europe where relevant job experience can be acquired. This includes public or private sector institutions, such as government organizations, NGOs, research institutions, the media or international companies. A placement should connect as closely as possible to the goals set for the Euroculture programme. Most students agree that placements are a good way of getting to know what their professional options are, and it has been shown that following a placement increases your chances of finding a suitable job. Many students have explicitly stated in their placement reports that this part of the MA programme was the highlight of their Euroculture studies. In Annex A you will find a list of organizations where Euroculture students have completed placements.

Students view this phase as an essential part of their studies. Placements can remove some of your doubts about the usefulness of your studies in a career sense, and help you to see your ability to perform in a broader perspective. They also provide you with the opportunity to gain some experience in job applications, since you will always be required to formulate a job application containing your CV. Overall, employers are positive about the initiatives that students undertake. As well as this, there is always the possibility that doing a placement will result in a job offer. As such, the placement forms an important link between study and the job market.

Maybe important to mention that during the COVID pandemic a lot of placements have been carried out (partly) online, which, if the situation requires this, can be approved the Euroculture programme.

This brochure will give you some information to prepare for placement application, the placement itself and the evaluation of the placement.

Duration

The placement part of the Euroculture programme amounts to 25 ECTS credits and the placement itself should run full-time (that is 38 – 40 hours per week) over a minimum of 4 months, or a part-time equivalent thereof. It is **not allowed** to have 2 shorter placements of – for instance - 2 months each.

OBJECTIVES

The objective of the placement is to link theoretical knowledge, insights and skills and research abilities with practical experience and prepares you for a future professional career. The placement should be taken in an organisation (national or international) relevant to the Euroculture programme and assignments conducted during the placement should be of an academic level.

Competences

To realize the objectives of the placement means the acquisition of a number of competences during the execution of the placement. The competences to be acquired during the placement include:¹

Personal development

- the capacity to use your creativity, adapt to new situations and consider issues from multiple viewpoints
- the ability to communicate clearly (in transcultural contexts) both orally and in writing
- the skill to solve field-related problems
- the ability to work independently on the one hand but also in (international/interdisciplinary) team context when required

Professional development

- the ability to put into practice what was studied theoretically
- the capacity to design, manage and execute projects
- insight in the hierarchical structures of the professional field
- understanding the mechanisms and working of a particular professional field

Civic development

- the acquisition of knowledge, skills and values that stimulate active and responsible participation in civil society (civic learning and civic professionalism)

Relevant fields

When searching for a placement, one could think of European affairs related organizations and institutions such as embassies, ministries of education and culture and other international, European, national or regional organizations and other bodies where Euroculture professional and academic profiles are needed.

REQUIREMENTS

To obtain credit points (25 ECTS) for the placement, make sure of the following:

- You are registered for your placement at the necessary institution at your First semester university;
- You have drawn up an placement plan which has been approved by the Euroculture Placement Supervisor of your first university and in some cases by the Euroculture Exam Commission of your first university as well; as well as by the coordinator/director of studies at your second semester university
- You have made clear supervision arrangements with the parties providing the placement;
- You have completed the standard placement contract (ask your placement supervisor or your placement institution which document to use) which is to be signed by all parties involved prior to the commencement of the placement;
- You have submitted a report about your placement no later than three weeks after the termination of your placement. This report will be approved and graded by the first semester university's Placement Supervisor as part of the placement assessment;

¹ Adapted from: Sweitzer and King, *The Successful Placement*.

- The Euroculture placement supervisor of the first university will assess your placement with a grade, based on the final evaluation form filled in by the placement supervisor who has worked with you (counts 40 %), and the intern's own final placement report: analytical/descriptive part (40%) & research part (20%).

Shortly before the end of your placement, you should ask your placement provider/supervisor at the institution/organisation where you perform the placement to fill out a special evaluation form to comment on and assess your skills and competences. This evaluation form is available on Blackboard (Placement) and should be passed on to the relevant person by you. This written assessment by the placement provider will make clear what, according to him/her, you have learned and which skills you have trained and developed during your placement.

PREPARING TO DO YOUR PLACEMENT

You are expected to play an active role in finding a placement. In other words, you will have to think about the type of placement you would like to take, look for placements on the internet, talk to the placement supervisor and either apply for it yourself or check whether there are fixed placements on offer at your first (home) university. This whole process will take time: you will have to begin your search at least five months prior to the planned commencement of your placement (July-August-September). Remember, applying for placements abroad or at prestigious institutions takes even longer to plan, and for that you should count at least on ten months preparation for finding a placement.

During the application process, there will be a stage where you will have to show what you have to offer, whether in a letter of application, in a telephone conversation following receipt of a letter of application, or in an interview with someone who may offer you a placement position. The recruitment officer/placement provider is going to want to know why you want this particular placement, what it is you want to learn, and what you can offer the prospective provider of the placement. It is important that you are well prepared for such an interview, particularly as there may be several candidates for the position. It is equally important that you formulate in advance the questions that you yourself want to put to the prospective provider of the placement. Adopt an open attitude during the interview with the prospective placement provider: he or she may come with an alternative proposal. Write down the arrangements made during the interview, you will need them to draw up a plan for the placement.

Whenever you feel you should discuss your search for a placement with someone from the programme you are welcome to contact the Euroculture placement supervisor.

LOOKING FOR A PLACEMENT

After you have decided on the type of placement you want to do and the type of institution within which you would like to do it, you should write down a list of organisations that fit the bill. The Euroculture consortium website contains an updated database which lists previous placements (Annex A also provides a selection of institutions where previous placements were conducted). You could request to borrow previous placement reports from your first (home) university placement supervisor to get an idea of the content and nature of completed placements. You could also check the internet sites of businesses and bureaus that arrange placements. Another powerful strategy is to make use of personal contacts: try networking and use the experience of former Euroculture students as a valuable source of information. A valuable source is advertisements in the daily and weekly newspapers. Peruse advertisements in the daily and weekly newspapers and in literature specific to your field. Another source may be theses and literature specific to your field to learn about institutions and organisations related to your area of interest.

Remember: students from the Arts/Humanities are often perceived as flexible, independent, open-minded and creative problem solvers: keep up the image and capitalize on this perception when applying for a placement.

After you have selected a number of organisations/institutions and have made the first telephonic contact in which you ask who you should contact to arrange a placement, you should send a letter of application to the organisation, together with an updated CV. In your letter of application you should set out clearly why you want to perform a placement at that particular organisation. You should also indicate what the placement should consist of, and you should briefly describe the Euroculture programme and courses you have completed so far in order to give the placement institution an idea of your major area of study and knowledge. To inform the placement provider on the Euroculture programme you can use Annex C (Information sheet on the Euroculture programme) as an annex to your application letter.

If you have not received any reaction to your letter after three weeks, contact the organisation in question and enquire about the procedures.

Please note: it is your own responsibility to enquire in advance of the start of your placement which visa documents/work permits, etc. are required to do the placement you are interested in. Remember that organizing these administrative issues can take a very long time and delay the process considerably. The Euroculture placement supervisor can provide you with an accompanying letter to state that the placement is an official part of your degree requirements. Submit a request for such a letter on time with the Euroculture Placement Supervisor.

GETTING YOUR PLACEMENT APPROVED

When you have found a placement, it will have to be approved BEFORE you may start with it. To get it approved, you will have to draw up a plan for the placement and arrange for a placement contract to be signed.

Your placement plan (2-4 pages) should provide the following details:

- A title page with your name, first and second university, name, address, phone number and address of the placement institution, name of the supervisor at your first university, name of the supervisor at the placement institution
- A brief description of the organisation that is offering the placement. Please note: no copy+paste descriptions taken from internet will be accepted. You should describe the organisation in your own words – picking out which aspects of its profile interest you and why.
- A clear description of the assignment/project/research you will conduct during your placement.
- A description of the extent and nature of your other tasks.
- A description of how and to what extent (i.e. how often) the organisation in question will provide supervision for your placement.
- A description of the relevance of the placement with regard to your thesis, only if applicable.
- A description of the relevance of the placement with regard to the Euroculture programme – in terms of its themes and/or theoretical approach.
- a problem or statement which you will critically elaborate/research during your placement experience and about which you will have to write in your final report (= research part / about 4-5 pages). This will concern a critical discussion of your placement experience in relation to an issue/problem you will deal with / will investigate at your placement institution/organisation.

- An indication of the “end terms” of the placement. These are the goals you set for the placement: what is it that you want to learn from this placement? This may include competences you would like to train/acquire during the placement, but also perhaps insight and knowledge in the working and functioning of an institution within a specific field, etc. Your proposal should make clear how you plan to achieve the end terms by completing the placement.
- When your placement will take place: starting and finishing date.
- When you intend to hand in your placement report.

Please note: in describing the organisation and/or the tasks/assignments you will be doing, you are required to use your own formulations and not cite verbally an existing text written by the placement providing organisation (sourced from internet, for example).

Please also note that in the case where standardized “placement plan forms” are available, you are required, as a Euroculture student to write your **own** placement proposal, according to the points mentioned above, rather than filling out standardized forms for this purpose.

You may decide to discuss the placement plan with the Euroculture Placement Supervisor at your first (home) institution before submitting it for approval. The supervisor may suggest adjustments to the plan and/or ask you to make some additions to it. You should then discuss it with the supervisor of the organisation providing the placement. He or she also has the right to adjust or add to the plan, if required. The next step is the approval of your placement plan by the Euroculture Placement Supervisor. You can ask for this approval by e-mailing your placement proposal to the placement supervisor at your first (home) university.

IMPORTANT!

As your placement also will have to be approved by your second semester university, details of the placement and/or the placement plan will also have to be send to the coordinator of the second semester university. Only when approval at both universities has been given a contract can be arranged.

CONTRACT

Once your proposal has been approved by the required bodies, you should formalize the plan by drafting a contract (ask your placement supervisor for a model or sometimes the placement institution has a standard contract to use). This contract needs to be signed by all the parties involved. After filling in the contract yourself and signing it, the placement supervisor at the organization should sign it too. Thereafter, send the contracts (in duplicate) to the Euroculture placement supervisor, who will sign it too and ensure that the agreement is duly passed on to all relevant parties. After all the signatures have been obtained, your placement is formally approved, and can commence. Please note: all the formal issues (writing the proposal, formal approval, signing of the contracts, bursary application if relevant) **need to be finalized BEFORE the commencement of your placement.**

PLACEMENT SUPERVISION

During your placement, you will be supervised by the placement supervisor of the organisation/institution providing the placement as well as the Euroculture Placement Supervisor from your first university.

A placement is primarily intended to be a learning experience, and as such, your supervision has to be well organised. You will be required to make arrangements relating to frequency and times of supervisory visits, and do so with both the Euroculture Placement Supervisor and the organisational supervisor. These arrangements should be included in your placement plan. In case of a placement abroad, the university's supervision will take place via e-mail and telephone.

During the placement, for instance after 6 to 8 weeks, it is the responsibility of the intern to contact the Euroculture Placement Supervisor for an interim evaluation. Please e-mail, skype or telephone the Euroculture supervisor midway through your placement to set an appointment for this interim evaluation. This evaluation takes place between student and Euroculture supervisor, but if needed/wished, the placement supervisor may also be involved in the interim evaluation. The interim evaluation is optional and mostly useful when questions have arisen about the intern's tasks, or in case of communication problems at the placement institution.

At the end of your placement, you, the intern, the placement provider/supervisor needs to assess and comment on your skills, performance during the placement and acquired competences. It is your responsibility to give this final evaluation form to the supervisor at your placement (see Annex B for the required form). The placement supervisor should be requested to complete this form, in conjunction with the intern, if preferred. Thereafter it has to be send to the Euroculture Placement Supervisor at your first university.

ROUNDING OFF YOUR PLACEMENT: WRITING A REPORT

You will round off your placement by writing a placement report. This piece of writing will assess your ability to critically reflect on your placement experience. The preparations for the report should be undertaken during the placement itself and you should take this into consideration when planning your activities and drawing up a timetable for the placement plan. Placement reports must be handed in to the Euroculture Placement Supervisor no later than two weeks after completion of the placement.

Placement report

The purpose of the report is to give a critical evaluation of your placement experience. More specifically, it should be a personal assessment of your acquired and developed competences and the learning process you have gone through during the placement. In addition you should critically discuss your placement experience in relation to an issue/problem you have dealt with theoretically during the course of the Euroculture programme (do some small research). The aim is to combine knowledge gained through the placement experience with concepts/theories encountered during coursework. This discussion should be placed within a framework of relevant literature, theories/concepts, academic discussions and a relevant issue/problem you have encountered during Euroculture course work. The topic of this part of your placement report should be decided on in conjunction with your placement supervisor.

Your placement report should describe the organisation that provided the placement and should describe the placement itself. The Euroculture Supervisor will use this report to gauge the extent to which the placement's assignments were properly carried out and the objectives fulfilled. It is also your responsibility to give the provider of your placement a copy of the report. Your report may be useful for future job applicants. On the basis of your report, and after consultation with the placement provider the Euroculture Placement Supervisor will give a final grade for the placement.

In your report, the following aspects should be dealt with:

Presentation and evaluation of your placement:

- Introduction: short overview of the aims and content of the report
- Description/explanation of your decision/motivation for the specific institution where you have completed your placement
- Evaluative description of the preparation you undertook for the placement (how you approached the institution, application procedures, preparation, overview of the financial side to your placement, costs and payments).
- The goals/skills you expected to acquire/train during your placement (i.e. the "end terms" of your placement).
- Short description of the nature, organisational structure and aims of the institution where you have completed your placement – how it is situated in the field, its role and contribution in the field.
- If you intend to expand your placement research/project into your M.A. thesis, indicate so in your report by formulating a relationship between your placement and thesis and the main questions/areas you will consider and expand in your thesis
- Detailed account, critical analysis and evaluation of the project/research you have undertaken and your own role and contribution in this process (see below).

Critical discussion of your placement experience in relation to an issue/problem you have dealt with theoretically during the course of the Euroculture programme (research part - for about 5 pages):

- Introduction: a clearly defined problem or statement.
- Explanation of the relevant conceptual/theoretical framework of your elaboration
- Short overview and discussion of the relevant secondary literature
- Analysis and interpretation of the characteristics, challenges and functioning of the sector/field within which the institution/organisation where you have conducted your placement, is situated and of the institution/organisation itself in relation to the identified issue/problem
- Analysis and interpretation of your own assignments in relation to this issue/problem
- Analysis of the placement as part of the Euroculture Masters programme and critical reflection on how the placement and placement organisation fit into any of the themes/topics discussed within the Euroculture programme framework. Consider to what extent the practical activities related to your own theoretical knowledge acquired during the Euroculture programme.
- Conclusion in which you summarize the main points discussed in your elaboration.

Finally, the report should also include:

- Short description and evaluation of the supervision at the placement organization.
- Short impression of accommodation, living costs, social environment etc. in the place where your placement took place (especially if it concerns an international placement).
- Possible tips for fellow-students wishing to follow a placement at the same institution.
- Conclusion, including
 - An overview of the actual personal and job-related learning outcomes acquired/trained during the placement;
 - To what extent did the expectations before-hand measure up to the placement experience itself? Describe the difficulties and problems you encountered during your placement;
 - Relate your opinion about the effect of the placement on your own positioning in the job market: has the placement provided you with more clarity on your prospective career?

Your report should be about 4000-5000 words (ca 12-15 A4 pages, font: Times New Roman, spacing: 1, 5), not including supplementary material. It should have the following components:

- title page
- a preface (if needed)
- a table of contents
- an introduction
- body of your report (see page 9 for points to include in your report)
- conclusion
- notes/bibliography
- supplements

A placement report has to show how you carried out your placement assignment and has to critically evaluate your own performance and the functioning of the institution in the field in which it is imbedded. The evaluation section of the report is ideal for this purpose, and you should give it your particular attention. The evaluation section will also be of value when applying for other jobs, it should make it clear what you have learned and which skills have been trained and developed.

The assessment of your placement will be based on the following elements: placement plan (Pass/Fail), Evaluation by supervisor at the placement institution (40 %), placement report –analytical part / report on activities (40%) and research part (20%).

After your placement report has been approved and graded, make sure that you submit all the required documents as requested (to the placement provider, placement supervisor, placement bureau, if applicable, etc.)

INSURANCES AND FINANCING

The best way of covering the costs of your placement is to have your placement provider agree to provide financial recompense. There are no national regulations relating to recompense of costs associated with higher education placements. You may be entitled to medical insurance: ask your placement provider for further information.

Non-profit organisations do not usually have large budgets and consequently are not always able to pay for a placement. Despite this, you should always enquire into the possibility of recompense. Sometimes this is available in the form of recompense for costs incurred.

Doing a placement will also require you to make a number of insurance arrangements. You should ensure that you are covered for legal liability. Enquire about whether your placement is covered under the conditions of your insurance. Ask whether the provider of the placement has a legal liability cover that you fall under, or insure yourself if you have not yet done so.

If you are doing a placement abroad, it is important that you find out whether your legal liability insurance also applies to the country in question, and whether your coverage is adequate.

For foreign placements, it is also important that you take out adequate medical, cancellation and travel insurances. Combined insurances (legal liability, medical and travel) are available in various forms. For further information, contact your insurance company.

BURSARIES

If there are no or only inadequate avenues for obtaining financial recompense, there are sometimes other ways of financing your placement. Inquire with your placement supervisor about possible bursaries. At most Euroculture universities there will be the option to apply for an Erasmus+ placement grant.

VISA REQUIREMENTS

It is your responsibility to ensure that you are in possession of the required and correct VISA documents if you intend to follow a placement abroad. Make sure that you apply for the relevant and correct VISA documents well in advance of commencing the placement.

Your university's International Office should be able to help you with assistance in this regard.

CHECKLISTS

Checklist for your placement assignment

Questions to ask the provider of the placement:

- What does the placement involve?
- Does the provider have a suitable space where I can work?
- What sort of supervision can the provider offer (advice, field-specific supervision, information, expertise) and who is the supervisor (his or her name, position)?
- What sort of conditions do I have to comply with (policies, when to be present, insurance, expenses)?
- What sort of financial recompense is provided?

Questions for the applicant to answer:

- Why do you want this particular placement assignment?
- Does the assignment relate to either your general field of study or to certain aspects of your course?
- Does the placement meet your expectations as far as future work or position is concerned?
- Does the placement lend itself to a possible combined placement and final-year thesis?

Checklist for commencement of the placement

- Have you drawn up a plan for your placement (including the various stages and a timetable)?
- Has your placement plan been approved by all relevant and required parties?
- Did you draw a placement contract containing all the relevant information and agreements?
- Has the contract been signed and distributed to all relevant parties?
- What sort of supervision (daily contact, weekly discussion, evaluation of performance during the placement) will be provided by the organisation with which you will be doing the placement?
- Have you made suitable arrangements for supervision with the Euroculture Placement Supervisor?
- Have you made suitable financial and insurance arrangements?
- Do you have all the legally required documents such as a visa, permit, and insurance, etc.?

Checklist for rounding off the placement

- Is your placement report complete (incl. research part)?
- Has your placement supervisor submitted a signed evaluation from to the Euroculture placement supervisor?
- Have you sent the approved placement report to all relevant and required parties?

USEFUL INTERNET SITES

On the Euroculture website- but also in Annex A - you can find a list of placement institutions where Euroculture students have taken placements in the past years:

<http://www.euroculturemaster.eu/StudentsAlumni/Eurocultureplacementinstitutions/Default.aspx>

General international organisations

Academy for educational development:

www.aed.org

Vacancies in international organisations:

<http://missions.itu.int/%7Eitaly/vacancies/>

European University Association:

www.eua.be

European Studies and Research Institutes:

www.jeanmonnetprogram.org/links/EU/links_8_1.html

European Students' Forum (AEGEE):

www.aegee.org

Council on International Educational Exchange:

www.ciee.org/

United Nations:

General website:

www.un.org

Placement programme:

www.un.org/Depts/OHRM/examin/internsh/intern.htm

NGOs:

www.un.org/dpi/ngosection/asp/form.asp

International Labour Organisation:

www.ilo.org/public/english/bureau/pers/vacancy/intern.htm

UNHCR:

www.unhcr.ch

International Computing Centre:

www.unicc.org/employment/placement.asp

UNCTAD:

www.unctad.org

FAO:

www.fao.org

UNICEF:

www.unicef.org/employ/Intern.htm

UNDP:

www.undp.org/ohr/Interns/intern.htm

<http://portal.unesco.org/>

UNESCO:

European Union:

General:

<http://europa.eu.int>

Placements General:

<http://ue.eu.int/trainee/default.asp?lang=nl>

EU Parlement:

www.europarl.eu.int/parliament/public/staticDisplay.do?id=147

Court of Justice:

www.curia.eu.int/nl/instit/presentationfr/index_emplois_stag.htm

Regional Political Organisations:

NATO:

www.nato.int/structur/recruit/delegations.htm

Council of Europe:

www.coe.int

Western European Union:

www.weu.int

European Cultural Foundation:

www.eurocult.org/

European Information Service:

www.eis.be

Information on EU funding grants:

www.welcomeurope.com

Regional United Nations Information Centre for Western Europe:

www.runic-europe.org

See also:

www.joho.org

www.aiesec.org

www.cdc.gov/travel

www.iagora.com

www.internjobs.com

www.internabroad.com

www.globalcrossroad.com

www.planetedu.com

www.studyfriends.com

ANNEX A: INSTITUTIONS AND ORGANIZATIONS

Institutions and organizations where Euroculture students have had a work placement in the past years:

Institute	Location	Website
1st International School of Ostrava	Ostrava, Czech Republic	http://www.is-ostrava.cz/
Adama Mickiewicz Institute	Warsaw, Poland	http://www.iam.pl
The Happy Africa Foundation in South Africa	South Africa	https://happyafricafoundation.org
Aftonbladet	Stockholm, Sweden	http://www.aftonbladet.se/
Agencia Española de Cooperación Internacional para el Desarrollo (AECID)	Madrid, Spain	http://www.aecid.es/ES/la-aecid
AIIESEC	Uppsala, Sweden	
ALDA: European Association for Local Democracy, Brussels	Brussels, Belgium	http://www.alda-europe.eu
Alexander Mann Solutions	Krakow, Poland	http://alexandermansolutions.com/
Alfred Mozer Foundation & European Forum for Democracy and Solidarity	Amsterdam	http://www.european-network-of-political-foundations.eu/cms/Members/Alfred-Mozer-Stichting http://www.alfredmozerstichting.nl/
Alliance Francaise - Madrid	Madrid, Spain	http://www.alliancefrancaisemadrid.net/
American International School of Zagreb	Zagreb, Croatia	https://www.aisz.hr/
Ars Electronica	Linz, Austria	https://ars.electronica.art/news/en/
Assembly of European regions	Brussels, Belgium	https://aer.eu/
Association for Participatory Democracy ADEPT	Chisinau, Moldova	http://www.e-democracy.md/en/
Association Internationale pour la Biennale des jeunes createurs de l'Europe et de la Mediterranée	Torino, Italy	http://www.annalindhfoundation.org
Association of Local Democracy Agencies (ALDA)		http://www.alda-europe.eu/newSite/
Associazione Culturale Modo	Udine, Italy	http://www.associazionemodo.it/
Atlantische Commissie	The Hague, The Netherlands	http://www.atlcom.nl/
Austrian Museum of Folk Life and Folk Art,	Vienna, Austria	http://www.volkskundemuseum.at/visitors information

Vienna		
Baltic Development Forum	Copenhagen, Denmark	http://www.bdforum.org/
Beiersdorf AG	Hamburg, Germany	https://www.beiersdorf.com/
Beijing Dongya Wenchao Cultural Communication	Beijing, China	
Beijing University, Institute of Comparative Literature and Comparative Culture	Beijing, China	http://english.pku.edu.cn/Schools_Departments/542_6.htm
BJCEM – Biennale des jeunes créateurs de l'Europe et de la Méditerranée	Torino, Italy	http://www.bjcem.org/
Blekinge Institute of Technology, Sweden	Karlskrona, Sweden	https://www.bth.se/eng
Boltzmann Institute for Human Rights	Vienna, Austria	https://bim.lbg.ac.at/en
Brabants kenniscentrum kunst en cultuur (bkkc)	Tilburg, The Netherlands	http://www.bkkc.nl/
British Council	Berlin, Germany	http://www.britishcouncil.org/
Brunswick Group	Brussels, Belgium	https://www.brunswickgroup.com/offices/brussels/
Bureau Export, Berlin	Berlin, Germany	www.bureauexport.berlin
Canary Isles Regional Govt - Europe Direct Las Palma	Las Palmas, Spain	
Casa Asia	Barcelona, Spain	https://www.casaasia.es/
Center of Icelandic Art	Reykjavic, Iceland	http://icelandicartcenter.is/
Central European Initiative (Trieste - Italy)	Trieste - Italy	www.cei.int/
Centre for European Security Studies	Groningen, Netherlands	http://www.cess.org/
Center for International Peace Research	Berlin, Germany	https://www.zif-berlin.org/
Centre for International Relations	Warsaw, Poland	http://www.csm.org.pl
Centre for Japanese Studies, University of Groningen	Groningen, Netherlands	http://www.rug.nl/let/onderzoek/onderzoekcentra/japanstudies
Centre for Multiethnic Research	Uppsala, Sweden	http://www.multietn.uu.se/index_eng.htm
Centre for Resources, Youth and Media	Mitrovica, Kosovo	
Centre for Stateless Cultures, Vilnius University	Vilnius, Lithuania	http://www.vu.lt/en/scientific-report-2013/faculties-and-institutes/faculty-of-history#Centre-for-Stateless-Cultures
Chamber of Commerce EU-Japan	Brussels, Belgium	
Chambre Franco-	Paris, France	http://www.francoallemand.com/fr/

Allemande de Commerce et d'Industrie, Paris		
China Europe International Business School	Shanghai, China	http://www.ceibs.edu
China Travel Service Arctic AB	Stockholm, Sweden	
City Government of Groningen, dept of International Relations	Groningen, The Netherlands	http://gemeente.groningen.nl/perspectieven/internationaal
City of Calgary, Recreation, Arts & Culture	Calgary, Canada	http://www.calgary.ca/CSPS/Recreation/Pages/Arts-and-culture/Home.aspx?redirect=/culture
Civic Initiatives	Belgrade, Serbia	https://www.gradjanske.org/en/contact/
Club of Madrid	Madrid, Spain	http://www.clubmadrid.org
CNR-ITABC (Italian National Research Council // Technologies Applied to Cultural Heritage)	Rome, Italy	http://www.itabc.cnr.it/it/home/1
Coalition for the International Criminal Court, Europe;s Regional Office	Brussels, Belgium	http://www.iccnw.org/
Commission of the Bishops' Conferences of the European Community (COMECE) Brussels	Brussels, Belgium	www.comece.eu/site/en/whoweare
Comitato Collaborazione Medica	Addis Ababa, Ethiopia	http://www.ccm-italia.org/en/africa/ethiopia/
Committee of Ministers, Council of Europe (Secretariat), Strasbourg	Strasbourg, The Netherlands	http://www.coe.int/en/web/tbilisi/committeeofministers
Comune di Catania,	Catania, Italy	http://www.comune.catania.it/
Conexiones Improbables	Spain	http://conexionesimprobables.es/v2/index.php?i=eng
Confucius Institute Groningen	Groningen	www.confuciusgroningen.nl
Consulate General Poland in Canada	Vancouver, Canada	http://www.ottawa.polemb.net
Consulate General of Greece and Slow Food in Sydney, Australia	Sydney, Australia	
Consulta Europa Projects and Innovation Ltd.		http://consulta-europa.com/?lang=en
Cooperativa Puntozero - Udine (Italy)	Udine, Italy	
Council for Assisting Refugee Academics	London, UK	http://www.academic-refugees.org/

Council of Europe (different departments)	Strasbourg, France	http://www.coe.int/en/
Council of Europe – Directorate of Policy Planning Strasbourg, France	Strasbourg, France	http://www.coe.int/en/
Council of the European Union, General Secretariat / dept. Education, Youth, Culture, Audiovisual and Sport	Brussels, Belgium	http://www.consilium.europa.eu/en/general-secretariat/
DAAD	Bonn, Germany	https://www.daad.de/en/
Danish Embassy in Mexico	Mexico, Mexico City	http://mexico.um.dk/en/
De Balie	Amsterdam, Netherlands	www.debalie.nl
Danish Embassy Ireland	Ireland	
Delegation of the EU to the UN	New York, United States of America	http://eu-un.europa.eu/
Delegation of the European Union to the United Nations in Geneva	Geneva, Switzerland	http://eeas.europa.eu/delegations/wto-un/
Department of Economic History, Uppsala University	Uppsala, Sweden	http://www.ekhist.uu.se/research
Department of Ecumenial Theology, University of Gottingen	Gottingen, Germany	https://www.uni-goettingen.de/en/56198.html
Department of Linguistics and Philology, Uppsala University	Uppsala, Sweden	http://www.lingfil.uu.se/?languageId=1
Deutsche Botschaft	Santiago de Chile, Chile	http://www.santiago.diplo.de/Vertretung/santiago/de/Startseite.html
Deutsche Gesellschaft für Auswärtige Politik	Berlin, Germany	https://dgap.org/de
Deutsche Welle	Bonn, Germany	https://www.dw.com/de/profil/s-30626
Doctors of the World	Stockholm, Sweden	https://lakareivarlden.se/
Doha Centre for Media Freedom	Doha, Qatar	http://www.dc4mf.org/
DOX theatergroep, Utrecht	Utrecht, The Netherlands	http://www.theatergroepdox.nl/
Duitsland Instituut	Amsterdam	www.duitslandinstituut.nl/
Dutch Consulate Belgium (Vlaanderen)	Antwerpen, Belgium	http://www.nederlandsconsulaat.be
Dutch Consulate Dusseldorf	Dusseldorf Germany	http://dus.niederlandeweb.de/nl/content/Duesseldorf/
Dutch Embassy Australia	Canberra, Australia	
Dutch Embassy Austria	Vienna, Austria	http://www.dutch-embassy.com/austria-vienna.html

Dutch Embassy Azerbaijan	Baku, Azerbaijan	http://azerbaijan.nlembassy.org/
Dutch Embassy Costa Rica	Costa Rica	http://costarica.nlembassade.org/
Dutch Embassy Czech Republic	Prague, Czech Republic	http://www.netherlandsembassy.cz
Dutch Embassy Germany	Berlin, Germany	http://www.niederlandeweb.de
Dutch Embassy in Finland	Helsinki, Finland	https://www.netherlandsandyou.nl/your-country-and-the-netherlands/finland
Dutch Embassy Jordan	Amman, Jordan	http://www.nederlandse-ambassade.nl/jordanie-amman.html
Dutch Embassy Kazakhstan		
Dutch Embassy Riga	Riga, Latvia	
Dutch Embassy in Vilnius, Lithuania	Vilnius, Lithuania	https://www.netherlandsandyou.nl/your-country-and-the-netherlands/lithuania
Dutch Ministry of Education	The Hague, Netherlands	http://www.minocw.nl
Dutch Ministry of Foreign Affairs (various departments)	The Hague, The Netherlands	www.minbuza.nl
Dutch Permanent Representation to the Organisation for Economic Co-operation and Development (OECD)	Paris, France	http://www.oecd.org/netherlands/
Dutch representation to the United Nations at the Political Department	NY, USA	
Ecologistas en Acción	Madrid, Spain	http://www.ecologistasenaccion.org/rubrique7.html
Education GmbH	Berlin, Germany	http://www.education-berlin.de/
Embassy of Panama, Brussels, Belgium	Brussels, Belgium	
Embassy of the Republic of Bulgaria in Germany	Berlin, Germany	http://www.mfa.bg/embassies/germany
The Embassy of the USA in Panamá	Panama	
ENAR (European Network Against Racism)	Brussels, Belgium	http://www.enar-eu.org/
Eprojectconsult, Barcellona Pozzo di Gotto (ME)	Sicily, Italy	http://www.eprojectconsult.com/
Esprit Leader in France, Germany, and Senegal	France	http://www.esprit-leader.org/
EU Commission Office in Edinburgh	Edinburgh, United Kingdom	https://ec.europa.eu/unitedkingdom/about-us/scotland-office_en
EU Commission Directorate General of Education, Youth, Sport and Culture	Brussels, Belgium	https://ec.europa.eu/info/departments/education-youth-sport-and-culture_en

EU Coordination Secretariat of the Swedish Government	Stockholm, Sweden	https://www.government.se/sweden-in-the-eu/eu-strategy-for-the-baltic-sea-region/management-and-coordination-in-sweden/
EU delegation to Thailand	Bangkok, Thailand	
EU Directorate-General for Presidency / European Parliament Former Members Association	Brussels, Belgium	http://www.formermembers.eu/
EU-Japan Centre for Industrial Cooperation	Brussels, Belgium	http://www.eu-japan.eu/
EU-Russia Civil Society Forum	Berlin, Germany	https://eu-russia-csf.org/
EUNIC	Brussels, Belgium	https://www.eunicglobal.eu/
EUNIC app, Lisboa	Lisboa, Portugal	http://www.eunicapp.eu/
EurActiv	Brussels, Belgium	http://www.euractiv.com
Euradionantes - Nantes (France)	Nantes, France	https://euradio.fr/
Euregio	Enschede-Gronau, Netherlands/Germany	https://www.euregio.eu/nl
Eurojust	The Hague, Netherlands	www.eurojust.europa.eu/
Euroguidance	Prague, Czech Republic	http://www.euroguidance.cz/en/index.html
European Academy Bayern	Munich, Germany	https://www.europaeische-akademie.de/
European Association for the Education of Adults	Brussels, Belgium	https://eaea.org/
European Cultural Centre (Italy)	Venice, Italy (they also have centres in Belgium, Japan, Russia, USA Netherlands,)	https://european-cultural-centre.eu/
European Centre Robert Schuman (CERS)	Scy-Chazelles, France	http://www.centre-robert-schuman.org
Europe Direct	Trenčín, Slovakia	http://ec.europa.eu/europedirect/
European Academy of Bozen/Bolzano, Institute of Minority Rights	Bozen/Bolzano, Italy	http://www.eurac.edu/en/research/autonomies/minrig/Pages/default.aspx
European Association of Conservatories	Brussels	www.aecinfo.org
European Centre for Minority Issues (ECMI)	Flensburg, Germany	http://ecmi.de/
European Commission Delegation in Jordan	North Abdoun-Amman, Jordan	http://ec.europa.eu/delegations/deljor/
European Commission,	Brussels, Belgium	https://ec.europa.eu/growth/about-us_en

Directorate E, SMEs and Entrepreneurship		
European Commission, DG for Health and food Safety	Brussels, Belgium	
European Cultural Centre	Venice, Italy	https://europeanculturalcentre.eu/
European Cultural Foundation	Amsterdam, The Netherlands	http://www.culturalfoundation.eu
European Documentation Centre, Cardiff University	Cardiff, United Kingdom	https://www.cardiff.ac.uk/european-documentation-centre
European Economic and Social Committee	Brussels, Belgium	http://eesc.europa.eu
European Economic and Trade Office	Taipei, Taiwan/Republic of China	http://www.eeas.europa.eu/delegations/taiwan/index_en.htm
European Festivals Association	Brussels, Belgium	http://www.efa-aef.eu/en/home/
European Film Academy	Berlin, Germany	https://www.europeanfilmacademy.org/
European Film Awards	Berlin, Germany	http://www.europeanfilmawards.eu/
European Historic Houses	Brussels, Belgium	http://www.europeanhistorichouses.eu/
European Institute for Asian Studies EIAS	Brussels, Belgium	http://www.eias.org/
European League of Institutes of Arts (ELIA)	Amsterdam, Netherlands	http://www.elia-artschools.org/
European Movement International	Brussels, Belgium	http://www.europeanmovement.org/
European Network of Cultural Centres	Brussels, Belgium	https://encc.eu/
European New Towns and Pilot Cities Platform	Brussels, Belgium	http://www.pilotcities.eu/
European Parliament Information Office	The Hague, The Netherlands	http://huisvaneuropa.adagio4.eu/view/en/home.html
European Parliament Liaison Office, DC Office of Congressman Eliot Engel /	Washington, USA	https://engel.house.gov/office-locations/
European Roma Information Office	Brussels, Belgium	http://www.erionet.eu/
European Union Experts	Brussels (Belgium)	
European Union Delegation of the EU in Nepal	Kathmandu, Nepal	http://ecdelegationnepal.org
European Union Delegation to the International Organisations in Vienna	Vienna, Austria	http://www.delvie.ec.europa.eu/en/
European Youth Centre Strasbourg	Strasbourg, France	http://www.coe.int/t/dg4/youth/eyc/strasbourg_EN.asp

Eurozine	Vienna, Austria	https://www.eurozine.com/
Expertise in Labour Mobility (ELM)	Rotterdam, The Netherlands	http://www.labourmobility.com/
European Trade Union Committee for Education	Brussels, Belgium	https://www.csee-etu.org/en/
Faroes Mission to the EU		http://www.government.fo/foreign-relations/missions-of-the-faroe-islands-abroad/the-mission-of-the-faroes-to-the-european-union/
Federal Foreign Office Germany /Coordinator for German Personnel in International Organisations	Berlin, Germany	https://www.auswaertiges-amt.de/en
Federal association of Business' association	Berlin, Germany	
Ferme Indivision Huyet	Guignicourt, France	
The Festival Academy, Brussels	Brussels, Belgium	https://www.efa-aef.eu/en/initiatives/the-festival-academy/
Finnish Association for Nature Conservation	Helsinki, Finland	https://www.sl.fi/en/
Finnish Cultural Institute	Brussels, Belgium	http://www.finncult.be
Foundation for Africa, Hungary	Hungary	http://afrikaplatform.hu/en/
Foundation "Plovdiv 2019", Plovdiv, Bulgaria (Cultural Capital 2019)	Plovdiv, Bulgaria	
Foundation Max van der Stoel	Amsterdam, The Netherlands	http://www.foundationmaxvanderstoel.nl/
Franco-German company 'CEPA Europe'	Strasbourg, France	http://www.cepa-foundation.org/
Franco-German Cultural Centre	Karlsruhe, Germany	http://www.ccf-ka.de/
French Consulate, Mongolia	Mongolia	https://mn.ambafrance.org/
Fundacja Wspierania Inicjatyw Ekologicznych	Krakow, Poland	http://www.fwie.eco.pl/
Galicia Jewish Museum	Krakow, Poland	http://www.galiciajewishmuseum.org/en
Gasunie	Groningen, Netherlands	http://www.nvnederlandsegasunie.nl
German Bar Association	Brussels, Belgium	https://anwaltverein.de/de/beliebte-themen/english-information
German Council on Foreign Relations	Berlin, Germany	https://dgap.org/en
German Embassy Chile	Santiago de Chile, Chile	http://www.santiago.diplo.de/Vertretung/santiago/de/Startseite.html
German Embassy in Ottawa	Ottawa, Canada	https://canada.diplo.de/ca-en/vertretungen/embassy

German Embassy in Rome	Rome, Italy	http://www.italien.diplo.de/Vertretung/italien/de/Startseite.html
German Embassy, Washington	Washington, USA	http://www.germany.info/embassy
German Consulate, New York	NY, USA	
German Bundestag, with Ulla Schmidt MdB	Berlin, Germany	https://www.bundestag.de/abgeordnete18/biografien/S/schmidt_ulla/258940
German Foreign Ministry, Berlin	Berlin, Germany	
German Representation to the EU	Brussels, Belgium	https://bruessel-eu.diplo.de/eu-en
Geschellschaft für bedrohte Völker	Göttingen, Germany	http://www.gfbv.de
GIRP - European Association for Healthcare Distribution	Brussels (Belgium)	http://girp.eu/
Global Human Rights Defense (GHRD),	The Hague, The Netherlands	http://www.ghrd.org/
Goethe Institutes	worldwide	http://www.goethe.de
Goethe Institute Schwäbisch Hall	Schwäbisch Hall, Germany	http://www.goethe.de
Gustavianum, Uppsala (University Museum)	Uppsala, Sweden	https://www.gustavianum.uu.se/
Hague Institute for Internationalization of Law (HiIL)	The Hague, The Netherlands	http://www.hiil.org/
Hermitage State Museum	Saint-Petersburg, Russia	https://www.hermitagemuseum.org/wps/portal/hermitage/?lng=en
Hewlett-Packard, Department of Business Engineering	Boblingen, Germany	http://www8.hp.com/us/en/hp-information/
Hybrido Worldwide SL (Habitant)	Madrid, Spain	https://habitant.es/en/
ICUnet.ag	Passau, Germany	http://www.icunet.ag
Indonesia Trade Promotion Center, Budapest	Budapest, Hungary	http://www.itpc-bud.hu/English/index.htm
Information Office, Council of Europe	Warsaw, Poland	www.coe.org
Initiatives for International Dialogue Filipinas	Filipinas	http://www.iidnet.org/
Institut Français, Munich	Munich, Germany	https://muenchen.institutfrancais.de/
Institute for Cultural Diplomacy	Berlin, Germany	http://www.culturaldiplomacy.org/index.php?en
Institute for Security and Development Policy	Stockholm, Sweden	http://www.isdp.eu/
Institute of German Studies	Amsterdam, Netherlands	http://www.duitslandinstituut.nl
Institute on Gender	Amsterdam,	https://institute-genderequality.org/

Equality and Women's History	Netherlands	
Institutio Cervantes	Various locations	http://berlin.cervantes.es/de/default.shtm
Interarts	Barcelona, Spain	http://www.interarts.net/es/
Interdisciplinary Institute for the Relations between the EU, Latin America and the Caribbean	Brussels, Belgium	http://irelac.be/en/about-us/
International Institute of Administrative Sciences	Brussels, Belgium	https://www.iias-iisa.org/
International Young Nature Friends (IYNF), Prague	Prague, Czech Republic	http://www.iynf.org/
International and Comparative Law Center (Armenia)	Armenia	http://iclaw.am/en/home
International Association of Dutch Municipalities	Den Haag, Netherlands	http://www.vng.nl
International Association of Universities	Paris, France	https://www.iau-aiu.net/
International Centre for Democratic Transition	Budapest, Hungary	http://www.icdt.hu/
International Office, Leiden University	Leiden, Netherlands	http://www.leiden.edu/internationalisation
International Office, University of Maastricht	Maastricht, Netherlands	http://www.unimaas.nl
International Office, University of Vigo	Vigo, Spain	https://www.uvigo.gal/
International Organization for Migration	Office in various countries	http://www.iom.int
International Public Policy Association	Vaulx en Velin, France	http://www.ippapublicpolicy.org/
International Social Science Council	Paris, France	http://www.unesco.org/ngo/issc/index.htm
International Social Tourism Organisation		http://www.oits-isto.org/oits/public/index.jsf
Institut Français, Bosnia	Sarajevo, Bosnia	http://institutfrançais.ba/bs/
Istanbul Sehir Universitesi, Center for Urban Studies	Istanbul, Turkey	http://www.sehir.edu.tr/en/Pages/Research/research2012/researchcenter/centerforurbanstudies.aspx
Italian Institute of Culture in Krakow	Krakow, Poland	http://www.iicracovia.esteri.it/IIC_Cracovia
JobLeads GmbH	Hamburg, Germany	https://www.jobleads.com/
KAIROS	London, England	
Kaos Gay and Lesbian Cultural Research and Solidarity Association,	Ankara, Turkey	http://www.kaosgl.org/

Ankara		
Ketchum Pleon, Public Affairs	Dusseldorf, Germany	https://www.ketchum.com/de/ketchum-pleon-germany
Kiron Open Higher Education for Refugees	Munich, Germany	https://kiron.ngo/
Konrad Adenauer Stiftung (Foundation)	Washington, USA	www.kas.de
Läkare i världen (Doctors of the World)	Stockholm, Sweden	http://lakareivarlden.org/
Landeszentrale für politische Bildung Baden -Württemberg	Baden – Württemberg, Germany	
Landkreis Göttingen Integration	Göttingen, Germany	https://www.landkreisgoettingen.de
London Chamber of Commerce and Industry, International Business Team	London, UK	http://www.londonchamber.co.uk/lcc_public/article.asp?aid=7768
Mediamatic	Amsterdam, the Netherlands	https://www.mediamatic.net/
The Media Voice production company, Brno	Brno, Czech Republic	http://www.mediavoice.eu/
Merseyside Expanding Horizons NGO	Liverpool (UK)	https://www.expandinghorizons.co.uk/
Mexican Permanent Representation to the Council of Europe - Strasbourg (France)	Strasbourg (France)	https://www.coe.int/en/web/portal/mexico
Ministère de l'intérieur – Direction de l'asile	Paris, France	https://www.immigration.interieur.gouv.fr/La-Direction-generale
Mission of Serbia at the European Union	Brussels, Belgium	http://www.eu-brussels.mfa.gov.rs/index.php
Municipality Leeuwarden - 2018 NL Leeuwarden Ljouwert (Cultural Capital contest)	Leeuwarden, The Netherlands	http://www.2018.nl/en/leeuwarden-2018-presents-their-project/
Municipality Strasbourg - Direction de la Culture,	Strasbourg, France	https://www.strasbourg.eu/fr
Musée Historique de Strasbourg	Strasbourg, France	https://www.musees.strasbourg.eu/musee-historique
Museum of Tolerance, LA	Los Angeles, USA	http://www.museumoftolerance.com/site/c.tml.6KfNVLtH/b.9052747/k.BEE4/Home.htm
National Agency for European Education Programmes in Prague	Prague, Czech Republic	http://www.naep.cz

National Bureau Against Discrimination (LBR)	Rotterdam, Netherlands	http://www.art1.nl
National Museum, Krakow Branch	Krakow, Poland	http://www.muzeum.krakow.pl/
Netherlands Board of Tourism and Conventions		https://www.nbtc.nl/en/homepage/international-network.htm
Netherlands Research Institute for Advanced Study in the Humanities and Social Sciences	Amsterdam, The Netherlands	https://knav.nl/nl/instituten/overzicht
Nederlands Youth Institute	Utrecht, Netherlands	http://www.jeugdinformatie.nl
Netherlands House of Education and Research (Neth-ER)	Brussels, Belgium	http://www.neth-er.eu
Netherlands Organisation for Applied Scientific Research (TNO)/The Hague Centre for Strategic Studies	Delft, Netherlands	http://www.tno.nl
New International Company of Live Arts	London, United Kingdom	http://www.nicolaarts.org
Nintendo of Europe GmbH, Frankfurt am Main	Frankfurt am Main, Germany	https://www.nintendo-europe.com/
Nordic Center of Heritage Learning and Creativity	Östersund, Sweden	https://cultureactioneurope.org/member/the-nordic-centre-of-heritage-learning-creativity/
Northern Netherlands Provinces Alliance	Groningen, The Netherlands	https://www.snn.nl/
Norwegian Barents Secretariat	Kirkenes, Norway	https://barents.no/
ONE (international campaigning and advocacy organization)	Berlin, Germany	http://www.one.org/de/
Open Society Archives, Central European University	Budapest, Hungary	http://www.osaarchivum.org/
OriantaEuro	Brussels, Belgium	http://www.orientaeuro.eu/
OSCE Office for Democratic Institutions and Human Rights, Warsaw	Warsaw, Poland	https://www.osce.org/odihr
Paradiso	Amsterdam, Netherlands	https://www.paradiso.nl/en/
Paul Bustow's MP Office	London, United Kingdom	
PAX - Peace Activism 2.0 (PA) group	Utrecht, The Netherlands	http://www.paxvoorvrede.nl/
Peace Factory	Tel Aviv, Israel	https://thepeacefactory.org/

Permanent Delegation of Finland to UNESCO	Paris, France	https://finlandabroad.fi/web/unesco/permanent-delegation-of-finland-paris
Permanent Mission of the Kingdom of the Netherlands to the United Nations	NY, USA	http://www.netherlandsmission.org/
Permanent Observer Mission of the Holy See to the UN	New York, USA	https://holyseemission.org/
Permanent Representation of Denmark to the EU	Brussels, Belgium	http://eu.um.dk/en/
Permanent Representation of the Netherlands to the EU Dept. Security and Justice: Asylum and Migration in Brussels	Brussels, Belgium	
Permanent Representation of the Netherlands to the UN	Geneva, Switzerland	http://www.pvgeneve.org
The Royal Thai Embassy in Vienna + The Permanent Mission of Thailand to the United Nations and other International Organizations in Vienna, Austria	Vienna, Austria	https://www.thaiembassy.at/en/
Platform for Intercultural Europe (PIE), Bruxelles	Brussels, Belgium	http://www.intercultural-europe.org/site/
PMR Ltd	Poland	http://www.pmrporate.com/
Polnische Robert Schumann Stiftung	Warsaw, Poland	http://www.schuman.org.pl
Portuguese Mission at the United Nations in Vienna	Vienna, Austria	https://www.viena.embaixadaportugal.mne.pt/en
Prince Claus Fund, Amsterdam: Cultural Emergency Response (CER)	Amsterdam, Netherlands	http://www.princeclausfund.org/nl
ProDemos	The Hague, the Netherlands	https://prodemos.nl/
Province of Groningen	Groningen, Netherlands	http://www.provinciegroningen.nl/
Publieke Zaken	The Hague, The Netherlands	http://publiekezaken.eu/
Publishing House Die Zeit	Hamburg, Germany	https://www.zeit.de/english/index
Publistat Media Research	Amsterdam, Netherlands	http://www.publistat.nl
Region Friuli Venezia Giulia - Department for Fellow Countrymen Abroad	Udine, Italy	http://www.regione.fvg.it/rafvfg/cms/RAFVG/

and Minority Languages		
Regional Government	Friuli-Venezia Giulia, Italy	
Regional representation of city of Bremen in Brussels	Brussels, Belgium	
Representation of the State of North Rhine-Westphalia to the European Union	Brussels, Belgium	
Representation of Kazakhstan at the UN, New York	New York, USA	
RESCATE	Valencia, Spain	
Rome Independent Film Festival	Rome, Italy	http://www.romeinternationalfilmfestival.com/
Royal Netherlands Embassy, Washington D.C.	Washington, USA	http://dc.the-netherlands.org/
Royal Netherlands Institute Rome	Rome, Italy	http://www.knir.it/en/
Royal Thai Embassy, Belgium	Brussels, Belgium	http://www.thaiembassy.be/
Royal Thai Embassy, Sweden	Stockholm, Sweden	http://www.thaiembassy.se
Safe Food Advocacy Europe	Brussels, Belgium	https://www.safefoodadvocacy.eu/
Scandinavian Human Rights Lawyers	Uppsala, Sweden	http://humanrightslawyers.eu
Secondary Grammar School Hejcin	Olomouc, Czech Republic	http://www.gytool.cz/
Sereni Orizzonti SPA	Udine, Italy	http://www.sereniorizzonti.it/
SIRIS Academic, Barcelona	Barcelona, Spain	
Staatskanzlei des Landes Nordrhein-Westfalen	Düsseldorf, Germany	http://www.nrw.de/Die Landesregierung/Die Staatskanzlei/index.php
The Smithsonian Office of International Relations	Washington DC, USA	https://global.si.edu/
Sport and Citizenship Think Tank	Brussels (Belgium)	https://www.sportetcitoyennete.com/en/
Stiftung Leben und Umwelt der Heinrich Böll Stiftung	Hanover, Germany	http://www.slu-boell.de
Stockholm Environmental Institute	Stockholm, Sweden	https://www.sei-international.org/
Stockholm University, Department of English	Stockholm, Sweden	http://www.english.su.se/
Swedish Embassy, Bangkok, Thailand	Bangkok, Thailand	
Swedish Foreign Ministry, Stockholm	Stockholm, Sweden	http://www.government.se/government-of-sweden/ministry-for-foreign-affairs/
Swedish Institute	Stockholm,	https://eng.si.se/

	Sweden	
TARKI Social Research Institute Inc	Budapest, Hungary	http://old.tarki.hu/en/
Team Kulturhauptstadtbewerbung	Hannover, Germany	https://www.hannover.de/Kulturhauptstadt-Hannover
The Culture Trip	London, UK	http://theculturetrip.com/europe/united-kingdom/england/london/
The European Movement Norway	Oslo, Norway	http://europeanmovement.eu/member/european-movement-norway/
The European Sociological Association	Paris, France	http://www.europeansociology.org/
The German Marshall Fund of the US, Brussels and Paris office	Brussels or Paris, France	http://www.gmfus.org/
The Museum of Memory and Human Rights	Santiago de Chile, Chile	http://ww3.museodelamemoria.cl/
The Museum of Romani Culture	Brno, Czech Republic	http://www.rommuz.cz/en/home/
Thüringer Allgemeine	Erfurt, Germany	https://www.thueringer-allgemeine.de/regionen/erfurt/
Trans Europe Halles	Lund, Sweden	http://teh.net/
Transform! Europe, Vienna	Vienna, Austria	https://www.transform-network.net/
TUI Deutschland AG		http://www.tuigroup.com/en-en
Über den Tellerrand e.V.	Frankfurt, Germany	https://ueberdentellerrand.org/en/
UN Refugee Agency (UNHCR)	Beijing, China	http://www.unhcr.org/
UNHCR Representation in China, Beijing Office	Beijing, China	http://www.unhcr.org/
UNESCO-UNEVOC (International Center for Technical and Vocational Education and Training)	Bonn, Germany	http://www.unevoc.unesco.org/go.php
UNESCO field office Phnom Penh	Phnom Penh, Vietnam	http://www.unesco.org/new/en/phnompenh
UNESCO office in Venice	Venice, Italy	http://www.unesco.org
UNICEF	Bilbao, Spain	https://www.unicef.es/conoce/oficinas-unicef/comite-del-pais-vasco
UNIDO: United Nations Industrial Development Organization, Vienna	Vienna, Austria	https://www.unido.org/
Unitas vzw	Brussels, Belgium	
United Nations Office for Project Services, Tokyo liaison office	Tokyo, Japan	https://www.unic.or.jp/info/un_agencies_japan/unops/?lang=en

UKL Civil Service; Civil Service Fast Stream, London	London, UK	https://www.faststream.gov.uk/
United Nations Development Programme	New York, US	http://www.undp.org/
United Nations High Commissioner for Human Rights	Geneva, Switzerland	http://www.ohchr.org/EN/Pages/Home.aspx
United Nations Office at Geneva (UNOG)	Geneva, Switzerland	http://www.unog.ch/
United Nations Office Vienna (United Nations Office on Drugs and Crime)	Vienna, Austria	http://www.unvienna.org/unov/en/un_in_vienna.html
University of Luxembourg, International Relations	Luxembourg, Luxembourg	http://www.en.uni.lu/universite/presentation/organigramme/organigramme_rectorat_administration_centrale/international_relations_office
Universidad de Valencia- International Relations Office	Valencia, Spain	
Uppsala University COUNTER EU 7th framework research project	Uppsala, Sweden	
Vereinigte Theologische Seminare, Göttingen	Göttingen, Germany	https://www.uni-goettingen.de/de/vereinigte-theologische-seminare/54916.html
Via Foundation (Prague, Czech Republic)	Prague, Czech Republic	http://www.en.nadacevia.cz
Villa Decius Association	Krakow, Poland	http://www.villa.org.pl
VNG: Vereniging Nederlandse Gemeenten	Den Haag, The Netherlands	www.vng.nl
Volkskundemuseum	Vienna (Austria)	www.volkskundemuseum.at
Volunteering England	London, UK	http://www.volunteering.org.uk
Wäinö Aaltonen Museum of Art, Turku, Finland	Turku, Finland	www.turku.fi/en/waino-aaltonen-museum-art
White Stork Synagogue and Center for Jewish Culture and Education	Wroclaw, Poland	http://fbk.org.pl/new/en/
WIRED Berlin	Berlin, Germany	https://www.wired.de/
WOMEN Inc.	Amsterdam, Netherlands	www.womeninc.nl
World Heritage Centre, UNESCO	Paris, France	http://whc.unesco.org/
World Resources Institute	Mexico City, Mexico	https://www.wri.org/geography/mexico
Young Arab Theatre Fund YATF	Brussels, Belgium	http://www.yatfund.org/
ZDF, Vienna, Austria	Vienna, Austria	

ANNEX B

Final placement evaluation report placement MA Programme Euroculture

(To be completed by the supervisor of the placement provider)

Dear placement supervisor, please complete and return this form to: (name placement coordinator of partner university involve); (e-mail address of this coordinator) ,

Name placement provider:

Name intern:

Starting date placement:

Ending date placement:

Placement supervisor:

Function intern:

DESCRIPTION OF TASKS

1. Which tasks have been performed by the intern?

(This concerns main tasks as described in the contract and possible other activities).

2. To what extent has your organisation benefited from the activities of the intern and to what extent will you use the results?

- not at all
- a little
- quite a lot
- a great deal

3. How would you describe the quality of content produced by the intern (in reports, notes, publications, research etc.)? As

- poor
- acceptable
- good
- excellent

4. What is your opinion on the writing skills of the intern?

- insufficient
- sufficient
- good
- excellent

5. What is your opinion about the oral skills of the intern?
 - insufficient
 - sufficient
 - good
 - excellent

6. What is your opinion about the accuracy and thoroughness of the intern?
 - insufficient
 - sufficient
 - good
 - excellent

7. What is your opinion about the pace at which the tasks were performed?
 - insufficient
 - sufficient
 - good
 - excellent

8. What is your opinion about the organisational skills of the intern?
 - insufficient
 - sufficient
 - good
 - excellent

9. To what extent did the intern showed the ability to perform independently?
 - poorly
 - fairly well
 - well
 - very well

10. How would you assess the intern's interest concerning his/her own tasks? As
 - insufficient
 - sufficient
 - good
 - excellent

11. How would you assess the intern's interest concerning other activities within your organisation? As
 - insufficient
 - sufficient
 - good
 - excellent

12. In general, how would you assess the overall performance of the intern? As
 - poor
 - acceptable
 - good
 - excellent

13. How would you assess the way in which the intern interacted with you? As
- poor
 - okay
 - good
 - excellent
14. How would you assess the intern's approach to cooperation with co-workers? As
- poor
 - okay
 - good
 - excellent
15. How would you assess the intern as a team player? As
- poorly
 - okay
 - good
 - excellent
15. What is your opinion about the level of knowledge of the intern thought necessary to operate successfully in your organisation?
- insufficient
 - sufficient
 - good
 - excellent
16. How do you assess the ability of the intern to adapt to new and/or unexpected situations in your organisation? As
- poor
 - fairly well
 - well
 - very well
17. How did the intern fit in with the work ethos of your organisation?
- poor
 - fairly well
 - well
 - very well
18. How would you assess the sensitivity of the intern towards the corporate culture of your organisation? As
- poorly
 - fairly well
 - well
 - very well
19. Did the intern meet your expectations?
- poorly
 - fairly well
 - well
 - very well

ADDITIONAL QUESTIONS

20. In case your department supervised other placements, how would you assess the student in comparison to other university students on placement in the past 2 years?

- among the lowest 25%
- below average (25-50%)
- above average (50-75%)
- among the top 25%

21. How many university students has your department had on placement during the last 2 years?

22. Have there been problems supervising the intern?

- Yes, concerning ...
- No

23. In future would you again offer a placement to a student of the MA Programme in Euroculture?

- Yes, because
- No, because.....

24. Would you now or in the future appreciate a meeting with the supervising university lecturer or the placement coordinator of the faculty?

- Yes
- No

25. .Do you have any additional comments or questions?

Signed by:

Name:

Date and place:

Signature:

THANK YOU FOR COMPLETING THIS FORM, AND FOR OFFERING THE PLACEMENT!

ANNEX C: INFORMATION SHEET ON THE EURO CULTURE PROGRAMME FOR PLACEMENT PROVIDER

Erasmus Mundus Joint Master Degree (EMJMD)

Euroculture: Society, Politics and Culture in a Global Context

Duration: 2 years (4 semesters)

The Erasmus Mundus Master Euroculture: Society, Politics and Culture in a Global Context is a unique, multilingual, interdisciplinary and transnational master that equips students with the tools to understand the vital interplay between culture and politics in European society. Students will study and discuss European integration issues such as multiculturalism, current political governance, European identity and evolving social-political processes. The international dimension of the programme allows for transnational cross-over comparisons of relevant concepts and their understanding in different regions in the world. In its approach the citizen – instead of structures and models – is the central point of attention and reflection.

The programme considers the many different expressions and manifestations of the European integration processes including the reactions of diverse societies, social groups and individuals to transnational social and political developments. Due to the enlargement of the EU and globalization issues in recent years, a growing impact and awareness of cultural dispositions, conflicts and exchange can be observed. The undeniable relevance of values, identity concepts or perceptions requires sensitive and well-informed professionals in this field like diplomats, bureaucrats, project managers, journalists and cultural consultants.

The programme uses relevant theories, approaches and methods in social, political and cultural sciences to pay special attention to the breaking up of previous political loyalties and identities and the constitution of new ones; regional, national and supranational dimensions of the European democratic development; mobility, migration and inter- and transculturality in a multicultural society.

The mission of the programme is to provide graduates with the following profile:

- A deep understanding of European identity, civil society, cultures, the ongoing European unification process in itself, its cultural dynamics and the consequences for its citizens and the wider world
- Knowledge of present Europe and the European Union institutions
- The ability to identify and problematize what Europe and the EU represent
- The ability to translate analysis into feasible solutions
- Development of practical competences, personal skills and soft skills, such as project design, management skills, familiarity with issues related to notions and conceptions of European culture, decision making, cross-cultural communication skills, ability to work in an international team and self-evaluation.

This profile has been translated into a clear set of operational competences/learning outcomes, which have proven their relevance for employability.

EUROCULTURE: European inter-university network

The Euroculture programme is offered in and by 8 renowned research universities in 8 European countries: Universitas Palackiana Olomouc (Czech Republic), Georg-August Universität Göttingen (Germany), Uniwersytet Jagielloński Krakow (Poland), Universidad de Deusto-Bilbao (Spain), Université de Strasbourg (France), Università degli studi di Udine (Italy), Uppsala Universitet (Sweden), and the University of Groningen (The Netherlands). In addition there are four third-country partner universities (Indiana, Osaka, Pune or UNAM) where students can take an optional mobility period. The Euroculture consortium also has a substantial number of associate partners.

In 2020, the Euroculture Consortium was re-selected for the excellence label of the European Commission for the **fourth time** since our first application in 2005, and will be able to provide the highly prestigious Erasmus Mundus scholarships to students and networked scholars for another 6 years.

Mandatory mobility between the different consortium universities is a crucial element of the Euroculture programme and offers students the chance to gain experience with different languages, perspectives and cultural practices. With an interdisciplinary approach that combines courses from at least two leading European universities with an internship and practical training and a collective mandatory 1-week Intensive Programme, Euroculture prepares its students to make a difference in careers like diplomacy, international business, research, journalism, cultural management, and European administration.

The programme allows students to choose between a Research Track and a Professional Track in the third semester. The Professional Track consists of a mandatory work placement (25 ECTS). Our students work with internship providers as part of this track. The placement is obligatory, and should last between 4-6 months. The total number of credits required for completing the programme is 120 ECTS. All courses are taught in English. Students obtain a Joint Degree where legislation allows. The programme recruits students world-wide.