



Traineeship and fieldwork

Centre of African Studies



Participation in a traineeship or fieldwork programme should take place in the 3rd semester. The traineeship or fieldwork programme must have direct relevance to African Studies and must therefore normally take place in Africa. However, traineeships or fieldwork programmes taking place outside Africa will be permitted if the assignments or the location of the fieldwork relates specifically to Africa.

Traineeship

The objective of the traineeship is to gain practical knowledge and experience in carrying out assignments and participating in activities that are relevant to one or more of the subject areas that make up African Studies. A traineeship may be part of the preparation for the MA thesis.

Traineeship placement

Many embassies, UN organisations, development agencies, NGOs and private companies run work-experience schemes for students. As a trainee on a placement, you must be prepared to do much of the day-to-day work in the organisation. However, it is also important that you set yourself academic goals that you wish to achieve on the placement.

Financing your traineeship

- Embassies often provide a limited amount of compensation for travel and subsistence expenses, and will also often help

you find a place to stay. You will, however, cover the majority of the expenses yourself.

- NGOs do not, as a rule, provide funding for students. The individual student has to personally accept responsibility for sourcing funding for their stay in Africa. However, NGOs are often willing to help the student find a place to live.
- Where possible, NGOs will attempt to cover transport costs incurred while working in the national office/with a partner, and will help students to travel between the different projects.
- The cost of living in many countries is significantly lower than in Denmark, making it possible to live well on the State Education Grant and Loan Scheme, or from minor scholarships.
- Apply for funding in good time.

Application process

The nature of the work, and therefore the competences demanded, will vary from organisation to organisation, so before you decide where you would like to apply, it is a good idea to study the prospective organisations in some depth. Many organisations receive large numbers of applications for practical-training periods, so an application that is well written and to the point will have a better chance of being accepted.

The application procedure varies from organisation to organisation. Most of the advertised posts specify application deadlines, but certain individual organisations (including some embassies) find their trainees via unsolicited applications. You should expect

the application procedure to take time, as you will often have to await a response not only from the organisation's headquarters, but also the national office and their partners.

Many organisations find taking on trainees to be very demanding in terms of resources, and therefore, you must convince them that you have something to offer.

Fieldwork

The objective of fieldwork is to gather material on a specific topic and to give the student experience in the research situation that is characteristic of fieldwork. The student must be able to apply common quantitative and qualitative fieldwork methods. Fieldwork may be part of the preparation for the MA thesis.

If you are thinking of doing fieldwork in association with writing a thesis you should make contact to a local university, research institution, NGO etc. in order to become affiliated to a local institution. Planning fieldwork is a time consuming process and it is important that you begin to consider where, when and what you would like to do as soon as possible.

Planning traineeship and field-work

You are recommended to follow these steps in the planning phase:

1. Contact the Student Councillors
(studentcounsellor@teol.ku.dk)
2. Contact your supervisor; Traineeship: Stig Jensen
(sti@teol.ku.dk), Fieldwork: Niels Kastfeldt (nk@teol.ku.dk)
3. Start searching for placement, writing applications and planning your stay
4. Prepare and sign the written agreement or work plan
5. Contact the Student Councillors for Registration and approval

It is a good idea to subscribe to CAS Student News to receive electronic information on traineeship positions, scholarships and other financial support.

Registration and approval

Traineeship and fieldwork has to be approved by the Centre of African Studies in advance of your stay if you wish to obtain ECTS-points. For registration you need to fill in the Traineeship and Fieldwork Registration Form

<http://www.teol.ku.dk/cas/studentinformation/registration/> and hand it in to the CAS Secretary, cas@teol.ku.dk. The registration form must be signed by your supervisor before handing it in, and

you must enclose a written agreement between you and the host organisation (traineeship) or a work plan (fieldwork). Please note that you also have to register for traineeship / fieldwork via self-service at **KUnet**.

Traineeship agreement

Prior to a traineeship, a written agreement between the student and the host institution must be concluded stating the work assignments, plan for the traineeship and contact person. The agreement must be approved by the assigned supervisor before the student's departure.

Work plan for fieldwork

Prior to a fieldwork programme, a written work plan stating the location of the fieldwork programme, the topic of the fieldwork and a timetable must be submitted. This plan must be approved by the assigned supervisor before the student's departure.

Duration of stay

Traineeship and fieldwork should take place in the 3rd semester. In order to be credit-earning, a traineeship or fieldwork programme must have a duration of at least six weeks (10 ECTS points), nine weeks (15 ECTS points) or sixteen weeks (30 ECTS points), followed by writing a paper.

Exam

Registration for exam

When you register your traineeship / fieldwork you have automatically signed up for the exam. It is strongly recommended that

you confirm your exam registration and correct if needed in the direct registration period from 1 to 15 March and 1 to 15 October on **KUnet**.

Syllabus

Please see the Study Curriculum, 4.2.3. For both traineeships and fieldwork programmes, the knowledge that is collected during the programme must relate to a topic that the student has agreed with his or her supervisor prior to embarking on the traineeship or fieldwork programme. The student's syllabus must be approved by the supervisor.

The written exam paper

Please see the Study Curriculum, 4.2.3. Remember to enclose the official **frontpage** to all three copies of your written paper.

Submitting your exam paper

The written exam paper must be submitted to the Student Hub no later than **1 February** or **1 September**.

However, if you are abroad, you may inquire the Exams Office (eksamenskontoret@teol.ku.dk) about the possibility of submitting your paper by e-mail, or the possibility of submitting your paper on an individually fixed date. *Examiner(s)*: Internal. *Assessment*: Pass/Fail. *Weighting*: 10/15/30 ECTS points.

