



**MINISTRY OF FOREIGN AFFAIRS
OF DENMARK**

RULES ON ADMINISTRATION OF INTERNS AT MISSIONS

FEBRUAR 2024

REVISED RULES TO REPLACE THE RULES OF 1 AUGUST 2014

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SECTION 1: GENERAL FRAMEWORK CONDITIONS

1. WHAT IS AN INTERNSHIP?

The overall objective of an internship is to give the intern insight into the mission's daily work and contribute to spreading knowledge about and interest in the Danish Foreign Service¹.

- The internship must be relevant to the intern's studies and contribute to the intern's professional development.
- The internship does not qualify as employment. Hence, official duty passports may not be issued to interns by the Danish Ministry of Foreign Affairs (MFA).

2. WHO MAY BE GRANTED AN INTERNSHIP?

2.1 Nationality

Interns may be from the Kingdom of Denmark (Denmark), defined as Denmark, Greenland, and the Faroe Islands; or a foreign national. Citizens of the host country of the mission living and studying there cannot be offered an internship at the mission in that country. Instead, local employment may be considered.

2.2 Higher education and requirements in relation to nationality

2.2.1 Danish nationals

Danish nationals must, during their entire internship:

- be enrolled in a Master's programme or a Bachelor's programme at a Danish or foreign institution of higher education and must be able to provide the necessary documentation for this
- hold a Danish national passport that is valid for at least six months after the original date of termination of the internship

Danish nationals studying at a foreign institution of higher education must also provide documentation for lawful residence/hold a study permit in the host country of the institution.

2.2.2 Foreign nationals

Foreign nationals may be offered an internship at a Danish mission provided they:

- have lived in Denmark for a minimum of three years
- are enrolled in a Master's programme or a Bachelor's education programme at a Danish institution of higher education during the entire internship, and they must be able to provide the necessary documentation for this
- are residents of Denmark at the time of application
- can provide written documentation for legal residence and a study permit in Denmark which must be valid for at least six months after the original date of termination of the internship to ensure a return journey to Denmark

Please note that foreign nationals might be subject to special requirements in connection with applying for an entry permit in the country where the internship is to take place.

2.3 Leave of absence

If the student takes leave of absence from their studies to undertake an internship, the intern must be able to document the right to continue their studies upon termination of the internship.

2.4 Language requirements

Interns should preferably be able to write, read, and speak Danish in order to benefit fully from the internship.

2.5 No prior internships, master degree or simultaneous work

The intern may not previously have had an internship at a Danish mission. It is the responsibility of the mission to check that this is not the case.

¹ Danish diplomatic missions include: embassies, multilateral missions, consulates general, representative offices, project offices, Innovation Centres and Trade Commissions

A student who already has obtained an academic education at Master's level may only be offered an internship if enrolled in another programme at an institution of higher education.

The internship may not be combined with any simultaneous - incl. part-time - employment at the mission, nor may the intern undertake work or take part in other activities outside the mission if this is deemed incompatible with the intern's function at the mission (e.g. because there is a risk of undue interference with the intern's case handling at the mission and/or the interests of the mission).

2.6. Security clearance

Security clearance must be obtained before an internship can be offered, and the clearance granted must be maintained throughout the entire internship.

3. NUMBER OF INTERNS PER MISSION

3.1 Number of interns per mission

The main rule is that missions may have one intern per posted academic staff member, including the Head of Mission, with a maximum of eight interns per mission.

3.2 General exception

- Missions with more than two posted special attachés may have a maximum of 12 interns. However, the mission must always be able to comply with the requirement of a 1:1 ratio between supervisor and intern
- Missions with only one posted academic staff member may have two interns

3.3 Exception at the Permanent Representation of Denmark to the European Union

At the Permanent Representation of Denmark to the EU, the share of interns may amount to 25% of the total number of posted academic staff members. If Denmark holds the presidency of the Council of the European Union (EU presidency), the share of interns may be increased to 50% of the total number of posted academic staff members.

4. DURATION OF THE INTERNSHIP

4.1 Duration of the internship

The duration of an internship is 6 months, starting either 1 February or 1 August. No exceptions to this rule can be made, except the one mentioned below in 4.2.

4.2 Exception in connection with EU presidencies

Missions in countries holding the EU presidency may, with prior approval from HR, have internships of longer duration (up to a maximum of 12 months) in order to be able to involve interns in both the preparation and execution of tasks in connection with the EU presidency. The same applies to the Permanent Representation of Denmark to the EU when Denmark holds the EU presidency.

4.2.1 Recognition (*Erkendtlighedsbeløb*)

Interns with extended internships at one of the above-mentioned types of mission (cf. 4.2) who are not entitled to educational support (*SU*) in the months exceeding the normal 6 months' internship may be offered a monthly "recognition payment" (*erkendtlighedsbeløb*) by the mission for each of those months exceeding the 6 months - provided prior approval from HR has been obtained. The "recognition payment" is granted in addition to reimbursement of documented expenses (cf. 15).

The maximum amount of a "recognition payment" is listed on UMBrella and is adjusted annually. The "recognition payment" is taxable, and the intern must report the payment to the Danish tax authorities.

5. SUPERVISOR

5.1 One supervisor per intern

The Head of Mission must appoint one supervisor per intern, and a supervisor may act as supervisor for one intern only.

The supervisor may be a posted academic staff member or an academic mission-employed staff member if this is deemed most expedient from a professional point of view and provided that the mission-employed staff member has good knowledge of Danish culture and especially the Danish education system. Likewise, the supervisor must have a good grasp of the activities involved in the Foreign Service in order for them to be able to perform the role of supervisor.

5.2 The supervisor's role

The supervisor is responsible for securing the necessary introduction to the tasks involved in the internship and for providing ongoing support and feedback to the intern on their performance of those tasks. In addition, the supervisor must ensure that a training agreement between the intern and the supervisor is drawn up at the beginning of the internship. The document is dynamic and must be continuously filled out/updated.

Please find the template for the training agreement on UMBrella (template 2).

5.3 Reference

Upon request, the supervisor must provide the intern with either a "Verification of internship" containing information about the commencement/termination dates of the internship and a description of the intern's tasks or a "Letter of recommendation" containing additional facts regarding the intern's performance and personal skills.

The reference must be signed by the Head of Mission or Deputy Head of Mission.

A reference template (for inspiration) is available on UMBrella (template 6).

6. MISSIONS SUITABLE FOR INTERNS FROM A SECURITY PERSPECTIVE

It is the responsibility of the Head of Mission - in consultation with SEK - to continuously assess whether the local conditions allow for the presence of interns. As a rule, internships cannot be offered at missions where the official MFA security assessment is set to be "high" or "very high". Exemption from this rule may, however, be granted by SEK based on a concrete assessment. If an exemption is granted, any additional expenses (e.g. related to transportation of the interns and use of guards) must be borne by the mission. Once a year, SEK and HR will reassess the granted presence of interns at missions with "high" or "very high" security risk.

7. THE HEAD OF MISSION'S RESPONSIBILITY

The Head of Mission has the overall responsibility for the Mission's handling of its internships, including distribution of interns among posted staff and special attachés, a sound handling of the supervisory tasks, as well as compliance with all relevant rules and regulations. Disregarding the rules may result in the mission being barred from having interns. All expenses in relation to interns (securing office space, purchasing equipment, official travel, reimbursement of the interns' expenses, etc.) must be financed within the mission's budget. Increasing the number of interns (within the maximum number permitted) will not result in any increase of the mission's budget or the allocation of extra office space.

SECTION 2: ACADEMIC POINTS, TASKS AND TITLE

8. ACADEMIC POINTS (ECTS) AND ACADEMIC ASSIGNMENT

The academic requirements to obtain ECTS points for an internship are set by the higher education institution of the intern. It is not a requirement from the MFA that the internship can be converted to ECTS credits.

If the intern obtains ECTS points from the internship, the mission must ensure that the internship is organised in a way that supports this. If the intern does not obtain ECTS points, the mission must ensure that the internship is of relevance to the intern's programme of education.

The mission has the right to read-through the assignment before submitted to the intern's education institution.

For information regarding time off for assignment writing see chapter 11.4.

For information regarding the intern's access to and use of MFA document for academic assignments see chapter 13.3.

9. THE INTERN'S TASKS

9.1 Allowed Tasks

The intern's tasks must be meaningful, developmental, and of a certain professional nature.

Examples of tasks could be participation in or handling:

- Preparation and execution of working group meetings and/or delegation visits
- Research
- Analysis
- Reporting
- Support functions
- Social Media updates
- Press clippings.

9.2 Not-allowed Tasks

Since an internship is not considered employment, the intern cannot be assigned the following tasks:

- The signing of reports, letters, estimates, etc. that are binding for the Danish Foreign Service
- Representing Denmark. *The intern may attend meetings, provided they are accompanied by a staff member. If the staff member leaves the meeting, the intern must also leave the meeting*
- Performing independent control of access or security checks of visitors at events hosted by the mission. *The intern may participate in event-related tasks, but may not independently carry out the mentioned security tasks*
- Personal assistance cases in the field of consular services or visa-related tasks. *Only in an altogether extraordinary consular emergency situation may the intern, on a temporary basis, support the performance of such tasks*
- Handling of physical and/or electronic mails (e.g. opening, collecting and/or distributing official mail, having access to official mailboxes, or holding responsibility for the mission's electronic archive). *Where special conditions apply, a dispensation might be granted by SEK upon request from the mission*
- Administrative coordinator for interns. *The coordinator function may not be assigned to an intern.*
- Being responsible for any Trade Council activity targets or earnings. *The intern can be used as a support function in the preparation of Trade Council work under the guidance of a supervisor. Any costs incurred in connection with the intern's performance of tasks, such as transport and meals-related expenses, must be borne by the customer commissioning the task*

9.3 Change of tasks

If the conditions for handling of the intern's tasks change significantly, the tasks specified in the internship agreement may be changed during the internship in dialogue with the intern.

10. THE INTERN'S TITLE

To avoid any doubt or misunderstanding about the intern's status and relationship with the mission only the following titles may be used: "praktikant", "trainee", "intern" or "stagiaire" (or similar titles in the local languages).

SECTION 3: TERMS AND CONDITIONS

11. WORKING HOURS, PRESENCE, HOLIDAYS AND TIME OFF FOR ASSIGNMENT WRITING

11.1 Working hours

The intern is expected to be present at the workplace during the opening hours of the mission. The intern's working hours should, however, not exceed 37 hours a week on average (including a 29-minute lunch break).

Interns are offered flexitime with average working hours equalling 7.24 hours per day. This implies that the intern – as agreed with the intern's supervisor – may work more than 37 hours one week and less than 37 another week. When administered correctly, the intern's flexitime balance is evened out on an ongoing basis.

The intern may not be directed to work overtime.

For registration of working hours, see Annex 1 "Guidelines on the Mission's Administration", chapter 10.

11.2 Presence

The intern may only be present at the mission if posted and/or mission-employed staff is present at the same time. This can only be deviated from with prior permission from SEK, based on a substantiated request from the mission. A permission may be either general or for a limited period of time.

11.3 Holidays

During the internship, the intern is entitled to 2.08 holidays per month, corresponding to 12.5 holidays for the six months' internship.

In addition, the intern has time off from work on holidays/closing days determined by the Head of Mission, based on the annual announcement from the MFA on the number of annual Danish public holidays.

Any additional holidays that the mission is legally obliged to offer mission-employed staff (according to local labour market legislation, holiday rules, etc.) cannot be offered to interns.

Any other closing days of the mission as determined by the Head of Mission, e.g. between Christmas and New Year, must be "paid" by the intern with the allocated 2.08 holidays per month or accumulated flexitime hours.

All planning of holidays must be agreed with the intern's supervisor.

For registration of vacation days, see Annex 1 "Guidelines on the Mission's Administration", chapter 10.

11.4 Time off for assignment writing

If submission of a written assignment/report is a requirement from the intern's education institution, the mission must grant the intern the necessary uninterrupted time during regular office hours to work on this within a maximum of 10 working days depending on size, length, and complexity of the assignment. It is the mission who determines the number of writing days for the individual intern. If the intern's education institution does not require submission of a written assignment/report, the intern cannot be granted such days off.

For registration of writing days, see Annex 1 "Guidelines on the Mission's Administration", chapter 10.

12. PARTICIPATION IN COURSES AND OFFICIAL TRAVEL

12.1 Participation in courses

Interns cannot participate in courses, including language courses, paid for by the mission/MFA.

However, interns may attend "all-staff mission seminars" and the like, and interns must complete all mandatory MFA e-learning courses, cf. chapter 19.

12.2 Participation in official travel

Interns may take part in official travel in the host country, in the region, or to Denmark:

- If the travel activity has an educational purpose
- If the travel activity is deemed relevant to the internship
- If the travel activity is not problematic from a health and/or security point of view
- If the intern is accompanied by supervisor

Official travel expenses will be reimbursed and per diem will be paid in accordance with the MFA's rules regarding official travel.

For information on the rules regarding official travel insurance, see chapter 17.6.

13. ACCESS TO THE MFA DOCUMENTS

13.1 Access to the MFA's digital archiving system

Interns may be granted access to the MFA's digital archiving system (Public 360°), including security groups. Interns may, however, never be granted access to security groups concerning personal assistance cases in the field of consular services, visa-related tasks, or staff members' personnel cases.

13.2 Access to classified material

As a rule, interns cannot be granted authorisation to handle classified material. However, in special cases and upon request from the Head of Mission, SEK may grant authorisation to access material classified up to and including "TIL TJENESTEBRUG".

13.3 Access to - and use of - other documents

Interns may not remove any data or internal or external documents from the mission without prior permission from the mission. The intern may also not use this material for credit assignments or exam assignments without prior permission from the mission. Any authorisation should be treated with due consideration to the MFA's rules regarding confidentiality. Material that the intern is given permission to use will, as a result, no longer be considered to be of an internal nature according to the provisions of the "Access to Public Administration Files Act" (Offentlighedsloven).

14. ACCOMODATION

14.1 Accommodation

As a rule, it is the intern's own responsibility to find, conclude, and sign an agreement regarding accommodation in connection with the internship.

14.2 Exceptions for legal or security reasons

If, however, for legal, security, or other obvious reasons the mission considers it necessary to sign the lease on behalf of the intern, the mission may do so on the basis of prior permission from SEK. The mission must send a substantiated request to SEK, cc HRpraktikanter@um.dk. If permission is granted, the mission must only enter into leases with short/reasonable notice of termination and with a rent level that lies within the limits of expenses that may be reimbursed, cf. chapter 15. If the cost of rent is less than the mission's maximum limit for reimbursement of expenses, the excess amount can be used to reimburse other documented expenses related to the internship. The mission must, furthermore, ensure documentation for the mandatory liability insurance from the intern.

14.3 Exceptions related to excess space within the mission's property portfolio

If the mission has any excess space available within its property portfolio that can be used as accommodation for interns, this may be made available with prior permission from SEK. The mission must send a substantiated request to SEK, cc HRpraktikanter@um.dk. If permission is granted, the value of the accommodation space will be set at 75% of the mission's maximum limit for expense reimbursement, and the remaining 25% can be used by the intern to reimburse other documented expenses related to the internship. The mission must, furthermore, ensure documentation for the mandatory liability insurance from the intern.

15. REIMBURSEMENT OF EXPENSES

15.1 Reimbursement of expenses

Internships at missions are unpaid, but missions can reimburse documented expenses related to the internship within DKK 4,000 to DKK 6,000 per person per month as decided by the mission on the basis of the local price level. This amount limit applies as of 1 February 2024.

Documented expenses may be:

- Travel in connection with the start and end of the internship
- Issuance of visa
- Required vaccinations
- Local accommodation
- Required insurances
- Local transportation
- Other types of relevant expenses linked to the internship (please note, expenses for language training does not qualify for reimbursement)

Regarding settlement of expenses, see Annex 1 "Guidelines on the Mission's Administration", chapter 11.

It is the intern's own responsibility to familiarise themselves with the rules regarding [educational support](#) (SU) and how SU and tax conditions may be affected by the internship and the reimbursement of expenses.

15.2 Exception for interns not receiving SU

If an intern is not entitled to SU, the mission may pay the remuneration without documentation of expenses. In this situation, the amount of remuneration is taxable, and the intern must report the amount to the tax authorities.

16. TERMINATION OF INTERNSHIP

If the mission wishes to - or due to external reasons must - terminate the internship, the mission must present the reasons for the intended termination of the internship to the intern.

16.1 Termination based on notice

Both the intern and the mission can terminate the internship agreement at any time with one month's notice counted from the end of the month of the notice given.

Upon termination of the internship agreement, the mission must reimburse in full the mission's monthly reimbursement amount, based on documented expenses.

16.2 Temporary or permanent interruption

An internship can be terminated at any time due to the health and/or security situation in the host country. Such a decision is made by the mission in consultation with HR and SEK. In this case, the mission must cover the intern's travel costs, and must – based on documented expenses (for e.g. a non-terminable lease) – pay in full the mission's monthly reimbursement amount regardless of which date of the month the internship is terminated.

The MFA will endeavour to find an internship at another Danish mission for the remainder of the internship period if so desired by the intern.

16.3 Termination due to gross misconduct or non-compliance

If an intern commits a criminal act or seriously neglects their obligations to the mission regarding security, confidentiality, breach of trust, fraud, violent behaviour, or harassment, or in spite of an earlier warning again commits any such a breach of duty, the Head of Mission may decide to terminate the internship without any other notice than the ones mentioned in Annex 1 "Guidelines on the Mission's Administration", chapter 13.

The mission may - based on documented expenses - reimburse in full the mission's monthly reimbursement amount regardless of which date of the month the internship is terminated.

SECTION 4: INSURANCE CONDITIONS

17. INSURANCES

17.1 Mandatory insurances

It is mandatory that the intern, at their own expense, takes out, and is covered by the following insurance policies (valid during the entire internship):

- Full-time (24/7) travel insurance (including transportation service to the home country in case of illness or death)
- Liability insurance, outside working hours

The mission must ensure documentation for this.

The mission may not recommend insurance providers to the intern.

17.2 Travel insurance (Rejseforsikring, inkl. syge-hjemtransport)

The intern must be covered for sickness, including transportation service to the home country in case of illness or death.

17.2.1 The blue EU health insurance card

Interns in the EU, EØS, Switzerland, and Great Britain can choose to be covered by the [blue EU health insurance card](#) as insurance against sickness, but since this insurance card does not cover transportation service to the home country – not even if prescribed by a doctor or in the event of death – the intern must ensure additional insurance cover for this. It is the responsibility of the intern to know whether the right to Danish public health coverage is maintained during the internship (contact "Udbetaling Danmark").

17.3 Liability insurance (Ansvarsforsikring)

17.3.1 Outside of working hours

It is mandatory for the intern to take out a personal liability insurance policy covering damage to third party and third-party property outside of working hours.

17.3.2 During working hours

The mission covers any unintentional harmful actions against third parties during working hours (whether at or outside of the mission's address) provided the intern's presence is in accordance with the duties of the internship and in agreement with the intern's supervisor.

17.4 Accident insurance (Ulykkesforsikring)

Accident insurance is optional, but highly recommended.

17.5 Occupational-related injuries (Arbejdsskadeforsikring)

Interns are covered against work-induced physical and psychological injuries under the executive order of the Occupational Injury Insurance Act ([Lovbekendtgørelse nr. 1186 af 19. August 2022](#) med senere ændringer).

Occupational injury cases are reported via the MFA (ØKO) to "Arbejdsmarkedets Erhvervssikring" (AES) that makes decisions on compensation claims.

17.6 Official travel insurance

All travel approved and paid for by the mission/the MFA is considered official travel, and the intern is therefore covered by the Danish state's official travel insurance under such travel activities.

For information on the rules regarding interns' participation in official travel, see chapter 12.2.

SECTION 5: SECURITY INSTRUCTIONS AND E-LEARNING

18. SECURITY INSTRUCTIONS

It is the responsibility of the mission to ensure that the intern within the first week of the internship:

- Reads the [Security Policy for the MFA and Foreign Service](#) and the [Security Instruction for the MFA and the Foreign Service](#)
- Reads the [Handbook: Information Security](#)
- Becomes familiar with the mission's security and emergency procedures
- Receives a thorough security briefing comprising an introduction to the local threat picture
- Is encouraged to behave in a security-conscious manner that is compatible with local conditions

19. E-LEARNING

It is mandatory for interns to complete the [mandatory e-learning courses](#) listed on UMBrella within the two first weeks of the internship.

ANNEX 1: GUIDELINES ON ADMINISTRATION OF INTERNS

1. Administrative coordinator

A posted or mission-employed staff member should be in charge of all administrative matters regarding the intern(s). For a more detailed description see the sections below. This coordinator function may not be assigned to an intern.

2. Advertisement of internships

The mission must advertise internship vacancies on its homepage and/or via external job portals. Vacancies may also be advertised at e.g. universities and educational institutions in the Kingdom of Denmark and on social media platforms.

- The spring team of interns starts 1 February and ends 31 July
 - The application deadline is 1 September of the previous year

- The autumn team of interns starts 1 August and ends 31 January
 - The application deadline is 1 March

All missions must use the same template for advertisement of internships to ensure a uniform way of presenting terms and conditions across the Danish Foreign Service. Please find the template for advertisement of internships on UMBrella (template 3).

3. Recruitment process

Compliance with MFA's rules regarding the handling of personal data as a part of the missions' staff recruitment processes also applies vis-à-vis interns. This implies:

- The creation of a personnel case in Public 360°
- Applicants who were not offered an internship may be stored in a file on the N-drive (with access limitations) for 6 months, after which the information must be deleted
- All physical documents must be shredded immediately following the end of the recruitment process

4. Security clearance

The mission is responsible for initiating the security clearance of interns via SEK. Here is the link for the [digital questionnaire](#) (please contact sikundersoeg@um.dk in case of questions).

It is important that the mission neither promises nor offers any candidate an internship before the security clearance process has been completed and security clearance has been granted. Please find a template for letter that can be sent to the candidate before security clearance on UMBrella (template 4).

5. AMI and IT Account

As soon as the mission has been informed directly by SEK that the intern has been security cleared, the mission has to create "New employee" and "IT Account (including username)" in AMI. Please follow the relevant [AMI instruction](#) on UMBrella. Once the IT account has been created, the mission will automatically receive the relevant documents regarding the IT account.

Please note, the official end date will always reflect the end date registered with SEK and the security clearance. After this date, all IT access will be disabled automatically and immediately. The IT access closes permanently according to the end date registered in AMI.

The mission must fill in the following data regarding interns in AMI:

- Name of supervisor at the mission
- The intern's address during internship and at least one emergency contact
- The intern's insurance information. Please note that it is the mission's responsibility to ensure that the intern has the mandatory insurance policies and that they are valid throughout the entire internship.

A black triangle in AMI indicates a section with missing information. You are requested to fill in the missing information as soon as possible.

6. Internship Agreement

A formal internship agreement is to be concluded between the mission and the intern. Please note that the previously Solemn Pledge Declaration has been integrated into the internship agreement. There is therefore no longer a separate document for the Solemn Pledge Declaration.

All missions must use the same template for their internship agreement. This is to ensure correct content and uniform internship agreements across the Danish Foreign Service. Please find and use the template for the internship agreement on UMBrella (template 1).

7. Visa

If the internship takes place in a country where entry requires a pre-issued visa, the mission must fill in the relevant "Note Verbale" template to be found on Umbrella (template 5). The completed template is to be forwarded to diplomatpas@um.dk for stamping and signing. The MFA office for Diplomatic passports returns the signed and stamped "Note Verbale" directly to the applicant with a copy to the mission.

As a rule, the intern takes care of handing in/submitting the visa application to the relevant embassy and is responsible for picking up the passport (and visa). A copy of the internship agreement and the intern's passport must be attached to the intern's visa application. In few cases (e.g. Australia) the application process differs from the above. It is the responsibility of the individual mission to familiarize itself with any special requirements from the respective authorities of the host country.

The intern must pay any costs related to the visa application/issuance, but may be reimbursed within the monthly reimbursement amount for interns set by the mission.

It is a prerequisite that the intern has been granted security clearance before the visa application process can be initiated.

8. Registration with host country

Interns cannot be registered locally with any kind of status vis-à-vis the authorities of the host country. The actual registration of the intern will depend on the legislation/common practise in the host country.

9. SIM card

For the mission to be able to get in touch with the interns at all times (e.g. if security conditions so require) local prepaid SIM cards (covering only local calls, not international calls, nor hotspots) should be provided.

10. Registration of working time, flexitime, holidays, and time off for assignment ("writing days")

Although interns are (not employed and therefore) not registered in UMTid, they should nevertheless register their working time.

Please find for inspirational purposes a template for registration of working hours, flexitime, holidays and writing days on UMBrella (template 8).

For more information about working hours (see chapter 11.1), about holidays (see chapter 11.3) and "writing days", (see chapter 11.4).

11. Monthly settlement of expenses in RejsUd

The expenses covered by the mission's monthly reimbursement amount must be entered under the expense type "Interns Missions" in RejsUd (financial account number: 223655). For all other types of expenses, the relevant expense type must be selected.

Documentation for payment of the expenses must be attached, along with a description of the expense.

For this documentation, please find a cover / reimbursement application template on UMBrella (template 7) setting out the monthly reimbursement as well as an indication to the effect that non-recurrent expenses (flight tickets, visa, vaccinations, and insurance) can be covered to the tune of 1/6 of maximum amount every month.

Interns should request access to RejsUd at the start of their internship. Once access is requested, allocation is automatic and may take up to two weeks during peak periods.

12. Archiving documents relating to the intern

All documents relating to the intern, such as application, security clearance, internship agreement, documentation for insurance coverage, any permissions and dispensations granted, as well as training agreement and evaluation(s) shared with the mission must be filed locally in the MFA's digital archiving system (Public 360°).

13. Termination of an internship due to gross misconduct or non-compliance

Before deciding to terminate an internship due to gross misconduct or non-compliance, the mission must consult HR for advice and guidance, including an assessment of whether the decision is sufficiently substantiated/well-documented and proportional.

The intern should be presented with the reasons for the intended termination of the internship at a meeting with the mission management. Before the meeting, the mission must inform the intern about the reason for the meeting and their opportunity to bring a lay representative ("bisidder") to the meeting, e.g. a staff member. The mission cannot take a final decision about terminating the internship before the intern has had a chance to comment on the presented arguments for the intended termination. The intern must be given a fair deadline for submitting comments. The mission must file brief minutes of the meeting in Public 360°.

If the mission decides to proceed with a termination of the internship, the decision should be presented to the intern in writing, including an explanation of the main reason(s) for the decision.

14. The intern's evaluation of the internship

At the termination of the internship, the intern is invited to complete an evaluation. The evaluation form should be submitted no later than two weeks after the end of the internship. It is optional for the intern to also share the evaluation with the mission. In cases where the intern states that the internship does not live up to the signed internship agreement, HR will present and discuss this with the mission.

Please find the evaluation form on UMBrella (template 10).

ANNEX 2: CHECK LIST OF THINGS THE INTERN(S) SHOULD BE INFORMED ABOUT BEFORE STARTING THE INTERNSHIP (ADAPTED TO LOCAL CONDITIONS)

1. Expenses

Interns are themselves responsible for the following expenses/ must bear the expenses themselves, but may be reimbursed within the monthly reimbursement amount for interns set by the mission.

- Transportation to the host country
- Relevant vaccinations for the stay in the host country
- Accommodation and monthly rent in the host country
- Visa (if needed for entry and/or the stay)
- Mandatory insurance policies

2. Insurance

Interns must, at their own cost, be covered during the entire internship by the following insurance policies:

- Full-time (24/7) travel insurance covering expenses for sickness, including transportation service to the home country in case of illness or death
- Liability insurance outside working hours

Interns in the EU, EØS, Switzerland, and Great Britain can choose to be covered by the [blue EU health insurance card](#) as insurance against sickness. As this insurance card does not cover transportation service to the home country – not even if prescribed by a doctor or in the event of death – the intern must ensure additional insurance cover for this. It is the responsibility of the intern to check whether the right to Danish public health service is maintained during the internship (contact “Udbetaling Danmark”).

3. Academic requirements and assignment

The intern must identify the education institution's learning goals and requirements for the internship well in advance of signing the internship agreement. The education institutions will most often have to approve the learning objectives and thus ensure that the internship supports the study requirements.

The intern is made aware that in connection with signing the internship agreement, a promise of confidentiality is also signed, which also applies in relation to the academic assignment.

4. Educational support (SU) and tax conditions

It is the intern's responsibility to familiarise themselves with the rules regarding [educational support \(SU\)](#) and how their SU and tax conditions are affected by the internship and the reimbursement of expenses.