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## JURA

Country	Type of study	Type of host organization	Job description	Technical skills	Language skills	Other skills	Accommodation	Duration	Application requirements
Belgium	Economics, Law, European Studies	Chamber of Commerce and Industry	Monitoring and follow-up European Policies, participation in different events and Committees of the European Parliament and other Institutional Bodies, including reporting and writing summaries, preparation of Power Point Presentations.	MS Office Package, PC literacy	German, English, French is an asset	Accuracy, good communication skills	Help in finding accommodation	3-6 months	Application in German language
Belgium	Economics, Law, Administration (our fields of activity are Education, Migration and Employment), European Studies, Politics	Public authority	Follow up of the current European news, participation in different events and committees of the European Parliament, including reporting, writing summaries, etc.	Activity & implementation competences, social & communication competences	English obligatory		We send the interns in advance a list with known accommodations in Brussels.	Max 3 months	Application: min. 6 months in advance with a motivation letter, resume and prove of language skills
Belgium	Politics, Law, European Studies, Economics	Foundation supporting political education	Internships available in the 4 following programmes: European Policy Programme, Climate and Energy Programme, Global Dialogue Programme, EU Liaison/Visitor Programme and Communication. Tasks: assist in the preparation and implementation of events, research, general office and administrative tasks.	Knowledge of Windows Microsoft Office	Very good knowledge of English and ideally a further European language	Student of at least two years at an accredited European University (German Grundstudium or equivalent); committed, politically interested, creative, open, flexible		Min. 3 months	Internship as a compulsory part of studies; application via mail with a letter of motivation and CV in English
Belgium	Political Science, European Law, European Studies, Cultural Management	Public Affairs consultancy and research center specialised in culture and creative industries field	Research, compiling and drafting articles, monitoring of EU and EU members' national legislation and regulations, participation in gathering and analyzing information and data for reports and studies, participation in project-based activities and communication activities.	MS Office	Excellent level of written and spoken English + another European language	Excellent communication skills, knowledge of creative industries, enthusiastic, dynamic, committed, interest in research and analysis		Min. 6 months	Send CV and motivation letter
Denmark	Marketing, Law, Economy, dependent on department the student is working for	Chamber of Industry and Commerce	Market analysis, business partner search and recruiting, tasks dependent on department.	Dependent on the department the student is working for	German, in most departments Danish as well				CV, letter of motivation
Estonia	Law	Attorney's office/law firm	Translation, language revision and drafting of legal documents, preparation of legal publications and presentations.	Understanding of legal methodology and business environments, basic MS Office	German or English, knowledge of other languages, especially Scandinavian languages is a definite plus	Good communication & presentation skills, ability to work independently, strong interest in the subject	Accommodation		Cover letter, CV & certificates as appropriate in one single pdf document; desired country (Estonia, Latvia or Lithuania)
Estonia	Economics, Business Law	Chamber of Industry and Commerce	Market research, PR, HR, customer service.	Basic computer skills	German, English	Good communication	We provide a list of available accommodation.	4-6 months	Would greatly appreciate if the application (with CV and short motivational letter) was sent approximately 6 months in advance if the spot is not available immediately.
Hungary	Law Political Science Social Sciences	Political foundation; registered association (e.V.) with 107 foreign offices, our office in Hungary is based in Budapest	Preparation of publications, research works and drafting of reports; Preparation of educational activities, updating our website and other online tools, participation in seminars etc.	MS Office	German, English, Hungarian is considered to be a plus	Understanding of the political landscape of Hungary		Max. 3 months	Topical CV in German

Italy	Law, Political Science, History, Sociology, Anthropology, Economy, Philosophy	Private Non-Profit Research Center	Research in the field of minority protection, pluriethnic society, diversity governance, autonomy. Organisation of conferences, training units, hosting of delegations. Book reviews and editing of books. Presentation of own research.		Our working languages are English, German and Italian (2 of them should be covered, minimum passive knowledge).		Yes	minimum 2 weeks	Criteria of the program
Italy	Law, Political Sciences, Sociology	Private Research Institute, Non-Profit	Assist the institute in its daily work. Depending on the project, the student's task will be, i.e.: collection of information, research, conduction of interviews, organizational tasks	Internet, database research, microsoft, excel	English is the main working language at the institute (German and/or Italian would be an asset)	Capacity to work in a team, responsible and positive attitude	Help with finding accommodation	Preferably at least 2 months	CV and a Cover Letter via e-mail
Latvia	Law	Attorney's office/law firm	Translation, language revision and drafting of legal documents, preparation of legal publications and presentations.	Understanding of legal methodology and business environments, basic MS Office	German or English, knowledge of other languages, especially Scandinavian languages is a definite plus	Good communication & presentation skills, ability to work independently, strong interest in the subject	Accommodation		Cover letter, CV & certificates as appropriate in one single pdf document; desired country (Estonia, Latvia or Lithuania)
Latvia	Economics, Business Law	Chamber of Industry and Commerce	Market research, PR, HR, customer service.	Basic computer skills	German, English	Good communication	We provide a list of available accommodation.	4-6 months	Would greatly appreciate if the application (with CV and short motivational letter) was sent approximately 6 months in advance if the spot is not available immediately.
Lithuania	Law	Attorney's office/law firm	Translation, language revision and drafting of legal documents, preparation of legal publications and presentations.	Understanding of legal methodology and business environments, basic MS Office	German or English, knowledge of other languages, especially Scandinavian languages is a definite plus	Good communication & presentation skills, ability to work independently, strong interest in the subject	Accommodation		Cover letter, CV & certificates as appropriate in one single pdf document; desired country (Estonia, Latvia or Lithuania)
Lithuania	Economics, Business Law	Chamber of Industry and Commerce	Market research, PR, HR, customer service.	Basic computer skills	German, English	Good communication	We provide a list of available accommodation.	4-6 months	Would greatly appreciate if the application (with CV and short motivational letter) was sent approximately 6 months in advance if the spot is not available immediately.
Serbia*	Political Science, International Relations, Legal Studies, European studies, Public Administration, Environmental Studies, Economics, Project Management, Data Science (other social sciences and humanities)	NGO (think tank organisation concerning European politics)	Participation in current research activities; development of own research project; assistance of CEP's researchers in developing policy products; data visualisation; participation in dissemination of research findings, organisation of events.	Good knowledge of research methods; excellent research, analytical and writing skills; advanced knowledge of Microsoft Office programmes	Excellent writing and verbal proficiency in English; other language skills are of advantage	Interest in one of our program fields, evidenced by prior academic or professional experience	Help to find accommodation		CV; Motivation letter (up to 500 words, mentioning the reasons for applying, skills and qualifications, and the field of work the candidate is interested in); writing sample in English (e.g. essays, articles, policy briefs, reports etc.)
Serbia*	International Relations, Political Science (human rights, minority rights, peace and conflict resolution)	NGO (think tank concerning ethnic relations)	Desk and field research; collection, processing and analysis of data sources; writing documents (reports, essays, etc.); participation in preparation of policy papers with recommendations; creation of work plans and work reports.	Good english skills (oral and written); operational and analytical skills; presentation skills	English	Team work			CV, motivation letter; recommendation letter
Serbia*	Law, International Law / Relations, (human and minority rights)	NGO concerning human rights	Research, data analysis.		English	BA degree in one of the mentioned area		Max. 3 months	CV, motivation letter

<b>Serbia*</b>	Human Resources, Psychology, Business Administration, Economics, Law, Social Sciences, Philology (and similar)	International staff service provider	Assistance in selection and recruitment of candidates for various companies and industries; participation in current projects within the "people & culture" department of the company; assistance in preparation of administrative documents while getting acquainted with Serbian Labour Law.		English (fluently)	Problem solving and 'can-do' attitude, interpersonal and communication skills are essential	Accommodation and lunch are offered	Max. 3 months	CV, motivation letter
<b>Serbia*</b>	Law, Political Science, Journalism (human rights or equivalent)	NGO / Human Rights Organisation	Administration of programs, preparation of various activities and events, assistance with human rights research and monitoring of developments, drafting documents.	Good writing skills and experience in writing reports, articles and doing research; experience in event planning	English	Communication skills, independency, responsibility, knowledge of Civil Rights Defenders work, of the region and the human rights landscape		Max. 6 months	CV and Application letter
<b>Spain</b>	Business, Law	Attorney's office/law firm	Translation, language revision and drafting of legal documents, preparation of legal publications and presentations.	Knowledge of Windows Microsoft Office, basic computer skills	German and English	Spanish			Send CV, minimum age 20+
<b>Sweden</b>	Marketing, Finance, Business Administration, Law, Tax, Communication	Chamber of Commerce	Departments available: Market Entry & Business Development, Members & Events, Corporate Communications, Financial Accounting & Payroll, Tax, internal Finance department.	Basic computer skills	German and/or Swedish, English			3-6 months	Online through <a href="http://www.webforum.com/form/handelskammer/form.asp?sid=811293560">http://www.webforum.com/form/handelskammer/form.asp?sid=811293560</a>
<b>Turkey</b>	BWL, Business Management, International Management, Eventmanagement, Recht, Wirtschaftsrecht, Marketing, Economics, Wirtschaftskommunikation	Deutsch-Türkische Industrie- und Handelskammer + DEInternational Dienstleistungsunternehmen	Assisting legal questions; import/export, company establishments TR/GER; newsletter, legal research, market research; research on potential business partners; planning, organization and implementation of organizations (e.g. Oktoberfest); support trade fairs and delegations.	MS Office	German and Turkish is a must, English preferred				Letter of application, CV, proof of enrolment, grades

\*Dieses Praktikumsangebot beruht nicht auf Erfahrungswerten, d.h. es war bisher noch keiner unserer Studierenden dort.