**British Association for Korean Studies**

**Year-Abroad Internship Committee**

**Announcement of an Internship Scheme**

**Academic Session 2013-2014**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Year-Abroad Internship Committee of the British Association for Korean Studies (BAKS) announces a scheme for the placement of students as interns with British or Korean companies in Korea. A description of the scheme is given below.**

**1) The scheme is open to any student in a British university regardless of nationality who is registered for a named undergraduate Korean Studies degree programme which requires the student to spend a mandatory academic session in Korea receiving intensive language tuition (the Year-Abroad).**

**2) An internship is to be taken up in conjunction with the Year-Abroad.**

**3) The period of the internship for the next academic session abroad (2013-2014) will be for two months at some period between June and September, 2013.**

**4) Details of the precise dates of the internship, and the details of the work to be undertaken, will be made by mutual agreement between the selected intern and the company in which he or she will be engaged. The company selecting an intern will send to the prospective intern a statement of the dates of the internship, the hours to be worked per day and per week, and the stipend to be received by the intern.**

**5) Each intern will receive a monthly stipend. The level of the stipend will be the same for each intern selected. Announcement of the level of the stipend will be made to the British Association for Korean Studies by the British Chamber of Commerce in Korea (BCCK).**

**6) Applications for an internship are made through the Year-Abroad Internship Committee of the BAKS. Application materials may be obtained from the student’s Korean Studies tutor.**

**7) Complete applications should include the following materials:**

 **- a completed Year-Abroad Internship Application form,**

 **- a 300-word statement of your interest in the internship programme,**

 **- a signed Year-Abroad Internship Declaration form,**

 **- two (2) testimonials, one academic and one from a former employer (if**

 **possible), (over)**

**- a one-page curriculum vitae providing contact details (including postal,**

 **telephone, mobile telephone and email addresses), educational background**

 **and work experience.**

 **ALL APPLICATIONS MUST BE TYPED, NOT HANDWRITTEN.**

**8) It is a requirement that students taking part in this programme obtain a letter from their employer in Korea commenting on their work upon completion of the period of internship. This should be sent to the BAKS Year-Abroad Internship Committee chairman upon the student’s return to the UK and before the beginning of the new academic session.**

**9) Applications must be received by the Committee no later than Monday 8 April, 2013. The Committee intends that the applicants should be informed of the result of their application by 21 June, 2013, or earlier if that is possible.**

**10) All applications or enquires should be sent to:**

**Dr. James Lewis, Chair**

**BAKS Bursary Committee**

**Oriental Institute**

**Pusey Lane, Oxford OX1 2LE**

**11) The arrangements for the scheme are facilitated through the British Association for Korean Studies and the British Chamber of Commerce in Korea. However, the agreement to enter into an internship is a personal arrangement between the individual intern and the company in which the intern will be working. Although they will be willing to provide assistance, neither the BAKS nor the BCCK is responsible for any of the arrangements after the initial contacts have been made.**

**British Association for Korean Studies**

**Year-Abroad Internship Committee**

**Application for a Year-Abroad Internship**

**Academic Session 2013-2014**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (in block capital letters, surname first):**

**Institution:**

**Degree Programme:**

**Degree Subjects Studied Other than the Korean Language:**

**Preferred Internship Industry Categories (if any):**

**Contact Postal Address:**

**Contact Telephone Number:**

**Contact Mobile Telephone Number:**

**Email Address:**

**Interest in an Internship:**

**(Please write a succinct statement of 300 words why you feel that you would benefit from an internship with a company in Korea and what you think you can offer a prospective employer. Sign and date the statement upon completion. You may use more than one page.)**

**British Association for Korean Studies**

**Year-Abroad Internship Committee**

**Application for a Year-Abroad Internship**

**Academic Session 2013-2014**

**Testimonial**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Student Applicant:**

**Note: Please write a frank assessment of the applicant’s abilities and the benefit which he/she might gain from participating in an internship scheme during the Year-Abroad programme of language study. Sign and date your assessment at the bottom. Thank you for your assistance.**

**British Association for Korean Studies**

**Year-Abroad Internship Committee**

**Year-Abroad Internship Declaration**

**Academic Session 2013-2014**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I, , affirm that I understand that the internship scheme in which I am participating is entirely an individual arrangement between myself and the company or business which has arranged the internship. Neither the British Association for Korean Studies nor the British Chamber of Commerce in Korea has any formal relationship with the conduct of the scheme, and I recognise that they have no responsibilities associated with it.**

**In witness whereof, I have signed and printed my name below, and dated this declaration.**

**Signature**

**Name in block capital letters Date**