

Guidance for IUP students concerning on internship conducted during the pandemic of Covid 19

Yogyakarta, 27 April 2020

Pandemic of Covid 19 affects many things in our life, it may also include the students' plan on conducting internship this semester - which will be conducted after the final exam.

Some students have reported that the pandemic does not affect their internship plan, as their host institutions still welcome the students for the internship activities. In this case, IUP **strongly advise** the students to thoroughly assess whether the hosts and the activities are safe enough and can prevent the students from being infected by the corona virus. If the internship activities can be conducted by abiding the instruction on physical distancing (i.e. work from home); and the student believes that they would be safe to conduct the activities, then the internship can be conducted. Please later on, report yourself to the IUP secretariat through electronic means, we will proceed your report through ordinary mechanism, i.e. appoint an academic supervisor for you.

However, some institutions may have cancelled their plan to be hosts for the internship activities. This may put the students in an unfavourable situation, as it may not be easy to find other places in the remaining time, particularly in these days. Besides, there is also a probability where the institutions are still welcoming the interns, but the students may be hesitant to engage since it may increase their risk to be infected by Covid 19. Realising these, the management of IUP issues a relaxation policy; the students may replace their internship activities by take one alternative option below.

Alternative A – participate in any positive activities to curb Covid 19

The student may substitute his/her internship obligation by becoming an online volunteer to curb with pandemic Covid-19, the activities may or may not be tightly related to law as long as the student may get the insight on team work. The activity can be, but may not be limited to, website maintenance, fund raising, social media campaigner, etc. Please see the following for getting the ideas: <https://kawalcovid19.id>; <http://covid19.gamabox.id>; <https://gamabox.id/sonjo/>. Please note that the above is a non-exhaustive list, the students may participate in other activities offered by other websites.

Besides, IUP notices that DPKM UGM has issued a policy where becoming a Covid volunteer can substitute the obligation of community service (KKN) (<https://simpan.ugm.ac.id/s/kWaaUvwioEd4S01#pdfviewer>). Some students have asked whether this activity can substitute for **both** KKN and internship obligations? IUP regards this is permissible as long as each student can fulfil (and provide the evidence) minimum working hours for **both** KKN and internship.

The student who chooses "alternative A" shall still prepare an internship report. The form of the report will be the same with the ordinary one. However, the student is allowed to claim any non-legal ethics, non-legal knowledge and non-legal skills as their achievement in his/her internship activity. Besides, the acknowledgement or clearance letter from the host institution can be conducted through electronic means (digital signature, digital stamp; but please attach sufficient convincing evidences to the secretariat).

Alternative B – take a replacement course offered by IUP, Regular program, or another study program under the University

1. A student **who has registered internship I/II** on this semester may take a course next semester as a substitution of the internship obligation.¹
2. The substitution course can be chosen from: (a) any optional course offered by the IUP (any concentration course beyond a student's concentration);(b) any course offered by regular program of bachelor of law as long as the course is not redundant with the mandatory course that he/she shall take at IUP; or (c)any course offered by other bachelor study programs - either IUP or regular - from outside Faculty of Law but under UGM. It is suggested, and not mandatory, to choose a course which has a strength component on skills rather than on knowledge.
3. The flexibility as mentioned in point 2 above also related to the weight of the credit associated to the course. A student, therefore, may take the replacement course with the weight of credit more than the weight of credit for internship. However, the student shall consider this flexibility carefully, because IUP cannot loosen the maximum course that each student has. Hence, let say, a student has an ordinary academic performance this semester and, as a consequence, he is only allowed to take maximum 20 credits next semester. The substitution course shall be included under those 20 credits.
4. After a student accomplishes the course and obtains his/her score, the student shall report to the IUP secretariat and the secretariat will convert the name of the course and the credit to be "internship I/II" with the credit of 2 SKS. No conversion will be conducted pertaining to the score. Hence, let say, a student take a course at FEB "introduction to Economics I", "3 SKS", and obtain a score "A/B", then it will be converted to our system as "internship I/II", "2 SKS" and score "A/B"

Alternative C

Besides the above, the student may also find alternative by conducting international online internship. Perhaps this website can be a good alternative, but this is a non-exhaustive list,<https://www.virtualinternships.com/how-it-works/>. Unfortunately, as it is explained in the bottom of that page, the applicant shall pay some fee.

To choose the options above, a student shall apply at <http://ugm.id/Internshipduringcovid>

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Please check the update of IUP policy regularly at <http://iup.law.ugm.ac.id> under the section of "download and recent updates". Stay alert and stay safe; our thoughts are with you.

Warmest regards,

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¹ The circular letter released by UGM vice rector has explained that the internship can be replaced by taking a course; however, this policy cannot be operated immediately this semester as all courses have been run for half semester. Hence, the logical solution is that, the students who have registered for internship this semester may take a replacement course for internship in the following semester.