

UNESCO Bangkok Guidelines for Internship (Revised in October 2014)

Introduction

1. These guidelines aim to complement UNESCO internship programme policy (HR Manual Chapter 15.6) by highlighting key elements of this Organization-wide policy while taking into account the specific context of the Bangkok Office. They **do not** apply to participants in the UN Volunteer Programme or UNESCO volunteer programme, for which respective chapters on HR Manual should be consulted as well as UNESCO Bangkok's Guidelines for Volunteer Programme.

Purpose of internship programme

2. The purpose of the UNESCO internship programme is fourfold:
 - (a) to offer to selected graduate and postgraduate students in a field related to the work of UNESCO the opportunity to enhance their academic knowledge through practical work assignments;
 - (b) to allow students of bilingual secretarial schools/technical institutions to gain practical experience in an international Organization;
 - (c) to expose interns to the work of UNESCO, and enable them to gain a better understanding of UNESCO's mandate and programmes;
 - (d) to provide the Office with the assistance of talented and qualified students, specializing in various professional and technical fields related to UNESCO programmes.

Eligibility

3. Interns must be enrolled at the time of application in a **graduate or post-graduate** programme in a university or equivalent institution, undertaking studies in areas related to UNESCO's fields of competence (education, culture, sciences, social sciences, communication) or other areas which support UNESCO's work such as development studies, human resources, management studies, law, international relations, etc.
4. Candidates for internships in secretarial/clerical or technical/professional assignments must be enrolled in a specialized technical/professional institution or undergraduate programme in areas relevant to the assignments and must have reached the last year of their studies.

Assignment of learning objectives and duties

5. Before the arrival of the intern, the supervisor prepares the Terms of Reference with a set of learning objectives and duties, which are related to the programme of the Sector or programme support activities needed by the Office.

Terms and duration

6. The standard duration of internship shall be **four months**, with a minimum duration being two months and maximum duration being six months. Preference shall be given to long-term internships of four to six months. Internships with a duration of more than six months require the prior approval from DIR/HRM.

7. The internship programme is normally on a full-time basis although assignments may be carried out on a part-time basis in agreement with the Office.

Status, remuneration and conditions

8. Interns are **not** UNESCO staff members. Although interns are welcome to attend most meetings, they should under no circumstance represent UNESCO or be expected to present UNESCO's position on programmatic or technical issues.
9. UNESCO does not remunerate interns. This unpaid status in no way reflects on the level and quality of their experience or outputs provided while in UNESCO Bangkok. As much as they are highly valued, interns shall not be accepted as substitutes for staff members in the implementation of programmes and activities.
10. The granting of an internship should not be interpreted as a preliminary step to recruitment by UNESCO. Hence the internship does not imply any expectations of appointment.
11. Arrangements and costs for the intern's travel, visas, vaccinations, accommodation and living expenses are under the responsibility of the interns or their sponsoring institutions. Moreover, interns are fully responsible for arranging, at their own expense, life, health, travel and other forms of insurance covering the period of internship at UNESCO.

Application process

12. UNESCO Bangkok's internship programme is managed by the Director's Office in consultation with the Administration Unit.
 - (a) All candidates must submit, **at least one month before the starting date** of the internship, a cover letter and a completed application form downloaded from: <http://www.unescobkk.org/internship-programme-and-volunteers/>. The application should be sent by email to the Chief of the Director's Office (intern-volunteer.bgk@unesco.org).
 - (b) While not mandatory, the receiving units may interview pre-selected candidates and/or request a writing sample from them.
 - (c) When a candidate applies for an internship without identifying a particular programme or unit to work with, the Director's Office will consult relevant units.
13. The accepted candidate will receive a letter of acceptance along with TOR from the receiving unit, together with the document "Tips for interns/volunteers' move to Bangkok" from the administrative assistant of the receiving unit.

Evaluation of the assignment of interns

14. Before the end of the internship, the evaluation of the internship shall be carried out and signed by both the intern and the supervisor. The intern and the supervisor shall discuss their internship evaluation before submitting the completed and signed evaluation form to the Chief of the Director's Office.